

## Introduction

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**SYSTEM 1** is a menu driven inventory control program, offering versatility, power, and features not found on more expensive systems. Certain of these features have been written into the software to insure tools are available to increase profits through efficient management of inventory and the INVESTMENT such inventory represents. The software is designed to facilitate inventory management with control conducted via menu screens. This manual is a guide for use and includes descriptions of the procedures necessary to interact with the software. Sections cover contingencies, a reference guide, helpful tips for daily routine, and a general reference. If, at any time, a problem is encountered which is not covered in this manual or not understood, you may call JARVIS COMPUTER SOFTWARE collect for assistance.

The menus and fill-in-the-blanks screens make the system quite self-guiding. If you are just getting started, then please look at the following sections first:

- Master Menu item #6, "Sources".
- Master Menu item #5, "New parts".
- Master Menu items #19 & #20, "Enter parts from the pad".
- Master Menu item #1, "Inquiry".

## HARDWARE OVERVIEW

## SYSTEM HARDWARE

The computer can be described best by listing the major components which you will be using: memory, keyboard, screen, printer, and disk drive(s).

- A. MEMORY                    controls and directs data operations, via the processor or microprocessor.
- B. KEYBOARD                is the means by which you communicate with the computer--an input device.
- C. SCREEN                   is the means by which the computer communicates with the operator, how it "talks" with you--an output device.
- D. PRINTER                 is another output device, providing more permanent records than the screen.
- E. DISK DRIVE(S)         is a device that stores programs on floppy or hard disk media.

The descriptions below refer to two computers, NEC\* and IBM\* using MS DOS\* and/or UNIX\* operating systems. However, the information below will also apply to some other systems, such as, TI\*, COMPAQ\*, etc., which are operationally similar to the hardware mentioned above. In effect, this software will function with any top-of-the-line MS DOS machine configuration.

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\* Registered Trademarks.

## KEY DESIGNATIONS AND USAGE

The keys used are listed in alphabetical order below.

**ALT KEY AND GRAPH KEYS** Are not used. These keys must NOT be locked down when the computer is going to be used with this software. The computer may appear to be out of order, with no response or a blank screen.

**BACKSPACE KEY** Moves the CURSOR (a blinking screen position indicator) left and will remove any characters left as it moves.

**CONTROL KEY** The "CTRL" key, on the left side of the keyboard, is used in conjunction with other keys to produce specific results, shown below. There is a list of control functions in the appendix. ^ = CTRL.

**CURSOR** Is a blinking indicator of the present screen position.

**CURSOR MOVEMENT KEYS** Are located on the lower right of the keyboard and are either separate or included with the NUMERIC keys. The CURSOR MOVEMENT keys are used to move the blinking cursor around the screen.

If the CURSOR MOVEMENT keys are part of the numeric key pad, employ the "NUM-LOCK" key at the top of the pad (IBM). Also, on IBM FUNCTION keys 7, 8, 9, and 10 are programmed to act as cursor control keys, because the cursor keys are incorporated in the number pad at the right of the keyboard and it is much more convenient to operate with these in a separate location. Set the the NUM-LOCK key to NUMERIC and use the listed FUNCTION keys to move the cursor.

The CURSOR MOVEMENT keys may be used to correct certain entry errors. In cases where the previous digit(s) is in error, you may use the CURSOR to backtrack and re-enter data, similar to the BACKSPACE key. However, the F1 key can be used to CLEAR the current field to speed corrections most of the time.

DELETE KEY	The "DEL" key removes characters from the screen as it passes over them, moving left to right.
ENTER KEY	Found on the right side of the keyboard near the numeric pad, this key is used to move from data field to data field. On compatible keyboards this is designated by a left pointing arrow just left of the number pad. There are two enter keys on the NEC keyboards, designated RETURN and ENTER. This key does NOT save data.
ESCAPE KEY	The "ESC" key is at the top left or right of the keyboard. This key is used in conjunction with the menus, like a FUNCTION key. Its main use is to SAVE data and MUST be used to save data entered.
FUNCTION KEYS	Are at the top or left side of the keyboard and provide specific routines.
F1 KEY	The F1 key is used to CLEAR an entry field, so that data may be re-entered for corrections. The use of this key is the same on all screens.
F5 KEY	the F5 key is used to EXIT a current working menu to the main menu. F5 is also used to exit from the main menu to the operating system. NOTE: The computer must NOT be turned off without first depressing F5. This may require striking the F5 key twice: once to move from a submenu to the Master menu and once more to exit to the operating system. A system prompt indicates an exit to the operating system.
INSERT KEY	Inserts a space in the input line, so a missed character may be entered in the field without rewriting the entire line.
NUMERIC KEYS	To enter numbers, use the NUMERIC keys at the right or top of the keyboard.
RETURN KEY	The RETURN and ENTER key, on the right side of the keyboard, perform IDENTICAL functions, indicating field data entry completion (a particular entry on a screen, like a part number) and moving

the CURSOR to the next data field.

Refer to the MANUFACTURER'S USERS GUIDE provided with the computer for use with other applications.

## FORD ADDENDUM

Ford Motor Company is using a multiple syllable part number. The three syllables are the prefix, base, and suffix. The part numbers are sorted by the middle syllable, or base number, in most Ford publications. Therefore, Jarvis Computer Software has taken great care to produce output from System 1 that is, in most cases, in the same order as Ford publications. Where differences in the order occur, they are the unavoidable result of differences between the PC's in the dealerships and the big mainframe computers at Ford.

### 2.1. HOW TO ENTER A FORD PART NUMBER

You must enter all three syllables of a Ford part number. They are entered in the natural order of prefix, base, and suffix. The programs need to know where each syllable ends and the next begins. When entering a part number the syllables must be separated by a period or space. The following are examples of valid Ford number entries.

E7TZ.99518K00.A  
 E7TZ 99518K00 A  
 E7TZ.99518K00 A

8A.2092.  
 8A 2092.      NOTE! LAST PERIOD MUST BE PRESENT.

.9963200.      NOTE! BOTH PERIODS MUST BE PRESENT.

If you always use the period as a separator there should be less confusion on how to enter the numbers. If a Ford number is missing a prefix, then you must enter a leading period. If the number is missing a suffix, you must enter a trailing period. If the number is missing both prefix and suffix, you must enter leading and trailing periods.

EXAMPLES OF UNUSUAL FORD NUMBERS

AGSP.32P+.	D4HZ.5005.G	E8GY/.2C029.A
.20308.S7-8	.20326.S7-8	.20548.S7-8
.33848.S7-8	.33850.S7-8	.33898.S7-8
.34395.S7-8	.34443.S7-8	.34449.S7-8
.34670.S7-8	.34810.S7-8	.385-A.
.394-A.	.42153.S7-8	.42161.S7-8
.44746.S7-8	.52734.S7-8	.57623.S7-8
.72035.S7-8	.73896.S7-8	.73904.S7-8
.73966.S7-8	.74002.S7-8	.87707.S7-8
9221.KS-57A.	.112416.ES7-8	.112417.ES7-8
.113198.ES7-8	.113445.ES7-8	.113772.ES7-8
.113778.ES7-8	.114192.ES7-8	.115877.ES7-8
.116174.ES7-8	.117372.ES7-8	.354135.S7-8
.354590.S7-8	.358883.S7-8	.359838.S7-8
.371005.S7-8	.371453.S7-8	.371649.S7-8
.371782.S7-8	.372212.S7-8	.373822.S7-8
.373853.S7-8	.373888.S7-8	.374714.S7-8
.375602.S7-8	.376973.S7-8	.376991.S7-8
.377116.S7-8	.377154.S7-8	.377278.S7-8
.377665.S7-8	.377803.S7-8	.377817.S7-8
.378077.S7-8	.378168.S7-8	.378690.S7-8
.378836.S7-8	.378941.S7-8	.379058.S7-8
.379157.S7-8	.379192.S7-8	.379651.S7-8
.379668.S7-8	.379818.S7-8	.379879.S7-8
.380086.S7-8	.380272.S7-8	.380460.S7-8
.380514.S7-8	.380853.S7-8	.380944.S7-8
.382939.S7-8	.383798.S7-8	.384074.S7-8
.384075.S7-8	9462.4919-1.	.995960.ES7-8
.N802061.-S2	9462.055-330.412	E4WY.6620000.*
E4WY.6620000.**	.72225-C.	E3TZ.9813046.**
E2TZ.20000-GD.	E5FZ.58519A58.W/R00	E9DZ.7429077*.A1C
E9DZ.7429077*.A1J		

### 3.

#### PURPOSE AND USE

#### 3.1. MASTER MENU

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##### Screen 3-1: MASTER MENU PAGE 1

SYSTEM 1 by Jarvis Computer Software (c) Copyright 1986,1994,1995.  
SCREEN 1 OF 4.

1. INQUIRY
2. WITHDRAWAL
3. ORDERS
4. REPORTS
5. NEW PARTS OR UPDATE
6. NEW SOURCE OR UPDATE
7. SALES HISTORY
8. PCN OR PHASE-OUTS
9. REBUILD
10. RECEIPTS
11. EXTRACT PART NUMBERS
12. MASTER PRICE UPDATE
13. PREPARE TALLY SHEETS
14. ADJUST FOR COUNT
15. MATRIX PRICING SCHEDULE
16. SET PRICES
17. CALCULATOR
18. BACKUP DATA TO FLOPPY DISKS

F5=EXIT TO OPERATING SYSTEM, F3=OPTIONS F6=ADDITIONAL PROCEDURES, F7=HELP.  
[ ]

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## Screen 3-2: MASTER MENU PAGE 2

SYSTEM 1 by Jarvis Computer Software (c) Copyright 1986,1988,1994.

SCREEN 2 OF 4.

19. ENTER NEW PARTS FROM ADP PAD.
20. ENTER NEW PARTS FROM REYNOLDS PAD.
21. COPY PROGRAM UPDATES FROM FLOPPY DISKETTE.
22. ACCOUNTS RECEIVABLE AND INVOICING.
23. QUICK NEW PARTS ENTRY.
24. ENTER CAMPAIGNS.
25. WITHDRAW PARTS FOR CAMPAIGNS.
26. MOVE PARTS TO ANOTHER SOURCE.
27. BELL & HOWELL INQUIRY.(MS DOS ONLY)
28. ENTER PARTS FROM DIATRON PAD.
29. CHRYSLER DIAL PARTS ORDER.
30. CHRYSLER DIAL PARTS INVENTORY.
31. REPRINT BROWSER. (MULTIUSER ONLY)
32. SPECIAL PRICING BY FORMULA.
33. EDIT PARTS INVOICE FORM.
34. DELETE INACTIVE PARTS.
35. SHELL.
36. OTHER.

F5= EXIT TO OPERATING SYSTEM. F6= ADDITIONAL PROCEDURES. F7= HELP  
[ ]

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### PURPOSE

The Master Menu is simply a method for navigating through the system without having to remember commands or file names.

### FIELDS

The single field is your menu choice. It accepts a two digit number.

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### Screen 3-3: MASTER MENU PAGE 3

SYSTEM 1 by Jarvis Computer Software (c) Copyright 1986,1988,1994.  
SCREEN 3 OF 4.

37. PRICING BY GM GROUP
38. PRINT BIN LABELS.
39. PURGE OLD SALES HISTORY.
40. INVOICE ACCOUNT NUMBER SET-UP
41. ADP-CARS GM PARTS LOCATOR DISKETTE
42. PURGE OLD RECEIVE HISTORY.
43. PURGE OLD HITS HISTORY.
44. FIX PARTS CHANGE NOTICES.
45. MERGE GM REQUIRED PARTS INTO MASTER.
46. ANALYZE INVENTORY FOR GM REQUIRED PARTS.
47. REYNOLDS GM PARTS LOCATOR DISKETTE.
48. GM GROUP PERCENTAGE MARKUP.
49. DELETE PARTS & SOURCE.
50. MOVE PARTS BY BIN.
51. 5300 INVENTORY EXTRACT.
52. 5300 MATERIAL RETURN.
53. HITS HISTORY.
54. MOVE PARTS FROM BIN TO BIN.

F5= EXIT TO OPERATING SYSTEM. F6= ADDITIONAL PROCEDURES. F7= HELP  
[ ]

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### Screen 3-4: MASTER MENU PAGE 4

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SCREEN 4 OF 4.

56. 5300 TRANSACTION EXTRACT
57. 5300 SUPERSESSION
58. 5300 INVENTORY LEVELS
59. PURCHASE ORDERS
60. GM RAPID
61. GM RIM PARTS HISTORY.
62. GM RIM DAILY SALES FILE.

F5= EXIT TO OPERATING SYSTEM. F6= ADDITIONAL PROCEDURES. F7= HELP  
[ ]

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### FUNCTION KEYS

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## Screen 3-5: QUIT MENU BAR

--QUIT-- Yes No

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- F1** clears the current field and the F5 key exits from the program. These are standard uses and are consistent throughout all programs.
- F5** activates the QUIT MENU BAR shown above. The highlighted option may be selected simply by pressing enter. If the highlighting is on Yes, then pressing Enter will exit System 1. If the highlighting is on No, then pressing Enter will return you to the Master Menu. You may move the highlighter by pressing the right or the left arrow keys. When the appropriate choice is highlighted, press Enter.

A different method of using the menu bar is to press the appropriate capitalized letter of the menu bar choice. If you press "Y", then you will quit without pressing enter.

- F6** switches the screen to the Master Menu Page 2. The F6 key will then switch back to the Master Menu Page 1.

### USE

If the menu choice you want is 1 through 9, first enter 0 and then the choice. Do not press the Enter or Return key. If your choice is 10 or higher, then simply enter both digits of the choice and do not press RETURN.

## 3.2. MASTER MENU #1 INQUIRY

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### Screen 3-6: INQUIRY

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PART NUMBER	QTY	GROUP	LIST	TRADE	COST	CORE	S	LOC
RTN	CODES	WH	U/PAC	WKS/LS	DESCRIPTION	LINES	SPECIAL	%

F1=CLEAR CURRENT FIELD, F2=WITHDRAW, F7=HELP,  
F3=ADD'L FUNCTIONS, F4=CHAIN TO WITHDRAWAL PROGRAM, F5=MENU, F6=INVOICING.

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#### PURPOSE

The inquiry screen is a multi-purpose program that is used the majority of the time the system is running. The primary purpose is to give the status of each part number. An inquiry about a part number will yield:

- 1) Availability and quantity
- 2) Bin location
- 3) Source
- 4) Cost
- 5) Pricing
- 6) Description
- 7) Warehouse
- 8) Manufacturer's codes
- 9) Car lines
- 10) Group

Additional information that may be displayed upon inquiry is:

- 1) Order status
- 2) Parts change notices including superceded parts, phase outs and discontinuance
- 3) Cross reference of parts change notices to other parts, both forward and backward in time

The inquiry screen is also used to withdraw parts from inventory.

The inquiry screen automatically records unsuccessful inquiries. There are three reasons that an inquiry can be unsuccessful: 1) You never carry the part. This situation is called a "hit". 2) You normally carry the part, but the bin was empty. This situation is called a "stock out hit". 3) You normally carry the part, the bin was empty, and the part was on order. This situation is called a "backorder".

hit".

**OPERATOR NOTE:** It is of crucial importance to the operation of this system that inquiries be entered even if the part is known not to be in stock. See the section on USE below.

## FIELDS

The inquiry screen has six fields. The first is the part number field and is always available. The other five fields are the quantity, the repair order number, the repair complaint line, the incentive code, and the sale price. These fields are not enterable unless a part is being withdrawn from inventory.

## FUNCTION KEYS

- F1 clears the current field, the F5 key exits from the program, and the F7 key displays the help screen. These are standard uses and are consistent throughout all programs.
- F2 unlocks the quantity, repair order number, complaint and incentive fields. When the part number field is blank, it fills the field with the last valid number.

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### Screen 3-7: F3 = ADDITIONAL FUNCTIONS

PART NUMBER	QTY	GROUP	LIST	TRADE	COST	CORE	S	LOC	
RTN	CODES	WH	U/PAC	WKS/LS	DESCRIPTION	LINES	SPECIAL	%	F1=C
Clear	Number	Lookup	Release	non_Inv_sales	Parts_locator	picklist	Fkeys	Quit	

---

- F3 C clears the entire screen.
- F3 N puts the next counter ticket number in the document number field.
- F3 L allows lookup of customer parts on order.
- F3 R releases the form in the counter slip printer.
- F3 I brings up the non-inventory parts screen (described in section 3.33). This option is used only with the service merchandising system. It allows parts that

you do not carry in inventory to be listed on the repair order. To list non-inventory parts on counter tickets, add them to the parts invoice screen before you print the invoice, rather than using this option.

- F3 P automatically phones the on-line parts locator system through the modem. See the chapter on locators in this manual.
- F3 K activate the pick list.
- F3 F may be used to program F8 through F12.
- F3 Q negates the pressing of the F3 key.
- F4 exits from the inquiry screen and transfers ("chains") to the withdrawal program. This is a shortcut to getting to the withdrawal screen; it is the same as pressing F5 to get to the main menu, then selecting 2. You can return to this inquiry program by pressing F4 from withdrawal.
- F6 goes to the parts invoicing screen. (If you do not have parts invoicing, the F6 key does nothing.) The invoicing screen is described in section 3.23. After the invoice is printed, the system returns to the inquiry screen.

## USE

## THE INQUIRY

When the program loads and is ready for use, enter the part number and press RETURN. If the part is normally carried in inventory or is on order, then its status is displayed. If the part is not carried in inventory, then the message "Not carried in inventory" is displayed as well as the dates of previous hits. Any parts change notices are displayed and their associated part numbers. This allows you to sell to the customer the oldest part that is suitable for the customer. If the part is on order, then the order status is displayed.

## THE WITHDRAWAL

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### Screen 3-8: WITHDRAWAL

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PARTNUMBER: \_\_\_\_\_25010792 QTY SOLD: \_\_\_\_1 RO #: \_\_\_\_654 COMPLAINT: A  
FSD: \_ INCENTIVE: \_ SALE PRICE (EACH): \_\_\_\_6.75 OIL\_FILTER\_\_ 5.65

---

If no parts change notices have been displayed, simply press the F2 key. The program remembers the last **part number** and will fill in the blank field. If parts change notices have been displayed, then you must fill in the part number and then press F2, without first pressing Enter.

The **quantity and repair order number** fields will now be available. Fill in the quantity sold and the repair order number or counter ticket number. For counter tickets, you can press F3 and choose N, instead of entering the counter ticket number. This will fill in the next number. If you are withdrawing a part for the same counter ticket as the previous part you withdrew, the number will be filled in already. If you press F3 N without having withdrawn any parts on the previous automatically-generated number, you will be prompted whether you want to make a new number. Answering N will cancel the effect of the F3 N. This prevents you from accidentally skipping numbers.

The **Complaint** field is used only for repair orders if you have the service merchandising system. It is the letter of the repair line.

The **FSD** stands for "Fill Same Day".

The **Incentive** code can be used if you are using the Incentive Report, and the part you are withdrawing qualifies for an incentive. Enter the code for the type of incentive. (There are no predefined incentive codes; you must decide what codes to use, and use them consistently.) If the part does not qualify for an incentive, leave it blank.

The **Sale Price** is normally left alone. If it is zero, you must change it.

The **description** can be added or changed. If it is changed, it will be changed in the part file so the new description will be used from then on.

The number to the right of the description is the cost.

It cannot be changed, but if it is zero you cannot withdraw the part. If this happens, you must put in the cost for the part in the New Part screen, #5 on the parts menu.

Press the ESC key to save this transaction. The part's new status will be displayed giving visual confirmation that the inventory was reduced. If you do not have the service system or if you are withdrawing parts for a counter ticket, you can usually press ESC after you enter the counter ticket number--the other fields will not usually need to be entered.

If a part is ordered with a customer name entered in the Order Screen (Master Menu #3), and then is subsequently received (Master Menu #10), a "will\_call" situation is created. When that part number is entered in Inquiry, the customer's name will appear in the order status line that is displayed. If you do a withdrawal on that part number, you will be asked "Clear\_will\_call Yes No". Answer Yes if the part you are withdrawing is for that customer. This will remove the information from the Orders file and it will not appear again. Choose No if the part is for someone else and you do not want to remove the "will\_call" status of the customer being displayed.

## THE RETURN

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### Screen 3-9: RETURN

PARTNUMBER: \_\_\_\_\_25010792 QTY SOLD: \_\_\_-1 RO #: \_\_\_654 COMPLAINT: A  
INCENTIVE: \_\_\_ SALE PRICE (EACH): \_\_\_6.75 OIL\_FILTER\_\_ 5.65

---

The return is just a negative sale. Follow the instructions above for withdrawal, except put a minus sign (-) before the quantity. If you are returning one part, then enter "-1".

## CONFIGURABLE OPTIONS

There are optional configuration for the inquiry program. You must have a slmagic entry in your environment. In msdos there is a file in your system.1 directory called env.dat. This file needs a line:

```
slmagic=x
```

where x is replaced by a number.

In the Xenix C shell you will need a line in each users .login file:

```
setenv slmagic x
```

where x is replaced by a number.

- 1 indicates that a visual separator of a dash line is displayed between each part number.
- 2 removes FSD field in the inquiry program.
- 4 clear the ro and line number after each withdrawal
- 64 do not display supercession data.
- 128 allow a zero sale cost.
- 256 allow a zero sale price.
- 512 display discount percent instead of markup percent.
- 1024 indicates automatic lookup of part numbers that have the '!' as the last character of the part number. The feature is usually activated when a dealer has an inventory of used parts. The new part number might be 1234 and the used part number then would be 1234!. If the parts person enters 1234, the program will first look for 1234 in a normal manner. Even if 1234 is found, the program will also look for 1234!.
- 2048 forces an extra line advance during each inquiry for 24 line terminals that do not scroll properly.
- 4096 inhibits the message "Display more data?".
- 8192 indicates that you are using System S service merchandising and you desire rigorous repair order number checking.
- 16384 indicates that you want suppression of the incentive field when selling parts.
- 32768 allow withdrawal or sale of fractional quantities of oil, and gas.
- 65536 do not allow withdrawal on RO's or counter tickets that have already been invoiced.

- 131072 after clearing the screen with F3-C, the next inquiry will display retail pricing only.
- 262144 prohibits the tracing backward or forward of all PCN's or supercessions.
- 524288 allows the display of Daimler-Chrysler parts in your inventory with the same base number as your inquiry.
- 1048576 will allow you to enter the quantity requested when withdrawing.
- 2097152 will only display the list price to the screen.
- 4194304 allows negative on hand amount
- 8388608 require line
- 16777216 allows forced sales
- 33554432 shows the years the part fits
- 67108864 confirm hits

s20 is optional but mandatory for invoicing. Set s20 to a non zero value in the environment to allow invoicing.

NUMBERDAT is optional but you can use this environment variable to specify an optional number file to store invoice numbers. ie.

In the 'C' shell:  
setenv NUMBERDAT gnumber.dat  
or in the Bourne or bash shell:  
NUMBERDAT=gnumber.dat; export NUMBERDAT

#### TROUBLE SHOOTING

The inquiry program uses the following files: partfile, pcfile, hitsfile, orfile, and salefile. If any of these files are damaged, then the program will not load. If you get a rebuild message, allow the system to rebuild the file. On very rare occasions the program will display a part number different than the one requested. If this happens, force a rebuild of the partfile.

Any other problems should be reported to Jarvis Computer Software so that we may assist you.



## FUNCTION KEYS

The F1 key clears the current field, the F5 key exits from the program, and F7 will display the help screen. These are standard uses and are consistent throughout all programs.

The F3 key allows you to program function keys F8 through F12.

The F4 key immediately effects a change to the inquiry program without the necessity of going through the Master Menu.

The ESC key updates the inventory records.

## USE

### NORMAL WITHDRAWAL

Enter the part number in the part number column. If the number entered is not a valid number in your inventory, then the program will beep and you will not be allowed to proceed to the quantity field. Press F1 to clear the number and re-enter the number. After a valid number is entered, the cursor moves to the quantity column. You may enter the number withdrawn from inventory. If you enter the number zero, then the program beeps and returns you to the part number column. You may not enter a withdrawal that will result in a negative count in the bin. To save the withdrawals, press the ESC key. If you forget and press F5, the program will ask you to confirm that you want to leave the program intentionally.

### RETURNS

The return is just a negative sale. Follow the instructions above for withdrawal, except put a minus sign (-) before the quantity. If you are returning one part, then enter "-1".

## TROUBLE SHOOTING

The only files in use by the withdrawal program are the partfile and the salefile. If either file is damaged, then the program will not load. Rebuild both files if this happens (see rebuild menu below).

### 3.4. MASTER MENU #3 ORDER

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#### Screen 3-11: ORDER

```
ORDER ENTRY BY JARVIS COMPUTER SOFTWARE. (C) COPYRIGHT 1988,1992,1995
CONTROL NUMBER: _____ ORDER TYPE: ____ SOURCE: __ NON-STOCK (Y/N): _
PART NUMBER      BIN      CODE      ON      ON UPAC  ORD  DLR  WKS  SALES
  /GROUP        /DESCRIPTION  /ADD    HAND   ORD /COST QTY  NET LST  13  26
```

F1=CLEAR CURRENT FIELD, F5=EXIT, F3=GENERATE SUGGESTED ORDER / FKEYS  
F2=NEXT, F4=PREVIOUS, F6=PRINT IT, F7=HELP.

---

#### PURPOSE

The order program serves two purposes. The first purpose is to suggest orders to you, and the second purpose is to record the items that you have ordered.

#### FIELDS

There are four fields that comprise the "header". These fields are all enterable. The control number is up to six digits long, but certain manufacturers do not allow more than four digits. The order type is a three character code. The program does not check on the validity of these codes. For GM dealers some of the codes might be PAD, VIP, TGT, or CIO. For Chrysler dealers your order types are a single character. Enter the single character three times. For example, for type A orders enter AAA.

In the body of the screen there are two columns of enterable fields. The order quantity fields are the only enterable fields when the program is suggesting an order. The part number fields are enterable if you are telling the computer what you have ordered.

## FUNCTION KEYS

- F1 clears the current field, the F5 key exits from the program, and F7 key will display the help screen. These are standard uses and are consistent throughout all programs.
- F2 fills the control field and order type field with the next control number that is already in use.
- F4 fills the control field and order type field with the previous control number that is already in use.
- F3 will display a menu.

### Order Fkeys Quit

- F3-0 activates the suggested order procedure. The control number, source, and order type must be filled in prior to pressing F3. The program will ask a few questions and then generate a suggested order.
- F3-F will allow you to program function keys F8 through F12.
- ESC to save an order. A suggested order is not an order until the ESC key is used.
- F6 will print any order that has already been saved.

## USE

## SPECIAL ORDERS

To tell System 1 about the parts that you have ordered for a customer, first fill in the control number and the order type. The order type is usually a special type, such as, VIP or CIO but does not have to be. The best procedure is to try to order special customer orders as part of your normal part order. Doing so will generate higher return reserves and lower order costs. Next, fill in the source. You may fill in the customer's initials or a repair order number in the customer code field. If you do enter information in this field, then the order will show up in the special orders report, #31 on the reports menu.

The part number and quantity fields are available. You must enter a valid part number for stock orders, but for

orders that are non-stock the program does not cross check the part number for validity. To enter the non-stock mode, press F5 and answer "Y" to the non-stock question. For stock and non-stock orders the quantity must be positive. Zero or negative amounts are not allowed. When you have entered all the parts for a particular customer or the screen is filled, then press ESC to record the order and clear the screen. You may append parts to the order for this customer or other customers by reusing the same order number and order type. The warning message that appears is only for informational purposes.

## **STOCK ORDERS**

You may tell the system about items that you want to order. Fill in the control number, order type, and source. Leave the customer code blank. Enter the part number. If the part is not normally stocked, then the number will be rejected by an audible beep. If you must order the part, then use the non-stock procedure outlined below. Now enter the quantity to be ordered. In this manual mode the program does not enforce UNITPAC's or MSQ's. We assume that you know what you are doing and that the unitpac information in the data base is wrong. When the order is complete or the screen is filled, then press ESC to record the order. You may append more to the order by using the same control number and order type in the now empty form. Each full screen must be saved separately by pressing ESC.

## **NON-STOCK ORDERS**

After you process all of your stock orders, press the F5 key. The program will ask you if you want to order non-stock. Answer yes by pressing "Y".

Fill in the control number, order type, and source. In the non-stock mode the program does not check the part number for validity. It is possible to tell the system that you are ordering parts that are not even made. Please be careful. Now enter the quantity to be ordered. In this manual mode the program does not enforce UNITPAC's or MSQ's. When the order is complete or the screen is filled, then press ESC to record the order. You may append more to the order by using the same control number and order type in the now empty form. Each full screen must be saved separately by pressing ESC.

## SUGGESTED ORDERS

Fill in the control number, order type, and source. Leave the customer code blank. Press the F3 key. There are a series of questions to be answered. The first is whether or not you want the suggested order printed. Printing the suggested order is usually a good idea so that you have a written copy to take back to the bins as a double check. If you answer yes, please make sure that the printer is turned on and that the paper is properly aligned. Next you are to order from Stock, Hits, or Both.

### FROM STOCK

By pressing "S", the system will only look at those items that are normally carried in stock. The basic procedure used by the program is this:

The part is checked for proper source and for superceded parts. If not the proper source or it has been superceded, then check the next part. Now the demand is computed and the order point is computed. If the total of the quantity on hand and the quantity on order is less than the order point and less than the bin cap, then the part is ordered. Only enough are ordered to make the difference between the current inventory level and the target stock level. All parts in the inventory are checked using this procedure. Even if you are ordering from a source with only 1 part, it will take about the same length of time as a source with thousands of parts.

### FROM HITS

By pressing "H", the system will only look at those items that are on the hits list and not normally carried in stock. The basic procedure used by the program is this:

The hits file is checked. Since the system usually does not know anything about the part, it is very important that you check to be sure you have specified the proper source. Doing so finds any part that has two hits in six months with the latest hit less than one month ago and the hits at least one month apart. Also qualifying are parts with three hits in nine months or four hits in twelve months with hits at least one month apart and the most recent hit less than one month ago. The entire hits file is checked.

## FROM BOTH

By pressing "B", the system will look at those items that are on the hits list and normally carried in stock. The basic procedure used by the program is this:

"FROM BOTH" combines the "FROM STOCK" and "FROM HITS" procedures outlined above.

### 3.5. MASTER MENU #4 REPORTS

---

#### Screen 3-12: REPORTS

```
PARTS REPORTS SORTED BY :  LOST SALES REPORTS
1. PART NUMBER             11. HITS
2. SOURCE                  12. STOCK-OUT HITS
3. WAREHOUSE              13. BACK-ORDER HITS
4. VALUE                  OTHER REPORTS
5. BIN LOCATION           30. BIN LIST                43. SIMPLE PARTS LIST
6. GROUP                 31. SPECIAL ORDERS          44. FORD DPA REPORT
7. CORE                 32. LAST TIME RETURN        45. SALES SUMMARY
8. CLASS                33. NON BIN                 46. FAST-MOVING PARTS
MANAGEMENT REPORTS      34. NUMBER CHANGE          47. GM RIM REPLENISHMENT
21. SLOW MOVING PARTS   35. ZERO PHASE-OUT
22. DEMAND              36. SUPPLEMENTARY DATA
23. SALES               37. DAILY SALES
24. SUMMARY            38. PART NUMBER LISTING
25. ZERO BIN           39. INCENTIVE REPORT
26. ZERO COST          40. TRANSACTION REGISTER
27. ZERO SALES         41. FILE DUMP
28. DEAD              42. PURCHASE
29. FILLED SAME DAY    STATUS = MENU
REPORT CHOICE: ___    DOUBLE SPACE (Y/N): N    PRINT TO SCREEN (Y/N): N
STARTING PAGE: ___1   ENDING PAGE: ___    SOURCES: ___ - ___
BINS: _____ - _____  GROUPS: _____ - _____
PRESS F5 TO RETURN TO MAIN MENU.  ESC=START REPORT.  F3=FKEYS.  F7=HELP.
^BREAK OR ^C INTERRUPT SORTING OR REPORT
```

---

#### PURPOSE

The reports menu moves the selection of the various reports off the Master Menu, thereby simplifying the Master Menu. The reports menu also contains mechanisms for controlling the printer.

## FIELDS

There are eleven fields on the Report Menu: report choice which accepts up to two digits, double space which accepts Yes or No, print to screen which also accepts Yes or No, starting page and ending page which both accept up to a three digit number, and starting and ending sources, bins and groups which all accept a two-digit source number.

## FUNCTION KEYS

- F1 clears the current field, the F5 key exits from the program, and the F7 will display the help screen. These are standard uses and are consistent throughout all programs.
- F3 will allow you to program the function keys.

## USE

Enter the report choice. If your choice is 21-24, 29, 37, 39, 40 or 42 then you will immediately affect a change to another program. If your choice is not 21-24, 29, 37, 39, 40 or 42 then fill in the remaining eight fields. Reports are normally single spaced. There are no intervening blank lines. By answering "Y", blank lines will be inserted and the reports will use approximately twice as much paper. You do not have to send the reports out to the printer. You may "print" them to the screen. You will visually have to monitor the progress of the report, or the information you are looking for might fly off the screen. You can effect pauses in two ways. Most computers have a pause key. You can press it or you can press ^BREAK on single-user systems or ^C on multi-user systems. (^BREAK means to hold down the Ctrl key while pressing the BREAK key. ^C means to hold down the Ctrl key while pressing the C key.) If you press ^BREAK or ^C, then a menu with three choices is displayed: S=Stop, R=Resume, and M=Master Menu. ) Press "S", "R", or "M".

You do not have to start a report at page 1. If your printer failed at page 107 and you have to abandon a report, then you can restart the report at 107. You can also end a report after a given number of pages by filling in the last page field. This is especially useful for reports where you only need information on the first page, such as the value report if you are interested only in the total amount.

If you want to restrict the report to certain sources, bins or groups you can fill in the starting and ending

values.

When the fields are filled, press the ESC key to start printing the report.

## **TROUBLE SHOOTING**

The possible failures are damaged files and malfunctioning printers. The sections below note the files used for each report. Damaged files should be rebuilt immediately.

### **REPORTS MENU #1 PARTS LIST SORTED BY PART NUMBER**

This report requires no sorting and will begin to print immediately. All parts are printed in ascending part number order. All vendors are included so that parts from different manufacturers may be interspersed. Parts change notices are noted where applicable.

The files used are partfile and pcfile.

### **REPORTS MENU #2 PARTS LIST SORTED BY SOURCE**

This report requires sorting and will not begin to print immediately. The sub-order is sorted in ascending part order. You may specify ranges of sources. Parts change notices are noted where applicable.

The files used are partfile and pcfile.

### **REPORTS MENU #3 PARTS LIST SORTED BY WAREHOUSE**

This report requires sorting and will not begin to print immediately. The sub-order is sorted in ascending part order. Parts change notices are noted where applicable.

The files used are partfile and pcfile.

### **REPORTS MENU #4 PARTS LIST SORTED BY VALUE**

This report requires sorting and will not begin to print immediately. This report is sorted in descending order; that is, the most valuable parts are printed first. All totals are given at the top of the report, so that you do not have to print the whole thing to give a total number to the accounting department. You can print just the first page by filling in 1 for both the starting and ending page. The

value printed is the total dealer net.

The file used is partfile.

#### REPORTS MENU #5 PARTS LIST SORTED BY BIN

This report requires sorting and will not begin to print immediately. If the bin field in the part record is empty, then the group field is used. If you do not consistently use bin numbers, then the order might surprise you. The sub-order is sorted in ascending part order. Parts change notices are noted where applicable.

The files used are partfile and pcf file.

#### REPORTS MENU #6 PARTS LIST SORTED BY GROUP

This report requires sorting and will not begin to print immediately. Parts with empty group fields will appear first. The sub-order is sorted in ascending part order. Parts change notices are noted where applicable.

The files used are partfile and pcf file.

#### REPORTS MENU #7 CORE REPORT

This report does not require sorting but may not always start immediately. The reason for this delay is that only those items with parts in the bin and a core value are printed. It may take some time to get to the remanufactured parts numbers. The sort order is by part number order. Parts change notices are noted where applicable.

The files used are partfile and pcf file.

#### FILE DUMP

Copies the file on to the disk with part number listing.

#### REPORTS MENU #11 HITS LOST SALES REPORT

This report prints all numbers that have a minimum number of recent hits. To show up on this report, the part must have had at least one hit within the past 35 days, and at least three hits within the past nine months, and at least four hits within the past year. If you have had a price update since the first hit and the part number is a valid GM or Chrysler number, then a description and cost will also

appear on the report. The date of each hit is shown and the total of the hits for each number is shown.

The files used are hitsfile and supp.

#### REPORTS MENU #12 STOCK-OUT HITS LOST SALES REPORT

A stock-out hit is an inquiry without parts in the bin. If this report is too long, then you should consider increasing your order point and stock level for the appropriate source.

The files used are hitsfile and partfile.

#### REPORTS MENU #13 BACK-ORDER HITS LOST SALES REPORT

A back-order hit is an inquiry without parts in the bin, and the part is on order. If this report is too long, then you should investigate the supplier's on-time performance.

The files used are hitsfile and partfile.

# REPORTS MENU #21 SLOW MOVING PARTS REPORT

---

## Screen 3-13: SLOW MOVING PARTS

SYSTEM 1 BY JARVIS COMPUTER SOFTWARE

07-06-1998

SLOW MOVING PARTS REPORT AND SUGGESTED PHASE OUT

MODE: \_ ( 1=REPORTS, 2= GENERATE PHASE OUT, 3=DISKETTE)

INCLUDE PARTS WITH SALES LESS THAN \_\_\_ PIECES IN \_\_\_ WEEKS.

INCLUDE RETURNABLE PARTS (Y/N)? \_ NON-RETURNABLE PARTS (Y/N)? \_

LEAVE BLANK FOR ALL.

INCLUDE PARTS VALUE GREATER THAN: \_\_\_\_\_ VALUE LESS THAN: \_\_\_\_\_

INCLUDE PARTS ONLY IN BINS: \_\_\_\_\_ - \_\_\_\_\_

INCLUDE PARTS ONLY FROM SOURCES: \_\_\_ - \_\_\_ WAREHOUSES: \_\_\_ - \_\_\_

INCLUDE CAR LINES: \_\_\_\_\_ INCLUDE CODES: \_\_\_\_\_

PRINT TO SCREEN (Y/N): \_

F1=CLEAR CURRENT FIELD F3=FKEYS F5=RETURN TO MENU ESC=PRINT REPORT F7=HELP

---

## Sample Report 3-14: SLOW-MOVING REPORT (MODE 1)

03/05/1992 SLOW SELLING PARTS LIST BY PART NUMBER PAGE 1

PARTS THAT HAVE NOT SOLD 1 IN 52 WEEKS.

PART NUMBER	GROUP DESCRIPTION	BIN	S R DC	OH	U/P	LIST	TRADE	COST	CORE	SP
231493	10.154 JAR	195D	00 R SP	1	1	6.25	4.69	3.75	0.00	
325191	07.632 BOLT	177E	00 R SP	2	1	5.05	3.79	3.03	0.00	
326561	04.338 SLEEVE	144D	02 R SP	1	1	5.50	4.13	3.30	0.00	
328059	07.242 BRACKET	176G	00 R SP	1	1	7.70	5.78	4.62	0.00	
328060	07.242 BRACKET	176G	00 R SP	1	1	7.70	5.78	4.62	0.00	
328128	07.243 BUSH ASM	176I	00 R SP	2	1	2.90	2.18	1.74	0.00	

---

## PURPOSE OF SLOW MOVING PARTS REPORT

This report is very important and has many uses. This report will generate suggested returns. It also will generate suggested scrapping. You can use it to clean the special order or return bins. You must use this report often to prevent obsolescence. Run this report weekly once you have at least six months of sales history on the system.

#### **SLOW MOVING PARTS REPORT FIELDS**

The mode field accepts the digits 1 through 3. A suggested phase out will not generate a report. It allows you to confirm that a part will be not be reordered (see the "AUTOMATIC PHASE OUT" section below).

A diskette choice will write the part numbers and quantities on hand to an **MS DOS FORMATTED DISKETTE**. No report will be generated. You may then send that diskette to a parts locator service of your choice for further processing.

The pieces field is linked to the weeks field. Both of these fields accept only digits. You must answer "Y" or "N" for including returnable and non-returnable parts. The rest of the fields may be left blank. The value ranges are used mostly for returns. They accept values in whole dollars only. The bin ranges can be used to restrict returns to selected bins. You can use source ranges to further restrict the scope of the report. The car lines field is special. If you put the manufacturer's code for a particular car line in this field, then only parts that have that car line's code will be included. The print to screen is a yes/no question.

#### **FUNCTION KEYS OF THE SLOW MOVING PARTS REPORT**

- F1        clears the current field.
- F5        exits from the program.
- F3        allows you to program F8 through F12.
- F7        will display the help screen.

These are standard uses and are consistent throughout all programs.

## USING THE SLOW MOVING PARTS REPORT

If you bring a part in after two hits within six months, then you might want to return all parts that do not sell two of within 26 weeks. Fill in the suggested phase out field with a "Y" or "N", "2" in the pieces field, and "26" in the weeks field. You can now press the ESC key to start the report or restrict the scope of the report by placing restrictions on the bottom half of the screen. For example, you might restrict your slow moving parts report to the special order bins for your primary source. Fill in both the "from source" and the "to source" with "00" and the "from bin" and the "to bin" with "SP1" and "SP9" respectively.

## TROUBLE SHOOTING

The slow moving parts report uses the partfile and the pcfile. Try rebuilding these files if you have any trouble.

## AUTOMATIC PHASE OUT

---

### Screen 3-15: AUTOMATIC PHASE OUT

SYSTEM 1 EDIT SUGGESTED PHASE OUT							
PART NUMBER	GROUP	DESCRIP	OH	COST	VALUE	W/L	CONFIRM
	3	FILTER	0	4.95	0.00	7	Y
499	1206	FILTER/OIL	1	4.77	4.77	37	N
777			1	0.00	0.00	104	N
779			1	0.00	0.00	104	N
6543			6	0.00	0.00	82	-
15760			1	0.00	0.00	34	-

F1=CLEAR CURRENT FIELD, F5=MENU, ESC=WRITE DATA TO DISK

---

### PURPOSE OF AUTOMATIC PHASE OUT

This program displays and lets you edit those items that were slow moving and should be phased out. You can confirm that a part really should not be reordered.

### FIELDS OF AUTOMATIC PHASE OUT

There is only one column of enterable fields, the confirm column. The other columns including part number, group, description, and sales data are display-only. The confirm column accepts only "y" or "n".

### FUNCTION KEYS OF AUTOMATIC PHASE OUT

F1 clears the current field

F5 exits from the program. These are standard uses and are consistent throughout all programs.

### USE OF AUTOMATIC PHASE OUT

Slow moving parts will be displayed screen by screen. Enter a "y" if you want the part to be phased out or "n" if you want the part to remain eligible for re-order. If you decide to phase out a part, it does not mean that you cannot reverse your decision at a later date (see "PARTS CHANGE NOTICES"). Also, you can review all phase outs that have actually sold out through the "ZERO PHASE OUT" report. When

you have answered the confirmations to your satisfaction, then press the ESC key to save your decisions. If more parts are to be considered, the screen will refill.

## REPORTS MENU #22 DEMAND REPORT

---

### Screen 3-16: DEMAND REPORT

DEMAND REPORT BY JARVIS COMPUTER SOFTWARE. (C) COPYRIGHT 1993, 1995  
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PRINT DEMAND REPORT WITH HIGHEST WEEKLY SALES FIRST

INCLUDE PARTS WITH WEEKLY SALES VALUE EXCEEDING: \_\_\_\_\_

INCLUDE PARTS WITH WEEKLY SALES VALUE LESS THAN: \_\_\_\_\_

INCLUDE PARTS WITH DAYS SUPPLY GREATER THAN: \_\_\_\_

PRINT TO SCREEN (Y/N): \_

STARTING PAGE: \_\_\_\_

ENDING PAGE: \_\_\_\_

PRESS ESC TO START REPORT, F3=FKEYS, F5=RETURN TO MENU, F7=HELP.

---

### PURPOSE

The purpose of the demand report is to see what the system thinks will sell in an average week. The result of this report is a statistical average and will probably not conform to the sales of any actual weeks. In fact, you will see predictions of fractional parts. For example, if you sell one transmission every ten weeks, then the demand report would predict the sale of a tenth of a transmission.

### FIELDS

There are three enterable fields on the screen, and filling them is optional. The first is the minimum weekly sales value, and the second is the maximum weekly sales value. These fields accept whole dollars only. The third field is the print to screen field. It accepts a "y" or an "n".

## FUNCTION KEYS

- F1        clears the current field.
- F5        exits from the program.
- F3        allows you to program F8 through F12.
- F7        displays the help screen.

These are standard uses and are consistent throughout all programs.

## USE

Fill in the value range for the report. A typical use is to see what actually sells on an average week. You might want to try 50 for the minimum weekly sales value. Press ESC to begin the report.

## TROUBLE SHOOTING

The demand report uses only partfile. Try rebuilding partfile. If the report seems to run but you do not get any output, then see if you have put too much of a restriction on the sales value ranges.

---

Screen 3-17: SALES REPORT

SALES REPORT (c) 1987, 1992, JARVIS COMPUTER SOFTWARE, ALL RIGHTS RESERVED.

SALES FROM THE WEEK OF: \_\_/\_\_/\_\_\_\_ TO THE WEEK OF: \_4/\_9/1988

FROM SOURCE: \_\_ TO SOURCE: \_\_

PRINT TO SCREEN (Y/N): \_

F3=FKEYS, F5=MENU, F7=HELP, ESC=START REPORT

^C=INTERRUPT REPORT

---

**PURPOSE**

The sales report lets you look at all items sold for a period. This program can be used to double check against repair orders or compare with accounting figures. If you discover a hot item on the sales report, you may wish to move it to a volume order point.

**FIELDS**

The sales report has a range of date fields which accept the month, day, and year in numeric format. It also has a range of sources which accept source specification in numeric format, and a print to screen field which accepts "Y" or "N".

**FUNCTION KEYS**

- F1 clears the current field.
- F5 exits from the program. These are standard uses and are consistent throughout all programs.

## USE

Fill in the date ranges. Remember, weeks do not conform to months or years. Therefore, it may not be possible to get a "month-to-date" or "year-to-date" report. If you use a date other than a Sunday, the program will use a Sunday date. You might want to look at total sales, then use a source range of 00 through 99. If you want to look at only one supplier, then specify something like source 00 through 00.

## TROUBLE SHOOTING

The sales report uses only partfile. Try rebuilding the partfile if you have trouble.

---

Screen 3-18: SUMMARY REPORT

MANAGEMENT SUMMARY REPORT BY JARVIS COMPUTER SOFTWARE

SOURCE: \_\_-\_\_

REPORT FOR THE WEEK OF: 4\_/09/88

PRINT TO SCREEN (Y/N): \_

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=MENU, F7=HELP, ESC=START REPORT.

---

**PURPOSE**

The summary report gives you the facts and figures that allow you to measure how well you are doing in managing your inventory.

**FIELDS**

The date fields accept the week of the date in numeric format. The print to screen field accepts "Y" or "N".

**FUNCTION KEYS**

- F1       clears the current field.
- F5       exits from the program.
- F3       allows you to program F8 through F12.
- F7       displays the help screen.

These are standard uses and are consistent throughout all programs.

## USE

Remember that the date is a "week of" date, so the program will adjust it internally to a Sunday date. This report prints very nicely to the screen, since none of the lines are longer than 80 columns. Press the ESC key to begin printing the report.

## TROUBLE SHOOTING

This report uses the files partfile and the sourcefile. Try rebuilding these files if you have any trouble.

## REPORTS MENU #25 ZERO BIN REPORT

This report does not require sorting but must search for empty bins. If the bin is empty but the part has a valid parts change notice, then it is ignored for report purposes since these parts are supposed to be sold to zero. Only bins that are supposed to have inventory show up on this report.

## REPORTS MENU #26 ZERO COST REPORT

This report should be run immediately after your first price update. Any part that does not have a cost is not a valid manufacturer's part. Check these numbers to make sure that they have been entered properly.

## REPORTS MENU #28 DEAD REPORT

This report should be run after your price update. Any part that is shown on this report is not a valid manufacturer's part. The price update program indicates this by setting the warehouse field to "DED". Check these numbers to make sure that they have been entered properly. If they have, it probably means that the part number has been

discontinued.

## REPORS MENU #29 FILLED SAME DAY REPORT

---

### Screen 3-19: FILLED SAME DAY

FILLED SAME DAY REPORT BY JARVIS COMPUTER SOFTWARE (C) 1996.  
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START DATE: \_\_/\_\_/\_\_\_\_                      END DATE: \_\_/\_\_/\_\_\_\_

STARTING R.O.#: \_\_\_\_\_                      ENDING R.O.#: \_\_\_\_\_

INCLUDE REPAIR ORDER FILL LOG (Y/N): \_

INCLUDE PARTS LIST (Y/N): \_

DETAILED PARTS LIST (Y/N): \_

F1 = CLEAR CURRENT FIELD, F3 = FKEYS, F5 = EXIT, F7 = HELP, ESC = START REPORT.

---

### PURPOSE

The purpose of this program is to produce a report of repair orders that were filled same day.

### FUNCTION KEYS

- F1            clears the current field.
- F5            exits from the program.
- F3            allows you to program F8 through F12.
- F7            displays the help screen.

These are standard uses and are consistent throughout all programs.

## USE

Fill in all fields (except that the R.O. number is optional) and press the ESC key.

### REPORTS MENU #30 BIN LIST

This gives you a list of your bins.

### REPORTS MENU #31 OUTSTANDING SPECIAL ORDERS REPORT

The outstanding special orders reports are printed in customer code order. Orders for the same code are grouped together. The control number, order type, date of order, part number, amount ordered, and amount received are shown.

### REPORTS MENU #32 CIRCLE E OR C ORDERS REPORT

This report applies to Chrysler or Ford parts. Immediately following a price update, run this report. This report will tell you what will become non-returnable in the next 90 days.

### REPORTS MENU #33 NON BIN REPORT

Any item in inventory that has not been assigned to a bin will appear on this report.

### REPORTS MENU #34 NUMBER CHANGE REPORT

A summary of all superceded parts is printed including part numbers, description, bin, and quantity on hand.

### REPORTS MENU #35 ZERO PHASE OUT REPORT

When you are phasing out a part, it would be nice to know when the part has been dropped to zero so that you can reconsider the phase out. This is the result of this report.

## REPORTS MENU #36 SUPPLEMENTARY DATA REPORT

Every time you update your prices, you also receive pricing information on your hits. This information is put into a separate file called supp.dat. The supplementary data can be printed out in the familiar pad format.

## REPORTS MENU #37 DAILY SALES REPORT

---

### Screen 3-20: DAILY SALES REPORT

DAILY WITHDRAWAL AND SALES REPORT (C) COPYRIGHT 1992, JARVIS COMPUTER SOFTWARE

(LEAVE BLANK FOR ALL)

TICKET #'S: \_\_\_\_\_-\_\_\_\_\_

STARTING DATE: \_\_/\_\_/\_\_\_\_

ENDING DATE: \_\_/\_\_/\_\_\_\_

MODE (O/C/A): ( O=OPEN ITEMS, C=CLOSED ITEMS, A=ALL ITEMS)

PRINT TO SCREEN (Y/N): \_

START ON PAGE: \_\_\_\_

END ON PAGE: \_\_\_\_

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=EXIT, F7=HELP, ESC=START REPORT.

---

### PURPOSE

The daily sales report produces a list of those items withdrawn from inventory grouped by repair order or counter ticket. For those of you that have purchased the counter billing option, it also shows which repair orders have been billed and which ones have not yet been closed.

## FIELDS

The fields are the date ranges and the starting page number. Both fields are numeric.

## FUNCTION KEYS

- F1        clears the current field.
- F5        exits from the program.
- F3        allows you to program F8 through F12.
- F7        shows you the help screen.

These are standard uses and are consistent throughout all programs.

## USE

Fill in the date ranges and press the ESC key. To interrupt the report, press ^BREAK.

## TROUBLE SHOOTING

This report uses the sales file. Rebuild the sales file if you have any trouble.

## REPORTS MENU #39 INCENTIVE REPORT

---

### Screen 3-21: INCENTIVE REPORT

INCENTIVE REPORT BY JARVIS COMPUTER SOFTWARE. (c) 1992, 1995.

START DATE: 09/01/92  
END DATE: 09/30/92

START SOURCE: \_\_\_  
END SOURCE: \_\_\_

Enter the codes in the order you want them to be printed on the report.  
INCENTIVE CODES: \_\_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_

STARTING PAGE: \_\_\_  
ENDING PAGE: \_\_\_

ITEMIZED (Y/N) \_

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=EXIT, F7=HELP, ESC=START REPORT

---

### PURPOSE

Chrysler and Ford still pay wholesale compensation. If you have been entering an incentive code on your inquiry screen each time a wholesale part has been sold, then this report will support your compensation claim. In the default mode (non-itemized), it prints one line per part number, totaling the number of times the part was sold under each incentive code. If you answer 'Y' to ITEMIZED, it will print separate lines for each sale, showing the document number and sale date.

## FUNCTION KEYS

- F1        clears the current field.
- F5        exits from the program.
- F3        allows you to program F8 through F12.
- F7        shows you the help screen.

These are standard uses and are consistent throughout all programs.

## USE

Fill in the date ranges and press the ESC key. To interrupt the report, press ^BREAK.

## TROUBLE SHOOTING

This report uses the sales file. Rebuild the sales file if you have any trouble.

## REPORTS MENU #40 TRANSACTION REGISTER

---

### Screen 3-22: TRANSACTION REGISTER

TRANSACTION REGISTER BY JARVIS COMPUTER SOFTWARE (C) 1992, 1994, 1995.

ALL RIGHTS RE

STARTING DATE: 09/13/92

ENDING DATE: 09/19/92

STARTING PAGE: \_\_1

ENDING PAGE: 999

STARTING PART NUMBER: \_\_\_\_\_

ENDING PART NUMBER: \_\_\_\_\_

PRINT TO SCREEN (Y/N):\_

F1 = CLEAR CURRENT SCREEN, F3=FKEYS, F5 = EXIT, F7=HELP.

ESC = START REPORT.

---

### PURPOSE

The purpose of the transaction register is to document the change in inventory by part number. The left side of the report is for sales and the right half of report is for receipts.

### FIELDS

The fields are the date ranges and the starting page number. Both fields are numeric.

### FUNCTION KEYS

- F1 clears the current field.
- F5 exits from the program.
- F3 allows you to program F8 through F12.

F7 shows you the help screen.

These are standard uses and are consistent throughout all programs.

## USE

Fill in the date ranges and press the ESC key. To interrupt the report, press ^BREAK or ^C.

## TROUBLE SHOOTING

This report uses the sales file and the receipts file. Rebuild the sales file and the receipts file if you have any trouble.

## REPORTS MENU #41 FILE DUMP

This will write a CSV file named EXPORT.DAT out to a DOS diskette. The file contains the following: partnumber, group, description, bin location, source, return code, warehouse, quantity, unit pack, list, trade, cost, special, discount1,

discount2 and weeks since last sale.

## REPORTS MENU #42 PURCHASE REPORT

---

### Screen 3-23: PURCHASE REPORT

PURCHASE REPORT BY JARVIS COMPUTER SOFTWARE  
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PURCHASES FROM THE WEEK OF: 04/01/2002 TO THE WEEK OF: 04/25/2002

FROM SOURCE: 00 TO SOURCE: 99

PRINT TO SCREEN (Y/N): Y

TOTALS ONLY (Y/N): N

SORT ORDER (1=Purchases 2=Partnumber): 1

F3=FKEYS, F5=MENU, F7=HELP, ESC=START REPORT.

^C=INTERUPT REPORT

---

### PURPOSE

This report lets you look at all items purchased for a period. This program can be used to double check against packing slips or compare with accounting figures.

### FUNCTION KEYS

- F1 clears the current field.
- F5 exits from the program.
- F3 allows you to program F8 through F12.
- F7 shows you the help screen.

These are standard uses and are consistent throughout all programs.

## USE

Fill in the date ranges and other fields then press the ESC key. To interrupt the report, press ^C.

## TROUBLE SHOOTING

This report uses the partfile and recvfile. Rebuild the partfile and recvfile if you have any trouble.

## REPORTS MENU #43 SIMPLE PARTS LIST

This generates a report that has partnumber, description, bin, quantity, cost and weeks since last sale.

## REPORT MENU #47 GM RIM REPLENISHMENT

---

### Screen 3-24: GM RIM STATE REPORT

GM RIM STATE REPORT (C) 2006 JARVIS COMPUTER SOFTWARE.

REPLENISHMENT CODE: 00\_\_ - 99\_\_

SOURCE: 00-99

PRINT TO SCREEN: Y

F1=CLEAR CURRENT FIELD, F5=EXIT, F7=EHELP. ESC=GENERATE REPORT.

---

## PURPOSE

This report allows you to view GM parts managed and not managed by RIM. RIM will assign a replenishment code to each GM part in the the dealers inventory. The following codes will be used:

- 01 Part not eligible for RIM management / replenishment.
- 02 Parts with an approved RIM stocking policy and currently RIM replenished.
- 03 Permanently Excluded Parts (from RIM management)

- 04 SP=N and SPQ>=0; (out of Stocking Policy Basket; RIM managed but currently demand does not merit RIM stocking policy).
- 05 SP=Y and SPQ=0; (In Stocking Policy Basket, but currently demand does not merit replenishment).
- 06 SPD=Y and SP=N; (Dealer inserted Stocking Policy, although current demand merits no policy).
- 07 10 week Excluded Parts.
- 08 Purged Parts.
- 09 SP!=Y (never had a stocking policy).

## FIELDS

**REPLENISHMENT CODE** Enter the starting and ending replenishment code being reported. If you are interested in only the parts GM RIM is going to manage, then enter "02" for both starting and ending replenishment code.

**SOURCE** Enter the starting and ending source.

## FUNCTION KEYS

- F1 Pressing this key clears the field under your cursor.
- F5 Pressing this key exits the program without printing your report.
- F7 Pressing this key brings up this chapter on the screen.

## USE

Enter the starting and ending replenishment codes and sources. Answer 'Y' or 'N' to print to screen. Press the escape to get your report.

### 3.6. MASTER MENU #5 NEW PARTS OR UPDATE

---

#### Screen 3-25: NEW PARTS OR UPDATE

SYSTEM 1 BY JARVIS COMPUTER SOFTWARE.

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PART NUMBER: \_\_\_\_\_25010792 GROUP: \_\_\_\_01.836 DESCRIPTION: OIL\_FILTER\_\_

QUANTITY ON HAND: \_\_12 SOURCE: 01 TGT

CAR LINES: 123598\_ ORDER POINT CODE (N/V): N

SEASONAL (Y/N): N PRO PART (CODE): \_

BIN LOCATION: \_\_\_\_\_ BIN CAP: \_\_\_\_0 BIN MIN: \_\_\_\_0 REFUSALS: 0

RETURNABLE (CODE): N REPACK (CODE): \_ HAZARDOUS \_

UNIT PACK: \_\_1 WAREHOUSE: SP\_ CLASS (P,G,O,A,T,S,U,M): \_

QUICK REFERENCE: \_\_\_\_\_ NEW/USED (N/U): N

PRICING

COST: \_\_5.64 TRADE: \_\_0.00 LIST: \_\_0.00 %

SPECIAL: \_\_0.00 CORE: \_\_0.00 ADVERT: \_\_0.17

DISC.COST1: \_\_4.23 DISC.COST2: \_\_3.67 RESERVE: \_\_0.45

FIRST YEAR OF FIT: \_\_ LAST YEAR: \_\_

FIRST WEEK: 08-02-92 LAST WEEK: 09-19-93

esc=SAVE DATA. F5=RETURN TO MENU. F1=CLEAR CURRENT FIELD. F7=HELP.

F2=NEXT RECORD. F3=OPTIONS. F4=PREVIOUS RECORD. F6=DELETE RECORD.

---

#### PURPOSE

The new part program allows adding parts to inventory or editing information on an existing part. You can get a basic snapshot of the part in a different format than on the inquiry screen. Do not use this program to make withdrawals or receipts, as it does not update sales history.

#### FIELDS

The part number is 1 to 20 characters long. It will accept any characters including blanks, dashes, dollar signs, etc. Any alphabetic input is converted to upper case, so the computer does not recognize that "X" and "x" are different letters.

You may make the last character of a part number an '!'. With the special setup, the inquiry program will

automatically look for parts that end with '!'. Ask our office about this setup or read more about it in the inquiry program section of this manual.

**Group** is the manufacturer's indication of the general classification of the part. The group can be up to ten characters long.

**Description** is 12 characters long with alphabetic input forced to upper case.

**Quantity on hand** will accept digits only. It will not accept a minus sign.

**Source** is a two digit numeric code. Since a part belongs to a source, you must set up your sources first (see "SET UP OR EDIT SOURCES", program #6).

The **car lines** field accepts any characters. It is recommended that you use the manufacturer's codes, because the car lines will be updated upon price updating.

**Order point** code accepts an "N" for normal or a "V" for volume. The normal order point is used for all parts that are not critical to your operation. The volume order point is used for all parts that are very important to your operation.

The **seasonal** field is answered "Y" or "N". Most parts are non-seasonal. Do not overuse the seasonal designation.

**Pro part** code is specific to GM parts and does not have meaning for other manufacturers.

**Bin location** accepts a mix of letters and numbers. It allows up to seven characters.

**Bin cap** is the bin capacity, or the limit on how many items can be in inventory at one time. It should be left blank in most cases.

The **bin min** is the minimum desired quantity on hand. This is useful if more than one of a part is required for each repair.

The **returnable** code can be R, N, or C. R stands for returnable, N stands for non-returnable, and C stands for canceled. The C indicates that the part can be returned now but will shortly become non-returnable. Consult your manufacturer's literature and price books for more information.

**Repack** code is useful for GM dealerships. If an entry

is in this field, the part can be returned even if the packaging has been opened. On some parts there is a charge for repackaging.

**Unit pack** and **MSQ** are the same term. When parts come shipped in multiples, then the unit pack is not one.

**Warehouse** is a three character code for the place the manufacturer ships this part from.

Even though this is a parts inventory control program, you may be tracking non-part items such as gas, oil, grease, materials and sublet. The part **class** field is used by service and invoicing programs to make sure the accounting is correct.

If you are selling used as well as new parts, you can answer 'U' to the **new or used** question. When a repair order is written, if the part is used, the word "USED" will appear before the description so the customer will clearly know that it was a used part. The word "NEW" or "USED" will always appear on the hard copy of the repair order. Be careful how you answer this question on a remanufactured part. It is up to you whether you check the field new or used. The price masters will never adjust this field.

**Pricing fields of cost, trade, list, special, and core** all accept digits and optionally a decimal point. Data entry is in cents unless you press the decimal point, at which point it converts to dollars.

#### FUNCTION KEYS

F1           clears the current field.

F5           exits from the program.

These are standard uses and are consistent throughout all programs.

F2           will retrieve the part with the next higher part number, while

F4           will retrieve the next lower part number.

F3           will display a menu.

**Masters Absolute\_delete Quit.**

F3-M        will display "--Which master? Chrysler Ford Gm ...". This will display only the master files you

have.

- F3-A will display "--Absolute\_delete? Yes No". If you want to delete the part number currently displayed on the screen press select Yes. Otherwise select No.
- F3-F will allow you to program function keys F8 through F12.
- F6 will delete the part from the system. Warning: Do not delete a part once there have been any sales or receipts. The sales information is stored in the part record and this information will be lost. Use Master Menu #8, part change notices to insure that you will not reorder the part.

## USE

Enter a part number and press RETURN. It is not necessary to enter leading zeros. If the part is already in the system, its data will be retrieved and displayed on the screen. If it is a new number to the system, a beep will sound and the remainder of the screen will clear. If this is a GM or Chrysler part and you are just starting out or about to have a price update, then you do not have to fill in all of the fields. The price updating functions will supply most of the information. The only fields that are necessary at system startup are part number, source, quantity, and bin. If you are not about to have a price update, then it is recommended that you fill in all the information. The source fields will fill with "00" if left blank. The order point and seasonal fields will fill to "N" when left blank. Likewise, the return code becomes "N" and the unit pack becomes "1" if left blank. When fields automatically fill upon being left blank, the filled in answer is called the default.

When the screen is correctly filled in, press ESC to save the results. You may correct a mistake at any time by pressing the F1 key to clear the entire field or using the backspace, delete, and insert keys. Even if you should save incorrect information, the correction procedure is easy. Enter the part number, correct the information, and then press ESC.

## TROUBLE SHOOTING

The files used by this program are the source file, partfile, and hitsfile. If this program does not load, then try rebuilding these files.

### 3.7. CHRYSLER ADDENDUM

System 1 makes use of the carline, warehouse, repack, pro part, and group fields to convey information from the Chrysler master price tape. Below is a description of each field in detail.

- carline** The first character is a blank. The second character is the application code. The third character is blank. The fourth and fifth characters are the last year of fit. The sixth character is the fleet allowance. The last character is the unit of price code.
- warehouse** This field contains the promotional code.
- repack** This field contains the merchandise class.
- pro part** This field contains the price symbol.
- group** This field contains the part type code. A descriptive code for each part for use in cross reference to the parts catalog. The first 2 digits are the part name. The second 3 digits indicate subgroup and the last three are the major group. (See the front of the parts price book for Chrysler's description.)

### 3.8. MASTER MENU #6 NEW SOURCE OR UPDATE

---

#### Screen 3-26: NEW SOURCE OR UPDATE

SETUP OR EDIT SOURCES BY JARVIS COMPUTER SOFTWARE.  
(C) COPYRIGHT 1991, 1993, 1995. ALL RIGHTS RESERVED.  
SOURCE CODE: \_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
WEEKS BETWEEN ORDERS: \_  
NORMAL STOCK LEVEL: \_\_\_\_  
NORMAL ORDER POINT: \_\_\_\_  
VOLUME STOCK LEVEL: \_\_\_\_  
VOLUME ORDER POINT: \_\_\_\_

REORDER MINIMUMS  
WEEKS: \_\_\_\_ SALES + HITS: \_\_

HITS ORDER MINIMUMS  
WEEKS: \_\_\_\_ HITS: \_\_

F1=CLEAR CURRENT FIELD, F5=EXIT, ESC=SAVE DATA.  
F2=NEXT, F4=PREVIOUS, F3=OPTIONS. F7=HELP.

---

#### PURPOSE

This program sets the order criteria for each source. The source name and address are also recorded.

#### FIELDS

The **source code** is a two digit field. Numbers 0 through 99 are allowed, yielding up to 100 different sources. The **name and address** fields allow any characters in both upper and lower case. The name is displayed and printed on reports, so you should enter it exactly as you want it to appear. The system does not really do anything with the address, phone number or weeks between orders fields. The order points and stock levels accept digits.

## FUNCTION KEYS

F1 clears the current field.

F5 exits from the program.

These are standard uses and are consistent throughout all programs.

F3 will display a menu.

### Delete Print Fkeys Quit

F3-D will delete the order criteria for current source.

F3-P will print the order criteria for each source.

F3-F will allow you to program function keys F8 through F12.

## USE

Enter a two digit source code and press RETURN. If the source exists, then the information will be retrieved and displayed, otherwise a beep will sound and the screen will be cleared.

Enter the source name, address, and phone number.

Next comes the normal stock level and order point. These numbers indicate day's supply. For example, if you enter a stock level of 90 and an order point of 30 and you are selling one part per day, then when you have 30 on hand the system will order 60 to bring you back up to 90 on hand. If you are selling two per day, then when your count reaches 60, the computer would suggest an order of 120.

The volume stock level and order point are used for those items that are critical to your operation. If the cost of lost sales is high, then you can afford to carry more of the item.

## TROUBLE SHOOTING

The program will not allow order points and stock levels to be the same. Stock levels must exceed order points even if only by one day. This program uses only the source file. If it is damaged, then you must rebuild it.

### 3.9. MASTER MENU #7 SALES HISTORY

---

#### Screen 3-27: SALES HISTORY

PART NUMBER: \_\_\_\_\_ SALES HISTORY EDIT AND UPDATE  
GROUP DESCRIPTION SOURCES: \_\_-\_\_

WEEK OF SALES	WEEK OF SALES	WEEK OF SALES	WEEK OF SALES	WEEK OF SALES
01/31/88	02/07/88	02/14/88	02/21/88	02/28/88
03/06/88	03/13/88	03/20/88	03/27/88	04/03/88
04/10/88	04/17/88	04/24/88	05/01/88	05/08/88
05/15/88	05/22/88	05/29/88	06/05/88	06/12/88
06/19/88	06/26/88	07/03/88	07/10/88	07/17/88
07/24/88	07/31/88	08/07/88	08/14/88	08/21/88
08/28/88	09/04/88	09/11/88	09/18/88	09/25/88
10/02/88	10/09/88	10/16/88	10/23/88	10/30/88
11/06/88	11/13/88	11/20/88	11/27/88	12/04/88
12/11/88	12/18/88	12/25/88	01/01/89	01/08/89
01/15/89	01/22/89	01/29/89	02/05/89	02/12/89
02/19/89	02/26/89	03/05/89	03/12/89	03/19/89
03/26/89	04/02/89	04/09/89	04/16/89	04/23/89
04/30/89	05/07/89	05/14/89	05/21/89	05/28/89
06/04/89	06/11/89	06/18/89	06/25/89	07/02/89
07/09/89	07/16/89	07/23/89	07/30/89	08/06/89
08/13/89	08/20/89	08/27/89	09/03/89	09/10/89
09/17/89	09/24/89	10/01/89	10/08/89	10/15/89
10/22/89	10/29/89	11/05/89	11/12/89	11/19/89
11/26/89	12/03/89	12/10/89	12/17/89	12/24/89
12/31/89	01/07/90	01/14/90	01/21/90	

---

#### PURPOSE

The sales history program allows you to review and edit the sales history. It can be used to confirm ordering choices.

## FIELDS

The part number field allows from 1 to 14 characters. The group and description fields are display-only. There are 104 quantity fields that represent the sales during the weeks shown.

## FUNCTION KEYS

F1           clears the current field.

F5           exits from the program.

These are standard uses and are consistent throughout all programs.

F2           will retrieve the part with the next higher part number, while

F4           will retrieve the next lower part number.

## USE

Enter a part number. If the part number exists on the system, the information will be retrieved and displayed. If it does not exist on the system, a beep will sound. You may move about the screen using the direction keys and change the sales for any week. If you change the sales for a week, then you will change the figures in every report that uses the weekly sales. To save changes, you must press the ESC key. You can page forward or backward through the file by using the F2 and F4 keys.

## TROUBLE SHOOTING

The sales history only depends on one file, partfile. If you have any trouble, try rebuilding partfile.

### 3.10. MASTER MENU #8 PCN OR PHASE OUTS

---

#### Screen 3-28: PCN OR PHASE OUTS

PART NUMBER CHANGE BY JARVIS COMPUTER SOFTWARE

(C) COPYRIGHT 1985, 1988, 1993, 1995.

PART NUMBER TO BE CHANGED: \_\_\_\_\_

REASON FOR CHANGE: \_

0=DISCONTINUED BY SUPPLIER

1=PHASE-OUT BY DEALER

2=PART NUMBER CHANGE

3=SCRAP ALL OF CURRENT INVENTORY

4=AUTOMATIC PHASE-OUT

NEW PART NUMBER: \_\_\_\_\_

PHASE OUT SUPERSEDED PART (Y/N) ?: \_

ESC=SAVE CHANGE. F5=MENU, F1=CLEAR CURRENT FIELD.

F2=NEXT, F3=FKEYS, F4=PREVIOUS, F6=DELETE PCN, F7=HELP.

---

#### PURPOSE

The pcn screen is used for parts change notices. A pcn is a significant change in a parts status. A typical reason for a pcn is that the manufacturer has dropped the part or changed its supplier. A pcn may also combine a group of parts into an assembly or decompose an assembly into its component parts. You may want to change the parts status in your operation. Returning all of a given part, deciding never to order it again, or simply throwing it away requires a pcn.

#### FIELDS

There are two part number fields, the old part number and the new part number. Both accept only valid part numbers. The reason for change field requires a single digit from 0 to 3. The phase out field requires a "Y" or "N".

## FUNCTION KEYS

- F1        clears the current field.
- F5        exits from the program.
- F3        allows you to program F8 through F12.
- F7        shows you the help screen.

These are standard uses and are consistent throughout all programs.

To find a pcn in order to delete it, enter the part number and then press F2. Continue to press F2 until the proper pcn is displayed. The F2 key will retrieve the next higher pcn, while the F4 will retrieve the next lower pcn. The F6 key will delete the pcn.

## USE

### DISCONTINUED BY SUPPLIER

Discontinued by the supplier is the simplest case. The part is no longer available and you should be told that every time you try to order the part. Enter the part number and then press "0". Then Press ESC to save the pcn.

### DISCONTINUED BY DEALER

This case is also simple. The only complexity is that you might change your mind if the part begins to sell again. If you do change your mind, then see the "DELETING PCN" section below. Enter the part number and then press "1". Then Press ESC to save the pcn.

### SCRAP PART

You have decided that the part is worthless to you and you either have thrown it away or donated it to the high school auto shop. Enter the part number and then enter "3" for the reason. When you press escape, two things happen: 1) The pcn is saved. 2) The quantity on hand is set to zero. There is no way the system can re-establish your inventory level on its own if you change your mind.

## PART NUMBER CHANGE

This situation can be very complex. After the part number change, the old part may still be a valid manufacturer's part. This situation occurs when the part for the newest model year is slightly modified, but the old part is still used for previous model years. Many times the old number is no longer good, which happens when the manufacturer changes suppliers.

In both cases you must enter the old part number, a "2" for the reason, and the new part number. If the old number is no longer any good, enter "Y" for phase out superceded part. If the old number is still good, then answer "N" to phase out superceded part.

Press ESC to record the pcn. If you answered yes to phase out superceded part, then the system will ask you if you want to transfer the sales history. In general you would probably answer yes so that the new part which is orderable can benefit from the additional sales history. The old history is added to the new history.

## AUTOMATIC PHASE OUT

You cannot choose automatic phase out from this screen. Automatic phase outs occur when you run the slow moving parts report while generating suggested automatic phase outs. You must then confirm the system's suggestions.

Use this program to delete those automatic phase outs that are no longer wanted. Please see the section on function keys above.

## TROUBLE SHOOTING

You cannot change a part that does not exist and phase out the superceded part. Add the part by answering "Y" to the question "Part doesn't exist. Add it?". The system will transfer the description, bin, and other important information to the new number. This program uses the pcfile, partfile and hitsfile. If it does not load, then rebuild these files.

### 3.11. MASTER MENU #9 REBUILD

---

#### Screen 3-29: REBUILD

REBUILD FILES MENU BY JARVIS COMPUTER SOFTWARE.  
(C) COPYRIGHT, 1988, 1995 ALL RIGHTS RESERVED.

1. PARTS
2. PARTS CHANGE NOTICE
3. HITS
4. ORDER
5. SOURCE
6. SALES
7. CAMPAIGN
8. RECEIPTS
9. NON-INVENTORY

[\_]

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=RETURN TO MASTER MENU, F7=HELP.

---

#### PURPOSE

The files used in this system are very complex. Many times when you press ESC, only some of the information needed to process the files is written to the disk. New records will cause the file to grow and the computer's operating system will not know about the bigger files. It is very important that the computer always be shut down properly by first exiting from System 1. Improper exit can occur several ways: 1) You just forget and hit the switch. 2) The power goes out (usually during a storm). 3) The electrician or somebody is flipping circuit breakers. If damage does occur, this program can usually fix it. This program is not a substitute for proper backups. Backup daily!

#### FIELDS

There is one field, a two digit choice field.

## FUNCTION KEYS

- F1        clears the current field.
- F5        exits from the program.
- F3        allows you to program F8 through F12.
- F7        shows you the help screen.

These are standard uses and are consistent throughout all programs.

## USE

Simply press the digit of your choice (1-8) and then press RETURN.

## TROUBLE SHOOTING

If you have trouble using this program, call your software representative or Jarvis Computer Software immediately. Your data may be at risk.

### 3.12. MASTER MENU #10 RECEIPTS OR EDIT ORDERS

---

#### Screen 3-30: RECEIPTS

```
SYSTEM 1 BY JARVIS COMPUTER SOFTWARE   F2=NEXT F4=PREVIOUS F6=PRINT IT
CONTROL #: _____ ORDER TYPE: ____ F3=ADDITIONAL FUNCTIONS
MODE: _ B=BACKORDERED R=RECEIPTS E=EDIT
PART NUMBER          GROUP    DESCRIPTION  ORDER  B-O  REC  C.NAME  BIN
                                      /ON HAND
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
```

F1=CLEAR CURRENT FIELD, F5=RETURN TO MENU, F7=HELP, ESC=UPDATE FILES.

---

#### PURPOSE

This program records the parts that you are receiving into your bins. It can receive those items the system knows about and even those items that the system does not know about.

You may modify or edit the order also. You may change the quantity ordered or the part number or both.

#### FIELDS

The header of the screen has three fields. There is a six digit control number field, a three character order type, and a one character mode. Depending on the mode, the part numbers, the quantity backordered, or the quantity received may be enterable. All other fields are display-only.

## FUNCTION KEYS

- F1 clears the current field.
- F5 exits from the program.
- F7 displays the help screen. These are standard uses and are consistent throughout all programs.
- F2 fills the control field and order type field with the next control number that is already in use.
- F4 fills the control field and order type field with the previous control number that is already in use.
- F3 will display a menu.

### Receive\_not\_ordered Delete\_order Fkeys

- F3-R allows you to receive parts not on order. If you choose receiving parts not on order, then the control number, and order type fields are locked. You enter the part numbers and the quantities received.
- F3-D allows you to delete the order. To delete an existing order, make sure that the proper control number and order type appear at the top of the screen before pressing the 'D'.
- F3-F allows you to program function keys F8 through F12.
- F6 will print any order that has already been entered. A suggested order is not an order until the ESC key has been pressed to confirm that the suggested order is actually the order.

## USE

### PARTS NOT ON ORDER

This situation is the simplest to handle. Since the system does not know about the receipts yet, you must press F3 first. The control number, order type, and mode fields will clear and lock. The backordered fields will also lock. You simply enter the part numbers and quantities. When the screen is full or you are finished, press ESC. The inventory levels will be updated.

## PARTS ON ORDER

The system already knows about parts on order. You must first enter or locate the proper control number and order type. Use the F2 or F4 key for this purpose. When the proper control number and order type are showing, press RETURN. The screen will fill with the parts that are on order.

Now you must select a mode. The "B" mode means that you will enter only those numbers that were backordered. The "R" mode means that you will only enter the numbers that have been received. Let us assume that you will use the "B" mode and that part number "123456" is the only part not received. Use the down key to move to the line containing "123456". Now enter the number that was backordered. Press the ESC key to record the receipts. The rest of the parts were assumed to be received in full.

If you are receiving a small number of parts, use the "R" mode. You may press the ESC key to go to the next screen without affecting the parts on order on the previous screen. Locate the part or parts to be received and indicate the quantity received. Press the ESC to update the inventory. You may exit using the F5 key without processing the whole order.

## EDITING AN ORDER

Enter the control number and order type. If the line to be changed is on the page displayed press the 'E' to put the program into the edit mode. If the line has not already been displayed press 'R' for receipts mode and press ESC. Repeat the process until the line or lines to be changed appear on the screen and you have placed the program in the edit mode.

Use the arrow keys to position the information to be changed. You may change the part number or the quantity ordered. If you set the quantity ordered to zero then the line will be deleted when the ESC key is pressed. If you change the part number then the line will be revised to reflect the change.

## IMPORTANT

Since the order lines appear in part number order, if you change a part number from a lower to a higher number, the order line may appear again on another screen later in the editing process. The line is really only in the order one time.

## TROUBLE SHOOTING

The receipts screen uses orfile and partfile. If this program will not run correctly, then try rebuilding these files first.

### 3.13. MASTER MENU #11 EXTRACT PART NUMBERS

---

#### Screen 3-31: EXTRACT PART NUMBERS

EXTRACT PART NUMBERS FROM MASTER FILE BY JARVIS COMPUTER SOFTWARE.  
(C) 1986, 1993, 1995 ALL RIGHTS RESERVED.

ESC=EXTRACT, F5=MENU  
F7=HELP

---

## PURPOSE

This program is used to prepare a diskette to send to Jarvis Computer Software for price updating. The program reads each part record and writes only the part number to a diskette. It also reads the hitsfile and extracts the part numbers contained in that file.

## FIELDS

The single field accepts only ESC to start the extraction or F5 to return to the Master Menu.

## FUNCTION KEYS

F5 exits from the program. This is a standard use and is consistent throughout all programs.

## USE

Press the ESC key to start the extraction. When the numbers have been extracted, you will be told to put a blank diskette in the floppy drive. Please make sure that the diskette is formatted before you use it.

## TROUBLE SHOOTING

The principle reason for trouble with this program is a damaged or unformatted diskette. Please read the section on diskette use and handling below.



## FUNCTION KEYS

- F1        clears the current field.
- F5        exits from the program.
- F7        will display the help screen.

These are standard uses and are consistent throughout all programs.

- F3        will allow you to program function keys F8 through F12.

## USE

### GM DEALERS

If you are a GM dealer, then fill in the top portions of the screen that refer to GM. The target source number will be used by the program when a part is marked target in the price file. The GMPD source will be used when a part goes off target or off pro-parts. The PRO-PART source will be used when a part goes on pro-parts.

If you do not order under the special pro-part source, then be sure to fill in the GMPD source number instead. Any other GM sources, such as GM chemicals, must be included in the "Other GM Sources" part of the screen.

It is important to note that any GM source not included on the screen will not be price updated.

### CHRYSLER DEALERS

If you are not a GM dealer, then fill in an unused source number, such as 99, in the first three fields and then move down to the Chrysler section. Fill in the Chrysler sources that you want to price update.

It is important to note that any Chrysler source not included on the screen will not be price updated.

## TROUBLE SHOOTING

This program uses partfile and suppfle. suppfle contains "supplementary data", i.e., prices of parts in the hits file. If the program fails, then rebuild partsfile and suppfle.

### 3.15. MASTER MENU #13 PREPARE TALLY SHEETS

---

#### Screen 3-33: PREPARE TALLY SHEETS

PREPARE FOR PHYSICAL INVENTORY. SYSTEM 1 BY JARVIS COMPUTER SOFTWARE.  
(C) 1986,1993,1994,1995. ALL RIGHTS RESERVED.

MODE: \_ F=FULL, P=PARTIAL. PRINT PARTS WITH ZERO QUANTITY? \_

PRIMARY ORDER: \_ P=PART NUMBER, B=BIN LOCATION, G=GROUP.

SECONDARY ORDER: \_

STARTING PAGE: \_\_\_\_ ENDING PAGE: \_\_\_\_

STARTING SOURCE: \_\_ ENDING SOURCE: \_\_

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=RETURN TO MENU, F7=HELP.  
ESC=PREPARE PHYSICAL INVENTORY TALLY SHEET.

STARTING NUMBER: \_\_\_\_\_ ENDING NUMBER: \_\_\_\_\_

STARTING BIN: \_\_\_\_\_ ENDING BIN: \_\_\_\_\_

STARTING GROUP: \_\_\_\_\_ ENDING GROUP: \_\_\_\_\_

---

#### PURPOSE

The tally sheet program prints tally sheets for taking physical inventory and informs the system that you are about to count the parts. You must count the parts within a reasonable time of preparing the tally sheets. Two weeks is the maximum time allowed.

## FIELDS

The mode field accepts only an "F" for full or complete physical inventory or "P" for partial or incomplete physical inventory. The tally sheets will be printed in one of three orders. The first is by part number. Enter a "P" if you want to print the tally sheets in order of part number. The more likely order is by bin location--enter a "B". If you do not keep bin locations in your partfile then you must print the tally sheets in group order.

If you have selected a partial physical inventory, then you can select the range of the partial inventory.

## FUNCTION KEYS

- F1        clears the current field.
- F5        exits from the program.
- F3        allows you to program F8 through F12.
- F7        shows you the help screen.

These are standard uses and are consistent throughout all programs.

## USE

Turn your printer on. Fill in the screen and then press ESC. The program may have to sort the parts before printing. After sorting, the printing will begin. You may suspend printing temporarily by pressing ^BREAK (hold the Ctrl key and press Break).

## TROUBLE SHOOTING

This program only uses partfile. If this program fails, then rebuild the partfile.



## USE

Enter only the part number of those items that have changed. If a part has been received or sold since the tally sheet has been printed, then the program will not let you enter the count because nobody can be sure whether the count was taken before or after the inventory change. If you are allowed to proceed, then enter the new count. The program will track the changes.

When all of the changes have been entered, press the F5 key. At this point, the program will print the adjustment report.

## TROUBLE SHOOTING

The most likely trouble that may occur is not being able to enter a count because a part has not been received or sold. You must reprint the tally sheet and then enter the adjustment. If the program fails to load or run properly, then rebuild the partfile. This program only uses partfile.

### 3.17. MASTER MENU #15 PRICE MATRIX

---

#### Screen 3-35: PRICE MATRIX

MATRIX PRICING BY JARVIS COMPUTER SOFTWARE. (C) 1986,1993,1995.  
MODE: \_ L=LIST PRICE, S=SALE OR SPECIAL PRICE, T=TRADE PRICE.  
SOURCE: \_\_

RANGE		PERCENT	MINIMUM	FIXED
LOW	HIGH	MARK-UP	PRICE	MARK-UP
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

F1=CLEAR FIELD, F3=CLEAR ENTIRE TABLE/FKEYS, F5=MENU, F7=HELP, ESC=SAVE DATA.

---

#### PURPOSE

The price books and price tapes do not price target parts. Also, the manufacturer's list price does not always provide adequate margins over cost. It can be said that it costs just as much labor to shelve, store, pick, and invoice an inexpensive part as it does an expensive part. Therefore, it is important to be able to set your own prices. Also, you may want to run specials. We provide a special single pricing column for your use.

#### FIELDS

You may enter "L" for list price matrix or "S" for sale price matrix in the mode field.

Enter a valid source number in source field.

The range fields are cost ranges. For example, a range of 0.00 to 1.00 would affect only those prices of parts that cost \$1.00 or less.

Percent markup fields are whole numbers. 67% is entered

as "67", not "0.67".

Minimum price is entered as dollars. To prevent selling anything for less than 75 cents, enter "0.75".

Fixed markup is also entered in dollars. To add 10 cents to your margin, enter "0.10".

#### FUNCTION KEYS

F1 clears the current field.

F5 exits from the program.

F7 shows you the help screen.

These are standard uses and are consistent throughout all programs.

F3-C is used when you first start out to clear the entire matrix.

F3-F allows you to program F8 through F12.

#### USE

Enter a mode and source. If the screen fills with zeros, then press F3 to clear the matrix. Enter the upper limit of the first range. Then enter the percentage markup. This is a markup on cost. If the part costs \$1.00 and you use a 67% markup, then the price will be \$1.67. To double the cost of a part, use 100%, not 200%. Enter a minimum price or leave it blank. In general, leave the fixed markup blank. Remember, all markups are additive. For example, a \$1.00 part that has a 67% markup plus a \$0.25 fixed markup would have a price of \$1.92 ( $\$1.00 + \$0.67 + \$0.25$ ). When the matrix is complete, press ESC to save the matrix.

Establishing prices is a two-step process. First, you must set up the matrix as described above, and then you must set the prices as described below.

## TROUBLE SHOOTING

The price matrix uses the source file. It should seldom need rebuilding. A potential problem is prices that do not come out the way you think they should. Please remember that a markup is added to cost and not multiplied by cost. The standard GM markup is 67% and not 167% nor 1.67 nor 0.67.

### 3.18. MASTER MENU #16 SET PRICES

---

#### Screen 3-36: SET PRICES

MATRIX PRICE INSTALLATION BY JARVIS COMPUTER SOFTWARE.  
(C) COPYRIGHT, 1985,1986,1987,1988,1989,1992,1995,1997

MODE: \_ L=LIST PRICE, S=SPECIAL OR SALE PRICE, T=TRADE PRICE.

STARTING SOURCE: \_\_\_                   ENDING SOURCE: \_\_\_

USE HIGHER OF MATRIX PRICE OR ORIGINAL PRICE (Y/N): \_

SMOOTH MARKUP TABLES (Y/N): \_

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=RETURN TO MENU, F7=HELP  
ESC=START PRICE INSTALLATION

---

#### PURPOSE

Translating the price structure contained in the price matrix into prices contained in the partfile is the purpose of this program.

#### FIELDS

You may enter "L" for list price matrix or "S" for sale price matrix in the mode field. Enter a valid source number in the starting and ending source fields.

## FUNCTION KEYS

- F1        clears the current field.
- F5        exits from the program.
- F7        shows you the help screen.

These are standard uses and are consistent throughout all programs.

## USE

Enter "L" or "S" for the mode. If you want to update only one source, then enter the same source number for both the starting and ending source. When everything is all set, press ESC. The master price update will wipe out prices established by a matrix and the matrix will change prices that were handset. To re-establish prices after a manufacturer's price update, follow these steps: run Master Menu #12, then run Master Menu #16. Finally, handset any other prices using Master Menu #5.

## TROUBLE SHOOTING

The set prices program uses the the source file and the partfile. The source file should seldom need rebuilding. A potential problem is prices that do not come out the way you think they should. Please remember that a markup is added to cost and not multiplied by cost. The standard GM markup is 67% and not 167% nor 1.67 nor 0.67 (see Master Menu #15 for establishing a matrix). If you use an empty matrix, then your prices will be cost.

### 3.19. MASTER MENU #17 CALCULATOR

---

#### Screen 3-37: CALCULATOR

CALCUATOR by JARVIS COMPUTER SOFTWARE.

for the NEC APC & APC3 MS DOS

and for the IBM PC/XT/AT PC DOS

Enter numbers as you normally would for any calculator

Press the enter or + to add.

Press the - to subtract.

Press the \* to multiply.

Press the / to divide.

Press ^ to raise to power.

Press C to change sign of input

Enter a number and then press P to set precision.

Press the DEL to clear accumulator.

Press INS, or ? for help.

Press the F3 to program functions keys.

Press the F5 to exit.

+

---

#### PURPOSE

This is a highly accurate, fast, general purpose calculator. It can be used for many purposes and is limited only by you.

#### FIELDS

This program has no real fields. You can enter numbers or operators at any time.

## FUNCTION KEYS

F3 program function keys F8 through F12.

F5 key exits from the program.

## USE

The program accumulates the results and displays the answer. Every process affects the previous answer, so you must load your first answer. To multiply 3 by 4, you must first make 3 the answer by pressing "3" and then pressing "+". In effect, you have added  $0 + 3$ . The answer is now 3. Now press "4" and then press "\*". The answer is now 12.

## CLEAR ANSWER

To clear the answer, either press DEL or press "\*" twice.

## CHANGE PLACES OR PRECISION

The program starts in the dollars and cents mode. It assumes that you have two places to the right of the decimal. If you press "1 0 0" and then "+" you get 1.00. To move out of the dollars and cents mode, press a single digit from 0 through 7 and then press "P" (for precision or places). Now "1 0 0" and "+" would yield 100.

## CHANGE SIGN

To multiply or divide by a negative number, first enter the number and then press "C" (for change sign). Now press "\*" or "/" as appropriate.

## DISPLAY HELP

To get the summary of instructions, press "?" or INS (for instructions).

## EXAMPLES

Markup a \$3.45 part by 67%. Press DEL to clear the answer. Press "1 . 6 7 +". The answer is now 1.67. Next press "3 . 4 5 \*". The answer is 5.76.

Find the price per foot of a 50 foot coil of air conditioning hose that costs \$75.50. Press "\*" twice to clear the answer. Press "7 5 . 5 0 +" and then press "5 0 . /". The answer of \$1.51 will be displayed.

Add up the prices of 1.67, 1.83, and 2.50 on an invoice. Clear the answer. Press "1 . 6 7 +". Press "1 . 8 3 +". Press "2 . 5 0 +". The answer of \$6.00 will be displayed.

### 3.20. MASTER MENU #18 DAILY BACKUP

#### PURPOSE

The computer has many parts and is subject to wear and damage. The data in this system is stored on a disk that is permanently located in the computer (hard disk). If this disk fails, then all data would be lost. The data is important, so you should make a copy of the data daily. This program will make a copy of data from the hard disk and write it to floppy disks.

Several dealerships have had to rely on data stored on diskettes because of hard disk failures. Data loss can and does happen. Backup your system daily.

#### USE

Make sure that you have several formatted diskettes before you begin. Press "18" on the Master Menu. The program will tell you to start inserting diskettes. Follow its instructions until it does not request any more diskettes.

Make sure the diskettes are properly labeled. At a minimum, the diskettes should be numbered. Please see "Care of Diskettes" below.

#### STORAGE OF BACKUP DISKETTES

You should have more than one set of backup diskettes. One copy should stay at the dealership. Another copy should be either stored in a fireproof safe or stored away from the dealership. Do not store diskettes in a car or truck. The heat buildup during the summer will destroy diskettes. Diskettes are sensitive to dirt. Those diskettes kept at the dealership should be kept in a diskette box or enclosed in a ziplock sandwich bag.



## FIELDS

The verification mode accepts a "1" or a "2". The source fields accept two digits. The prior fields accept the count of the number of parts sold in the previous calendar year. The YTD fields are the count of the parts sold this calendar year. The mons/1st field stands for months since last sale. Bin, part number, and on hand are self-explanatory.

## USE

Ordinarily the computer can check for validity of much of the information it receives, but when you are just starting out there is no data to check against. You must be very careful to get the parts entered into the system correctly. You can inspect every entry on the screen for correctness. This is called visual verification. The problem with visual verification is that it is tiring and not really effective. If you are reasonably good on a calculator, a better and less error prone verification is to enter every part twice. This is called double entry verification. Double entry verification is used by most companies that process a lot of data. Phone companies have been using double entry verification for a long time.

Select a verification method by pressing "2" or "1". If you selected "1", then enter a line. Stop and review the line to make sure it is correct. Next enter another line and repeat the inspection. When the screen is full, press ESC to save the data.

If you press "2", then enter each line twice. If the computer beeps at you, then you made a mistake on one of the lines. Correct the mistake. When the screen is full, press ESC to save the data.

## TROUBLE SHOOTING

Remember not to shut off the computer before pressing F5 to get to the Master Menu first, and then pressing F5 again to exit to the operating system. If the system beeps after entering the part number, then the part number has already been entered. If the program fails to load, then rebuild the partfile.



## FUNCTION KEYS

F1 clears the current field.

F5 exits from the program.

These are standard uses and are consistent throughout all programs.

## USE

Ordinarily the computer can check for validity of much of the information it receives, but when you are just starting out there is no data to check against. You must be very careful to get the parts entered into the system correctly. You can inspect every entry on the screen for correctness. This method is called visual verification. The problem with visual verification is that it is tiring and not really effective. If you are reasonably good on a calculator, a better and less error prone verification is to enter every part twice. This is called double entry verification. Double entry verification is used by most companies that process a lot of data. Phone companies have been using double entry verification for a long time.

Select a verification method by pressing "2" or "1". If you selected "1", then enter a line. Stop and review the line to make sure it is correct. Next, enter another line and repeat the inspection. When the screen is full, press ESC to save the data.

If you press "2", then enter each line twice. If the computer beeps at you, then you made a mistake on one of the lines. Correct the mistake. When the screen is full, press ESC to save the data.

## TROUBLE SHOOTING

Remember not to shut off the computer before pressing F5 to get to the Master Menu first, and then pressing F5 again to exit to the operating system. If the system beeps after entering the part number, then the part number has already been entered. If the program fails to load, then rebuild the partfile.

### 3.23. MASTER MENU #22 ACCOUNTS RECEIVABLE AND INVOICING

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#### Screen 3-40: ACCOUNTS RECEIVABLE MASTER MENU

SYSTEM 20 by Jarvis Computer Software  
(c) Copyright 1986, 1988, 1989, 1992, 1995 ALL RIGHTS RESERVED

- |   |                                |
|---|--------------------------------|
| 1. ENTER AND PRINT INVOICES.            | 6. PRINT SINGLE LABELS.        |
| 2. ENTER PAYMENTS.                      | 7. INITIALIZE BALANCES.        |
| 3. PRINT STATEMENTS.                    | 8. CLEAN-UP & FINANCE CHARGES. |
| 4. PRINT AGEING OF ACCOUNTS RECEIVABLE. | 9. ENTER INVOICES.             |
| 5. PRINT CUSTOMER MAILING LABELS.       |                                |

- | FILE MAINTENANCE FUNCTIONS | OTHER FUNCTIONS                       |
|----------------------------|---------------------------------------|
| 10. CUSTOMER.              | 30. DAILY BACKUP.                     |
| 11. CREDIT LIMIT CODES.    | 31. VIEW CUSTOMER ACCOUNTS.           |
| 12. TERM CODES.            | 32. ENTER OR DELETE NOTES RECEIVABLE. |
| 13. FINANCING RATE CODES.  | 33. EDIT FORMS.                       |
| 14. GROUP CODES.           |                                       |
| 15. SALES TAX CODES.       |                                       |
| 16. COMPANY INFORMATION.   |                                       |
| 17. FILE REBUILDING.       |                                       |

F1=CLEAR CURRENT FIELD, F5= EXIT, F7=HELP.

[\_]

---

If you have purchased the optional parts invoicing package, you will see the accounts receivable Master Menu after entering 22 from the parts Master Menu.

Instructions for the use of accounts receivable are described in the System A accounting manual. If you did not receive a System A manual, please phone our office.

#### PURPOSE

The purpose of the invoicing module is to print neat, legible invoices. The customer's copy details all charges. The dealership can have all of the relevant sales and costs information. Pre-printed forms may be used or blank paper may be used for economy.

---

Screen 3-41: INVOICE PARTS

```

INVOICE DATE: 10/08/1990  CUSTOMER CODE: CASH__  PRINT INVOICE (Y/N): _
JAMES_JARVIS_____
TAX: MN1
SALES REP.: CJ_
INVOICE #: __6543
DEPT: R

QTY  DESCRIPTION                                UNIT  CHARGE
__1  _____4105409_OIL_FILTER_____    6.50   6.50
____
____
____
____
____
____
____
|F1=CLEAR FIELD, F5=MENU, ESC=PRINT INVOICE, | SUBTOTAL                6.50
|F3=FKEYS, F6=TEST ALIGNMENT, F7=HELP.      |   TAX   6.00   0.39
+-----+ FREIGHT
TERMS    0.00/ 0/NET 30                TOTAL                6.89

```

---

**USE**

The invoicing process actually starts with the inquiry screen. An inquiry is made in the standard method. In the example above the part number "4105409" was selected. There is inventory and so we can sell the part. There is a difference between selling on a repair order and selling on a counter ticket. The sale on a counter ticket requires one more step. Before you press F2 to make the withdrawal, press F3 and then press "N" (for number). This step initializes the counter ticket to the next available number. You only press F3 once for each counter ticket. Now, for either a repair order or counter ticket, you must press F2. The inquiry program asks for the quantity and R.O. number. If an R.O., use the pre-printed number from the R.O. If a counter ticket, use the number shown on the screen.

When all parts have been withdrawn for the counter ticket or R.O., then press F6. This step will activate the actual invoicing program.

## CASH INVOICES

If the transaction is for cash, leave the customer code blank and press Enter. The word "CASH" will appear in the customer code field and the cursor will move to the percent field.

## CREDIT INVOICES

If the transaction is a charge, then enter the proper customer code. If you do not know the customer code, press F3 and then press "C" for customer. A screen full of customer names and codes will appear. You may use the "U" key ( meaning Up ) to move upward in the list or the "D" key to move downward in the list. When you see the appropriate customer code, press "S" for select. Enter the appropriate customer code and press Enter. The screen will transit back to the invoicing screen.

## PERCENTAGE DISCOUNTS AND MARKUPS

The percent field applies to both discounts and markups. Leave this field blank if no discount is offered and the parts are sold for list price. The type field only applies when a non-zero entry is made in the percent field. Type must be either "D" or "M". "D" means discount from list price, and "M" means markup on cost.

## ENTERING CUSTOMER NAME ON CASH TICKETS

If this invoice is a cash ticket, the customer name may be entered on the first line of the address. For charge tickets the name will already be completed.

## COMPLETING THE INVOICE

The sales tax code can be changed for the customer. The sales tax code begins with a 2 character state abbreviation and ends with a single digit. Usually, by changing the last digit from 1 to 0, the invoice can be made tax exempt.

The mode is either "A" for cAsh or "H" for cCharge.

The sales representative's initials are entered in the sales rep. field.

The invoice number should already be in the invoice number field. Just press Enter if it is correct, or enter

the the correct invoice or R.O. number.

The department is a single letter code. The single letter can be R, W, F, S, I, or B, standing for Retail, Wholesale, Fleet, Service, Internal, or Body respectively. If you choose Wholesale and the tax code allows tax on the customer, a beep will sound and you will have to change either the tax code or the department code. After this letter is entered, all parts withdrawn for this R.O. or counter ticket are displayed.

The page number is displayed in the page field.

Line items can be added to the bottom of the invoice. The cursor will appear in the quantity column. If a charge is to be made, a number other than zero must be entered into the quantity column. The program uses the formula charge = quantity times unit price. Therefore, if you want to enumerate a flat charge, put the digit "1" in the quantity column.

The description of the line item is entered next. Following the description is the list price of the item. An entry in this column is optional but recommended. The cost of the item is entered into the fourth column. This should be filled in when the accounting department is receiving internal copies of the invoice with costing information.

The column marked "CL" stands for class. Allowable classes are P, G, O, L, S, M, and A standing for Parts, Gas, Oil, Labor, Sublet, Material, and Adjust respectively. When you press an acceptable code, you will be allowed to move to the next column.

The column marked with "\*" is for entering the taxable code. A "T" in this column means the item is taxable, and a "N" in this column means the item is not taxed (e.g., labor).

The unit price column must be completed. The quantity times the unit price determines the charge. When this column is completed, the charge will be updated, the tax will be computed, and the invoice will be totaled.

## **FREIGHT**

Freight may be added to the invoice. The freight will not be subject to sales tax, unless you have the division #TAXFRGHT in your invoimcf file.

## PRINTING THE INVOICE

When the screen is complete and correct, press the ESC key to print the invoice. BE CERTAIN YOUR PRINTER IS READY BEFORE PRESSING THE ESC KEY!!

In the multiuser mode, if your printer jams often, you may activate an option that allows re-printing of a counter ticket. To active this option put

PRINTAGAIN=1

int your environment.

## TROUBLE SHOOTING

There are three possible categories of trouble you may incur when running this program. The first is that the program will not load because a file needs rebuilding. The second possible problem is that parts withdrawn on a R.O. will not appear on the screen when the top portion of the invoice is completed. The third problem is that the information does not print on the correct printer. The following sections give some guidelines for taking care of these problems.

### FILES NEED REBUILDING

In MS DOS systems the files that need rebuilding are accessed via the accounts receivable system. From the Master Menu, press F6 to display the second page of the Master Menu. Press "22" to display the Accounts Receivable Master Menu. Press "17" to display the file rebuilding menu. The files to be rebuilt are listed as menu choices 1 through 7. Enter 1 through 7 respectively to rebuild every file or press the appropriate number, if known.

In XENIX systems, you may not have access to accounts receivable or someone may be using those files. Notify the accounting department or system administrator immediately. They should follow the following procedure when they have determined that no one is using the accounts receivable files.

From the Accounting Master Menu press "34" to display the Accounts Receivable Master Menu. Press "17" to display the file rebuilding menu. The files to be rebuilt are listed as menu choices 1 through 7. Enter 1 through 7 respectively to rebuild every file or press the appropriate number, if

known.

If the message "file needs rebuilding" still persists, then file permissions are probably incorrect. Please phone our office for further instruction.

#### **PARTS DO NOT APPEAR**

Parts not appearing on the invoice are due to two causes: 1) Failure to properly withdraw the part from inventory or 2) the part master file cannot be opened. It is easy to distinguish between the two situations.

If some parts appear on the invoice but not all parts, then improper procedure is being used. Make sure that all parts are withdrawn from inventory and the correct repair order or counter ticket number is used.

If none of the parts appear on the invoice, then the invoicing program cannot open the parts file. In MS DOS this problem is usually caused by inadequate RAM in the computer. In XENIX this is usually caused by a file permission problem. Please contact our office if this problem occurs.

#### **THE INVOICE DOES NOT PRINT ON THE PROPER PRINTER**

Associated with this program is a file describing the layout of the invoice and the printer to be used. The file is in the "frm" subdirectory to the "system.1" directory. Use the "sle" editor to edit the file "invoice.frm". The first line of the file should begin with the word "device" and the second word is the name of the port where the printer is attached.

Once the file "frm/invoice.frm" has been correctly modified, use "formcmp.exe" to compile the revised form.



## FUNCTION KEYS

F1 clears the current field.

F5 exits from the program.

These are standard uses and are consistent throughout all programs.

## USE

Ordinarily the computer can check for validity of much of the information it receives, but when you are just starting out there is no data to check against. You must be very careful to get the parts entered in correctly. You can inspect every entry on the screen for correctness. This is called visual verification. The problem with visual verification is that it is tiring and not really effective. If you are reasonably good on a calculator, a better and less error prone verification is to enter every part twice. This is called double entry verification. Double entry verification is used by most companies that process a lot of data. Phone companies have been using double entry verification for a long time.

Select a verification method by pressing "2" or "1". If you selected "1", then enter a line. Stop and review the line to make sure it is correct. Next, enter another line and repeat the inspection. When the screen is full, press ESC to save the data.

If you press "2", then enter each line twice. If the computer beeps at you, then you made a mistake on one of the lines. Correct the mistake. When the screen is full, press ESC to save the data.

## TROUBLE SHOOTING

Remember not to shut off the computer before pressing F5 to get to the Master Menu first and then pressing F5 again to exit to the operating system. If the system beeps after entering the part number, then the part number has already been entered. If the program fails to load, then rebuild the partfile.



## FUNCTION KEYS

F1 clears the current field.

F5 exits from the program.

These are standard uses and are consistent throughout all programs.

F3 will delete the current campaign. The prompt will be displayed-- "--DELETE-- Yes No". If you want to delete the current campaign press "Y" otherwise press "N".

F2 & F4 can be used to step or browse through the campaigns.

## USE

Enter a campaign number and then press Enter or the down arrow key. If it is an old or already entered campaign, the information will be retrieved and displayed on the screen. If it is a new campaign, an audible beep will be heard and the screen will clear. Now you can enter the parts and quantities necessary for the new campaign.

Be sure to press the ESC key when finished in order to save your data.

### 3.26. MASTER MENU #25 CAMPAIGN PARTS WITHDRAWAL

---

#### Screen 3-44: CAMPAIGN PARTS WITHDRAWAL

CAMPAIGN PARTS WITHDRAWAL BY JARVIS COMPUTER SOFTWARE

(C) COPYRIGHT 1988, 1995.

CAMPAIGN NUMBER: 12-88-Q\_\_\_ R.O. #: \_\_4567 LINE: \_\_

PART NUMBER	DESCRIPTION	# REQ.	ON-HAND
1	PART 1	1	17
2	PART 2	2	42
3	PART 3	3	1
4	PART 4	4	1
5	PART 5	5	5
6	PART 6	6	1
7	PART 7	7	1
8	PART 8	8	72
9	PART 9	9	18

F1=CLEAR CURRENT FIELD, F2=NEXT, F4=PREVIOUS, F3=OPTIONS, F5=MENU, F7=HELP.  
ESC=SAVE DATA.

---

#### PURPOSE

This program automatically checks for the parts necessary to service a recall customer. It will also print a picking ticket.

#### FIELDS

The campaign field should be filled in a logical and consistent manner. If you misenter the campaign number, the system will think it is a new campaign. The ticket number is for sales reports.

#### FUNCTION KEYS

F1 clears the current field.

F5 exits from the program.

These are standard uses and are consistent throughout all programs.

F2 & F4 can be used to step or browse through the campaigns.

F3 --Picking ticket?--Yes No may be used to print a picking ticket.

#### USE

Use the F2 or F4 key to locate the proper campaign. Then enter the claim or repair order number. Press F3 to print a picking ticket. Press ESC to withdraw all of the parts necessary from the inventory. If sufficient inventory is not available, you will not be allowed to make the withdrawal using this program (see Master Menu item #2, WITHDRAWAL).



the originating source. Any part not in this source will not be moved.

The last field in each line is used for the destination source.

#### **FUNCTION KEYS**

F1           clears the current field.

F5           exits from the program.

These are standard uses and are consistent throughout all programs.

#### **USE**

Enter the ranges and sources for all moves desired. Please be very careful, as moving parts to another source may not be easily reversible. When you are satisfied that you have entered the information correctly, press the ESC key to begin the move.

#### **TROUBLE SHOOTING**

The files used by this program are the source file and partfile. If this program does not load, then try rebuilding these files.

### 3.28. MASTER MENU #27 BELL & HOWEL INQUIRY

#### Bell & Howel Option

If you have purchased the Bell & Howel Option in MS DOS so that your PC can be hooked directly to your Bell & Howel Machine, you may run the System 1 Inquiry program directly on the B & H work station. B & H working with Jarvis Computer Software has made it possible to combine the catalog, inquiry, and invoicing into a single smooth function. The inquiry program is functionally equivalent to Master Menu #1 and is not described here.

If you have purchased the multi-user version of System 1, you do not need to purchase the B & H option but you may need additional cabling. Please check with your Jarvis Computer Software representative or phone our office.



month.

Bin, part number, and on hand are self-explanatory.

## USE

Ordinarily the computer can check for validity of much of the information it receives, but when you are just starting out there is no data to check against. You must be very careful to get the parts entered correctly. You can inspect every entry on the screen for correctness. This method is called visual verification. The problem with visual verification is that it is tiring and not really effective. If you are reasonably good on a calculator, a better and less error prone verification is to enter every part twice. This is called double entry verification. Double entry verification is used by most companies that process a lot of data. Phone companies have been using double entry verification for a long time.

Select a verification method by pressing "2" or "1". If you selected "1", then enter a line. Stop and review the line to make sure it is correct. Next, enter another line and repeat the inspection. When the screen is full, press ESC to save the data.

If you press "2", then enter each line twice. If the computer beeps at you, then you made a mistake on one of the lines. Correct the mistake. When the screen is full, press ESC to save the data.

## TROUBLE SHOOTING

Remember not to shut off the computer before pressing F5 to get to the Master Menu first, and then pressing F5 again to exit to the operating system. If the system beeps after entering the part number, then the part number has already been entered. If the program fails to load, then the rebuild the partfile.

### 3.30. MASTER MENU #29 DIAL PARTS ORDER

---

#### Screen 3-47: DIAL PARTS ORDER

CHRYSLER PARTS ORDER by Jarvis Computer Software (C)1992-2004.  
Revision 21

DEALER CODE: 12345

CONTROL NUMBER: \_\_\_\_\_

ORDER TYPE: \_\_\_\_ (A,E,S,R,P,G)

TRANSPORTATION CODE: \_ PROMOTION CODE: \_\_\_\_

DEALER ORDER STATUS REQUESTED (Y/N): \_  
UPGRADE DELAY/SPEC: N  
FLEX CODE: 1  
RETURN TYPE: \_

PRINT CONFIRMATION (Y/N): \_

FEEDBACK INDICATOR (Y/N): \_

PARTIAL SHIPMENT ALLOWED? \_

CROSS SHIPMENT ALLOWED? \_

F1=CLEAR FIELD, F3=FKEYS, F5=EXIT, F6=OTHER DATA, F7=HELP, ESC=START ORDER.

---

#### PURPOSE

This program is used for transferring part order information to Chrysler over the internet.

#### FIELDS

The Dealer Code is your 5-digit code from Chrysler. You cannot change it on this screen.

The control number and order type correspond to the same fields in the Order Entry screen (Master Menu #3). These two fields are used as the key to determine which orders are transmitted. Usually, it should match an order you already entered on screen #3, but it does not have to. You can enter an order (especially returns) manually.

The transportation code should be one of the characters

accepted by Chrysler (F7 lists them). It can be left blank.

Promotion code, Update Delay/Spec, and Flex Code correspond to items on the DealerCONNECT system. Promotion code is defined by Chrysler for order types of P and G. It is required for secondary promotions.

Choose YES(Y) in the Dealer Order Status Requested field if you want Dealer Order Status (DOS) information.

Return type is also new in the GPOP version. It is the default return type and can only be entered on returns (that is, if the order type starts with R). You can change the return type on each individual part after you hit ESC on this screen; this field determines what return type the computer will use by default so you don't have to enter it for every part.

Print Confirmation is either N meaning "No print requested", or Y meaning "Print only exceptions for this order".

Feedback Indicator is either N meaning "Order will be system confirmed as it is today", or Y meaning "Dealer requests the ability to confirm the order once received by the host system." You can only enter this field for certain order types. Do not enter Y unless you know what you are doing, else they will cancel your order if it is not confirmed.

Partial Shipment Allowed and Cross Shipment Allowed should be set to Y or else Chrysler might say "Canceled by dealer" on some of your parts. Partial Shipment Allowed of Y means "Do not cancel backorders"; N means "automatically cancel backorders". Cross Shipment Allowed of Y means "Do not cancel referrals"; N means "automatically cancel referrals".

#### FUNCTION KEYS

- F1        clears the current field.
- F5        exits from the program.
- F6        displays a screen where you may enter order-level comments (Version 6 or 7 only)
- F7        displays a help screen.

These are standard uses and are consistent throughout all our programs.

## USE

You must first create the order in program #3. Then, go into this program (#29) and enter the same order number and code.

Fill in the other fields or let them default. Some of the fields may not be enterable, depending on the order type and DIAL version.

If you want to add comments that pertain to the whole order, press F6, type the comments, then press F5.

Press ESC. If you are using DIAL version 6 or 7, another screen will come up, showing each part on the order. You can add several pieces of information pertaining to each part, which are new to version 6 of DIAL. They are all optional, so you can just press ESC again if you do not need to enter these details. Otherwise, find the part numbers that need additional information by using the F2 and F4 keys to page through the order, and type in the information. Press ESC when you are done with all the parts; the order will be sent to the DealerCONNECT computer.

## ENTERING RETURNS

There are three different ways of entering returns. You can return everything in a source, enter a return as an order, or type in the return in this program. In all cases, you must enter an order type that starts with R to indicate a return ("RRR" is the recommended code).

When you enter an order type that begins with R, you get a prompt asking "Return from source". Answer Y if you want to return everything in a source. Fill out the rest of the information and press ESC.

To enter a return as an order, enter the order in program 3 with an order type of RRR, and send it to the DIAL computer using this program. Then delete the order rather than receiving it, otherwise it will adjust the quantity in the wrong direction. This way of doing returns is not recommended, but it was the only way to do it with earlier versions of this program, so you may be used to it.

The best way to do returns when you don't want to return everything in a source is to enter them using this program. To do this, just enter an order number and order type that you have not already entered in program #3. You must also leave the Version field set to 6 or 7. When you hit ESC, you get a screen that allows you to type in part numbers and

quantities, as well as some information new to the GPOP version of DIAL.

None of the ways of entering returns will adjust your inventory. You need to delete or adjust the quantities manually.

## TROUBLE SHOOTING

The files used by this program are the orfile and partfile. If this program does not load, then try rebuilding these files. If a beep is sounded when the order type is entered, then no orders were found matching that order type and control number. Check to see that those values are correct. For example, entering 'S' for the Order Type is not sufficient if 'STK' was entered in the Order Entry screen. The fields must match.

If the dealercode is wrong, fix it in poimcf (or the file named below #GLOBALIMCF in poimcf). If you get an error message that contains the line "Order was not accepted!" it means that Chrysler received the order, but did not like something about the information or the way it was formatted. The following line in the error message will contain an error code:

Error 302:	Not authorized
Error code 400 and something:	URL is wrong in poimcf
Error code 2000:	Invalid DLRCODE/USERID/PASSWORD in poimcf
Error code 3000 and something:	XML is not valid. Report it to JCS
Error code 4000 and something:	XML valid but they did not like the data

The file /tmp/dcxres.xml will contain an error message that will describe the error code it just got. Check the file "poimcf" to make sure the serial number, password and URL are configured correctly. Also make sure the serial number and password are set up in DCID and that they match. (Log onto DCID as somebody important, go to My Dealership and My Personnel, choose the Dealership Management Tab, then Create or Modify DMS ID. (See "Creating\_DMS\_Id\_2\_0.pdf" on the DCID web site.)

## IMPORTANT

It is recommended that Order Type for "A" orders be "AAA" and "E" orders be "EEE", etc.

### 3.31. MASTER MENU #30 DIAL PARTS INVENTORY TRANSFER

---

#### Screen 3-48: DIAL PARTS INVENTORY TRANSFER

DIAL PARTS INVENTORY BY JARVIS COMPUTER SOFTWARE (c)1992, 1996.  
Version 5.20 DIAL -- updated September, 1996.

DEALER CODE: \_\_\_\_\_

TRANSFER TYPE: \_ U = UPDATE (ADD, CHANGE, DELETE) ;  
F = FULL FILE LOAD

RETRANSMISSION (Y/N): \_

DEALER ORDER STATUS

DATA REQUESTED (Y/N): \_ TRANSFER VIA NETWORK (Y/N): \_

CHRYSLER SOURCES: \_\_\_\_\_  
\_\_\_\_\_

MINIMUM AGE IN WEEKS: \_\_\_\_\_

MAXIMUM PART NUMBERS: \_\_\_\_\_

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=EXIT, F7=HELP, ESC=START TRANSFER.

---

#### PURPOSE

This program is used for transferring parts inventory information to the DIAL computer using a floppy disk.

#### FIELDS

The Dealer Code is your 5-digit Chrysler code.

The transfer type is either an "F" for full parts inventory transfer, or "U" for an updated inventory transfer. A full parts inventory transfer consists of every part number in your inventory as well as the quantity of each. A full parts inventory transfer is required by Chrysler at least once every 45 days. An update transfer consists of all part numbers modified since your last transmission ( added, changed, deleted ). An update parts inventory transfer is

required by Chrysler at least once every 15 days.

Choose YES(Y) in the retransmission field if there was a failure in transmitting the inventory to Chrysler. This will allow them to handle duplicate transmissions.

Choose YES(Y) in the DEALER ORDER STATUS field if you want Dealer Order Status (DOS) information.

Enter all the codes for your Chrysler sources in the CHRYSLER SOURCES field. There is enough room for 30 sources. You must enter only your Chrysler sources. If you have more than 30 Chrysler sources, you must call Jarvis Computer Software and request a programming change.

## FUNCTION KEYS

F1           clears the current field.

F5           exits from the program.

These are standard uses and are consistent throughout all our programs.

F3           will allow you to program function keys F8 through F12.

## USE

When you are satisfied the the information entered is correct, press the ESC key to begin creating the inventory transfer file. Make sure there is a disk in drive A that is formatted for DOS, as that is the operating system that is used by the DIAL computer. On a UNIX system, there will be a prompt asking if you want to format the disk. This will format the disk for DOS. If the disk is already formatted, choose 'NO'. After the program has run, it will return to the DIAL PARTS INVENTORY screen. At this point, press F5 to exit. You are now ready to take the disk to the DIAL computer.

Choose option 9 from the DIAL menu. You will be given three options, (D), (V), or (F). Choose (F). You will be prompted to input the name (with path) of the input file. A:DEAL.DAT is the default. If the disk is in drive A of the DIAL computer, you can simply press ENTER. Upon successful transfer of the information, your inventory will be on the DIAL computer and the file will be erased from the floppy disk to help avoid duplicate processing. Now with DIAL 2000 all 3.5 inch diskettes should use A:DEAL.DAT and all 5.25 inch diskettes should use B:DEAL.DAT.

## TROUBLE SHOOTING

The files used by this program are the sales file, the receive file and the part file. If this program does not load, then try rebuilding these files.

## IMPORTANT

You must enter your Chrysler sources correctly. If you run the option with incorrect Chrysler source codes, you will produce an erroneous inventory transfer file.

### 3.32. MASTER MENU #31 REPRINT BROWSER

---

#### Screen 3-49: REPRINT BROWSER

REPRINT BROWSER by JARVIS COMPUTER SOFTWARE (C) 1992

```
1 sheri Nov 24 08:17 708 /tmp/0487.51448
   11/24/1992 UNSUCCESSFUL INQUIRES BY PART NUMBER PAGE 1
2 sheri Nov 24 08:17 33162 /tmp/0445.51460
   11-24-1992 DETAIL FOR ACCOUNT #102 PAGE 1
3 sheri Nov 24 08:16 883 /tmp/0445.51370
   JOURNAL LISTING NEW VEHICLE PURCHASE JOURNAL PAGE 1
4 sheri Nov 24 08:16 1327 /tmp/0445.51396
   JOURNAL LISTING CASH DISBURSEMENTS JOURNAL PAGE 1
5 root Nov 24 07:07 26 /tmp/x
   usage: rm [-fir] file ...
6 dave Nov 24 08:28 5183 /tmp/0616.52126
   11-24-1992 AGEING OF ACCOUNTS PAYABLE REPORT PAGE 1
7 dave Nov 24 08:25 144 /tmp/incenrep.tmp
   !
8 dave Nov 24 08:23 255 /tmp/0555.51806
   11-24-1992 PARTS TRANSACTION REGISTER PAGE 1
9 clare Nov 24 08:49 1719 /tmp/0780.53374
   11-24-1992 SCHEDULE 263 SUM.WARRANTY CLAIMS PAGE 1
```

Up Down Select Quit

---

## PURPOSE

The Reprint Browser provides a convenient way for Xenix users to reprint documents that were either lost or damaged while printing. In Jarvis Computer Systems most documents, such as reports, audit trails, and listings, are put in the Temporary Directory (/tmp) as well as sent to the printer.

The Reprint Browser searches the Temporary Directory for documents that it may be possible to reprint.

## USE

There are two lines on the screen for each document the Browser finds. The first line is highlighted, and it contains the following information: document number, user id (login name under which the document was first printed), date and time of initial printing, the size of the file, and the filename. The second line, found directly underneath the first and slightly indented, contains the first line of the document. This information should help you find the document you are looking for.

You may scroll through the list of documents by pressing U (for Up) and D (for Down). You may select a document to reprint by pressing S (for Select). You may exit this program without selecting a document by pressing Q (for Quit).

When a document number is Selected, that document will be reprinted on the system printer.

## TROUBLESHOOTING

Keep in mind that the documents in the temporary directory are removed when the system is rebooted. If the screen is empty, there were no reprintable files found.

### 3.33. NON-INVENTORY PART SALES

---

#### Screen 3-50: NON-INVENTORY PART SALES

RECORD NON-INVENTORY PART SALE BY JARVIS COMPUTER SOFTWARE (C) 1993.  
ALL RIGHTS RESERVED.

RO #:            LINE:            CLASS (P,G,O,A,T,S,M,U):  
  
                  PART NUMBER: \_\_\_\_\_  
  
                  SALE QUANTITY: \_\_\_\_\_ FILLED SAME DAY (Y/N): \_  
  
                  DESCRIPTION: \_\_\_\_\_  
  
                  SALE PRICE (EACH): \_\_\_\_\_  
  
                  COST OF GOOD SOLD (EACH): \_\_\_\_\_  
  
                  NON-OEM PART [X] : [\_]  
  
                  VENDOR # (OPTIONAL): \_\_\_\_\_  
  
                  VENDOR INVOICE # (OPTIONAL): \_\_\_\_\_  
  
F1=CLEAR CURRENT FIELD, F3=OPTIONS, F5=EXIT, F7=HELP, ESC=SAVE DATA.

---

#### PURPOSE

The purpose of the non-inventory part sales program is to record items you pick up at jobbers etc on the repair order.

#### FIELDS

All fields are mandatory except the part number field and non-OEM part field.

**RO #**            is the repair order document number.  
**LINE**            is the letter designating the customer complaint. Usually the letter is A-J.  
**CLASS**            is the letter indicating the accounting treatment for this item. P=parts, G=gas, O=oil, A=accessories, T=tires, S=sublet,

M=body shop materials, and U=supplies.

**PART NUMBER** is optional. If you have master pricing and enter a valid manufacturer's part number, the system displays the description, cost and price.

**SALE QTY** is the total quantity sold on this line item.

**FILL SAME DAY** answer "Y" is the part was filled the same day, otherwise answer "N".

**DESCRIPTION** is the word describing the product sold.

**SALE PRICE** is the price of each unit charged to the customer.

**COST** is the cost of each unit sold to the customer.

**NON-OEM PART** is X to indicate that the part is not supplied by the original equipment manufacturer. Put an X in the box if it is not a manufacturer part, else leave it blank. You can leave it blank always if you do not need to show Non-OEM parts on repair orders.

**VENDOR #** type in the vendor number.

**VENDOR INVOICE #** type in the vendor invoice number.

#### FUNCTION KEYS

**F1** clears the current field.

**F3** will display a menu.

#### Vendors Fkeys Quit

**F3-V** will display a list of vendors. Press "U" to move up the list and press "D" to move down the list. Press "S" to select a vendor and then type in a vendor code.

**F3-F** will allow you to program function keys F8 through F12.

**F5** exits the program and returns to the inquiry screen.

**F7** display help screen.

ESC saves the data and prints the line item on the repair order through the slip printer.

## USE

Fill in all fields (except that the part number is optional). Put the repair order in the slip printer and press the ESC key. For returns use a '-' sign before the quantity sold.

## TROUBLE SHOOTING

There is only one data file open. The data file is "noninv.dat" and the index is "noninv.isi" located in the System 1 directory. If you are getting an "unable to open" message then rebuild the noninv.par file, using the System S rebuild menu.

If the slip printer fails to print or gives you the "Printer ready?" message, make sure your printer is powered on and that the repair order is in the printer. If this is the case then check that the cables are tightly connected.

If the screen flashes quickly after you press F3 I from the inquiry screen but does not go into the Noninventory screen, you do not have ticket\_device in your environment, or the ticket\_device cannot be opened.

### 3.34. MASTER MENU #32 SPECIAL PRICING BY FORMULA

---

#### Screen 3-51: SPECIAL PRICING

```
SPECIAL PRICING BY JARVIS COMPUTER SOFTWARE (C) 1993, 1995.
      ALL RIGHTS RESERVED.
SOURCES:  __-__
GROUP:    _____ - _____
ALLOWED VARIABLES ( COST TRADE LIST CORE SPECIAL )
ALLOWED OPERATORS ( + - * / ^ < > )

      +-----+
      | +  addition  |
      | -  subtraction |
      | *  multiplication |
      | /  division  |
      | ^  raise to a power |
      | >  greater 1 if true |
      | <  less    0 if false |
      +-----+

FORMULA: SPECIAL = _____

SWAP SPECIAL WITH: _____ ( COST TRADE LIST CORE )

SWAP IF ZERO? _

F1=CLEAR CURRENT FIELD, F3=FKEYS, F5=EXIT, F7=HELP, ESC=START.
```

---

#### PURPOSE OF SPECIAL PRICING

This program is used to compute a pricing field that cannot be computed using price matrices. It can be useful for manufacturers such as Ford where the dealer's true cost may be the cost less the wholesale compensation. The wholesale compensation is usually stored in the trade field, therefore the true cost = cost - trade.

The result of the formula calculation may be swapped with an existing pricing field.

#### FIELDS

All fields are mandatory except the "swap with" field.

**Sources** allows a range of sources to use the same formula without making separate runs. To run on a single source use the same source number for both the starting and ending source.

**Formula** allows a mathematical formula used for computing the new special price. Only the

variable names cost, trade, list, core, and special can be used.

**Swap with** optionally allows the result stored in the special pricing field to be exchanged with cost, trade, list, or core pricing fields.

**Swap if zero?** can be entered only if you have filled in the "swap with" field. If you answer Y, the results will always be swapped; if you answer N, they will be swapped only if the result of the formula is not zero.

## FUNCTION KEYS

**F1** clears the current field.

**F3** allows you to program function keys F8 through F12.

**F5** exits the program and returns to the inquiry screen.

**F7** displays the help screen.

**ESC** starts the part by part application of the formula.

## USE OF SPECIAL PRICING

Fill in the starting and ending source. Fill the formula field. The formula must be mathematically correct. The swap field is optional.

The formula can contain the words cost, trade, list, core and special. The formula can contain the symbols +, -, \*, /, <, > and ^. The formula can also contain "(" and ")". The parentheses can be used to group the variables and symbols so they are calculated first.

A formula to set the special field to 85% of cost less trade would be:

$$= .85 * ( \text{COST} - \text{TRADE} )$$

A formula to set the list price to a 67% markup over cost only on parts that have no list price would be:

$$=(\text{LIST} < 0.01) * \text{COST} * 1.67 + \text{LIST}$$

Set the SWAP SPECIAL WITH field to LIST in the above example. The "(LIST < 0.01)" evaluates to one if the list is less than a penny, else 0. The idea of the formula is that

if there is no list price, the marked up cost is multiplied by one and added to zero, so you still end up with the marked up cost. If there is a list price, the marked up cost is multiplied by zero. Then the list price is added to that zero.

When all desired fields have been filled in, press the ESC key to start applying the formula to each part.

If you entered COST in the SWAP WITH SPECIAL field, the system will print a value change report.

#### **TROUBLE SHOOTING**

This program only uses the partfile.dat and partfile.isi. If this program fails to load or reports errors during execution, rebuild the parts ( #1 on the rebuild menu). ."Since when does the rebuild menu work for anything except errorcode 15?

### 3.35. MASTER MENU #34 DELETE INACTIVE PARTS

---

#### Screen 3-52: DELETE PARTS

DELETE PARTS

BY JARVIS COMPUTER SOFTWARE (C) COPYRIGHT 1993.

STARTING SOURCE: \_\_      ENDING SOURCE: \_\_  
STARTING BIN: \_\_\_\_\_      ENDING BIN: \_\_\_\_\_

ESC=DELETE PARTS WITH ZERO QUANTITY AND NO ACTIVITY IN \_\_ WEEKS.  
F3=FKEYS, F5=EXIT, F7=HELP.

---

#### PURPOSE

The delete parts program removes inactive part numbers from your inventory list.

#### FUNCTION KEYS IN DELETE PARTS

- F1    clears the current field.
- F3    program function keys.
- F5    exits the delete parts program and returns to the parts master menu.
- F7    display help screen.

#### FIELDS IN DELETE PARTS

There are five fields in this program.

Starting source and ending source specify a range of sources. This program will delete only parts with sources between the starting and ending source numbers that you enter on this screen.

Starting and ending bin allow you to restrict deletions to a range of bins or to one bin. Leave both fields blank if you want to delete parts in any bin. Fill in the same number for both fields if you want to delete parts in only one bin.

The No Activity In \_\_ Weeks field indicates that the program will delete only parts that have no sales in the number of weeks that you enter. If you enter a number less

than 52, the system will double-check the number with you--answer Y if you want to use the number you entered. You cannot use a number greater than 104.

## USE OF DELETE PARTS

Enter the beginning and ending sources if you want to delete a range of sources. If you want to delete parts for a single source, enter its number in the starting source, and skip the ending source; the ending source will default to the starting source number. To delete parts in any sources, skip both fields; they will default to 00 through 99.

Enter the number of weeks for which there can be no sales. Parts with sales in this time will not be deleted.

Press Escape to delete the selected parts. The system will delete all parts with zero on-hand, with no sales in the specified time, and with their source within the specified range of sources. This process takes some time, because the program must look at every part in inventory.

The program will display the number of parts deleted when it is finished. You may then either delete another group of parts, or press F5 to return to the parts master menu.



## FIELDS OF GM GROUP PRICING

GROUP	contains the exact group to match. The program does a numeric match with the decimal point included in the match. Oil filters must be 1.836.
SOURCES	is a range of sources that will be considered. A part with a source outside the range will not be updated even if the group is a match.
COSTS	is a range of part costs. A part with a cost outside the range will not be updated even if the group and sources produce a match.
LIST	is the list price in dollars. A zero value means that the list price will not be updated.
TRADE	is the trade price in dollars. A zero value means that the trade price will not be updated.
SPECIAL	is the special price in dollars. A zero value means that the special price will not be updated.

## FUNCTION KEYS OF GM GROUP PRICING

F1	clears the current field. This key is standard in all Jarvis Programs.
F3	will allow you to program functions keys F8 through F12.
F5	exits the program. This key is standard in all Jarvis Programs.
F7	will bring up a help screen.
ESC	starts the program processing.

## USE OF GM GROUP PRICING

Fill in the screen with the appropriate values. Press the ESC key to start the process of setting prices. A spinner will be displayed in the upper right portion of the screen indicating that processing is taking place. When the program is done, it will automatically return you to the master menu.

The contents of the screen are saved for future use.

## TROUBLE SHOOTING OF GM GROUP PRICING

This program uses only one file and index, partfile.dat and partfile.isi. If the program produces an error message, try rebuilding the partfile.

If the program does not seem to update some parts, please check that the group is an exact match, that the source is within the range and that the cost is within the range.

### 3.37. MASTER MENU #38 PRINT BIN LABELS

---

#### Screen 3-54: BIN LABEL PRINTING

PRINT BIN LABELS BY JARVIS COMPUTER SOFTWARE (C) 1994, 1995.

STARTING BIN: \_\_\_\_\_ ENDING BIN: \_\_\_\_\_

STARTING SOURCE: \_\_ ENDING SOURCE: \_\_

PRINT LABELS FOR ZERO ON-HAND PART NUMBERS? (Y/N): \_

F1=CLEAR FIELD, F3=EDIT/DEBUG/FKEYS, F5=EXIT, F7=HELP, ESC=START PRINTING.

---

#### PURPOSE OF BIN LABEL PRINTING

The purpose of the bin label program is to print labels for your parts bins. This program is originally set up to print to tractor feed card stock that is pre-perforated to fit standard bin label slots. The program will print part number, bin, description and group. Parts that are out of stock may be excluded.

#### FIELDS OF BIN LABEL PRINTING

**BINS** is a range of bins that will be considered. A part with a bin outside the range will not be printed even if the source is a match.

**SOURCES** is a range of sources that will be considered. A part with a source outside the range will not be

printed even if the bin is a match.

**ZERO** is to be answered "Y" or "N". A Yes answer will print a label for a part even if there is zero quantity on hand. A No answer will suppress printing labels if that part is out of stock.

#### **FUNCTION KEYS OF BIN LABEL PRINTING**

**F1** clears the current field. This key is standard in all Jarvis Programs.

**F3** presents a menu:

**Edit Debug Fkeys Quit**

**F3 E** edits the form file that controls the printing.

**F3 D** debugs the form file.

**F3 F** programs functions keys F8 through F12.

**F5** exits the program. This key is standard in all Jarvis Programs.

**F7** display help screen. This key is standard in all Jarvis Programs.

**ESC** starts the printing.

#### **USE OF BIN LABEL PRINTING**

Fill in the screen with the appropriate values. Press the ESC key to start the process of printing labels. A spinner will be displayed in the upper right portion of the screen indicating that processing is taking place. When the program is done, all fields on the screen will clear.

#### **TROUBLE SHOOTING OF BIN LABEL PRINTING**

This program uses only one file and index, partfile.dat and partfile.isi. If the program produces an error message, try rebuilding the partfile.

If the labels do not print, edit the first line of the form file to specify the printer.

If the printer prints unrecognizable data, be sure that compressed, non-compressed, enlarged and non-enlarged printer

control strings are properly set in your environment.

If the program does not seem to print some parts, please check that the source is within the range, that the bin is within the range and that the zero on-hand question is answered properly.

#### ALLOWED TAGS OF BIN LABEL PRINTING

**bin01** where bin represents the part bin and 01 represents the column.

**descr01** where descr represents the part description and 01 represents the column.

**group01** where group represents the part group and 01 represents the column.

**pnum01** where pnum represents the part number and 01 represents the column.

### 3.38. MASTER MENU #39 PURGE OLD SALES HISTORY

---

#### Screen 3-55: PURGE OLD SALES HISTORY

PURGE PARTS SALES RECORDS BY JARVIS COMPUTER SOFTWARE.  
(C) COPYRIGHT 1995. ALL RIGHTS RESERVED.

PURGE RECORDS PRIOR TO (MM-DD-YY): \_\_-\_\_-\_\_

F1=CLEAR CURRENT FIELD, F3=PROGRAM FUNCTION KEYS, F5=EXIT, F7=HELP.

ESC = START PURGE!

---

#### PURPOSE

This program is used to eliminate the old sales transactions. For dealers that do not have Service Merchandising, a history longer than a year or two is unnecessary. Using this program you can delete old sales to make room on your hard disk. Enter the oldest date you want to keep sales history from.

#### FUNCTION KEYS

- F1        clears the current field.
- F3        allows you to program function keys F8 through F12.
- F5        exits the program and returns to the System 1 Main Menu.
- F7        displays the help screen.
- ESC       starts eliminating old sales records.

### 3.39. MASTER MENU #40 INVOICE ACCOUNTING NUMBER SETUP

---

#### Screen 3-56: INVOICE ACCOUNTING NUMBER SETUP

ACCOUNTING & TAX SETUP FOR PARTS INVOICING BY JARVIS COMPUTER SOFTWARE.  
(C) COPYRIGHT 1995. ALL RIGHTS RESERVED.

SOURCE	DEPT.	CLASS	TAXABLE	COST ACCT	SALE ACCT	INV. ACCT
—	—	—	—	—	—	—
ENTER CHARACTER FOR EACH ITEM OR * FOR ALL				SALES TAX RATE		ACCT
00 GM				TAX PER UNIT RATE		ACCT
01 tgt-----1				_____		_____
02 PRO PARTS				_____		_____

F1=CLEAR CURRENT FIELD, F3=OPTIONS, F5=EXIT, F7=HELP. ESC=SAVE DATA.

---

#### PURPOSE

This program is used to setup an accounting numbers for parts invoices.

#### FIELDS

The fields on the left side of the screen are the fields that are searched by the part counter ticket program to determine which records to use.

The fields are searched in reverse alphabetical order in the order they are shown. Stars come alphabetically before letters, so a record with a star in a certain position is searched after any records with a letter in that position, if everything to the left is the same.

The source field is the source code used in each part

record. This field allows you to credit different inventory general ledger accounts for different manufacturers. If you use just one inventory account, then use "\*\*\*" in this field.

The department field is used to determine how to credit sales and other accounts. The choices are Retail, Fleet, Service, Wholesale, Internal and Body. Use the capitalized letter to indicate which department. The class field determines which inventory and sale accounts are used. Please use Parts, Gas, Tires, Adjust, Sublet, Material, Oil, Labor and Supplies to indicate which class. The Taxable field is "Y" to indicate that the set-up record is used for taxable customers, "N" to indicate that it is used for non-taxable customers, or "\*" for either. Normally a customer is non-taxable if it is an Accounts Receivable customer and the sales tax code in the customer file corresponds to a zero tax rate. You do not need separate set-up records to tell the computer that non-taxable customers have a zero tax rate; the purpose of this field is to allow separate account numbers for non-taxable customers.

The fields on the right side of the screen are used by the parts counter ticket program to determine which accounts to use, and other set-up information. Anything that involves a sale amount or expense is matched to a record in this program by using the fields on the left side of the screen.

The fields on the right side of the screen are as follows:

**COST** is the cost-of-sale account number that will be debited with the cost-of-sale amount. If there is no cost-of-sale or you do not want to account for it by each individual item, fill in the sale account number for all three account number fields.

**SALE** is the sale account number that will be credited with the price charged to the customer.

**INVENTORY** is the account number of the asset account that will be credited with the cost-of-sale amount in order to reduce the inventory.

**SALES** is the rate of tax charged for this item, or zero if it is non-taxable. It is entered as a percent.

**ACCT** is the sales tax account number.

**TAX** is an amount, not a percent, that is charged for each unit. It is used for such things as recycling fees charged on tires.

ACCT is the account number that is used for the tax per unit.

#### FUNCTION KEYS

F1 clears the current field.

F3 displays a menu bar.

F3-S select a setup record from the list.

F3-P displays a list of record to prototype from.

F3-D delete a record.

F3-P print a list of record.

F3-M match displayed record with existing record.

F3-R-T change tax-rate replace all records.

F3-R-P change per unit count for all records.

F3-R-A change tax account number for all records.

F3-R-C change cost account number for all records.

F3-R-S change sales account number for all records.

F3-R-I change inventory account number for all records.

F3-F allows you to program function keys F8 through F12.

F5 exits the program and returns to the System 1 Main Menu.

F7 displays the help screen.

ESC saves the setup.

### 3.40. MASTER MENU #41 ADP-CARS GM PARTS LOCATOR DISKETTE

---

#### Screen 3-57: ADP-CARS GM PARTS LOCATOR DISKETTE

ADP CARS GM PARTS LOCATOR UPLOAD BY JARVIS COMPUTER SOFTWARE.  
(C) COPYRIGHT 1996, ALL RIGHTS RESERVED.

RAPID 2000 DEALER CODE: \_\_\_\_\_

RAPID 2000 PASSWORD: \_\_\_\_\_

GM SOURCES: \_ \_ \_ \_ \_

F1=CLEAR CURRENT FIELD, F3=PROGRAM FUNCTION KEYS, F5=EXIT, F7=HELP.  
ESC=PREPARE DISKETTE.

---

#### PURPOSE

This program is used to prepare a disk for GM parts locator.

#### FUNCTION KEYS

- F1 clears the current field.
- F3 allows you to program function keys F8 through F12.
- F5 exits the program and returns to the System 1 Main Menu.
- F7 displays the help screen.
- ESC start preparing diskette.

### 3.41. MASTER MENU #42 PURGE OLD RECEIVE HISTORY

---

#### Screen 3-58: PURGE PARTS RECEIVE RECORDS

PURGE PARTS RECEIVE RECORDS BY JARVIS COMPUTER SOFTWARE.  
(C) COPYRIGHT 1995. ALL RIGHTS RESERVED.

PURGE RECORDS PRIOR TO (MM-DD-YY): \_\_-\_\_-\_\_

F1=CLEAR CURRENT FIELD, F3=PROGRAM FUNCTION KEYS, F5=EXIT, F7=HELP.

ESC = START PURGE!

---

#### PURPOSE

This program is used to eliminate the old receive records.

#### FUNCTION KEYS

- F1        clears the current field.
- F3        allows you to program function keys F8 through F12.
- F5        exits the program and returns to the System 1 Main Menu.
- F7        displays the help screen.
- ESC       starts eliminating receive records.

### 3.42. MASTER MENU #43 PURGE OLD HITS HISTORY

---

#### Screen 3-59: PURGE PARTS HITS RECORDS

PURGE PARTS HITS RECORDS BY JARVIS COMPUTER SOFTWARE.  
(C) COPYRIGHT 1995. ALL RIGHTS RESERVED.

PURGE RECORDS PRIOR TO (MM-DD-YY): \_\_-\_\_-\_\_

F1=CLEAR CURRENT FIELD, F3=PROGRAM FUNCTION KEYS, F5=EXIT, F7=HELP.

ESC = START PURGE!

---

#### PURPOSE

This program is used to eliminate the old hits records.

#### FUNCTION KEYS

- F1        clears the current field.
- F3        allows you to program function keys F8 through F12.
- F5        exits the program and returns to the System 1 Main Menu.
- F7        displays the help screen.
- ESC       starts eliminating hits records.

### 3.43. MASTER MENU #44 FIX PARTS CHANGE NOTICES

---

Screen 3-60: FIX PARTS CHANGE NOTICES

---

#### PURPOSE

This program is used to fix parts change notices file.

### 3.44. MASTER MENU #45 MERGE GM REQUIRED PARTS INTO MASTER

---

#### Screen 3-61: TRANSFER GM REQUIRED STOCKING LIST TO MASTER

TRANSFER GM REQUIRED STOCKING LIST TO MASTER BY JARVIS COMPUTER SOFTWARE  
(C) 1996 ALL RIGHTS RESERVED.

PARTS DISTRIBUTION CENTER: 01	CONTROLLING DIVISION: 1
1. ST. LOUIS	1. CHEVROLET
2. MINNEAPOLIS	2. BUICK
3. ATLANTA	3. OLDSMOBILE
4. CINCINNATI	4. PONTIAC
5. DENVER	5. CADILLAC
6. CHICAGO	6. GMC-LIGHT
7. PORTLAND	7. GMC-MEDIUM
8. LOS ANGELES	
9. JACKSONVILLE	
10. BOSTON	
11. PHILADELPHIA	DISTRIBUTION CENTER ST. LOUIS
12. RENO	
13. LIVONIA	DIVISION CHEVROLET
14. FORT WORTH	
15. MARTINSBURG	

F1=CLEAR FIELD, F3=PROGRAM FUNCTION KEYS, F5=EXIT, F7=HELP, ESC=START TRANSFER.

---

#### PURPOSE

This program is used to transfer gm required parts list to the master list.

#### USE

Enter your local distribution center and division and press ESC to start transfer.

#### FUNCTION KEYS

- F1 clears the current field.
- F3 allows you to program function keys F8 through F12.
- F5 exits the program and returns to the System 1 Main Menu.

F7 displays the help screen.

ESC starts transfer.

### 3.45. MENU #46 ANALYZE INVENTORY FOR GM REQUIRED PARTS

---

#### Screen 3-62: REQUIRED GM PARTS REPORT

REQUIRED GM PARTS REPORT BY JARVIS COMPUTER SOFTWARE  
(C) 1996, ALL RIGHTS RESERVED.

PRINT PARTS WITH NO SALES OR HITS HISTORY (Y/N): \_

PRINT PARTS WITH HITS HISTORY ONLY (Y/N): \_

PRINT PARTS WITH ZERO BIN AND SALES HISTORY (Y/N): \_

PRINT PARTS ON-HAND AGED (Y/N): \_

F1=CLEAR FIELD, F3=PROGRAM FUNCTION KEYS, F5=EXIT, F7=HELP, ESC=START REPORTS.

---

#### PARTS WITH NO SALES OR HITS HISTORY

This report prints a list of required parts that you do not carry and have no sales or hits history. These parts should not be carried in inventory. You may wish to order a few of these parts if you are close to compliance. The report prints in ascending cost order. Therefore the first few lines are the only ones you should order.

## PARTS WITH HITS HISTORY ONLY

This report prints a list of required parts that you do not carry and have hits history. The parts with most hits and recent hits should be added to inventory first. This report prints in descending hits order and also prints the age of the most recent hit.

## PARTS WITH ZERO BIN AND SALES HISTORY

This report prints a list of required parts that you may carry but currently do not have in stock. This report prints in descending sales order. If a part has not sold in the last 24 weeks, it will not show up on this report.

## PARTS ON-HAND AGED

This report prints an aged list of required parts that you have in inventory. Some parts may not have sales that justify stocking these parts. This report helps you decide what required parts you want to return. It is our recommendation that you do not keep excess inventory even if required by GM.

## USE

Enter Yes or No for each report and press ESC to start report.

## FUNCTION KEYS

- F1        clears the current field.
- F3        allows you to program function keys F8 through F12.
- F5        exits the program and returns to the System 1 Main Menu.
- F7        displays the help screen.
- ESC       starts report.

### 3.46. MASTER MENU #47 REYNOLDS GM PARTS LOCATOR DISKETTE

---

#### Screen 3-63: REYNOLDS GM PARTS LOCATOR UPLOAD

REYNOLDS GM PARTS LOCATOR UPLOAD BY JARVIS COMPUTER SOFTWARE.  
(C) COPYRIGHT 1996, ALL RIGHTS RESERVED.

REYNOLDS FILE NAME: GMPDLF.\_\_\_\_

RAPID 2000 DEALER CODE: \_\_\_\_\_

RAPID 2000 PASSWORD: \_\_\_\_\_

GM SOURCES: \_ \_ \_ \_ \_

F1=CLEAR FIELD, F3=PROGRAM FUNCTION KEYS, F5=EXIT, F7=HELP, ESC=PREPARE DISKETTE

---

#### PURPOSE

This program allows you to prepare a diskette for part locator upload.

#### PREPARING A DOS BOOTABLE DISKETTE

The best place to prepare a DOS bootable diskette is on your Reynolds system. Unfortunately Reynolds does not make it easy to do this. You must follow these steps. If you are not successful at first, then try, try, again.

1. Reboot your Reynolds machine by holding the Ctrl and Alt keys down. Then press and release the Del key, then release the Ctrl and Alt keys.
2. Immediately after the screen clears, hold the Ctrl key down and rapidly press and release the Break key (about twice per second).
3. When you get the "Terminate batch job" message, press and release 'y' and then Enter.
4. Reynolds gets tricky here and leaves the machine with black letters on a black background. You will not see what you type on the screen. Take it slowly and carefully. Enter "prompt \$e[Om\$P\$G" then press enter. Do not include the quotes. This should give you a prompt, similar to C:>.
5. Enter "cd os" and press enter. Your prompt should

now say "C:os>".

6. Put your diskette that you want to use in drive A: and enter "format a: /s" and press enter. Your diskette should format. If the format fails then repeat this step until you get a properly formatted diskette.

7. It is strongly recommended, because this process is not simple, that you repeat step 6 three, four, or more times, making several diskettes.

8. Label the diskettes "Locator boot".

9. Remove all diskettes from the machine and follow the reboot procedure in step 1.

You are now done preparing a DOS bootable diskette.

### GETTING STARTED ON YOUR REYNOLDS MACHINE

On your Reynolds machine, go into the GM locator. Select LC8. Enter the part number 12345678 and enter the quantity of 1. In the upper right corner of the screen is a filename GMPDLF.xxx, where xxx is a 3 digit number. Write down the 3 digit number. Write down you Rapid 2000 code and password as they are displayed on your screen. Exit this program and return your Reynolds machine to a place where another user may use it.

Do not send any files to GM or allow any other user to send files until this process is done.

### GETTING STARTED ON YOUR JARVIS MACHINE

If you have not done so already, run program 21 with the diskette provided.

Run program 47 from you main menu. This is the Reynolds GM parts locator upload program. The first thing you must enter is the 3 digit number you wrote down. This defines the file name we must use when loading you data on to the Reynolds system.

Next, enter your Rapid 2000 dealer code. Jarvis Computer Software doesn't know this code. Enter you Rapid 2000 password.

Enter the two digit source codes for all GM parts in your inventory. Do not use non-GM sources. If you leave a

source out, then you must re-run this program before doing the diskette transfer step. Once you have all of your GM sources entered, press the ESC key.

The program will prompt you to insert a diskette in the diskette drive. Put in one of the locator diskettes you made on the Reynolds machine. Follow the instructions on the screen.

Now take that diskette just prepared from you Jarvis machine and insert it into your Reynolds machine. Reboot your Reynolds machine by pressing and holding the Ctrl and Alt keys. Now press and release the Del key and then release the Ctrl and Alt keys. The diskette will then copy your data onto the Reynolds hard disk. When the copy is complete, remove the diskette from the Reynolds machine and reboot the Reynolds machine.

Now send your data to GM following normal procedures for communicating.

If you cannot succeed without help, please call 1-507-454-2575.

#### FUNCTION KEYS

- F1        clears the current field.
- F3        allows you to program function keys F8 through F12.
- F5        exits the program and returns to the System 1 Main Menu.
- F7        displays the help screen.
- ESC       starts preparing diskette.



## FUNCTION KEYS

- F1 clears the current field.
- F3 allows you to program function keys.
- F5 exits the program and returns to the System 1 Main Menu.
- F7 display help screen.
- ESC starts markup.

### 3.48. LOCATOR PartsVoice

---

#### Screen 3-65: PartsVoice SESSION

(#) fv.exe Tue Mar 08 15:33:34 CST 1994

connect

8-MAR-1994 14:01:13

Welcome to PartsVoice

Enter dealer ID: 88507

If you need help, type "H" (for HELP) after you have selected make.  
When you are finished, be sure to "EX"it from this program.

Make (enter ? for make list)

Make: gm

GMpn: 104918

GM 104918

Delco \*\*\*\*\*

JEFF BELZER'S TODD	LAKEVILLE	MN	(612)469-4448	(800)701-7965
SKARLIS OLDS	MASON CITY	IA	(515)423-0095	
HARPEL BROS. INC.	GLENCOE	MN	(612)864-5181	
FREINDLY CHEVROLET	FRIDLEY	MN	(612)786-6100	
CLARK CHEVROLET	LA PORTE CITY	IA	(319)342-2631	
MIKE MANNING CHEVY	MARSHALL TOWN	IA	(515)752-5474	

GMpn: exit

Attention GM Dealers - Did you know you can look up key codes, PNC  
and Delco equivalents? Type in "H" at the GMpn: prompt for details.

PARTS10 logg

NO CARRIER

---

#### PURPOSE

The purpose of the PartsVoice locator is to allow quick and easy access to the PartsVoice locator system. This service is only available on our multiuser systems at this time. We plan on introducing this feature into MSDOS systems at a future date. You are required to have a Practical Peripherals or compatible modem that uses the "AT" command set.

## FUNCTION KEYS

F3 P in the inquiry activates the modem and dials PartsVoice.

## USE

Press the F3 and "P" to activate the modem to dial PartsVoice. After you get the "connect" message, press the enter key. This should activate the PartsVoice login. If you are not a subscriber to PartsVoice, you may use PartVoice by using 88XXX where the XXX is really your area code. Follow the instructions on the PartsVoice screen. For your last part number enter "ex". You will disconnect from PartsVoice, a printout of your PartsVoice session will print on the printer and you will automatically return to the inquiry program.

## TROUBLE SHOOTING

Check to make sure that the modem is on and that nobody else is using it. Often the F & I departments will use the modem for credit checks.

Check that all cables and phone lines are secured to the computer and the modem.

At an operating system prompt, enter "cu voice" in lower case letters. If the modem does not activate then the operating system commands are not correct. Call Jarvis Computer Software.

### 3.49. MASTER MENU # 49

---

#### Screen 3-66:

DELETE SOURCE AND ALL PARTS IN THAT SOURCE BY JARVIS COMPUTER SOFTWARE.  
COPYRIGHT 1997. ALL RIGHTS RESERVED.

SOURCE: \_\_

F1=CLEAR CURRENT FIELD, F5=EXIT, F7=HELP.

ESC=START DELETION.

---

#### 3.49.1. PURPOSE

The purpose of this is delete all parts in a source and the source master record.

#### 3.49.2. FIELDS

SOURCE # is the source code. The source name will display automatically.

#### 3.49.3. FUNCTION KEYS

F1 clears the current field.

F5 exits the program.

F7 display help screen.

ESC Starts the deletion of the parts in the source.

#### 3.49.4. USE

Make sure you know what you are doing. Jarvis Computer Software makes no claims as to suitability of this program

for your use.

### 3.50. MASTER MENU #60

---

#### Screen 3-67: RAPID MASTER MENU

RAPID MASTER MENU (C) 2002 JARVISCOMPUTER SOFTWARE.

- |  |  |
|--|--|
| 1. ORDER ENTRY.<br>ORDER MAINTENANCE       | 20. SET MASTER PASSWORD.                       |
| 2. COR CANCEL SPECIFIC BACKORDER.          | 21. SET DAILY PASSWORD.                        |
| 3. CPT CANCEL ALL BACKORDERS FOR PART.     | 22. SET INQUIRY PASSWORD.                      |
| 4. SPA SPRINT PART AVAILABLE.              | 24. P31 CLAIMS PROCESSING.<br>MATERIAL RETURN. |
| 5. SPC CREATE SPAC CASE.                   | 25. EXC CORE RETURN REQUEST.                   |
| 6. UPG UPGRADE ORDER TO CSO.               | 26. MRP MONTHLY RETURN PLAN.                   |
| 7. ALL INQUIRIES.<br>LOCATOR TRANSACTIONS. | 27. TRM TERMINATION RETURN.                    |
| 8. LC9 DEALER STOCK LIST.                  | 28. 659 RETURN                                 |
| 9. LPC DEALER STOCK COUNT.                 | 29. CUSTOMER FOCUS TRANSACTIONS.               |
| 10. RSG RECOMMENDED STOCKING GUIDE.        | 30. MAILBOX TRANSACTIONS.                      |
|  | 31. SEND QUED TRANSACTIONS.                    |

PLEASE CHOOSE [\_\_]

F1 = CLEAR CURRENT FIELD, F5 = EXIT, F7 = HELP.

---

#### 3.50.1. PURPOSE

This program is menu of all of the functions available in the GM Rapid system. Rapid functions are all located here.

#### 3.50.2. FIELDS

There is only one field in the menu, the choose field. Enter a one or two digit number representing the function you wish to use.

#### 3.50.3. FUNCTION KEYS

F1 is used to clear the current field under the cursor.

F5 is used to exit this menu and return to the System 1 Master Menu.

F7 is used to provide online help, including the information contained here.

### 3.50.4. USE

Enter a one or two digit number representing the function you wish to use.

### 3.51. RAPID MENU #1

---

#### Screen 3-68: RAPID ORDER PROCESSING

RAPID ORDER PROCESSING BY JARVIS COMPUTER SOFTWARE (C) 2002

DEALER CODE: \_\_\_\_\_ PASSWORD: \*\*\*\*\*

CONTROL #: \_\_\_\_\_ ORDER TYPE: \_\_\_\_

SPECIAL INSTRUCTION CODE: \_ ADVISE CODE: \_

OPTIONAL SHIP TO ADDRESS.

NAME: \_\_\_\_\_  
ADDRESS1: \_\_\_\_\_  
ADDRESS2: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_ ZIPCODE: \_\_\_\_\_

F1=CLEAR CURRENT FIELD, F3=OPTIONS, F5=EXIT, F7=HELP.  
ESC=SAVE.

---

#### 3.51.1. PURPOSE

This program has two purposes:

1. to transfer orders generated on Jarvis System 1 to GM Rapid without re-keying each part.
2. to allow the entry of a parts order not generated on Jarvis System 1.

#### 3.51.2. FIELDS

**DEALER CODE**            enter the the dealer code of the dealership that is purchasing the parts.

**PASSWORD**            enter the daily, or master password for the dealership placing the order.

**CONTROL #**            enter the control number to be used by rapid to identify your order. Remember, Jarvis System 1 allows 6 character

control numbers but Rapid only allows 4 character numbers. Therefore when you generate an order using System 1, use four characters or less.

**ORDER TYPE**            enter the three character order type. Only use valid Rapid order types. The software does not validate this field.

The remainder of the fields are Rapid specific, consult your Rapid documentation for appropriate values.

### 3.51.3. FUNCTION KEYS

- F1    clears the field containing the cursor.
- F3    allows programming of the F8-F12 keys.
- F5    exits this program and return back to the Rapid master menu.
- F7    displays online documentation, including most of the information contain in this section.

### 3.51.4. USE

You are required to first enter a dealer id and password. If the information cannot be verify, the program will exit back to the Rapid master menu.

Enter the control number and order type. Remember to comply with Rapid procedure. If you use a control number and order type generated or enter on Jarvis System 1, then when you are asked the details of the order, the part numbers, bins, and quantities, those fields are already populated.

Enter the information for each part on the order and press the ESC key. When done press the F5 key. You will be asked whether to send the order NOW or LATER. If you send it NOW, it will be transmitted immediately to GM.



### 3.52.2. FIELDS

DEALER CODE	enter the dealer code of the dealership that is purchasing the parts.
PASSWORD	enter the daily, or master password for the dealership canceling the order.
PN (Part Number)	enter the part number of the part to cancel.
FAC.#	enter the facility number of the facility handling the backorder.
ORDER #	enter the order number on which the part was backordered.

### 3.52.3. FUNCTION KEYS

- F1 clears the field containing the cursor.
- F2 will take you to the next page of parts already entered ( if it exists).
- F3 allows programming of the F8-F12 keys.
- F4 will take you to the previous page of parts already entered ( if it exists).
- F5 exits this program and return back to the Rapid master menu.
- F7 displays online documentation, including most of the information contain in this section.

### 3.52.4. USE

After entering you dealership Id and password, then enter your first part number, the facility number and order number. All three items are required. Press the ESC key to save this cancellation to the list.

You may use the F2 and F4 keys to page through a long list. When you are finished press the F5 key. You will be asked to send the cancellation Now or Later.

### 3.53. RAPID MENU #3

---

#### Screen 3-71: CPT CANCEL ALL BACKORDER FOR PART

CPT CANCEL ALL BACKORDER FOR PART (C) 2002 JARVIS COMPUTER SOFTWARE.

DEALER CODE: 22577      PASSWORD: \*\*\*\*\*  
                  25010792      1

PN: \_\_\_\_\_      2  
F1=CLEAR CURRENT FIELD, F2=NEXT, F4=PREV, F5=EXIT, F7=HELP. ESC=SAVE.

---

#### 3.53.1. PURPOSE

The purpose of this program is to cancel all back orders for a part.

#### 3.53.2. FIELDS

DEALER CODE      enter the the dealer code of the dealership that is purchasing the parts.

PASSWORD      enter the daily, or master password for the dealership canceling the order.

PN (Part Number)      enter the part number of the part to cancel.

#### 3.53.3. FUNCTION KEYS

F1      clears the field containing the cursor.

F2      will take you the the next page of parts already entered ( if it exists).

F3      allows programming of the F8-F12 keys.

F4      will take you the the previous page of parts already entered ( if it exists).

F5      exits this program and return back to the Rapid master menu.

F7      displays online documentation, including most of the information contain in this section.

### 3.53.4. USE

After entering your dealership Id and password, then enter your first part number. Press the ESC key to save this cancellation to the list.

You may use the F2 and F4 keys to page through a long list. When you are finished press the F5 key. You will be asked to send the cancellation Now or Later.

### 3.54. RAPID MENU #4

---

#### Screen 3-72: SPA SPRINT PART AVAILABLE

SPA SPRINT PART AVAILABLE (C) 2002 JARVIS COMPUTER SOFTWARE.

DEALER CODE: 22577      PASSWORD: \*\*\*\*\*

DEALER CONTACT: \_\_\_\_\_      FAX NUMBER: (    )    -

PN: \_\_\_\_\_      QUANTITY: \_\_\_\_ 1  
F1=CLEAR CURRENT FIELD, F2=NEXT, F4=PREV, F5=EXIT, F7=HELP.    ESC=SAVE.

---

### 3.54.1. PURPOSE

The purpose of this program is to notify GM SPO that you need a part that GM SPO does not currently have in inventory. GM SPO will contact other dealers who may have it inventory.

### 3.54.2. FIELDS

DEALER CODE	enter the the dealer code of the dealership that wants the parts.
PASSWORD	enter the daily, or master password for the dealership wants the part.
DEALER CONTACT	enter the name of the person to talk to at your dealership.

FAX NUMBER            enter the parts department fax number.

PN (Part Number)    enter the part number of the part that is needed.

### 3.54.3. FUNCTION KEYS

F1    clears the field containing the cursor.

F2    will take you to the next page of parts already entered ( if it exists).

F3    allows programming of the F8-F12 keys.

F4    will take you to the previous page of parts already entered ( if it exists).

F5    exits this program and return back to the Rapid master menu.

F7    displays online documentation, including most of the information contain in this section.

### 3.54.4. USE

After entering you dealership Id and password, then enter your first part number. Press the ESC key to save this sprint part to the list.

You may use the F2 and F4 keys to page through a long list. When you are finished press the F5 key. You will be asked to send the SPA Now or Later.

### 3.55. RAPID MENU #5

---

#### Screen 3-73: SPC SPAC CASE

SPC SPAC CASE (C) 2002 JARVIS COMPUTER SOFTWARE.

DEALER CODE: \_\_\_\_\_ PASSWORD: \_\_\_\_\_

VIN: \_\_\_\_\_ NUMBER: (\_\_\_\_) \_\_\_\_-\_\_\_\_ X \_\_\_\_\_

PN: \_\_\_\_\_ ORDER #: \_\_\_\_\_ FACILITY #: \_\_\_\_\_

CONTROL #: \_\_\_\_\_

F1=CLEAR CURRENT FIELD, F2=NEXT, F4=PREV, F5=EXIT, F7=HELP. ESC=SAVE.

---

#### 3.55.1. PURPOSE

The purpose of this program is to notify GM SPO that you need a part that GM SPO does not currently have in inventory and you already have on order. GM SPO will contact other dealers who may have it inventory.

#### 3.55.2. FIELDS

DEALER CODE	enter the the dealer code of the dealership that wants the parts.
PASSWORD	enter the daily, or master password for the dealership wants the part.
DEALER CONTACT	enter the name of the person to talk to at your dealership.
VIN	enter the vehicle identification number of the vehicle needing the part.
NUMBER	enter the parts department phone number.
PN (Part Number)	enter the part number of the part that is needed.
ORDER #	enter the GM SPO order number for the

order.

FACILITY #            enter the GM SPO facility number.

CONTROL #            enter your control number.

### 3.55.3. FUNCTION KEYS

F1    clears the field containing the cursor.

F2    will take you to the next page of parts already entered  
      ( if it exists).

F3    allows programming of the F8-F12 keys.

F4    will take you to the previous page of parts already  
      entered ( if it exists).

F5    exits this program and return back to the Rapid master  
      menu.

F7    displays online documentation, including most of the  
      information contain in this section.

### 3.55.4. USE

      After entering you dealership Id and password, then  
      enter your first part number. Fill in all fields. Press the  
      ESC key to save this spac part.

### 3.56. RAPID MENU #6

---

#### Screen 3-74: UPG UPGRADE ORDER

UPG UPGRADE ORDER TO CSO (C) 2002 JARVIS COMPUTER SOFTWARE.

DEALER CODE: \_\_\_\_\_ PASSWORD:

PN: \_\_\_\_\_ ORDER #: \_\_\_\_\_ FACILITY #: \_\_\_\_\_

CONTROL #: \_\_\_\_\_

F1=CLEAR CURRENT FIELD, F2=NEXT, F4=PREV, F5=EXIT, F7=HELP. ESC=SAVE.

---

#### 3.56.1. PURPOSE

The program will tell GM SPO that an ordinary order should be upgraded to CSO.

#### 3.56.2. FIELDS

**DEALER CODE** enter the the dealer code of the dealership that is upgrading the parts.

**PASSWORD** enter the daily, or master password for the dealership upgrading the order.

**PN (Part Number)** enter the part number of the part to upgrade.

**FAC.#** enter the facility number of the facility handling the upgrade.

**ORDER #** enter the order number on which the part was ordered.

#### 3.56.3. FUNCTION KEYS

**F1** clears the field containing the cursor.

**F2** will take you to the next page of parts already entered

( if it exists).

- F3 allows programming of the F8-F12 keys.
- F4 will take you to the previous page of parts already entered ( if it exists).
- F5 exits this program and return back to the Rapid master menu.
- F7 displays online documentation, including most of the information contain in this section.

#### 3.56.4. USE

After entering you dealership Id and password, then enter your first part number, the facility number, order number and control number. All three items are required. Press the ESC key to save this upgrade to the list.

You may use the F2 and F4 keys to page through a long list. When you are finished press the F5 key. You will be asked to send the upgrade Now or Later.

### 3.57. GM RIM OVERVIEW

GM RIM stands for General Motors Retail Inventory Management. The RIM system is designed to work with your Jarvis System 1 to facilitate management of your inventory using a global perspective and global knowledge.

System 1 is designed to manage your inventory based on sales and hits history as recorded in your dealership. In theory you could achieve even better management of the dealership's inventory by knowing what is happening in dealerships near you and across the country.

RIM starts by getting a history of the GM parts that you have sold in the the last twelve months. (See the section GMRIMPH). Then each day it gets the month-to-date history for every GM part in your inventory.

The computers and people at GM SPO analyze this information and decide what parts should be ordered for your dealership. (They use your data plus the information from other dealerships). These orders are just like the orders that you may enter into your RAPID System. You will receive the parts ordered for you in the normal manner.

GM RIM will protect you from overstock. They will take back through a RIM return authorization any parts that don't move or you just have too many in stock. Also GM RIM protects you against obsolescence. If they discontinue the number, they will take it back.

GM SPO wishes to reduce CSO orders. Dealers who have been using GM have a dramatically reduced level of CSO rapid orders.

GM RIM has a website. At this website and through the consultation of the Distribution Analyst (DA), you and GM SPO will come to an agreement on how your inventory is to be managed. This is not a one size fits all program.

Almost daily GM RIM will be sending you orders. They will also frequently send you parts updates. These parts updates will reclassify your inventory into different RIM states. This will be adjusting what inventory GM RIM is managing and what inventory you will be managing. You will then modify the behavior of RIM by adjusting your stocking policies on the website. Finally you will receive Parts Return Authorizations. These return authorizations are pre-approved. You can return the quantity authorized or lesser quantities based on packaging and current need.

### 3.58. GM RIM STARTUP

You must sign a contract and pay a monthly fee. To get this started, phone or email Jarvis asking for the GM RIM contract.

We will phone you and set up a time when we will install the GM RIM software. We will install this software over the internet. You can be using your System 1 through most of the process. There will be a need for a brief system shutdown. We will coordinate with you to minimize the inconvenience.

The first day GM SPO will be sent a parts history. Each day after that GM SPO will be sent a daily report. Jarvis will monitor your system closely the first few days to make sure these do occur.

You will be working with your Distribution Analyst over the next few days to make sure that you understand what is going on and that you agree on how your inventory should be managed.

### 3.59. GM RIM COMMUNICATIONS

Unlike Pulsat, GM RIM communicates over the internet. Therefore it is important that you have a reliable Internet Service Provider and that you do not make changes to your network infrastructure without coordinating with Jarvis.

Every day your Jarvis System will send a daily report to GM SPO. The default time is 15 minutes after normal close of the parts department. If your internet connection is down (non-functional) at closing time, your daily report will not be sent. Please call Jarvis (800) 657-4499 if your internet is down at closing.

If GM SPO phones about a missing daily report, phone Jarvis right away. Jarvis people will trigger the sending of the file manually if your internet is functioning.

### 3.60. GM RIM DAILY REPORT FORMAT

Below is a sample of a daily report for the single part number 25010792.

```
<Line>
  <PartId>25010792</PartId>
  <PartSourceCode>01</PartSourceCode>
  <StockingStatus>NORMAL</StockingStatus>
  <SystemSetupDate>2004-04-24</SystemSetupDate>
  <QuantityOnHand>+535</QuantityOnHand>
  <QuantitySold>0</QuantitySold>
```

```

<LastSoldDate>2004-04-24</LastSoldDate>
<QuantityOfLostSale>0</QuantityOfLostSale>
<QuantityOnOrder>0</QuantityOnOrder>
<BinLocation>FIL/RAK</BinLocation>
<BackOrderQuantity>0</BackOrderQuantity>
<QuantityReserved>0</QuantityReserved>
<QuantityUserMin>0</QuantityUserMin>
<QuantityBestStockingLevel>109</QuantityBestStockingLevel>
<QuantityUserMax>0</QuantityUserMax>
</Line>

```

### 3.61. GM RIM HISTORY REPORT FORMAT

Below is a sample of a history report for the single part number 25010792.

```

<Part>
  <PartId>25011520</PartId>
  <QuantityOnHand>+41</QuantityOnHand>
  <History>
    <Month>05</Month>
    <Year>2005</Year>
    <QuantitySold>+6</QuantitySold>
  </History>
  <History>
    <Month>06</Month>
    <Year>2005</Year>
    <QuantitySold>+5</QuantitySold>
  </History>
  <History>
    <Month>07</Month>
    <Year>2005</Year>
    <QuantitySold>+4</QuantitySold>
  </History>
  <History>
    <Month>08</Month>
    <Year>2005</Year>
    <QuantitySold>+8</QuantitySold>
  </History>
</Part>

```

### 3.62. GM RIM PARTS ORDER

GM RIM will only process parts with a replenishment code of 02. They look at your level of sales, the quantity on hand and what is being sold by dealerships near you. This includes the CSO sales. Most mornings you will have printed for you on a printer of your choice a report detailing the parts GM RIM ordered for you. The report will list all parts to be delivered on this order. The Jarvis System 1 will store it with a control number like R001, (where the 001 is a sequential ascending number) and the order type is RIM. You will receive the order in the same manner as you received

parts orders created on the Jarvis System 1.

GM RIM may generate an order for a part number that is not on your system. When this happens the Jarvis system will add the part number of your default GM RIM source. The part will be put into a bin called "new". The report printed will plainly show the "new" parts. You should bring up the part number on Screen #5 and press F3-Master to have the part number looked up in the master. Remember, GM has the ability to create a new part number that may not be immediately in your parts master.

Parts without the replenishment code of 02 will be used to generate a suggested order on the Jarvis system. You must continue to manage and order parts that do not have a replenishment code of 02.

### 3.63. MASTER MENU #61 GM RIM PARTS HISTORY.

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#### Screen 3-75: GM RIM PARTS HISTORY

GM RIM PARTS HISTORY (C) 2006 JARVIS COMPUTER SOFTWARE.

DEALER ID: JART0001

SOURCES: 00 01 03 04 05 06 07 08 09 00 00 00 00 00 00 00 00 00 00 00

F1=CLEAR CURRENT FIELD, F5=EXIT, F7=HELP. ESC=START.

---

#### 3.63.1. PURPOSE

This program prepares and sends to GM SPO a history of GM parts in the specified sources that have sales history in the last 12 months. This program can only be used once. It is very important that all GM sources be included.

#### 3.63.2. FIELDS

**DEALER ID** This is a required field. This may not be your GM SPO dealer id. Be sure that you check with Jarvis before filling in this field.

**SOURCES** Fill in your GM sources. It is highly recommended that you fill in all sources that contain GM part numbers.

#### 3.63.3. FUNCTION KEYS

**F1** Pressing this key clears the field under your cursor.

**F5** Pressing this key exits the program without sending anything to GM.

**F7** Pressing this key brings up this chapter on the screen.

#### 3.63.4. USE

Carefully read this entire section and understand it. Fill in the dealer id. Fill in all sources that contain GM parts. When you are sure that you have correctly filled in this screen and are ready to send that history data to GM, then press the ESC key.

### 3.63.5. TROUBLE SHOOTING

If you press #61 on the master menu and nothing happens, please contact Jarvis for updated programs.

### 3.64. MASTER MENU #62 GM RIM DAILY REPORTING.

---

#### Screen 3-76: GM RIM DAILY REPORTING

GM RIM DAILY REPORTING (C) 2006 JARVIS COMPUTER SOFTWARE.

DEALER ID: JART0001

SOURCES: 00 01 03 04 05 06 07 08 09 00 00 00 00 00 00 00 00 00 00 00

TIME TO REPORT: 1945 (24 HOUR CLOCK-5 PM = 1700)

LOGIN clare

F1=CLEAR CURRENT FIELD, F5=EXIT, F7=HELP. ESC=START.

---

#### 3.64.1. PURPOSE

This screen sets up your dealer Id, GM sources and time of day that your Jarvis system will transmit your daily activity to GM. It is very important that this time of day be earlier than 11:59PM EST. Therefore we suggest you set it up for 15 minutes after the parts department closes. Your Jarvis system will generate a file containing all of the activity and inactivity for all of your GM parts in the sources listed. This activity includes: part number, source, stocking status, initial date for the part, quantity on hand, quantity sold month to date, last sold date, quantity of lost sale month to date, quantity on order (including any RIM orders), bin location, quantity reserved, bin minimum, and bin maximum.

#### 3.64.2. FIELDS

**DEALER ID** This is a required field. This may not be your GM SPO dealer id. Be sure that you check with Jarvis before filling in this field.

**SOURCES** Fill in your GM sources. It is highly recommended that you fill in all sources that contain GM part

numbers.

**TIME TO REPORT** Fill in the time of day that your Jarvis system will transmit your daily activity to GM. It is very important that this time of day be earlier than 11:59PM EST. Therefore we suggest you set it up for 15 minutes after the parts department closes.

### 3.64.3. FUNCTION KEYS

- F1 Pressing this key clears the field under your cursor.
- F5 Pressing this key exits the program without sending anything to GM.
- F7 Pressing this key brings up this chapter on the screen.

### 3.64.4. USE

Carefully read this entire section and understand it. Fill in the dealer id. Fill in all sources that contain GM parts. When you are sure that you have correctly filled in this screen, then press the ESC key. An entry will be made to the system scheduler that will generate the necessary information every day at the same time. This will occur automatically and you have nothing more to do.

### 3.64.5. TROUBLE SHOOTING

If you press #62 on the master menu and nothing happens, please contact Jarvis for updated programs.

### 3.65. MASTER MENU #63

---

#### Screen 3-77: GM RIM ACTUAL PART RETURNS

GM RIM ACTUAL PART RETURNS (C) 2006 JARVIS COMPUTER SOFTWARE.

RETURN AUTHORIZATION NUMBER: 991718\_\_\_\_\_

LINE	PART NUMBER	AUTH. QTY.	ACTUAL QTY.	BIN
0002	1051344	100	_____	8D4

F1=CLEAR CURRENT FIELD, F2=NEXT, F4=PREV, F5=EXIT, ESC = SAVE DATA.

---

#### 3.65.1. PURPOSE

The purpose of this program is to adjust the inventory level to reflect the actual return. For those dealerships with Jarvis GM Rapid, this will also populate your material return for transmission to GM SPO.

#### 3.65.2. FIELDS

**RETURN AUTHORIZATION NUMBER** is the number listed at the top of "Process Managed Parts Return" print out. This is the same authorization number used by GM Rapid.

**ACTUAL QTY.** is actual number of parts being return to GM SPO for each line. You may return less parts than authorized but never more. Some of the parts may have been sold or promised since GM RIM generated the parts return. Also, not all packages may be acceptable.

#### 3.65.3. FUNCTION KEYS

**F1** Pressing this key clears the field under your cursor.

**F5** Pressing this key exits the program without

updating your inventory.

F7 Pressing this key brings up this chapter on the screen.

#### 3.65.4. USE

Use the print out from the Process Managed Parts Return to count the parts you are returning. Mark the tally on the printout. Enter the return authorization number from the printout. The entire return authorization will be displayed on the screen. There may be multiple pages, so you can use the F2 to page forward and F4 to page backward. The printout and the screen will have the parts in the same order. When you have processed all of the lines, press the ESC key. This will update the return file and your inventory. If you have not processed a particular line then cursor will jump to the line unprocessed. If you are returning zero parts you must enter '0' rather than leaving the space blank.

If you have already entered and processed the return associated with the return authorization number, you will see a screen similar to the one below. We do not allow double processing or partial processing of the return.

---

#### Screen 3-78: Already processed

991718                    was already processed on 04-20-12 13:49

Do you want to print the details?

Yes No

---

#### 3.65.5. TROUBLE SHOOTING

Call Jarvis Computer Software at 800-657-4499 if you are having difficulty.

## GETTING STARTED WITH SYSTEM 1

### PURPOSE

This section describes the steps necessary to get off to a good start with System 1. It assumes that you have a pad from a computer service from which to enter data. If you do not have a pad, the steps are basically the same but may require more work.

### OVERVIEW

The process of getting started can be broken up into the following steps:

1. Set up your sources.
2. Enter your inventory.
3. Enter your part change notices.
4. Extract the part numbers for price updating.
5. Send Jarvis Computer Software the diskette.
6. Master price updating.
7. Non bin report.
8. Zero cost report.
9. Circle C report.

The system is in a usable state after you enter your parts but does not become fully functional until all nine steps are complete.

## SETTING UP YOUR SOURCES

Every part is purchased from a source. Each source is assigned a number from 0 to 99. For example, GMPD for normal stock orders, CIO orders, VIP orders etc., may be assigned the source number 0. GM for target orders may be assigned the number 1. If you are a Chrysler dealer, you could use 0 for Chrysler. You are free to choose the numbers as you see fit, but keep in mind that your life will be easier if a manufacturer's source numbers are grouped together with no intervening sources. For example, making GMPD source 0, Chrysler source 1, and GM target source 2, is not recommended because Chrysler comes between the two GM sources.

Every source must have ordering criteria. This criteria is used for both normal inventory and the fast moving parts. The order points and stock levels are set by day's supply. To change the order criteria for all Chrysler parts, you need to change the order criteria in the Chrysler source. You do not have to change the order points in all parts records.

The order point is the day's supply that triggers the order. For example, if you are selling a particular part once per day and the order point day's supply is 30, then when your on hand quantity drops below 30 an order will be triggered. The order point should be at least twice the order period plus the shipping time plus safety stock. If you are on a weekly stock order and the shipping time is 3 days and the safety stock is 1 week, then the order point must be at least 24 days. Safety stock is the stock you will hold, because demand is a variable.

The stock level should be large enough so that you are not doing unnecessary ordering but small enough to prevent excess inventory. The stock level must be greater than the order point.

Please see Master Menu #6 for directions on using the source program.

## ENTERING YOUR INVENTORY

If you do not want to enter the inventory yourself, please contact your sales representative for a quotation on data entry or contact Jarvis Computer Software.

You should use Master Menu #19 if you are converting from the ADP pad or Master Menu #20 for the Reynolds pad. Both programs are essentially the same, but the entry of the sales history is slightly different. Please refer to the

appropriate section above for use of these programs.

You must assign the part to a source. You are restricted to only those sources that have already been entered into the system using Master Menu #6.

Enter the sales history from the pad exactly as shown on the pad. If the part has been in inventory a long time, be sure to enter a large figure for weeks or months since last sale. Any figure over 104 weeks or 24 months does not really affect the system, since the system only remembers sales in the last two years. You must enter the big figure though, so that the system will calculate an appropriate low demand.

Please note that if you are entering parts without the benefit of a pad or other records that indicate sales history, the safest way is to enter zero weeks or months since last sale. This information may artificially cause orders that are too large, so watch the orders for the first month very carefully.

#### ENTERING YOUR PART CHANGE NOTICES

When you or the manufacturer decide to discontinue a part or substitute a different part for another, a part change notice occurs. Please review Master Menu #8 above. Virtually all of the PCN's listed on your pad are the result of a manufacturer's change. It is suggested that you do not jump back and forth between entering parts and entering PCN's, as it wastes time and you are more likely to miss a PCN or a part number.

#### EXTRACTING THE PART NUMBERS FOR PRICE UPDATING

Extracting is going through all of the parts records and the hits and making a list of the part numbers. The extracting is done with Master Menu #11. This program puts only the part numbers on a diskette. We use the part numbers to provide you with only the information your inventory demands.

#### SENDING JARVIS COMPUTER SOFTWARE THE DISKETTE

Please label the diskette with the name of your dealership. Remember, do not write on the label with a ballpoint pen or a pencil. Write on the label and then apply it to the diskette. If you must write on the label after it is on the diskette, please do so only with a soft tip pen.

Please package the diskette carefully, protecting it

from bending, puncture, dust, and dirt. You can get diskette mailers from most computer or office supply stores.

## MASTER PRICE UPDATING

Jarvis Computer Software will mail you one or more diskettes with the pricing information on your parts and hits. The diskettes will be numbered and must be used in order (see Master Menu #12).

We use all of the information available from the manufacturer's master price tapes. This information includes pricing, descriptions, groups, return codes, car lines, etc.

If you are a GM dealer, the computer will separate the target parts from the ordinary parts. Every price update will re-categorize the parts into target and non-target parts.

Another very important feature is the indicator that the parts are about to become non-returnable. We now fully support this feature for GM and Chrysler dealers.

## NON-BIN REPORT

Next run the non-bin report by going through Master Menu #4 to Reports Menu #25. This report will let you know every item that has not been assigned a bin. It is strongly suggested that every location in the parts department be given a bin number.

## ZERO COST REPORT

If you have entered your inventory using Master Menu #19 or #20, then no prices were assigned by you to the parts. If the part still does not have a cost after price updating, then the part number may be misentered or the part has been discontinued by the manufacturer. Run this report by going through Master Menu #4 and Reports Menu #26. Investigate all part numbers on this report.

## CIRCLE C REPORT

Circle C is a Chrysler program for letting its dealers know when a part is about to become non-returnable. GM dealers now have this information available, but it is still called the Circle C report. If you are a GM or Chrysler dealer, run this report every time you price update. Use Reports Menu #32.

## DISKETTES

### PURCHASING

Diskettes come in two physical sizes: 5.25 inch and 3.5 inch. The five inch disks come in two storage capacities: 360,000 (double density) characters and 1,200,000 (high density) characters. One character of storage is called a byte. One thousand characters of storage is called a kilobyte and is abbreviated kb. One million characters of storage is called a megabyte and is abbreviated mb. Therefore, 5 inch disks come in 360 kb (double density) and 1.2 (high density) mb sizes.

Three inch diskettes come in 720 kb and 1.44 mb sizes. Three inch disks have a hard plastic shell or cover and can be conveniently put into a shirt pocket (remove the diskette before washing the shirt).

Consult the specifications of the computer before you buy diskettes. Diskettes are sold singly or in packages of ten in computer stores. You can buy them in bulk from mail-order vendors in packages of 25 or 50. The bulk diskettes do not have boxes and sometimes do not come with labels.

### FORMATTING OR PREPARING FOR USE

The disk is completely blank when you purchase it. The computer needs to put landmarks on the diskette and locate the unusable areas, similar to a developer laying out a subdivision. This process is called formatting. The operating system has a command called "format". Read the instructions for formatting a diskette in the computer's manual (not this manual). In general, if you enter the following at the system prompt, you cannot go wrong:

FORMAT A:

Follow the instructions for inserting the disk.

## HANDLING A DISKETTE

Avoid folding a diskette. A diskette that is warped or creased is no good and must never be used. Do not touch a diskette's magnetic surface. Finger prints, dirt, and dust will cause errors. Do not write on a diskette, put tools near a diskette, or stack objects on a diskette. Writing on a diskette causes creases in the magnetic surface. Stray magnetism in tools and paper clips will change the information on the diskette. The magnetic surface of the diskette must be able to turn freely in the exterior envelope. Stacking objects on it causes the envelope to be too tight. This is one area where a tight fit isn't best.

## LABELING A DISKETTE

The best way to label a diskette is to write the label and then apply it to the diskette. If you must write on the label after it is applied to the diskette, please do not use a ballpoint pen. Use a soft tip pen only.

## STORING DISKETTES

Store diskettes in a sealed diskette box. Dust the box before opening it, so that no appreciable dust gets on the diskette. If you do not have a diskette box, then a ziplock plastic bag works great. The sandwich size works fine. It also keeps greasy fingers off the diskette. Always make two sets of diskettes. Label them properly and store one set off the premises.

## EDS CDROM

### EDS CDROM UPDATE PROCEDURE

This procedure is only for systems where all cdroms are copied to the hard disk.

#### OVERVIEW

The EDS imager is designed to run using 4 cdrom drives. Cdrom drives are slow and subject to failure caused by dust and dirt in the service and parts department. In order to get better performance certain dealerships have elected to store their cdrom data directly on the hard disk. These dealerships need to copy data from cdroms to the hard disk. Jarvis has provided a program call edscdrom to automate this function.

#### EDSCDROM

This procedure can take up to 3 hours. Exit from the imager. This is accomplished by pressing the shifted F7. Next exit from the system by going to the "System menu" and pressing the space bar. Now you should be at an MSDOS prompt C:> or similar prompt.

At the MSDOS prompt enter "edscdrom". A list of division and drives will be displayed. On a typical update, you will answer "Yes" to Chevrolet, Buick, and Pontiac. You will answer "No" to obsolete unless EDS sends you a new white cdrom. When the screen is filled in press the ESC key. The program will ask you to insert the Chevrolet cdrom in the drive. Load the Chevrolet cdrom and press enter. If you get an "abort, retry, fail" message press the 'r'. If those messages are excessive then give us a call. Pay attention to the screen and read the messages carefully. At some point the system will ask you for the additional division cdroms. Once this program has completed its work, you will be returned to the MSDOS prompt.

## EPCMENU

Once the cdroms have been copied to the hard disk, restart the imager by entering "epcmnu". Then select the system update menu. Follow the instructions supplied by EDS with the monthly update. If you have an unusual number of catalogs "Not found" then give Jarvis a call.

## APPENDIX 1--INVOIMCF FILE

Listed below are the divisions for the invoimcf file located in the parts inventory directory. This file controls the behavior of the parts invoicing program.

#cfiledat	the full path and file name of the A/R customer file. (The path can be either relative or absolute.)
#cfileidx	the full path and file name of the A/R customer file index.
#tfiledat	the full path and file name of the A/R terms file.
#tfileidx	the full path and file name of the A/R terms file index.
#hfiledat	the full path and file name of the holding file for the accounting information.
#hfileidx	the full path and file name of the holding file index for the accounting information.
#ifiledat	the full path and file name of the A/R customer transaction file.
#ifileidx	the full path and file name of the A/R customer transaction file index.
#xfiledat	the full path and file name of the tax code file.
#xfileidx	the full path and file name of the tax code file index.
#rfiledat	the full path and file name of the credit limit file.
#rfileidx	the full path and file name of the credit

limit file index.

**#lfiledat** the full path and file name of the local (cash) customer file (leave out this division if you do not have service merchandising).

**#lfileidx** the full path and file name of the local customer file index. (Service merchandising only.)

**#arpath** the full path to the accounting directory.

**#partspath** the full path to the parts inventory directory.

**#direct** contains a single line with "yes" or "no". A "yes" indicates that the customer balance is updated without going through the accounting system. This option is only used for stand-alone parts invoicing systems.

**#nopasswd** division is used only when no password is required to be able to enter and change the pricing.

**#nolock** division is used to prevent locking of the pricing fields.

**#nocreditcheck** division is used to prevent credit limit checking. This speeds the program but is not recommended.

**#pluscore** division is used to add the core price to retail price.

**#pntosale\_default\_quote** if present will make the default choice in pntosale to be a quote

**#N** division lists the account numbers used for non-taxable sales. It must consist of one line for each of the part classes that is entered in the CL column of the parts invoice screen. The first letter on each line following the #N line indicates the part class; it can be one of the following:

P - part  
G - gas

T - tire  
L - labor  
S - sublet  
M - materials  
A - adjustment

This is followed by three account numbers, separated by spaces. The first account number is the cost of sales, the second account number is the sales, and the last account number is the inventory account. A typical line looks like this:

P 682 482 242

**#R** is the table of accounts for counter retail sales.

**#W** is the table of accounts for counter wholesale sales.

**#F** is the table of accounts for fleet sales.

**#S** is the table of accounts for sales of parts to the service department.

**#I** is the table of accounts for sales on internal repair orders.

**#B** is the table of accounts for sales on body shop repair orders.

**#journalize** division is required for entries to be held for the accounting department.

**#TAX** division contains one line with the sales tax payable account number. 324

**#FRGHT** division contains one line with the freight payable account number.

**#TOTAL** contains one line with the cash sales account number.

**#DISCOUNTGROUP** if it exists, indicates that the customer's group code will be used for the default discount. For example, if the customer's group code is 05, then the markup/discount field will default to a 5% discount. (The users can still change it; it just saves them from having to look up the customers' discounts and

entering them by hand.)

**#MARKUPGROUP** if it exists, indicates that the customer's group code will be used for the default markup. This is similar to **#DISCOUNTGROUP** except the Markup/Discount field defaults to M instead of D. You should have at most one of these two divisions.

**#TAXFRGHT** if it exists, indicates to include freight in the sales tax.

**#minuscore** if it exists, tells the system to subtract the core from the cost of goods sold, when it displays withdrawn parts on the screen.

**#allowtaxwholesale**

**#regspecial** means that the "special price" from the parts file is used for the price, unless they press F3-A for the alternate form.

**#billcore**

**#fflush\_delay** is followed by a line containing a number. It is the number of milliseconds to wait after flushing output and before initializing the printer. This might be needed if your printer is attached to your terminal.

**#separate** indicates counter tickets are on single-feed forms.

**#continuous** indicates counter tickets are on continuous-feed paper.

**#s11pdone"** see **#LP\_COMPRESSED**.

**#LP\_COMPRESSED et al.** **#LP\_COMPRESSED**, **#LP\_NON\_COMPRESSED**, **#LP\_ENLARGED**, **#LP\_NON\_ENLARGED**, **#LP\_INIT** and **#s11pdone** are each followed by a line containing printer control strings, in hexadecimal. They override the environment variables with the same name. However, they are overridden by `/jcs/devices/<devicename>` and `frm/<formname>.ini`.

**#PRINTAGAIN** if it exists, causes the system to ask "Print again?" after it has printed the invoice. In the multi-user version, if you have an environment variable called **PRINTAGAIN**, its value overrides this tag.

**#MUSTWDISCOUNT** if it exists, tells the system that the user must fill in the discount field if the ticket is for a Wholesale sale. In the multi-user version, if you have an environment variable called MUSTWDISCOUNT, its value overrides this tag.

**#copies** is the number of copies of the counter ticket to print.

**#bgform** is the path and name of a file that will be copied to the printer before printing the counter ticket. This allows the background of a form to be sent to a laser printer so it can use blank paper.

**#altbgform2** is the background for the second copy of the "alternate" form that is used when they press F3 A. (See **#bgform** and **#bgform2**.)

**#altbgform3** like **#altbgform2**, except it is for the third copy. See also **#bgform3**.

**#altbgform** is the background of the "alternate" form that is used when they press F3 A. (See **#bgform**.)

**#bgform2** is the background file to use for the second copy of the invoice (if **#copies** is at least two). It is optional; if you omit it, it will use the same file as the first page.

**#bgform3** same as **#bgform2** except it is for the third copy. If left out, it uses **#bgform**. This is as high as they go: there is no **#bgform4** even if **copies** is set that high.

**#form2** is the form file to use for the second copy of the invoice (if **#copies** is at least two). It is optional; if you omit it, it will use the same file as the first page.

**#form3** same as **#form2** except it is for the third copy. If left out, it uses "frm/invoice.frm". This is as high as they go: there is no **#form3** even if **copies** is set that high.

**#ticket\_device** should be left out unless you are printing counter tickets on a slip printer. If you are, the line after **#ticket\_device** must be the path and name of that serial port.

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