

Chapter 3: Reports

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Reassigning Your Report Printer

(M) Main menu, at the bottom of your screen you will see (X-TCL) (OFF-LOGOFF).

(X), (ENTER) – you are now at TCL.

NOTE: Make sure there is a space between assign and your printer number.

Your report printer number is Q and your store number.

Example: Fulton is location 6, printer number would be Q6.

➤ In capital letters type **BPI.SP-ASSIGN Q6**

(ENTER)

➤ **(M)** This will return you to the main menu.

Backorder Release

Menu 12, 1, 11 Enter Authorization code

Location: enter your store number, example (6) Fulton

Customer (enter for all)

Line (enter for all)

Option (S) to select

Pick and choose which back orders you would like to process by entering the line number. This will put a “YES” at the end of the line.

To finalize the process and send orders to your grid press the number zero and enter (0) Enter

If you have made a mistake, type in the word “abort” and start over

13 Month Sales Analysis by Customer

M, 5, 15

Customer number, enter

Line, type all, enter

Category, enter

Salesman, enter

Location number, enter

This report will show a 13 month detail history for a customer.

Type "E" enter

CREATE & RECEIVE TRANSFERS

M, 12, 1, 2

Enter user code

N to create a new transfer

"T" transfer (we call this a store to store) Enter location # from and to

"R" for return, receive loc 2, shipping is your loc #

Mode "S"

Change which line "0" enter

Enter part number reason is "N", "D", "C" (which means new, core, or defect) we call these returns "P" for print, "T" for two, "Y" for yes

If you make a mistake type in the word "ABORT" this works to cancel errors

How to Do a Reversal

M, 12, 1, 21

Enter

then type in your four digit code Authorization code

Type in original user initials where it says writer, this is found on the invoice under user:

then type in the invoice number and it will show what customer it is for.

Type in "REV" then enter, this will show you the amount of the invoice you are reversing. (important to confirm the \$\$\$\$ are correct, to insure you have entered the correct invoice for reversal

Type in "Y" for yes then enter.

If the part was transfers from another location it will ask you if you would like to return that part to that location, then you would type in "Y" for yes or "N" for no.

IMPORTANT:

YOU MUST HAVE BOTH UAS AND CUSTOMER COPY FOR REVERSAL! ALL REVERSAL MUST BE SIGNED OFF ON WITH REASON WHY WRITTEN ON THE REVERSAL COPY AND PLACED IN THE REVERSAL FILE.

Open Orders

For a specific customer:

M, 12, 1, 1

Authorization code (####)

Enter customer number (#####)

(Enter)

(Enter)

(Enter)

In Order # **OO**

- OO = Open Order

Show detail (Y) yes

(Enter)

(Enter)

Enter order number (# - #####)

F5, OR TYPE SAV - TO SAVE

F2, OR TYPE DEL – TO DELETE

F4, F4 TO PROCESS

Reviewing Open Orders

Inquiry by location:

M, 1, 6

Authorization (####)

(ENTER)

Show detail (Y) = YES

(ENTER)

(ENTER) Leaving customer blank

Which location (#)

(ENTER)

(ENTER)

Print screen and review open orders by specific customer

(F2) Exit

Spacing Reports

This report should be use prior to doing an inventory.

M 12, 1, 22

Enter line code: EXAMPLE (TIM) Timken bearings & seal

Enter (ALL)

All is used when running a complete line. You can also run by category.

Example: Durastop brake pads only. Go to the parts inquiry screen enter a pad number and on the top left corner the category is listed under "Cat".

Example: D14 17D818CH your line code is D14 and the category is "3".

Enter your location (#)

Inventory Type: Enter (ALL)

Sort by: Enter (ALL)

P (PRINT)

Note: "SHELF QTY" shows how many spaces you will need per part number on your shelf. "QOH" on quantity on hand.

Core Banking

M, 12, 7, 10

Put in authorization code, enter

Type "W" wrapper, enter

Salesperson: (optional entering salesmen code or leave blank)

Enter

Location: put in your location number, enter

Customer account number, enter (optional)

Date, enter (leaving date blank defaults to today)

This report will print all open cores that are banked for a customer who is signed on the program.

You will need to run this a minimum of once a week and make sure all cores are credited immediately.

All cores must be picked up and credited within seven days. If you have a problem and are not in compliance (over the seven days) please notify corporate with a reason why.

Core Banking Agreement Letter

United Auto Supply

Corporate Office: 450 Tracy Street - Syracuse, NY 13204
800.772.1667 - Fax 315.474.1025 - www.unitedautosupply.com

Foreign, Domestic & Heavy Duty Parts Specialists

<Date>

Dear Preferred Customer:

United Auto Supply is offering preferred customers the option to elect "Core Banking" as a way to minimize your cash outlay for cores. This program will allow our customers to bank cores instead of paying for them when purchased. All cores must be returned to United Auto Supply within 7 days of purchase. Any core that is not returned within 7 days of purchase will be automatically billed to your account. Please keep in mind, if you return the core after we have billed your account you will receive core credit.

We have selected you as a preferred customer of United Auto Supply and we appreciate your business. By signing this letter you are electing to be put on Core Banking and agree to the terms of the program as stated above.

Thank you for your business.

Very truly yours,

Jessica Clark

Print Customer Name

Customer Number

Customer Signature

Date

Print Salesman's Name

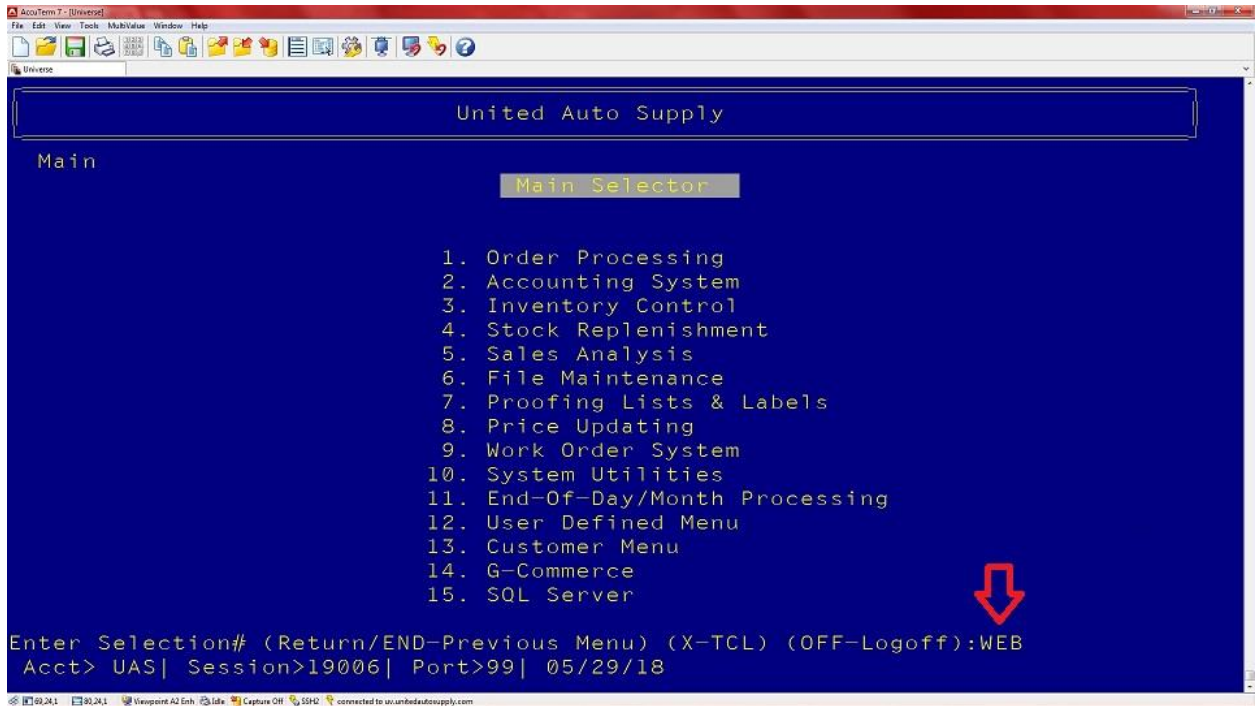
Salesman's Signature

Manager's Signature

Date Approved

HOW TO LOOK UP CORES IN CORE BANKING

1. FROM UNIVERSE'S MAIN SCREEN TYPE "WEB" AND HIT ENTER



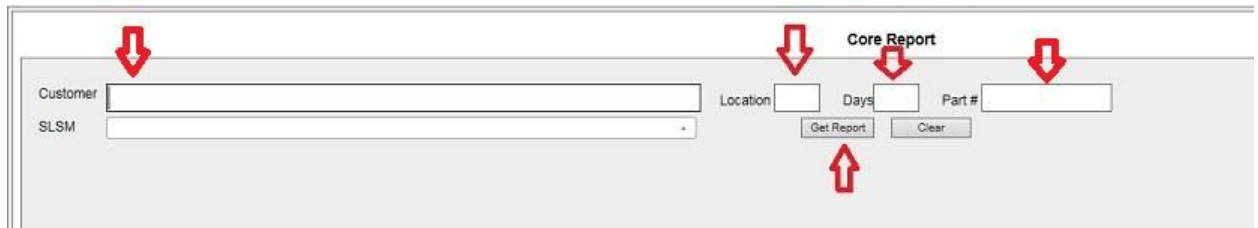
2. FIND "STOCK MENU" AND LEFT CLICK IT.



3. FIND "CORES REPORT" AND LEFT CLICK IT.



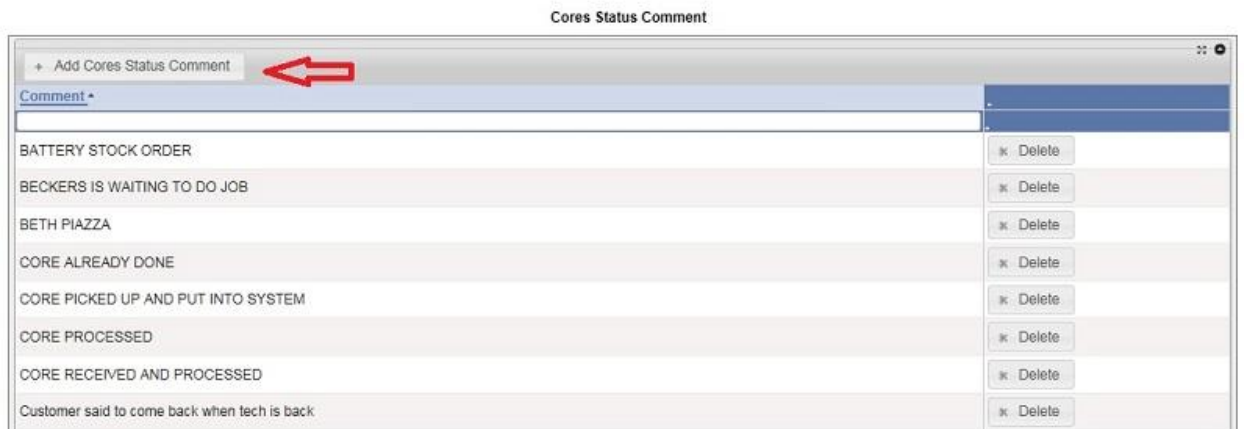
4. ON THE "LOCATION" TAB TYPE YOUR LOCATION #. ON THE "DAYS" TAB TYPE HOW MANY DAYS YOU WANT TO VIEW. YOU CAN ALSO SEARCH BY CUSTOMER BY TYPING CUSTOMER NAME OR CUSTOMER # IN THE "CUSTOMER" TAB. ALSO YOU CAN SEARCH BY PART # IN THE "PART #" TAB.



5. IF YOU NEED TO INSERT A COMMENT ON A CORE GO BACK TO THE “STOCK MENU” AND LEFT CLICK “CORES STATUS COMMENTS (ENTRY)”.



6. ON THE “CORES STATUS COMMENTS (ENTRY)” SCREEN LEFT CLICK “ADD CORES STATUS COMMENT”



7. A BLANK BAR WILL POP UP WITH A BLINKING CURSER. TYPE YOUR COMMENT IN THIS WINDOW AND EITHER HIT ENTER OR LEFT CLICK

ANYWHERE ON THE SCREEN TO COMPLETE ENTERING YOUR COMMENT.

Cores Status Comment

+ Add Cores Status Comment

Comment *

warranty claim with napa bill core x Delete

WILL ATTEMPT TO GET ON NEXT RUN x Delete

x Delete

↑

- GO BACK TO "STOCK MENU", LEFT CLICK "CORES REPORT", TYPE YOUR LOCATION AND FIND THE CORE YOU WANT TO PUT YOUR COMMENT ON. LEFT CLICK THE EMPTY BOX NEXT TO THE PART # YOU WANT TO ADD YOUR COMMENT TO UNDER THE "STATUS COMMENT" COLUMN.**

Core Report

Customer Location Days Part#

SLSM Clear

Core Report Export to Excel

Alpha	Customer Name	Loc	Slam	Slam Name	Part #	Inv Number	Inv Date	Unit Price	Ext Pr	Qty	Status Comment	Status	User	Status Date	Status Time
52071	CLIFTON PARK AUTO REPAIR	19	68	JOE TORCHIA : 68	D1418FR2239	19-025100	5/29/2018	60.00	60.00	1					
6177	CLIFTON PARK CITGO	19	68	JOE TORCHIA : 68	D33336-1924A	19-025069	5/29/2018	35.00	35.00	1					
53370	GIL'S GARAGE OF HALFMOON	19	68	JOE TORCHIA : 68	A1C19-P6866	19-024971	5/24/2018	70.00	70.00	1					
53370	GIL'S GARAGE OF HALFMOON	19	68	JOE TORCHIA : 68	A1C19-P6867	19-024971	5/24/2018	70.00	70.00	1					
57634	NEW COUNTRY TOYOTA OF CLIFTON	19	68	JOE TORCHIA : 68	A1C19-P3298	19-025084	5/29/2018	80.00	80.00	1					
57634	NEW COUNTRY TOYOTA OF CLIFTON	19	68	JOE TORCHIA : 68	A1C19-P3299	19-025084	5/29/2018	80.00	80.00	1					
36205	THE TIRE WAREHOUSE	19	68	JOE TORCHIA : 68	A1C19P-2781A	19-024546	5/15/2018	80.00	80.00	1	JOB NOT DONE YET		woodcock	05-21-2018	08:52:42
40901	WARREN TIRE SERVICE CENTER	19	68	JOE TORCHIA : 68	D0725A	19-025002	5/25/2018	11.00	11.00	1					
Totals										8					
									486.00	8					

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- FIND THE COMMENT YOU CREATED AND LEFT CLICK IT TO APPLY IT.**

Core Report

Customer Location Days Part#

SLSM Clear

Core Report Export to Excel

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6177	CLIFTON PARK CITGO	19	68	JOE TORCHIA : 68	D33336-1924A	19-025069	5/29/2018	35.00	35.00	1					
53370	GIL'S GARAGE OF HALFMOON	19	68	JOE TORCHIA : 68	A1C19-P6866	19-024971	5/24/2018	70.00	70.00	1					
53370	GIL'S GARAGE OF HALFMOON	19	68	JOE TORCHIA : 68	A1C19-P6867	19-024971	5/24/2018	70.00	70.00	1					
57634	NEW COUNTRY TOYOTA OF CLIFTON	19	68	JOE TORCHIA : 68	A1C19-P3298	19-025084	5/29/2018	80.00	80.00	1					
57634	NEW COUNTRY TOYOTA OF CLIFTON	19	68	JOE TORCHIA : 68	A1C19-P3299	19-025084	5/29/2018	80.00	80.00	1					
36205	THE TIRE WAREHOUSE	19	68	JOE TORCHIA : 68	A1C19P-2781A	19-024546	5/15/2018	80.00	80.00	1					
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Totals										8					
									486.00	8					

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BATTERY STOCK ORDER
 BECKERS IS WAITING TO DO JOB
 BETH PIAZZA
 CORE ALREADY DONE
 CORE PICKED UP AND PUT INTO SYSTEM
 CORE PROCESSED
 CORE RECEIVED AND PROCESSED
 Customer said to come back when tech is back
 Customer threw away box, looking for to return
 Customer waiting to do job
 HAVE NOT USED YET
 INVOICE WAS REVERSED PLEASE REMOVE
 PART WAS SENT BACK AS NEW RETURN
 PICKED UP 18 WAITING ON THE REST
 picking up today
 SENT RAPID ON 420 MISCELLANEOUS CREDIT GIVEN. NEED REMOVED
 TO BE BILLED
 warranty claim with napa bill core
 WILL ATTEMPT TO GET ON NEXT RUN

Customer Location Maintenance

AccuTerm Screen Print - UNIVERSE (1) 8:49:13 AM 21 Apr 2011

```
Customer Financial Data....
Customer# 3515
Customer-Name..... A/R-Contact..... Phone.....
SILVER CITY TIRE INC      669233      (315)363-8220
  Owner..... Bank.....
1.Name... 6.
2.Addr-1. 7.
3.Addr-2. 8.
4.City... 9.
5.State.. Zip... 10. Zip...
11.Business-type.... 19.FAX #..... 315-366-0524
12.Direct Ship Plan IA 20.Date Opened... 09/11/03
13.Guaranteed..... 21.Credit Amount.
14.Bank Contact..... ISC* 22.Link To Cust#.
15.Bank-phone..... 23.Save PO Hist?. Y
16.Bank-Account..... 24.ACX Cust ID#.. 3515
17.Notes.....

18.Customer Pot#.... 25.Group Pay Code.SIL
Change which line? (R)outing, (C)odb, (L)ine

Port: 023 - Logon: 23 UAS - Date: 21 APR 11
```

M 12.22

Customer number

12 enter

IA enter

0 enter

This saves the sequence

How to Bill an Invoice

M 12, 1, 1

Authorization Code, enter

Customer number or name, enter

N enter

N enter

Cash Y or N, enter

Enter

PO number, enter

Inst r/limit, enter

Once in the body of the invoice, you can enter a part number or shift 2 (@)

- Vehicle year – Key in 4 or 2 digit year
- Make – Key in 1st letter of make or enter the # code
- Model – Key in # code or arrow down
- ENG – Key in # code or arrow down
- Group – select what you need
- Subgroup – Ex. #3 filter's and PVC
- Part type – EX. #3 air filters
- Enter quantity

F6 to go back to body of invoice

F1 to continue looking up parts (see above to repeat process)

I enter

I enter

Issue Credits

```
AccuTerm Screen Print - UNIVERSE (1) 8:54:27 AM 21 Apr 2011
The CCITRIAD Ultimate Counter Sales Order Entry.....
Cust.:SILVER CITY TIRE INC          Ord#:10-91467          Credit:      0.00
Wrt:KMM      Cash?:N      Ord/type:CM      PO#:          Total$:
201 GENESEE ST ONEIDA              GP@AVG:      0.00%
                                      GP@REP:      0.0CB =
      Instr/Unit#KA
Line/Part#..... Qty.. Ship. B/O.. XE Act? Core.. Net..... Extension.
1.A42PF13          -1   -1   0 E N      0.00      4.31
FILTER,OIL      UOM:  SIN# 10-098310  DT:01/27/10
2.
3.
4.
5.
6.
7.
REO:  12 QAV:  31 QPO:  0 ASN:  0
INV# 10-098310 PRICE:  4.57 CORE:  0.00 QTY: 1, CORRECT? (Y/N/X):
Port: 023 - Logon: 23 UAS - Date: 21 APR 11
```

M 12.1.1

Authorization Code

Customer number

Order number "N"

Order/type: "CM"

Enter to body of invoice

Key in part number

Enter to activate field: "C"= cores, "N"= new, "D"= defects

Choose invoice part was sold on

F1, I Enter

Inspect all returned parts to verify if they are new, defect, or cores.

Once this is determined mark box “core” “defect” appropriately.

Sign off on all returns at the bottom of the uas copy going back

Keep credits up to date; check every day outstanding transfer report:

[Transfer Status Inquiry](#)

M, 12, 1, 3, 2

Enter Authorization code

Enter your location number for either “receiving” or “shipping”

Receiving will show all “T” transfers, crossdocks, store to store and returns
“R” cores, new and defects still open

Enter

Enter