

▣ 9 : SETTING UP PRODUCT LINES

1. MAIN MENU #4
2. PRESS 1 - EDIT PRODUCT LINES. CHECK NEW PL & SL Y/N BOX WILL BE DISPLAYED. PRESS Y.
3. PRODUCT LINE MAINTENANCE MENU WILL BE DISPLAYED. THE EXAMPLE BELOW SHOWS HOW TO BREAK UP PRODUCT LINES FOR DIFFERENT DISCOUNTS.

4. EXAMPLE FOR AIRTEX :

PL	SL	NAME
AIR	WP	WATER PUMPS
AIR	FP	FUEL PUMPS

THIS IS JUST AN EXAMPLE. YOU CAN USE NUMBERS OR LETTERS OR BOTH, AND YOU CAN USE ONLY ONE CHARACTER IF YOU WANT.

5. PRESS F6 - ADD
6. INPUT PRODUCT LINE CODE AND PRESS ENTER. INPUT SUB LINE IF USED AND PRESS ENTER. INPUT THE NAME OF PRODUCT AND PRESS ENTER AND IT WILL ADD THE PRODUCT LINE TO YOUR FILE.
7. CONTINUE UNTIL ALL PRODUCT LINES HAVE BEEN ADDED. PRESS F2 TO CLEAR THE ADD PL BOX.
8. WHEN FINISHED YOU WILL NEED TO SET THE SUPPLIERS TO THE PRODUCT LINES. (DEFAULT 1 IS MOST COMMON SUPPLIER FOR THAT PRODUCT LINE, #2 NEXT CHOICE, ETC). PRESS THE RIGHT ARROW BUTTON FROM THE PL NAME AND INPUT THE CODE OF THE SUPPLIER YOU WILL BE ORDERING THIS PRODUCT LINE FROM.
9. WHEN FINISHED PRESS F2 BACK TO MAIN MENU.
10. PRESS 2 - PURCHASING
11. PRESS B - SUPPLIER MENU
12. PRESS 3 - P.O. PRICING BY SUPPLIER. ANSWER Y TO CHECK FOR NEW PL & SL.

NOTES

13. THIS IS WHERE YOU CAN SET DIFFERENT DISCOUNTS FOR PRODUCT LINES YOU PURCHASE FROM MORE THAN ONE SUPPLIER.
14. YOU WILL SEE THE PL CODE IN LEFT COLUMN, THE SL CODE NEXT, AND THEN THE SUPPLIERS.
15. SET THE PRICE ID FIELD TO 2 (JOBBER), THEN SET THE DISCOUNT FOR THE PL FROM EACH SUPPLIER.
16. ALSO IF YOU WANT THE PRICES FROM THE PURCHASE ORDER TO UPDATE THE PART FILE WHEN THE PO IS APPLIED, SET UPDATE PRICE COLUMN TO Y.
17. WHEN FINISHED SETTING SUPPLIERS, PRESS F2 BACK TO MAIN MENU.

NOTES