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28. Introduction – Part Sourcing

The Part Sourcing software is designed to allow the user to purchase "source parts" for parts within the Inventory file. "Source parts" are vendor part numbers that cross reference to a specific part number within the Inventory file. This tool allows the entry of up to 20 associated "source parts" for each part number record within the Inventory file. The "source parts" can then be purchased and received into the Inventory file under the associated part number record within the Inventory file. This is extremely useful when purchasing parts from different vendors but wanting to only sell the parts under a specific manufacturer's part numbering scheme!

Example:

You stock a **`FRA-PH8A`** Fram filter, but also buy it from another vendor under the part number **`HAS-123`** with a different cost. When the **`HAS-123`** part is received from the vendor, these parts are put on the shelf with the **`FRA-PH8A`** parts and are sold as **`FRA-PH8A`**.

☞ **The `FRA-PH8A` part number is considered the "master source part". The `HAS-123` part number will be referred to as a "source part". It is very important to understand the part sourcing terminology because we will be referring to these terms throughout this manual section!**

The "source parts" are parts that that need to be setup within each part numbers sourcing database. Each "source part" will contain the following information:

- Vendor Part Number
- Vendor Name
- Vendor Number
- Cost Price
- Core Cost (if any)
- Priority Number (0-255, with 0 being the highest priority)

When a purchase order with a "master source part" is created, the user has the ability to display a window choice list of all "source parts" linked to the "master source part" that is on order. The user can select a "source part" to be ordered in place of the originally ordered "master source part". A new purchase order will be automatically created for the source vendor associated with the "source part". The "master source part" will then be deleted from the original purchase order created! When the "source part" is received from the vendor and the purchase order is applied to the inventory, the ordered quantity will update the inventory record of the "master source part" and the average cost will be automatically adjusted according to the purchase price of the "source part"!

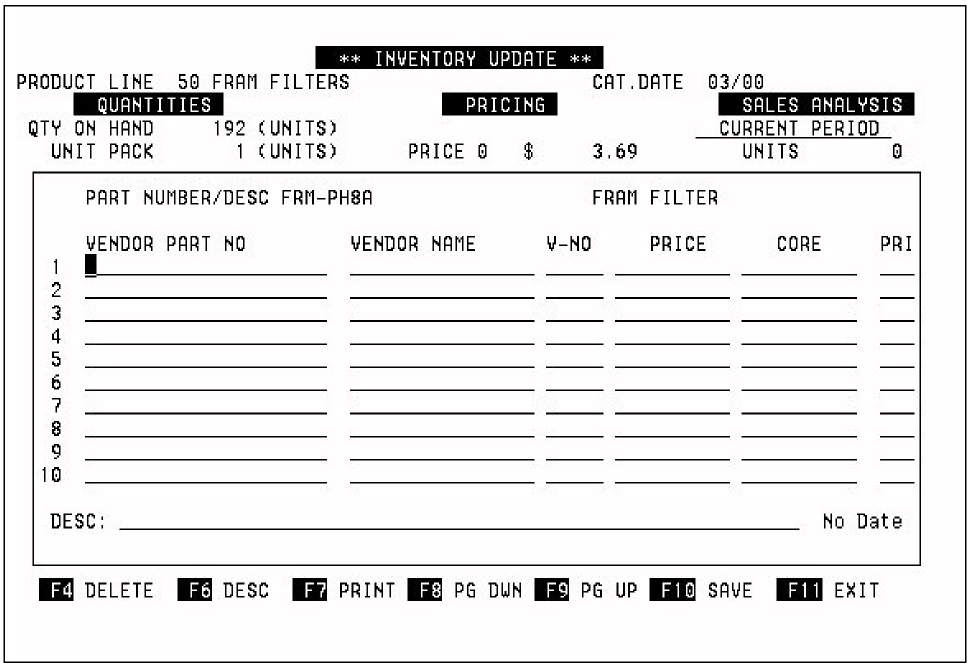
This tool is extremely useful for user's that purchase parts from many different vendors!

28.1 Setting Up Source Parts

In order to start using the part sourcing information when purchasing, first setup the “source parts” within the Inventory Update program.

Outlined below are step-by-step instructions for setting up “source parts”:

- From the *Autologue Main Menu*, enter **2** (*Inventory Update*) and press **<Return>**.
- Press the **<F1>** (*Call Part Number*) key and enter the part number to setup part sourcing information in and press **<Return>**.
- With the part information now being displayed, press the **<F13>** (*Source Parts*) key and a window will pop up in the middle of the screen as shown:



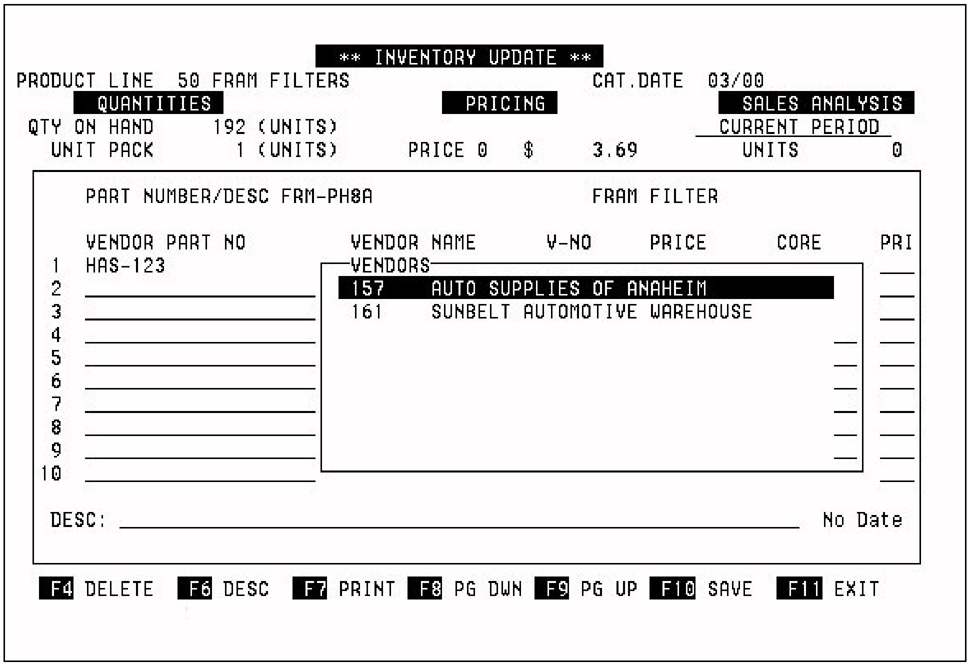
28.1.1 Adding A Source Part

- With the cursor positioned below the **VENDOR PART NO** heading, enter in the vendor’s source part number and press **<Return>**.

☞ **<u>Note:</u> The part should be entered with a three-character manufacturer code and then the part number. A dash is automatically inserted between the 3-character manufacturer code and the part number.**

- With the cursor positioned below the **VENDOR NAME** heading, enter in any portion of the vendor’s name and press **<Return>** or just press **<Return>** and the cursor will position itself under the **V-NO** heading.

If a portion of the vendor's name was entered, a window will pop up in the middle of the screen and display a list of vendor's that matched the entered string of characters as shown:



- Use the ↑ and ↓ arrow keys to move the highlighted bar to the desired vendor and press **`<Return>`**.

  The vendor's name and number will then be displayed under the **`VENDOR NAME`** and **`V-NO`** headings.

  User's can also enter the vendor's number that is beside the vendor's name.

  If there are many vendor's matching the name (or characters) entered, the **`<F8>`** (*Pg Dwn*) key can be used to scroll forward and the **`<F9>`** (*Pg Up*) key can be used to scroll backward one page at a time.

  If the **`<Return>`** key was pressed at the **`VENDOR NAME`** prompt, the cursor will position itself under the **`V-NO`** heading.

- With the cursor positioned below the **`V-NO`** heading, enter in the vendor number and press **`<Return>`**.

  The vendor's name and number will then be displayed under the **`VENDOR NAME`** and **`V-NO`** headings.

- With the cursor positioned below the **`PRICE`** heading, enter in the vendor's cost price of the part number and press **`<Return>`**.

  When entering the price, type a decimal between the dollar and cent values!

- With the cursor positioned below the **`CORE`** heading, enter in the vendor's core cost price (if any) of the part number and press **`<Return>`**.

When entering the core price, type a decimal between the dollar and cent values!

- With the cursor positioned below the **PRI** (priority) heading, enter in a number from 0 - 255 (with 0 being the highest priority) and press **<Return>**.

  The entered information will automatically be saved after entering a priority value and pressing **<Return>**. This field is used to sort and display the "source parts" according to priority when displaying "source parts" for a "master source part" during purchase order editing.

  Continue entering "source parts" in the manner just described. Up to 20 "source parts" can be setup for each part number within the Inventory file.

- To change a price on a part that has already been entered, use the ↑ and ↓ arrow keys to position the cursor on the part number to change and press **<Return>** until the cursor is in the field that needs to be modified. Enter the new value, press **<Return>** and then the **<F10>** (*Save*) key to save the changes entered.

28.1.2 Entering A Description For Source Parts

To enter a description for the "source parts" entered, perform the following steps:

- Within the source part entry pop up window, use the ↑ and ↓ arrow keys to position the cursor on the "source part" to enter a description for and press the **<F6>** (*Desc*) key.
- With the cursor now positioned at the **DESC:** prompt, enter in a description of up to 60 characters, press **<Return>** and then press the **<F10>** (*Save*) key to save the description entered.

  Continue this process for all "source parts" entered.

28.1.3 Deleting A Source Part

To delete a "source part", perform the following steps:

- Within the source part entry pop up window, use the ↑ and ↓ arrow keys to position the cursor on the "source part" to be deleted.
- Press the **<F4>** (*Delete*) key and the part will be removed and the entry fields will display blanks.
- Press the **<F11>** (*Exit*) key to exit from the source part entry pop up window.

28.1.4 Scrolling Forward Through Source Parts

To scroll forward through existing "source parts", perform the following steps:

- Within the source part entry pop up window, press the **<F8>** (*Pg Dwn*) key and the screen will display the next 10 "source parts" currently entered.
- Press the **<F11>** (*Exit*) key to exit from the source part entry pop up window.

28.1.5 Scrolling Backward Through Source Parts

To scroll backward through existing "source parts", perform the following steps:

- Within the source part entry pop up window, press the **`<F9>`** (*Pg Up*) key and the screen will display the previous 10 "source parts" currently entered.
- Press the **`<F11>`** (*Exit*) key to exit from the source part entry pop up window.

28.1.6 Editing Source Parts

To make changes (edit) to existing "source parts", perform the following steps:

- Within the source part entry pop up window, use the ↑ and ↓ arrow keys to position the cursor on the "source part" to be changed.
- Press **`<Return>`** until the cursor is in the field to be modified and then enter the new value, press **`<Return>`** and then the **`<F10>`** (*Save*) key to save the changes entered.

28.1.7 Printing Source Parts

To print out all existing "source parts" for a "master source part" or product line, perform the following steps:

- Within the source part entry pop up window, press the **`<F7>`** (*Print*) key.
- With the cursor now positioned at the **`PRINT PRODUCT LINE (Y/N):`** prompt, enter **`Y`** or **`N`** and press **`<Return>`**.

  If **`Y`** was entered, a report will be generated for all "master source parts" within the current product line.

☞ **<u>Note:</u> It will only print out parts that have "source parts" setup!**

  If **`N`** was entered, a report will be generated for only the current "master source part" called up.

28.1.7.1 Sample Part Source Reports

Alternate Part Sources for FEL-FS7733PT-2 MM/DD/YY 14:48:41 Page 1

Vendor Part	Vendor Name	Vendor No	Last Purchase Cost	Core Cost	Last Purchase Date	Code
MCC-OH6631M-11	AAA WAREHOUSE	50	39.98	0.00	MM/DD/YY	2
Description: MCCORD FULL GASKET SET						
VIC-FS1178VK	INLAND JOBBERS	53	50.68	0.00	MM/DD/YY	3
Description: VICTOR FULL GASKET SET						
DET-32222CS	AUTOMOTIVE WAREH	56	27.95	0.00	MM/DD/YY	1
Description: DETROIT FULL GASKET SET						
ROL-FS3100	GENERIC WAREHOUS	59	25.12	0.00	MM/DD/YY	0
Description: ECONOMY FULL GASKET SET						

Sample Part Source Report (Individual Part)

```
                              Alternate Part Sources for Product Line 6    11/08/94 14:39:25                       Page    1

FEL-FS21222PT
Vendor Part           Vendor Name      Vendor No    Last Purchase Cost    Core Cost  Last Purchase Date    Code

MCC-OH266              AAA WAREHOUSE     50                 32.28             0.00         MM/DD/YY           2
Description: MCCORD FULL GASKET SET
VIC-FS3662             INLAND JOBBERS    53                 45.31             0.00         MM/DD/YY           3
Description: VICTOR FULL GASKET SET
DET-30112CS            AUTOMOTIVE WAREH  56                 25.19             0.00         MM/DD/YY           1
Description: DETROIT FULL GASKET SET
LAZ-L41-4328           PATCO WAREHOUSE   62                 23.84             0.00         MM/DD/YY           0
Description: LAZORLITE FULL GASKET SET

FEL-FS7733PT-2
Vendor Part           Vendor Name      Vendor No    Last Purchase Cost    Core Cost  Last Purchase Date    Code

MCC-OH6631M-11         AAA WAREHOUSE     50                 39.98             0.00         MM/DD/YY           2
Description: MCCORD FULL GASKET SET
VIC-FS1178VK           INLAND JOBBERS    53                 50.68             0.00         MM/DD/YY           3
Description: VICTOR FULL GASKET SET
DET-32222CS            AUTOMOTIVE WAREH  56                 27.95             0.00         MM/DD/YY           1
Description: DETROIT FULL GASKET SET
ROL-FS3100             GENERIC WAREHOUS  59                 25.12             0.00         MM/DD/YY           0
Description: ECONOMY FULL GASKET SET
```

Sample Part Source Report (Complete Product Line)

28.2 Purchasing

Once the "source parts" have been setup for all part numbers within the inventory file, the purchasing program will use this sourcing information when parts are ordered.

28.2.1 Sourcing Parts During P.O. Creation

When a purchase order is created, the purchasing program will order parts according to the ordering method selected. See the *Purchasing – Purchasing Order Generation Methods* section of the user's manual for details of the different ordering methods. If a "master source part" on the purchase order has "source parts" and if a particular "source part's" vendor matches the vendor number used when generating the purchase order, purchasing will then use the "source part" in place of the "master source part" ordered. The source part number and description will be displayed during purchase order editing. Its cost is also used when displaying the total extended amount of the purchase order! The "master source part" (within the Inventory file) will reflect the quantity on order within its part record.

Sample Data:

Master Source Part Number : **FEL-FS7733PT-2**

Price 0: **41.39**

Source Part Number	Source Vendor # & Name	Source Cost
MCC-OH6631M-11	50 (Generic Whse)	39.98
VIC-FS1178VK	53 (ACE #10 Whse)	50.63

The sample information above will be used for all examples explained throughout this manual section.

Example:

If a purchase order was created using vendor #50 (Generic Whse) and it ordered the **FEL-FS7733PT-2** part number, the following would occur:

⇒ The Purchasing program first checks all the associated "source parts" setup within the **FEL-FS7733PT-2** part record to see if there are any vendor number's which match the vendor number used to create the purchase order.

⇒ Because the **MCC-OH6631M-11** "source part's" vendor matches the vendor number used to create the purchase order (50), purchasing will then use the "source part number" (**MCC-OH6631M-11**) in place of the **FEL-FS7733PT-2** "master source part". The source vendor's part number, description and cost are used when displaying and printing the purchase order.

⇒ When the purchase order is edited, through the **F3** (*Edit Purchase Order*), the **MCC-OH6631M-11** part will be displayed along with its description and cost. <u>Note:</u> the min1/max1, min2/max2 and sales history units information displayed on the bottom of the editing screen will be the record information from the **FEL-FS7733PT-2** (master source part) record. The quantity on order is set within the "master source part" (**FEL-FS7733PT-2**) record.

28.2.1.1 Printing The F7 Purchasing Report

⇒ When the purchase order is printed through the **F7** (*Print Open PO/RGN/Core Return Report*), it will print the **FEL-FS7733PT-2** (master source part) and the **MCC-OH6631M-11** (source part) on the report when **N** is answered at the **INCLUDE SOURCE PARTS** prompt. The report will first print the "master source part" (**FEL-FS7733PT-2**). The source part (**MCC-OH6631M-11**) will print below the "master source part" and have a code of **P** before it and a code of ***** after its price. The code of ***** signifies that this price was used when calculating the total for the purchase order. The report will display prices for both parts but the total will only reflect the totals according to the ***** coded "source parts".

If **Y** is answered at the **INCLUDE SOURCE PARTS** prompt, the report will print the "master source part" (**FEL-FS7733PT-2**) and all other "source parts" (**MCC-OH6631M-11** & **VIC-FS1178VK**)!

Shown below is a sample F7 report:

```
    Time printed: 12:20  MM/DD/YY

                               <<   OPEN P.O. / R.G.N. / CORE RETURN REPORT   >>

    PURCHASE ORDER:  13        DATE:   MM/DD/YY
    VENDOR NUMBER :  50      AUTOMOTIVE JOBBER'S WAREHOUSE        2341 FAIRMOUNT DRIVE                 909-682-3341
                                                                  RIVERSIDE, CA 92503

    THE PURCHASE ORDER WAS RECEIVED.  NO
    THE NUMBER OF WEEKS IN THE CURRENT PERIOD IS  1
    THE CALCULATIONS INCLUDE THE QUARTERS:
                                            1st  2nd  3rd  4th  5th  6th
    THE NUMBER OF DAYS PER WEEK IS 7.0
    THE SUGGESTED MINIMUM NUMBER OF DAYS IS   1
    THE SUGGESTED MAXIMUM NUMBER OF DAYS IS   1
    THE VENDOR DISCOUNT IS INCLUDED.  NO


                                      UNIT                     CURRENT STOCK  ON    ON   TOTAL CUST  QTY   QTY    NEW/EXCH   CORE
#       PART NUMBER           MIN/MAX PACK    1 DAYS   1 DAYS QUARTER OUTS  HAND  ORDER O/O   B/O   REC   RET    PRICE $    PRICE $

          FEL PRO FULL GASKET SET
1       FEL-FS7733PT-2          3/4    1       0.00     0.00   0      0     2     1     1           0              41.39      0.00
          MCCORD FULL GASKET SET
     P MCC-OH6631M-11                                                                                             39.98  *   0.00
          MCCORD FULL GASKET SET
     P VIC-FS1178VK                                                                                               50.63  P   0.00

                                       SUMMARY TOTALS  ...  PURCHASES - NEW/EXCHANGE  :          39.98
                                                            CORE VALUE OF ORDERS      :           0.00
                                                            $ AMOUNT OF CORE RETURNS  :           0.00
                                                            WARRANTY RTNS - NEW/EXCH  :           0.00
                                                            WRNTY RTNS - CORE VALUE   :           0.00
                                                                * *  TOTALS  * *      :          39.98
```

Sample F7 Report (With Source Parts Included)

28.2.1.2 Printing The F2 Purchasing Report

⇒ When the purchase order is printed through the **F2** (*Print Purchase Orders*), it will only print the **MCC-OH6631M-11** (source part) on the report.

Shown below is a sample F2 report:

```
TIME PRINTED: 16:26  MM/DD/YY


                                         ** PURCHASE ORDERS **


 TO :   AUTOMOTIVE JOBBER'S WAREHOUSE               DATE    :   MM/DD/YY
        2341 FAIRMOUNT DRIVE                        VENDOR  :   50
        RIVERSIDE, CA 92503                         ORDER # :   13

        909-682-3341

                            UNIT  PACK                         RPCD    UNIT      CORE          TOTAL
ITEM PART NUMBER             QTY   QTY DESCRIPTION             ZNBN    PRICE     PRICE         PRICE

1    MCC-OH6631M-11           1      1 MCCORD FULL GASKET SET    AB12       39.98        0.00        39.98

                                                                     NEW/EXCHANGE VALUE :          39.98
                                                                     CORE VALUE         :           0.00
                                                                     TOTAL ORDER        :          39.98
                                                                     WEIGHT IN POUNDS   :            0
```

Sample F2 Report

28.2.2 Sourcing Parts After Purchase Order Creation

When a purchase order is created, the purchasing program will order parts according to the ordering method selected. If a "master source part" on the purchase order has "source parts" setup, the user has the ability to purchase a "source part" instead of the original "master source part" when editing the purchase order. This is useful when the same part from another vendor under a different part number for a better price can be purchased! When a "source part" is selected, a new "source vendor purchase order" will be automatically created for the selected "source parts" vendor. The originally ordered "master source part" will then be deleted from the purchase order currently being edited. This is can be done for ***any*** "master source parts" currently within the purchase order being edited. All "source vendor purchase orders" created through the editing screen are accessible within a pop up choice list, thus allowing the ability to quickly move back and forth between purchase orders!

☞ **Note: Once the editing screen is exited from the original purchase order created, the "source vendor purchase orders" will not be accessible from the pop up choice list, though the purchase order's still exist! They can be edited by calling up each separately using the `<F3>` (*Edit Purchase Orders*) key.**

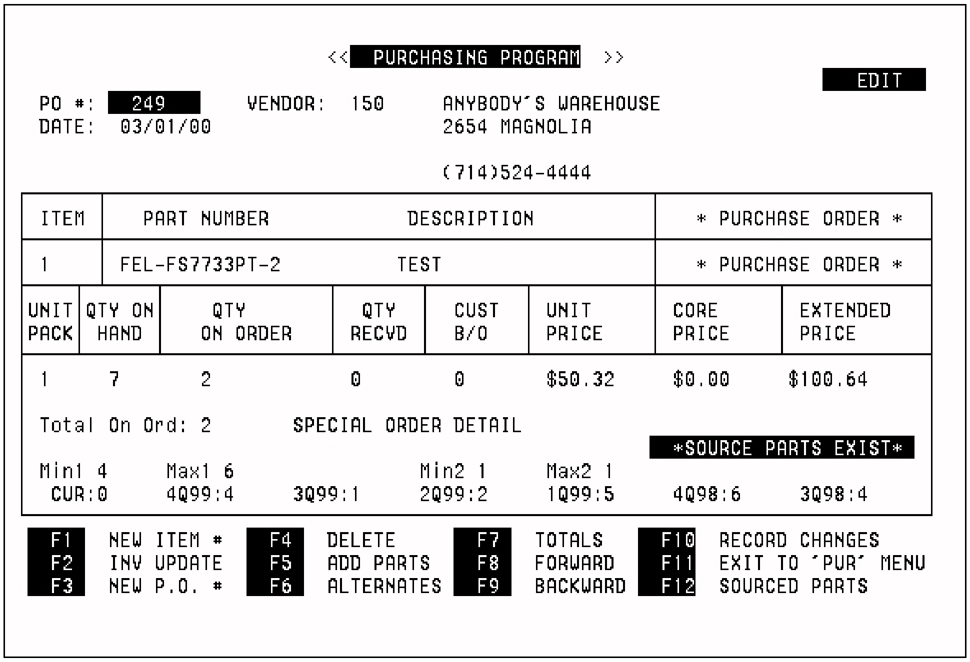
Example:

If a purchase order was created using vendor #40 (ABC Warehouse Inc.) and it ordered the **`FEL-FS7733PT-2`** part number, the following would occur:

⇒ The purchasing program first checks all the associated "source parts" setup within the **`FEL-FS7733PT-2`** part record to see if there are any vendor number's which match the vendor number used to create the purchase order.

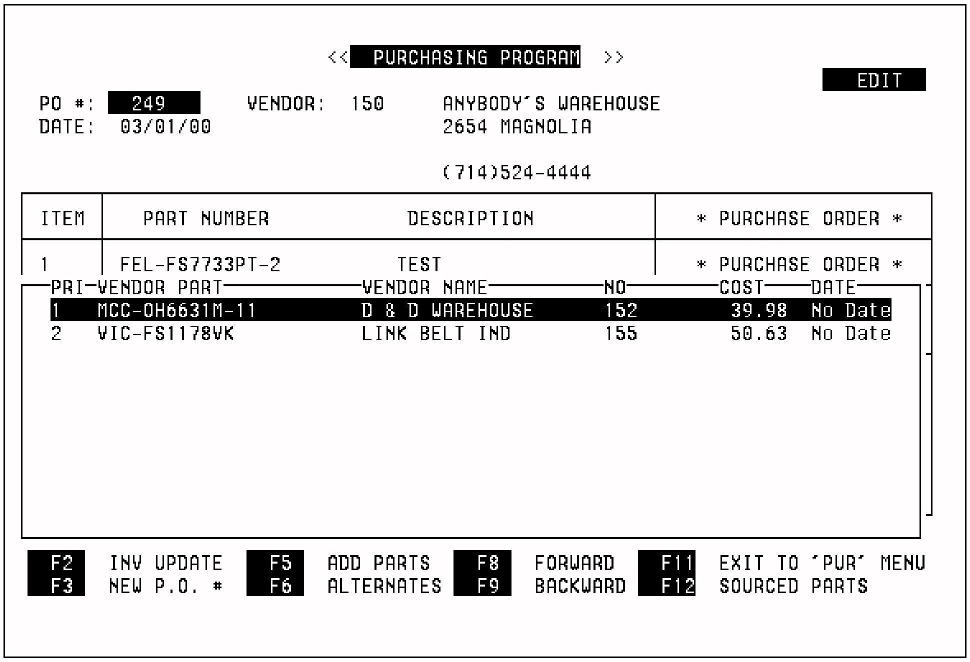
⇒ Because none of the source parts' vendor's matched the vendor number used to create the purchase order (40), the **`FEL-FS7733PT-2`** is displayed within the open purchase order as normal.

⇒ When the purchase order is edited, through the **<F3>** (*Edit Purchase Order*), the screen will display a **`*SOURCE PARTS EXIST*`** message for the **`FEL-FS7733PT-2`** part (a few lines below and to the right of the detailed part information) as shown:



28.2.2.1 Displaying The Source Part Selection List When Editing A P.O.

⇒ When editing a part number that has the **`*SOURCE PARTS EXIST*`** message displayed, press the **`<F12>`** (*Sourced Parts*) key and a window will pop up displaying all associated "source parts" as shown:



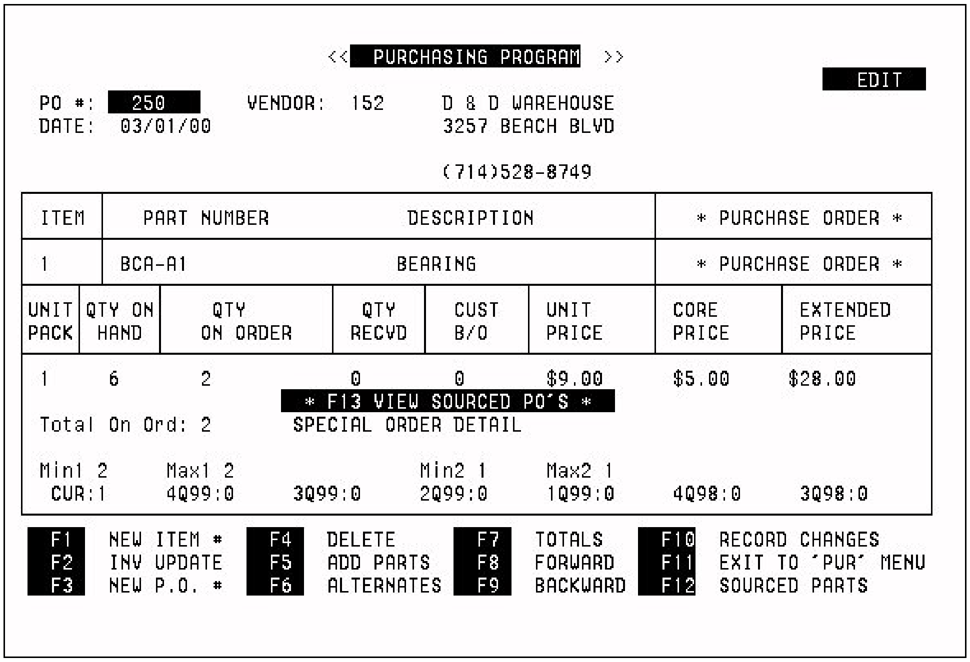
The selection list will be sorted according to each "source part's" priority and will show the following information for each "source part":

- Priority number (under the **`PRI`** heading)
- Vendor Part Number (under the **`VENDOR PART`** heading)
- Vendor Name (under the **`VENDOR NAME`** heading)
- Vendor Number (under the **`NO`** heading)
- Vendor Cost (under the **`COST`** heading)
- Last Purchase Date (under the **`DATE`** heading)

28.2.2.2 Create A New P.O. From The Source Part Selection List

⇒ With the source parts selection list now displayed, use the ↑ and ↓ arrow keys to highlight the vendor source part number to purchase and press **`<Return>`**. A new purchase order will be automatically created for the selected vendor's source part number. We call this purchase order a "sourced purchase order". The originally ordered part number (**`FEL-FS7733PT-2`**) will be automatically deleted off the current purchase order but the quantity on order will be set within the "master source part" (**`FEL-FS7733PT-2`**) record!

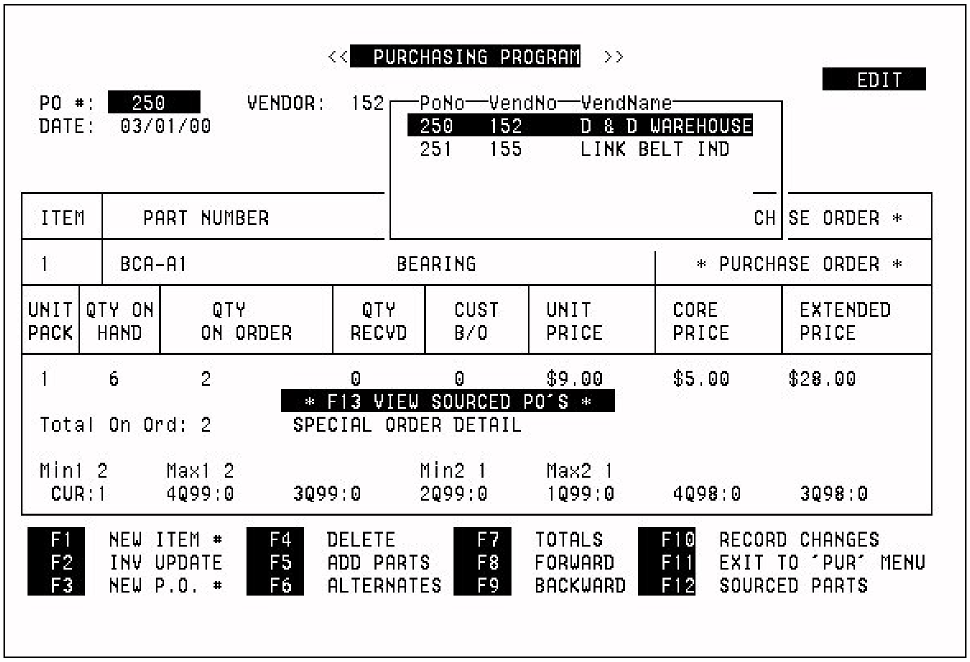
The screen will now display an **`* F13 VIEW SOURCED PO'S *`** message below the current edit part's quantity order information as shown:



28.2.2.3 View & Switching Between New Sourced P.O.'s

⇒ When the **`* F13 VIEW SOURCED PO'S *`** message is displayed within the editing screen, the user can switch to and edit new "sourced purchase order's" just created by pressing the **`<F13>`** (*View Sourced PO's*) key.

A window will pop up in the upper portion of the screen as shown:



⇒ With the sourced purchase order's now displayed, use the ↑ and ↓ arrow keys to highlight the purchase order to edit and press **<Return>**. Pressing **<F11>** (*Exit*) key will removed the purchase order selection window and return back to the previous purchase order. Note: The newest "sourced purchase order" will at the bottom of the choice list!

The edit screen will now display the selected purchase order and can be edited as normal. This mechanism allows the user to "toggle" back and forth between purchase orders! Note: Once the user exits out of a purchase order, the user can no longer "toggle" back and forth between "sourced purchase order's"! Purchasing only temporarily keeps track of "sourced purchase order's" that were created through the sourcing mechanism. Once exited, it know longer knows about them though the purchase order's still exist. They can be called up normally through the **<F3>** (*Edit Purchase Order*) menu selection.

28.2.2.4 Applying & Receiving Sourced P.O.'s

⇒ When the "sourced purchase order" is received through either the **F5** (*Apply Receipts And Backorder Remainder*) or **F6** (*Apply Receipts And Cancel Remainder*), it automatically updates the **FEL-FS7733PT-2** (master source part) quantity on hand and average cost fields. It also stores the last purchase date and cost for the "source part"!