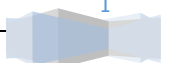
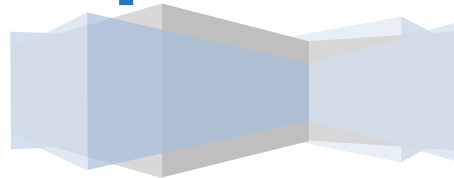


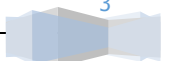


Eclipse Parts



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PARTS PROCESSING

Parts Wizard Overview

Parts Wizard is a comprehensive parts department program which integrates with the vehicle, service and accounting modules.

It will allow you to manage your everyday parts invoicing, create client orders and manage your inventory by automatic stock order calculation. These are just the basics; everything a parts department requires is catered for in the PARTSWIZARD software.

Getting Support

Ultimate Business Systems Pty Ltd maintains offices currently in Victoria (Canterbury, Melbourne) and in Queensland (Woolloongabba, Brisbane). The staff at each of these locations is in place to assist you with the running of this program. We ask that when you don't understand something you first press your "F1" key to view the on-line help files to establish whether or not they solve your enquiry, if they do not, please contact us. It would be very helpful to you and us in the future if you were able to explain why the help was insufficient so that we can implement better help, based on the needs of our customers.

Enjoy this program, we have had a lot of fun making it and go on developing new and better ways of performing your functions over the coming years.

Our contact details are:

Queensland

Office 2
80-84 Ipswich Road
Woolloongabba Qld
P.O. Box 6181
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07 3123 4744

(**Note: Local call
Direct to Melbourne
Office)
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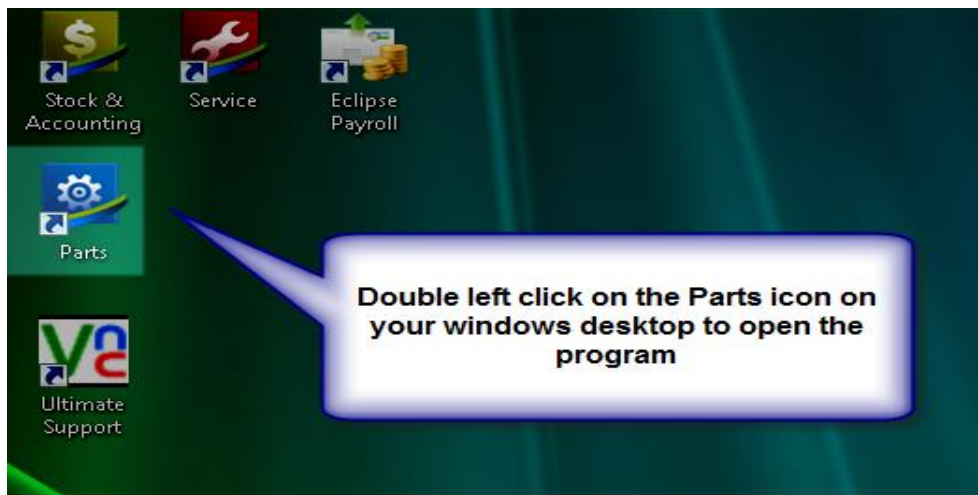
Contacts

Michael M
Dean M
Nick T
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Natasha O
Michael X
Ben S
Emma G
Michelle M
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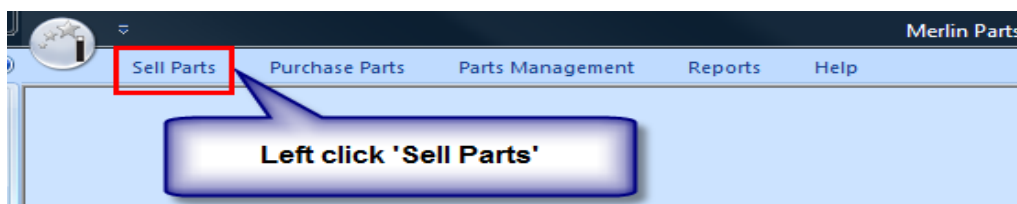


PARTS – GETTING STARTED

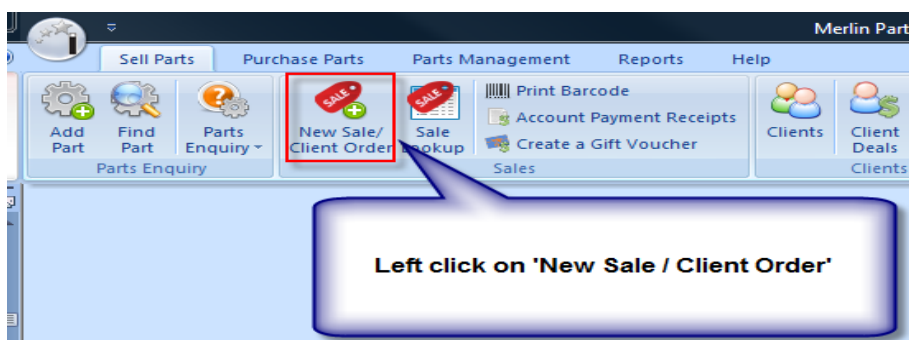
First of all, we need to access the UBS PartsWizard program from your Windows Desktop, left click on the UBS PartsWizard icon as per below.



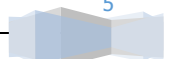
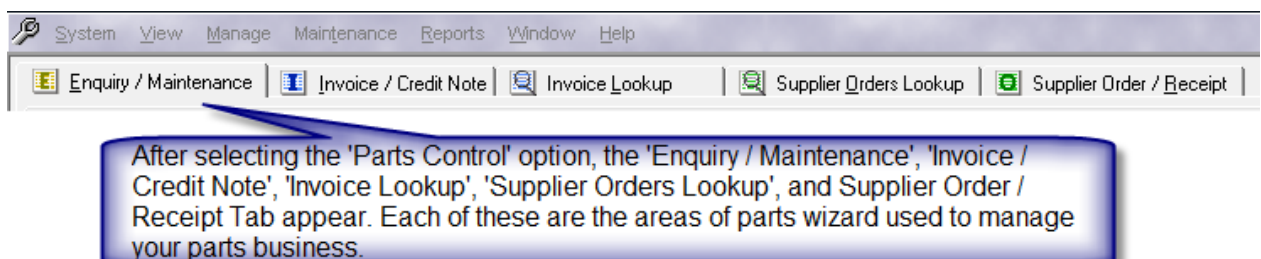
The UBS Parts Wizard program will open up and the 'Parts Control' screen may not automatically appear. To get this to open, left click the 'Sell Parts' menu option.



Left click the 'Parts Control' option:



The 'Parts Control' screen



ENQUIRY / MAINTENANCE

The first tab in the Parts Control Centre is the 'Enquiry/Maintenance' Tab. This tab performs many different functions; these functions include adding new parts, displaying or changing part details. Along with general part enquiries and maintenance this tab can be used to generate client sales and supplier orders.

Part Number	Description	Supplier	List (Ex.)	Retail (Inc)
*				

To the left of the screen there are three Tabs labelled Enquiry 1, 2 and 3.

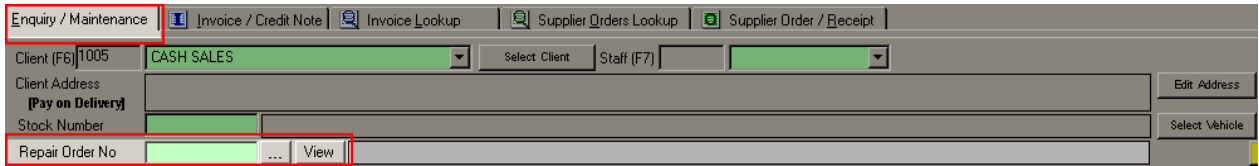
These tabs exist so that the user can create multiple part enquiries / orders. For example you are creating an order for the customer in front of you when the phone rings for a price enquiry. You would simply switch to another Enquiry tab and process the phone enquiry then return to your order without having to start again.

Client (F6) 1005	CASH SALES	Select Client	Staff (F7)	Client Address
				Pay on Delivery
				Edit Address

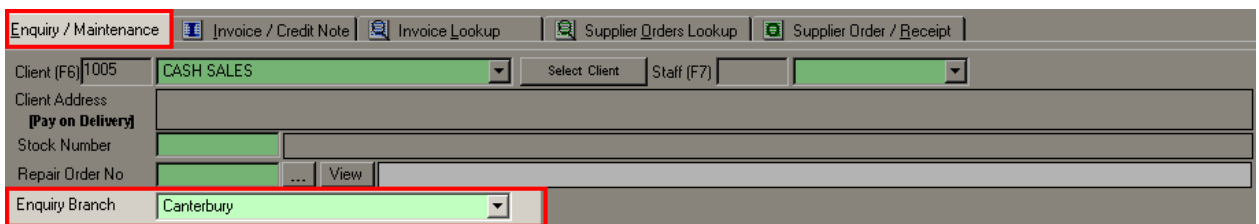
Located at the top of the screen are fields to enter both client and staff member information. These fields are used primarily with the ordering and sale of parts. You will be prompted for this information if it is required.

Client (F6) 1005	CASH SALES	Select Client	Staff (F7)	Client Address
				Pay on Delivery
				Edit Address
Stock Number				Select Vehicle

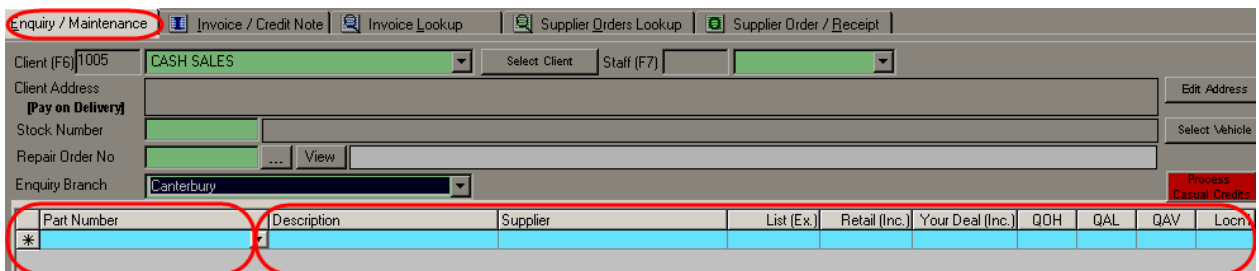
You are also able to enquire on a stock number in this screen. If a part needs to be charged out against a new vehicle it is possible to do it through here. Enter the stock number in the field provided or simply search for it from all available vehicles by clicking on "Select Vehicle".



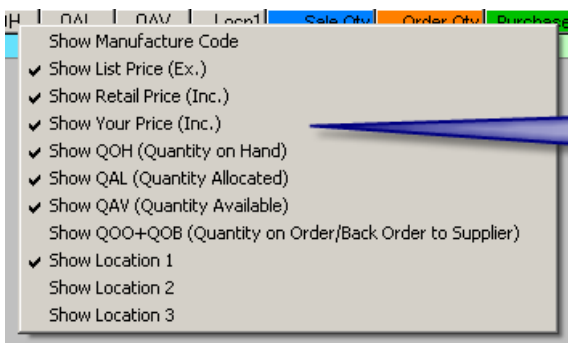
You also get the option to invoice parts to Repair Order Numbers if you have the Service Wizard Integration software turned on, you will get this option to link to a repair order.



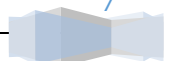
If you have multiple branches, e.g. Sales and Service, you will get the option to enquire and invoice to the required branch.

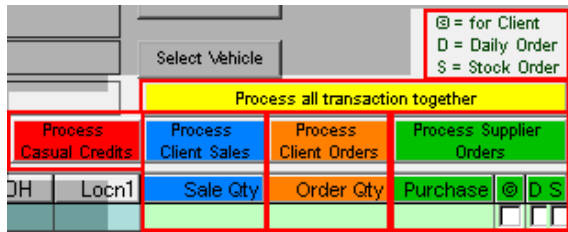


The Part number field is where you enter any current part numbers that are available from your franchise supplier's price file or any new part numbers you may wish to create. The part numbers description, supplier, list, trade and retail price, quantity on hand (QOH) and Location details are displayed. Further fields can be displayed with more information by right clicking on the field headings currently displayed.

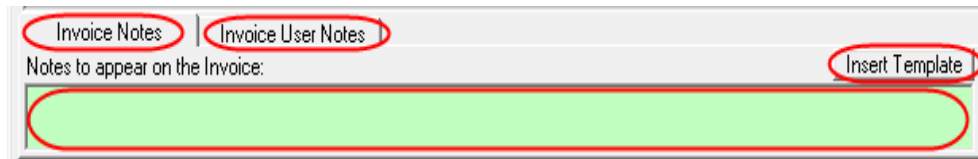


By right clicking with your mouse you get the following display headings available to show further information. The items ticked, are the one that currently displaying information

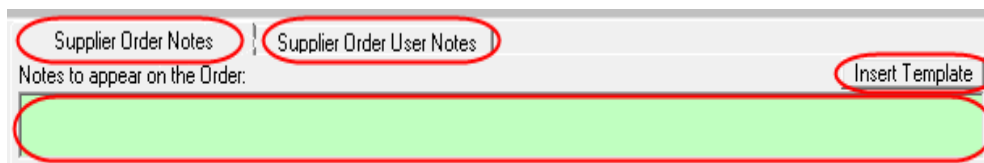




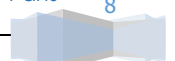
During the invoicing process in the enquiry maintenance screen, you get the option to process Casual Credits, Process Client Sales (Invoicing to client), Process Client Orders (Ordering parts for a client) and Process Supplier Orders (Ordering stock for inventory) as Daily or Stock Order type. These options are highlighted as per above.



You also get the option to insert notes onto an invoice as either notes to appear on the invoice (Invoice Notes) and notes to not appear on the invoice (Invoice User Notes). You can also have a template setup for your notes so you don't have to type in the same notes each time, this is done by left clicking on the Insert Template button.



You also have the option to insert notes onto a supplier order. You can use the Supplier Order Notes Tab to appear on the supplier order. You can use the Supplier Order User Notes Tab to enter notes for the user that will not print on the supplier order. You can also use a template to insert frequently used notes onto supplier orders by left clicking the Insert Template button.



Enquiries and Maintenance Functions

At the bottom of the Enquiry / Maintenance screen is located a parts dashboard. Using the buttons on this toolbar you are able to perform some of the more common parts maintenance functions.

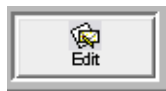


Add/Activate



If a part does not exist in your stock file use this button to enter it. The "*Part Information*" screen will appear for you to fill in all relevant information about a particular part. A part that exists in your stock file as inactive can be switched to an active stock item by pressing this button.

Edit



You are able to change the details of a part by selecting the part and pressing this button. Information such as description, barcode and pricing can be changed using this function. The "*Part Information*" screen will appear for you to fill in all relevant information about a particular part.

View



A part's entire details can be viewed by selecting the part and using this button. The "*Part Information*" screen will be displayed only you cannot change any of the parts' details.

Adjust



To adjust the amount of stock on hand or QOH a user must have permission to do so. After a user has entered correct identification information the system will allow for the QOH to be adjusted for a particular part.



Return



The button is used to assign a part to the 'Return for Credit' register. This is used to keep track of the parts you plan to return to your supplier.

Make Pack



It is possible to group a number of separate parts into a single 'pack'. A pack is created using this button, the 'Create New Package' screen will appear for you to work with.

Creating New Parts and Enquiring on Current Parts

There are a couple of options to create or add new part numbers into the system. The first option is to simply left click the Add/Activate button from the parts dashboard area:



The second option is to start at the Part Number Field as per below:

A screenshot of a software interface for 'Enquiry / Maintenance'. The interface has a top menu bar with options: 'Enquiry / Maintenance', 'Invoice / Credit Note', 'Invoice Lookup', 'Supplier Orders Lookup', and 'Supplier Order / Receipt'. Below the menu bar, there are several input fields: 'Client (F6) 1005', 'CASH SALES' (dropdown), 'Select Client', 'Staff (F7)', and another dropdown. Below these are 'Client Address', '[Pay on Delivery]', 'Stock Number', 'Repair Order No', and 'Enquiry Branch' (dropdown). At the bottom, there is a table with columns: 'Part Number', 'Description', 'Supplier', 'List (Ex.)', and 'Retail (Inc)'. The first row of the table has a red box around the 'Part Number' field, which contains an asterisk (*).

In the 'Enquiry / Maintenance' Tab to create or add any new part numbers to the system you start at the 'Part Number' field circled in red and :



Part Number	Description	Supplier
*		

Left click into the 'Part Number' field to enter and create a new part number or to find an existing part number.

Enter in your Part Number required in the 'Part Number' Field and press 'ENTER'. The system will now check to see if that part number does exist and if unable to find the part number, it will ask the question 'Do you wish to create a New Part?'. Left click 'Yes' as per below to create the new part. Or you have the option to 'Search for Another Part' or 'Cancel'

Part Number	Description	QOH	Location	Quantity	Qt
12345678					

No Part Exists?

1) ADD a New Part (12345678)
 2) SEARCH for another part
 3) CANCEL and try another part

1) ADD a New Part (12345678) 2) SEARCH for Another Part 3) CANCEL

Left click 'ADD a New Part (12345678)'

No Part Exists

Are you sure you with to create a New Part (12345678)?

Yes No

After answering 'Yes' to creating a new part the 'Part Detail' screen will appear.



You will see in the 'Part Detail' screen 3 fields that require information to be entered into them. These fields are marked as Required Fields and they have an * marked next to them and are circled in Red as per above.

Note – If the part is from a valid Parts Price File, the pricing fields and supersession information is automatically populated.

To set the parts price click on the 'Parts Pricing' tab. Through this screen is where you set the different price levels of your new part.

Parts Detail

Franchise: CA CAMEC
 Part #: 12345678
 Description: 7 PIN CARAVAN PLUG
 Barcode: 12345678
 Branch: CANTERBURY

Location 1: [Dropdown]
 Location 2: [Dropdown]
 Location 3: [Dropdown]
 Mark this Part as Inactive?

Parts Pricing (highlighted)

Dealer Sale Price \$ (ex GST) (Inc GST)
 List: [] []
 Retail: [] []
 Trade: [] []
 Warranty: [] []
 Fleet: [] []

Branch Sale Price \$ (optional) (ex GST) (Inc GST)
 List: [] []
 Retail: [] []
 Trade: [] []
 Warranty: [] []
 Fleet: [] []

Dealer Cost Price \$ (ex GST) (Inc GST)
 Cost: [] []
 Stock Order: [] []
 Average: [] []
 Last: [] []

Branch Cost Price \$ (optional) (ex GST) (Inc GST)
 Cost: [] []
 Stock Order: [] []

Allow Discounts to Apply?

Calculated Pricing

Code	Price Name	Price
C	CARAVAN SALES	\$0.00
D	DISCOUNT	\$0.00
V	Gold Card Member	\$0.00
W	Warranty (Franchise Warranty)	\$0.00
R	Retail	\$0.00
T	Trade	\$0.00
I	Internal	\$0.00
S	Staff	\$0.00

Print Price List

Price Name: CARAVAN SALES
 Price Base: CostPrice (AvgCost) \$0.00
 Price Adjustment: 30.00% \$0.00
 Sub Price: \$0.00
 Price: + \$0.00 GST **\$0.00**

Insert Image Remove Image

* = Required Fields

OK Cancel

The 3 mandatory fields within this screen are marked with a red * (asterisk) and must be filled in to save this part.

Parts Detail

Franchise: CA CAMEC
 Part #: 12345678
 Description: 7 PIN CARAVAN PLUG
 Barcode: 12345678
 Branch: CANTERBURY

Location 1: [Dropdown]
 Location 2: [Dropdown]
 Location 3: [Dropdown]
 Mark this Part as Inactive?

Parts Pricing

Dealer Sale Price \$ (ex GST) (Inc GST)
 List: \$25.00* \$27.50
 Retail: [] []
 Trade: \$20.00* \$22.00
 Warranty: [] []
 Fleet: [] []

Branch Sale Price \$ (optional) (ex GST) (Inc GST)
 List: [] []
 Retail: [] []
 Trade: [] []
 Warranty: [] []
 Fleet: [] []

Dealer Cost Price \$ (ex GST) (Inc GST)
 Cost: \$10.00* \$11.00
 Stock Order: [] []
 Average: [] []
 Last: [] []

Branch Cost Price \$ (optional) (ex GST) (Inc GST)
 Cost: [] []
 Stock Order: [] []

Allow Discounts to Apply?

Calculated Pricing

Code	Price Name	Price
C	CARAVAN SALES	\$14.30
D	DISCOUNT	\$0.00
V	Gold Card Member	\$0.00
W	Warranty (Franchise Warranty)	\$0.00
R	Retail	\$1.00
T	Trade	\$7.50
I	Internal	\$1.55
S	Staff	\$4.30

Print Price List

Price Name: CARAVAN SALES
 Price Base: CostPrice (AvgCost) \$10.00
 Price Adjustment: 30.00% \$3.00
 Sub Price: \$13.00
 Price: + \$1.30 GST **\$14.30**

Insert Image Remove Image

* = Required Fields

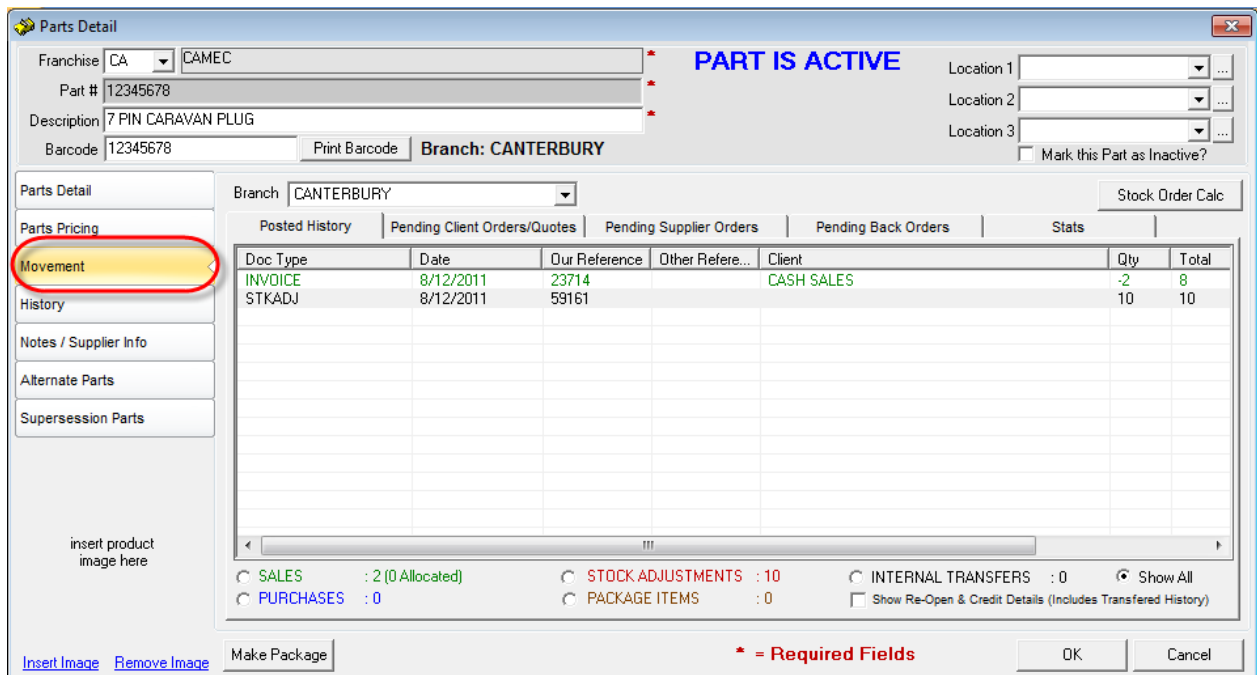
OK Cancel

These are the 3 price fields which must be entered.

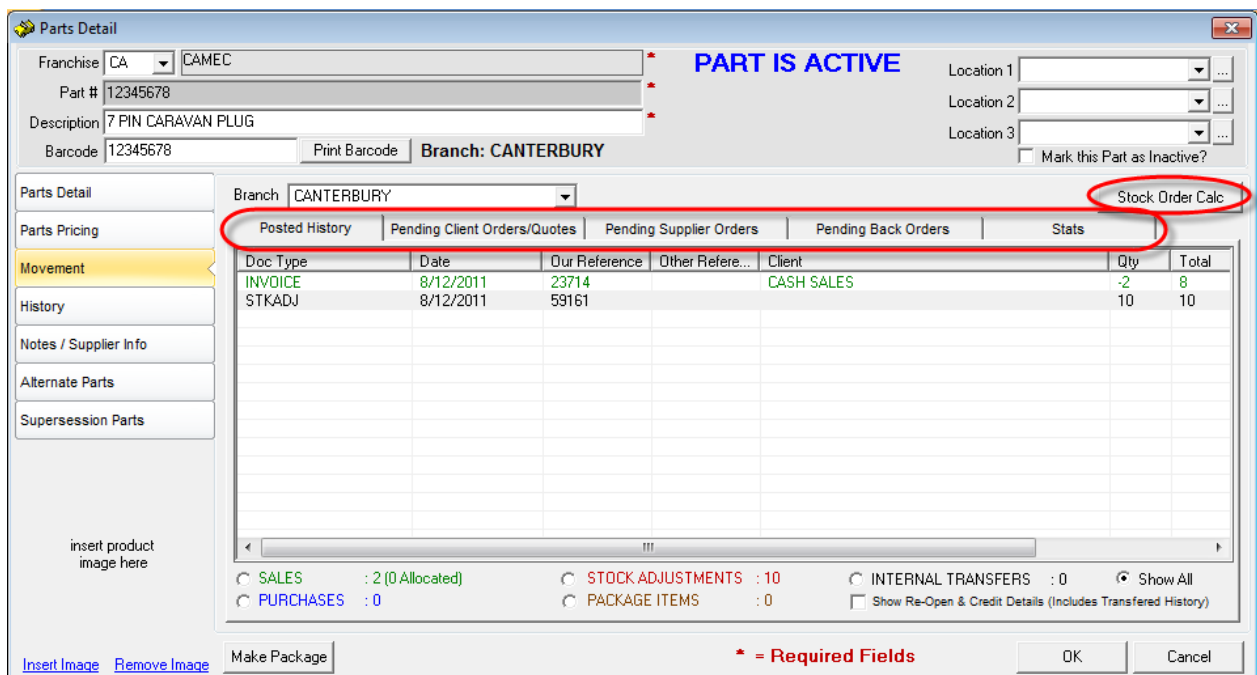
Movement Tab

In the Movement Tab, you can review the movement of the part in different ways. The different types of movement are Sales, Stock Adjustments, Purchases, Package Items movement and Internal Transfers.

To access the Movement Tab, click the movement tab as shown below:



In this Tab, you get the option to review POSTED HISTORY (Finalised history), Pending Client Orders/Quotes, Pending Supplier Order, Pending Back Orders and Stats and perform a Stock Order Calculation. All of these tabs are below.



POSTED HISTORY –

Posted History allows you to review Sales Invoices (Highlighted in Green), Purchases (Highlighted in Blue) and stock adjustments (Highlighted in Red). Anything you are currently reviewing is highlighted in Black with a light grey background. The document types are displayed as INVOICE, RECEIPT and STKADJ (stock adjustment). The date the transaction was completed is displayed and the client and quantity used per transaction is displayed as well.

You can filter on the type of transactions you wish to review as well by selecting the SALES, PURCHASES, STOCK ADJUSTMENTS, PACKAGE ITEMS, INTERNAL TRANSFERS, SHOW ALL and SHOW RE-OPEN & CREDIT DETAILS check boxes. Each of these can be checked to filter on the transactions you wish to review.

Parts Detail

Franchise: CA CAMEC **PART IS ACTIVE** Location 1: ... Location 2: ... Location 3: ...

Part #: 12345678

Description: 7 PIN CARAVAN PLUG

Barcode: 12345678 Print Barcode Branch: CANTERBURY Mark this Part as Inactive?

Branch: CANTERBURY Stock Order Calc

Doc.Type	Date	Our Reference	Other Refere...	Client	Qty	Total
INVOICE	8/12/2011	23714		CASH SALES	-2	8
STKADJ	8/12/2011	59161			10	10

SALES : 2 (0 Allocated) STOCK ADJUSTMENTS : 10 INTERNAL TRANSFERS : 0 Show All
PURCHASES : 0 PACKAGE ITEMS : 0 Show Re-Open & Credit Details (Includes Transferred History)

* = Required Fields OK Cancel

PENDING CLIENT ORDERS/QUOTES –

In Pending Client Orders/Quotes, the system will show you any Client Orders that are currently pending and waiting to be invoiced. The Qty for each Client Order is also displayed. The parts that are allocated have either been saved to a client order or a repair order number. Client Quotes will not be displayed as allocated parts.

If the Part is awaiting a credit from a supplier, this is also displayed in here.

Parts Detail

Franchise: CA CAMEC **PART IS ACTIVE** Location 1: Location 2: Location 3: Mark this Part as Inactive?

Part #: 12345678

Description: 7 PIN CARAVAN PLUG

Barcode: 12345678 Print Barcode Branch: CANTERBURY

Branch: CANTERBURY Stock Order Calc

Posted History Pending Client Orders/Quotes Pending Supplier Orders Pending Back Orders Stats

Doc No	Doc Type	Other Ref	Date	Client	Qty
23715	CLIENT ORDER		08/12/2011	CASH SALES	3

CLIENT ORDER 0 CLIENT QUOTE 0 Show All
 RETURN FOR CREDIT 0 Ttl Allocated

Insert Image Remove Image Make Package * = Required Fields OK Cancel

Pending Supplier Orders Tab / Pending Back Orders

In the Pending Supplier Orders Tab you can review any outstanding supplier orders that the part number is currently outstanding on. This will give you the document order # and date ordered as well. The pending backorders tab will display and pending backorders that this part is on.

Parts Detail

Franchise: CA CAMEC **PART IS ACTIVE** Location 1: Location 2: Location 3: Mark this Part as Inactive?

Part #: 12345678

Description: 7 PIN CARAVAN PLUG

Barcode: 12345678 Print Barcode Branch: CANTERBURY

Branch: CANTERBURY Stock Order Calc

Posted History Pending Client Orders/Quotes Pending Supplier Orders Pending Back Orders Stats

Doc No	Doc Type	Other Ref	Date	Client	Qty
4501	SUPPLIER ORDER	1234	08/12/2011	CAMEC PTY LTD - DANDENONG	3

CLIENT ORDER 0 CLIENT QUOTE 0 Show All
 RETURN FOR CREDIT 0 Ttl Allocated

Insert Image Remove Image Make Package * = Required Fields OK Cancel



Parts Statistics

You can calculate the statistics for the part you are enquiring on by going to the STATS tab. The system will show you how many sales in units and in dollar value you have done This Year and All Years in total. It will also give you the Total Invoice amount, Total Cost amount, Total Margin \$ and Total Margin %. It will also display the supplier order statistics for the amount of items purchased for the year and over the total life of the part. Giving you the total cost of the part.

Parts Detail

Franchise: CA CAMEC **PART IS ACTIVE** Location 1: Location 2: Location 3: Mark this Part as Inactive?

Part #: 12345678

Description: 7 PIN CARAVAN PLUG

Barcode: 12345678 Print Barcode Branch: CANTERBURY

Branch: CANTERBURY Stock Order Calc

Stats

Sales Invoice Stats (Posted Info Only)		Supplier Order Stats (Posted Info Only)		
	This Year	All Years	This Year	All Years
Items Sold =	2	2	Items Purchased =	0
Total Sales \$ =	\$50.00	\$50.00	Total Purchases \$ =	\$0.00
Total Credit \$ =	\$0.00	\$0.00	Total Credit \$ =	\$0.00
Total Invoice \$ =	\$50.00	\$50.00	Total Order \$ =	\$0.00
Total Cost \$ =	\$0.00	\$0.00	(All Prices Excl GST)	
Total Margin \$ =	\$50.00	\$50.00	STOCK ADJUSTMENTS	: 10
Total Margin % =	100.00%	100.00%	PACKAGE ITEMS	: 0
(All Prices Excl GST)		INTERNAL TRANSFERS		: 0

Print Preview

Insert Image Remove Image Make Package * = Required Fields OK Cancel

INVOICING PARTS

Invoicing to a Client

The Enquiry / Maintenance Tab can be used to invoice parts to customer, but first of all we will go through the process of invoicing to a client through the Invoice / Credit Note Tab. To invoice the part to a customer, you first need to left click on the Invoice / Credit Note Tab as per below.

Parts Department - New Invo... x

Enquiry / Maintenance Invoice / Credit Note Invoice Lookup Supplier Orders Lookup Supplier Order / Receipt

Invoice No # NEW

Go to Eclipse Parts 17

After selecting the Invoice / Credit Note Tab, the following screen will appear for you to be able invoice the part to your client.

The Invoice / Credit Note screen as per above is available for you to be able to invoice to customer, a repair order, a vehicle stock number, to your service workshop and to a Vehicle Sale.

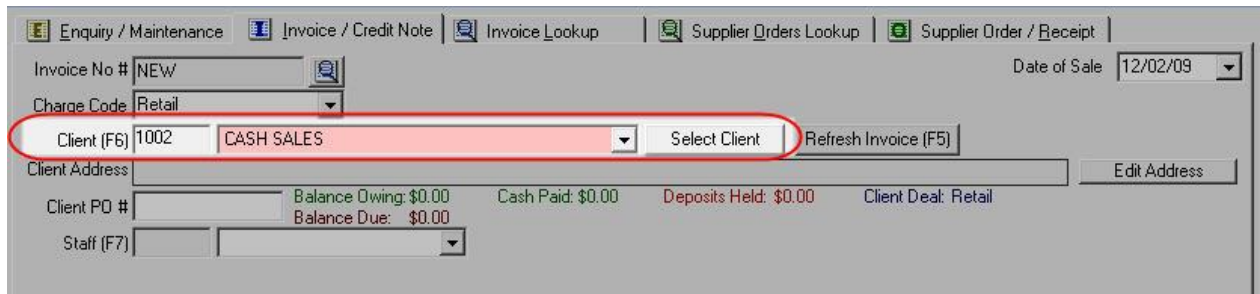
In this example we will sell a part to a customer.

Select the Charge Code of Retail for the customer sale and the next section you need to focus on is the Client field. You can select many charge codes that you require for invoicing to Repair Order, New and Used Departments, an account, workshop consumables. All are very similar in how the invoice is processed but with little differences.



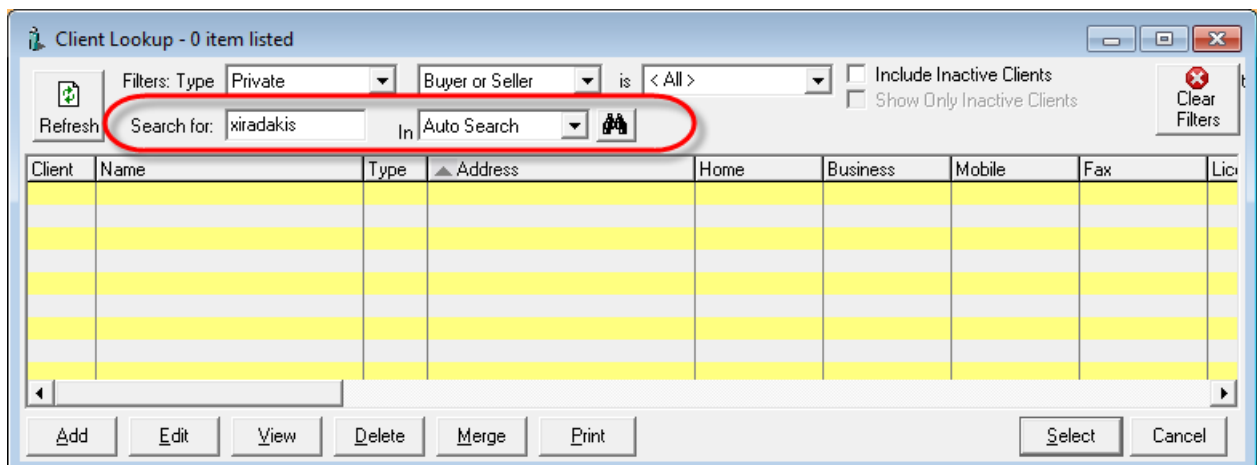
Adding a New Client to the Invoice

You will see that the Client defaults to client Cash Sales, this is the default client as it is set a client who is generic. This client can be changed to the particular client required by left clicking on the SELECT CLIENT button. When left clicking the Select Client button, the following Client Lookup screen appears.



The screenshot shows the 'Invoice / Credit Note' window. The 'Client (F6)' field is set to '1002 CASH SALES'. The 'Select Client' button is highlighted with a red circle. Other fields include 'Invoice No # NEW', 'Charge Code Retail', 'Date of Sale 12/02/09', 'Client Address', 'Client PD #', and 'Staff (F7)'. Financial summary fields show 'Balance Owing: \$0.00', 'Cash Paid: \$0.00', 'Deposits Held: \$0.00', and 'Balance Due: \$0.00'. The 'Client Deal' is set to 'Retail'.

The customer we are looking for in this screen is Michael Xiradakis; we first of all perform a search for the surname XIRADAKIS in the 'Search For' Field and searching in the Name Field. Click the binoculars to search and you can see that the client Michael Xiradakis does not exist in the customer list.



The screenshot shows the 'Client Lookup - 0 item listed' window. The 'Search for:' field contains 'xiradakis' and the 'In' dropdown is set to 'Auto Search'. The search button (binoculars) is highlighted with a red circle. The table below is empty, indicating no results were found.

Client	Name	Type	Address	Home	Business	Mobile	Fax	Lic

Left click the 'Add' Button to create the client.



Client Lookup - 0 item listed

Filters: Type **Private** Buyer or Seller is **< All >** Include Inactive Clients Show Only Inactive Clients **Clear Filters**

Refresh Search for: **xiradakis** In **Auto Search**

Client	Name	Type	Address	Home	Business	Mobile	Fax	Lic

Add Edit View Delete Merge Print Select Cancel

Enter in the particulars required for the customer and left OK to continue.

Client Details - Michael Xiradakis - 8/12/2011

Client Number **20794** External Client Ref Type **Private** Status Record Communication

Primary Secondary

Surname/Company **XIRADAKIS** Title **Mr.** Gender **M** D.O.B

Given Name **MICHAEL** Middle Name(s)

Street Street Address **132 SMITH STREET**

Postal Suburb/Town **MELBOURNE** State **VIC** Postcode **3000**

Postal Address same as Street Address **Show Address on Map**

Contact Numbers
 Home **(03) 9888-8888**
 Business **(03) 9888-8888**
 Mobile **(0400) 000-000**
 Fax

Do Not Contact For Service Follow Up Do Not Send SMS messages

Licence Details
 Licence No. Licence State

Company Identifiers / GST Status
 ABN ABN Lookup ACN / ARBN GST Registered GST Exempt

Email/Internet
 E-mail

Other Contacts Profile Bank Details Additional Info Notes Accounts Payable Accounts Receivable

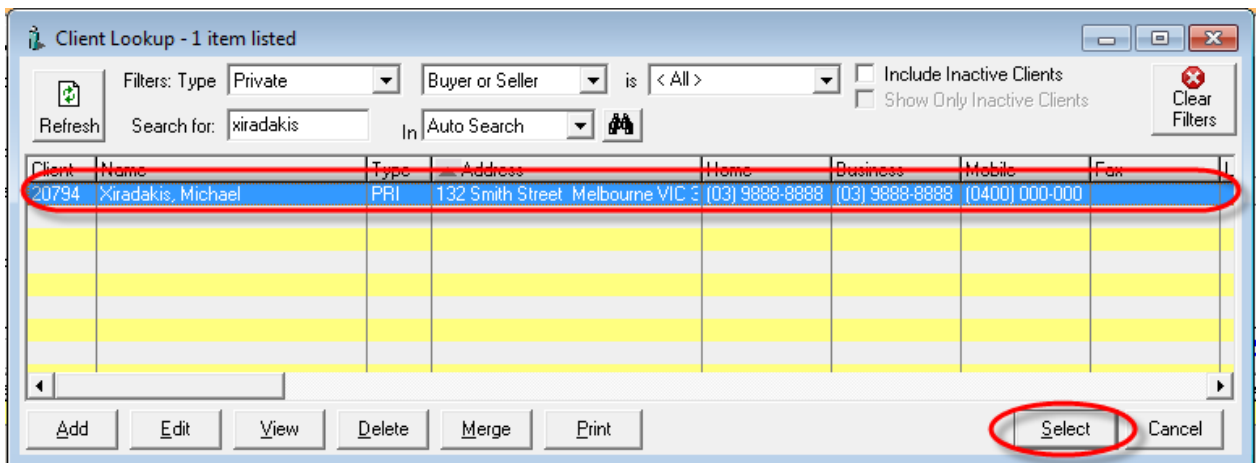
General Contact Accounts Contact

Name	Position	Phone	Mobile	Fax	Email

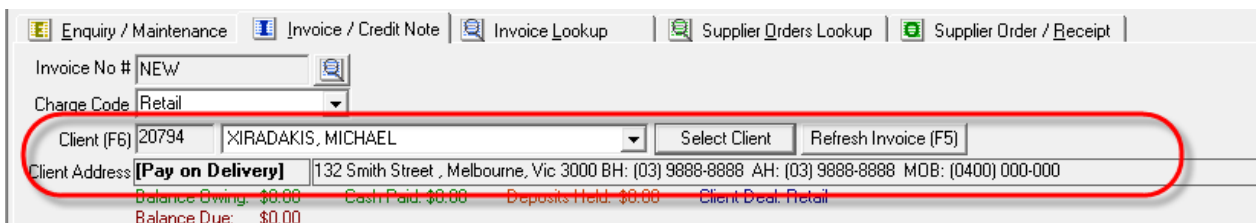
Add Contact Edit Contact Delete Contact

ABN Web Search Client is Inactive **Fields shown in RED must be entered before the data can be saved.** **OK** Cancel

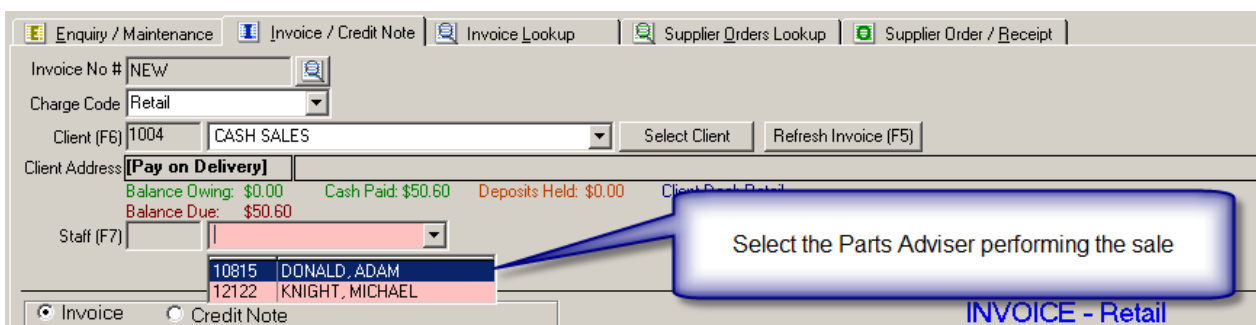
You will now see that the Client David Hayes exists in the client lookup screen, the client should be highlighted in blue. Left click Select to continue.



Back in the Invoice screen, you will now see the client Michael Xiradakis with his address details listed as well. If you ever find the details are different you can simply left click the Edit Address button and amend as required. You will see a financial summary of that client, if there are any amounts still outstanding or deposits being held for that client and client deals for that client



The next section we need to enter is the Staff member performing the sale. Select your Parts Advisor; in this case it will be staff member Adam Donald for this example.



Invoice Types

There are 4 invoice types you can perform. These being Invoice, Credit Note, Lay-by and Internal Transfer (if you have multiple branches). When creating a New Invoice, the system will default to the type of Invoice, which is circled in red. If you wish to create a Credit Note, you select the credit note option and if you wish to transfer stock from one branch to another, you select Internal Transfer (this may not be applicable to your dealership). All invoice types are processed the same way.

<input checked="" type="radio"/> Invoice	<input type="radio"/> Credit Note	<input type="checkbox"/> Lay-by	<input type="checkbox"/> Internal Transfer	
Part Number	Description	QOH	Location	Qty
*				

Processing the Invoice

Searching for a Part as shown below:

<input checked="" type="radio"/> Invoice	<input type="radio"/> Credit Note	<input type="checkbox"/> Lay-by	<input type="checkbox"/> Internal Transfer	INVOICE -			
Part Number	Description	QOH	Location	Quantity	Qty Supplied	Price Code	-Disc%
*678							

The first option you have if you do know the part number is you can place a wildcard * in front of the part number and enter numbers that are contained after the *, this will bring up any part number that has a 678 in it after pressing enter. The list of Parts available will appear on screen for you -

Part Selection Form - CANTERBURY

Part Search: Franchise: CA, Part Number: *678, Branch: CANTERBURY

Fra	Part Number	Description	Cost (Ex.)	List (Ex.)	Retail (Inc.)	Trade (Ex.)	QOH	Location	Group	Supplier
CA	036784	EXDDOR BIO-PAK TOILET DR	\$13.75	\$21.68	\$23.85	\$21.70	0		CAME	CAMEC P
CA	036788	CAMEC MK6 DOOR 1750x622 N	\$782.00	\$1,118.18	\$1,230.00	\$1,118.20				CAMEC P
CA	036789	SHURFLO 12/24V FLOAT SWI	\$15.70	\$31.32	\$34.45	\$31.30				CAMEC P
CA	036789	PLYWOOD CLASSIC BLONDE	\$39.56	\$42.91	\$47.20	\$42.90				CAMEC P
CA	12345678	7 PIN CARAVAN PLUG	\$10.00	\$25.00	\$27.50	\$20.00	8			CAMEC P
CO	450-00678	RATCHET HANDLE TO SUIT M	\$20.00	\$27.00	\$23.70	\$27.00				COAST TI
DD	3108678.008	B3300, SQUARE MOUNTING G	\$62.50	\$96.88	\$106.55	\$87.20				DOMETIC
MY	PUMPEP678	FLOJET 1/2" THREADED STRA	\$1.20	\$3.59	\$3.95	\$3.60	0			
MY	REFCP678	FREEZER DOOR SEAL RM231U	\$55.00	\$72.68	\$79.95	\$72.70	0			

Part Count = 33

Buttons: Add, Edit, View, Print List, Select, Cancel

You will see a listing of the part numbers ending in *678 and from this list you can select the part by left clicking on it and then left clicking the Select button to bring this part to the invoicing screen.

The Second search option is by description. You can enter a brief description of the part required to help find it.

INVOICE - Retail - CANTERBURY										
Part Number	Description	QOH	Location	Quantity	Qty Supplied	Price Code	-Disc%	Unit Price	Total (Inc)	
	*7 pin									

Enter in a brief description with your * Wildcard again and press enter the system will once again display part numbers with the description you have entered.

Part Selection Form - CANTERBURY

Franchise: [Dropdown] Part Number: [Text] Branch: CANTERBURY

Description: *7 pin Parts Group: [Dropdown]

Location: [Text] Supplier: [Dropdown]

Show Inactive Parts Hide Zero QOH Parts

Show Picture Show Thumbnails

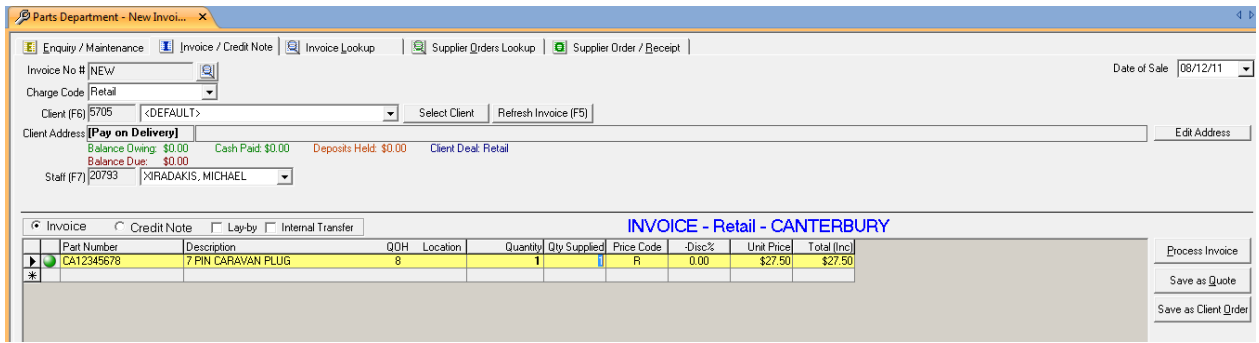
Search

	Fra	Part Number	Description	Cost (Ex.)	List (Ex.)	Retail (Inc.)	Trade (Ex.)	QOH	Location	Group	Supplier
	AL	CMP-B42BL	7 PIN PLASTIC SOCKET IN BLI	\$5.24	\$11.77	\$12.95	\$11.75	0			ALANCO
	AL	CMP-B4BL	7 PIN FLAT TRAILER PLUG	\$4.50	\$10.86	\$11.95	\$10.85	0			ALANCO
	AL	CMP-N82042BL	7 PIN FLAT TRAILER SOCKET	\$4.08	\$9.55	\$10.50	\$9.55	0			ALANCO
	CA	035824	ARK 7 PIN TRAILER PLUG FLA	\$5.95	\$10.95	\$12.05	\$10.95				CAMEC P
	CA	035825	ARK 7 PIN CAR SOCKET FLAT	\$5.50	\$9.68	\$10.65	\$9.70				CAMEC P
	CA	035828	ARK 7 PIN CAR TO 7PIN VAN F	\$13.10	\$22.91	\$25.20	\$22.90				CAMEC P
	CA	035829	ARK 7 PIN FLAT TO 6 PIN RD \	\$160.00	\$22.73	\$25.00	\$22.75				CAMEC P
	CA	035830	ARK 7 PIN FLAT TO 7 PIN RD \	\$13.00	\$22.00	\$25.10	\$22.00				CAMEC P
	CA	12345678	7 PIN CARAVAN PLUG	\$10.00	\$25.00	\$27.50	\$20.00	8			CAMEC P
	CO	500-02504	TRAILER PLUG 7 PIN SMALL E	\$4.13	\$5.90	\$6.50	\$5.90				COAST TI
	CO	500-02506	CAR SOCKET 7 PIN SMALL RO	\$7.15	\$10.12	\$11.15	\$10.10				COAST TI
	CO	500-02514	CAR SOCKET 7 PIN LARGE RO	\$5.06	\$6.60	\$7.25	\$6.60				COAST TI

Part Count = 34

Active Inactive Add Edit View Print List Select Cancel

The list of part numbers appears with the description you have typed and you can now select the part number you require and left click the select button to bring the part back to the invoicing screen.

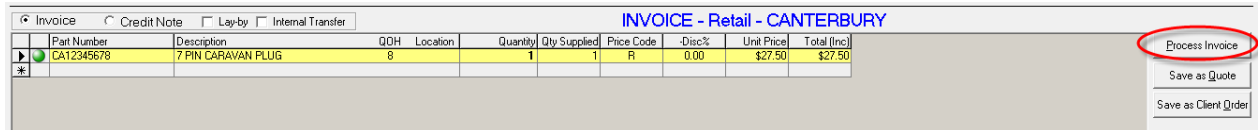


You will now see the part number and description of the part appear. The Green circle indicates that the part is active. The QOH (Quantity on Hand) shows how many you have on hand. The Quantity is how many you are supplying to the client and Quantity Supplied is how many you are actually supplying to the client. The Price code is R for retail and the unit price inclusive of GST is displayed.

When you are ready to invoice the part you do the following process.

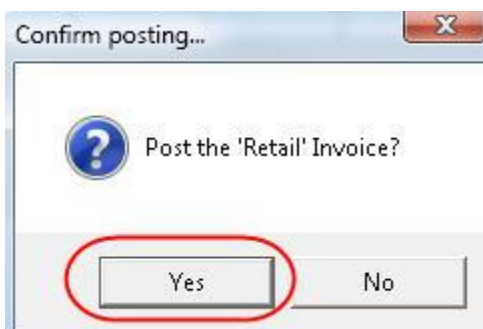
Post & Print Invoice

When you have finalised your parts invoice and are ready to get the money from the client for the invoice, you need to select the Process Invoice button. The Total Owing amount is displayed in the Total Owing (inc. GST) field.



After selecting the Post and Print Invoice button the following screen will appear.

Select Yes to Post the 'Retail' Invoice.



You will now see the Method of Payment screen appear. This shows you the Sale Total, any Deposits or Gift Vouchers that have been allocated and the Total Owing amount.

You also have all of your payment method options like Cash, Eftpos and Visa etc that you can use to identify how the client is paying.

Method of Payment

Sale Total \$27.50

- Deposit/Gift Voucher Add \$0.00

Total Owing \$27.50

Method of Payment	Amount	Surcharge
Cash	\$0.00	
Eftpos	\$0.00	
Cheque	\$0.00	
Account	\$0.00	

Total Payment \$0.00

Change / Cash Out N/A

Print Receipt Cancel OK (F8)

We have selected the client as paying Cash for \$30.00. The system will now show the Change / Cash Out amount. Left click the OK button and the system will print a receipt for you and the invoice has been fully closed out.



Method of Payment

Sale Total		\$27.50
- Deposit/Gift Voucher	Add	\$0.00
Total Owing		\$27.50

Method of Payment	Amount	Surcharge
Cash	\$30.00	
Etapos	\$0.00	
Cheque	\$0.00	
Account	\$0.00	

Total Payment	\$30.00
Change / Cash Out	\$2.50

Invoice# 1176

Do you wish to Print this Invoice?

Yes No

Left click Yes to print the invoice out for the client, this can be an A4 invoice or a receipt docket depending on your setups.

Finalised Parts Invoice –

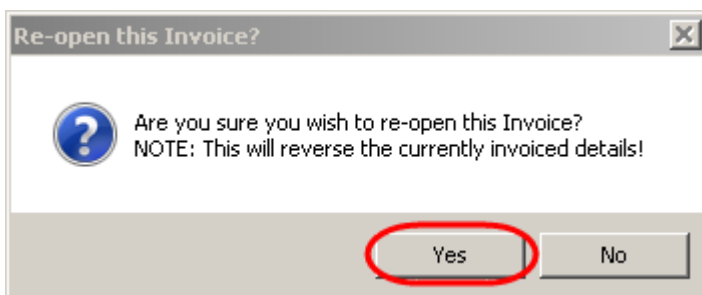
When the invoice is closed out, you can check the status of the invoice you have just processed. Left click the Invoice Lookup Tab and you will see that the invoice has invoiced status which is identified by a Red circle. The total of the invoice is displayed, the amount paid and the Balance owed on the invoice. The invoice lookup screen can be used for any date range to lookup past invoices.

Doc #	PO	Date	Time	Client	RO #	Stock #	Staff	Type	Charge Type	\$Total	\$Amt Paid	\$Balance	TFR	Vehicle	Eng/Cha/VIN	Rego
23716		8/12/2011	09:33 AM	<DEFAULT>			Michael Xie	Invoice	RETAIL - CHA	\$27.50	\$30.00	\$0.00				
23715		8/12/2011	08:25 AM	CASH SALES			Michael Xie	Order	RETAIL	\$62.90	\$0.00	\$62.90				
23714		8/12/2011	08:15 AM	CASH SALES			Michael Xie	Invoice	RETAIL - CAS	\$56.00	\$56.00	\$0.00				

If you have made a mistake on the parts invoice you can simply right click on the invoice and left reopen to correct any mistakes you may have made. This takes you straight back to the invoicing screen for the original document.

Print - print this Invoice (Doc No: 23716)
 Preview - preview this Invoice (Doc No: 23716)
 Allow Multi Select - Allows you to print/preview multiple invoices/order together (Hold 'CTRL' + click on invoices/order)
 Preview Special - preview this Invoice (Doc No: 23716) in a different format
 Invoice Notes - View/Edit any Invoice/User Notes left on this Invoice (Doc No: 23716)
 Email - email this Invoice to <DEFAULT>
 Printer Settings - adjust the Invoice Printer Settings
Re-Open - re-open this Invoice (Doc No: 23716)
 Credit/Reverse - credit/reverse part or all of this Invoice (Doc No: 23716)
 Copy - copy this Invoice (Doc No: 23716) to a New Quote/Order
 Serial Numbers - allocate serial numbers on this Invoice (Doc No: 23716)
 Client History - view the Invoice or Order history for <DEFAULT>
 View Orders - view parts currently on Supplier Order for <DEFAULT>
 Back Orders - view parts currently on Supplier Back Order for <DEFAULT>
 Supplier Order - add the items of this Invoice to a Supplier Order
 View Payment - view the Method of Payment for this Invoice (Doc No: 23716)
 Ledger Enquiry - view the Ledger Enquiry for this Invoice (Doc No: 23716)

A warning message will pop up confirming do you wish to re-open the invoice, click on 'Yes' to confirm



Adding a Security Deposit to a Parts Invoice

Whilst in the Invoice processing screen, you get the option to add a security deposit to the clients order. This is done via the following process -

Invoice No # [NEW] Date of Sale [08/12/11]

Charge Code [Retail]

Client (F6) [20793] XIRADAKIS, MICHAEL Select Client Refresh Invoice (F5)

Client Address [Pay on Delivery] [333 Canterbury Road, Canterbury, Vic 3126 BH: (00) 000-0000 AH: (00) 000-0000 MGB: (00) 000-0000] Edit Address

Balance Owing: \$0.00 Cash Paid: \$0.00 Deposits Held: \$0.00 Client Deal: Retail

Balance Due: \$0.00

Staff (F7) [20793] XIRADAKIS, MICHAEL

Invoice Credit Note Lay-by Internal Transfer

INVOICE - Retail - CANTERBURY

Part Number	Description	QOH	Location	Quantity	Qty Supplied	Price Code	Disc%	Unit Price	Total Inc
CAT2345678	7 PIN CARAVAN PLUG		7	1	1	R	0.00	\$27.50	\$27.50

Process Invoice

Save as Quote

Save as Client Order

Save as Layby

Clear Screen

Freight Method

Freight Cost (inc.GST) \$0.00

Total (inc.GST) \$27.50

Deposit/Gift Voucher Amt: \$0.00 **Add Deposit / GV**

Total Owing (inc.GST) \$27.50

Charge Code Shortcuts Invoice Notes User Notes Part Notes

Account = Ctrl + A W/Shop Consumables = Ctrl + I
 Retail = Ctrl + C Caravan Sales = Ctrl + V
 Repair Order = Ctrl + R
 Caravans_Motorhomes = Ctrl + N
 Select Account = Ctrl + S
 Return for Credit = Ctrl + B

Left click the Add Deposit / GV button to add a security deposit or gift voucher.

Confirm save...

To record a deposit you must first save this order?
Do you wish to save this order now?

Yes No

You will be prompted to Save the order now, Left click Yes.

Recorded Deposits..

Date	Client	Pmt Type	Reference	Ref Type	Amount
					Total \$0.00

Select... **Add...** Delete Refund Gift Voucher Receipt Save Cancel

To record the security deposit, left click the Add button.

+ Add Sale Deposit...

Client Name [20793] Michael Xiradakis

Deposit Date [08/12/11]

Payment Type [Cash]

Amount [\$10.00]

Do Not Use Invoice Number as Deposit Reference

Reference [23717]

OK Cancel

Allocate how the client is paying the deposit and the amount being paid. Click the 'Ok' button to add the deposit.



Date	Client	Pmt Type	Reference	Ref Type	Amount
08/12/11	Michael...	Cash	23717	PI	\$10.00

Total \$10.00

Buttons: Select... Add Delete Refund Gift Voucher Receipt Save Cancel

You will now see that the Deposit has been added to the order, the order reference is listed and the Reference type PI (Parts Invoice) is stated. You can print the deposit receipt if required by left clicking the Receipt button. Click 'Save' to save the deposit to the order.

Freight Method

Freight Cost (inc. GST) \$0.00

Total (inc. GST) \$27.50

Deposit/Gift Voucher Amt - \$10.00 Add Deposit / GV

Total Owing (inc. GST) \$17.50

You can now see the total of the invoice is \$27.50; the deposit amount is \$10.00, which has reduced the Total Owing (inc. GST) amount to be \$17.50.

Click the Save as client order button to save the client invoice on the system.

Processing a Parts Quote

To process a parts quote, it is exactly the same process as processing a parts invoice, except you do not Post and Print the Invoice to finalise it with payment. You select the Save as Quote button as per below.

Invoice No # NEW Date of Sale 08/12/11

Charge Code Retail

Client (F6) 20793 XPRADAKIS, MICHAEL Select Client Refresh Invoice (F5)

Client Address [Pay on Delivery] 333 Canterbury Road, Canterbury, Vic 3126 BH: (00) 000-0000 AH: (00) 000-0000 MOB: (00) 000-0000 Edit Address

Balance Owing: \$0.00 Cash Paid: \$0.00 Deposits Held: \$0.00 Client Desk: Retail

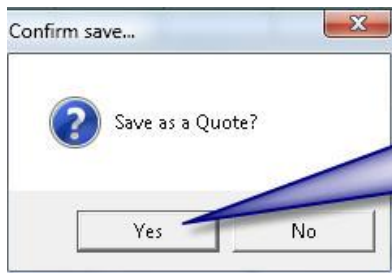
Staff (F7)

Invoice - Retail - CANTERBURY

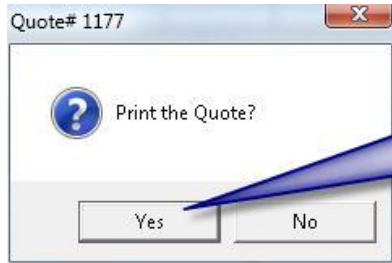
Part Number	Description	QOH	Location	Quantity	Qty Supplied	Price Code	Disc%	Unit Price	Total (Inc)
CA12345678	7 PIN CARAVAN PLUG		7	1	1	R	0.00	\$27.50	\$27.50

Buttons: Process Invoice Save as Quote Save as Client Order Save as Layby Clear Screen

After selecting the Save as Quote button the following appears on screen.



You are prompted with the question do you wish to Save as a Quote? Left click Yes.



You are then prompted with the question do you wish to Print the Quote? Answer Yes to this.

You will now see when selecting the Invoice Lookup screen that the Quote has been saved into the system, the type is Quote, the total is displayed and if any amount has been paid.

Doc #	PO	Date	Time	Client	RO #	Stock #	Staff	Type	Charge Type	\$Total	\$Amt Paid	\$Balance	TFR
23717		8/12/2011	09:57 AM	XIRADAKIS, MICHAEL			Michael	Quote	RETAIL	\$27.50	\$0.00	\$27.50	
23716		8/12/2011	09:33 AM	DEFAULT			Michael	Invoice	RETAIL - CHA	\$27.50	\$30.00	\$0.00	
23715		8/12/2011	08:25 AM	CASH SALES			Michael	Order	RETAIL	\$82.50	\$0.00	\$82.50	
23714		8/12/2011	08:15 AM	CASH SALES			Michael	Invoice	RETAIL - CAS	\$55.00	\$55.00	\$0.00	

Ordering Stock Not on Hand for a Client Order

To order stock that is not on hand for a client order is performed exactly the same way as processing an invoice, but done via the following process.

You will see that the Quantity for the part number to be sold 1, but the QOH for the part is 0. The Quantity supplied is 0 and the Green circle with the '!' mark next to the part number indicates insufficient QOH and this triggers the system to order the part for you from the supplier. To get this part ordered, left click the Save as Client Order button.

You can also insert Invoice notes on the invoice if you require, these will print on the invoice or you can insert User notes which will be for only internal use if necessary. If

there is a freight charge you need to apply to the invoice to charge the client, this can be done in the Freight Cost (inc. GST) field and the Freight Method can also be entered.

When you left click the Save as Client Order button, the following process occurs.



Ordering the Parts Required –

The place client order Parts on Supplier Order screen now appears and gives you the option to add the part to a Daily or Stock Order. In this example the Daily Order tick box is ticked and will add to the open Daily order for supplier Jayco Australia. If you wish to order the part on a Stock Order, then simply left click the S = Stock Order tick box. You can edit the Part number, view the part number and preview the order if required from this screen.

Order Required Parts

Place Client Order Parts on Supplier Order

It appears that you need to order some parts from your suppliers to fill this clients order.
Please review the parts below to add the required quantities to the appropriate suppliers orders.
NOTE: If you don't wish to order the part then untick the box in the first column of the list.

Client: 20793 Xiradakis, Michael
Address: 333 Canterbury Road , Canterbury, Vic 3126
BH: (00) 000-0000 AH: (00) 000-0000 MOB: (00) 000-0000
Staff Member: 20793 Xiradakis, Michael

Legend:
● Already Ordered
● On BackOrder
● Sufficient QOH
● Insufficient QOH

D = Daily Order
S = Stock Order

	Part Number	Description	QOH Location	Supplier	Order No	Staff	Order Qty	D	S
<input checked="" type="checkbox"/>	CA000122	ROLLOUT PANTRY 2X110MM BASKET	0	Camec Pty Ltd - Dar	NEW	NEW	1.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: Edit Part, View Part, Preview Order, Only Show Active Suppliers, Add to Orders, Cancel

Left click the Add to Orders button to proceed.

Orders Created/Updated

The following Supplier Orders have been Created/Updated: -
4502, Camec Pty Ltd - Dandenong - DAILY ORDER

OK

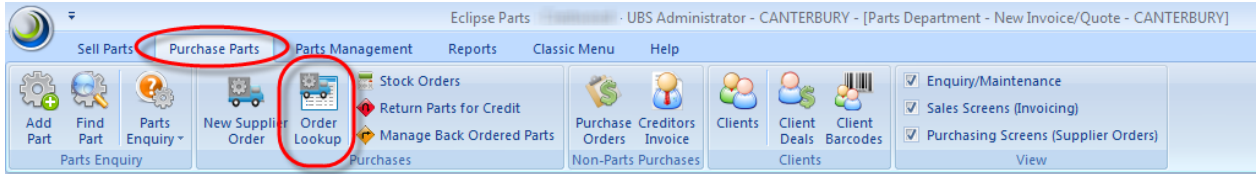
The system now tells you the following Supplier Orders have been created/updated. Click the 'Ok' to continue.

Receipting and Editing Supplier Orders -

Purchase

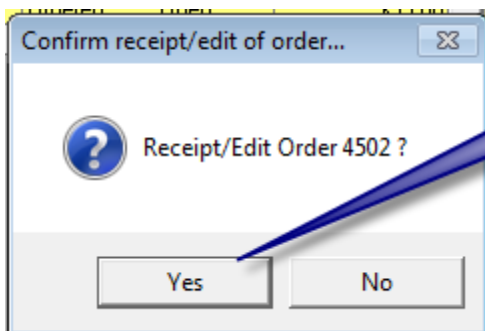
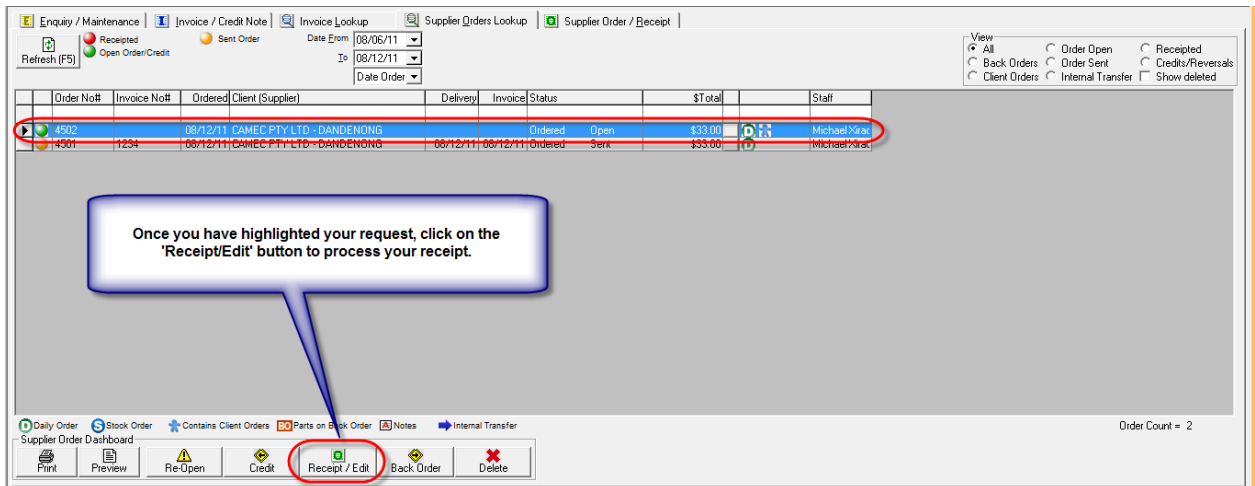
Parts

To edit or receipt a supplier order, you need to left click the Supplier Orders Lookup Tab as per below.



You will see all of your orders that are in the system from your suppliers in here.

These are presented as Daily Orders by a D or Stock orders as an S. Search filters can be used to find your orders as well. Order # 4502 which was created as daily order from the previous exercise is displayed. To receipt this order, we need to click on the order to highlight it and left click the Receipt / Edit button.



Click 'Yes' to continue with the Receipt/Edit of this order.

The system now takes you to the Supplier Order / Receipt screen. The first thing you need to do is send the supplier order to your supplier, this is done as per below.

Left click Save as Order and the following will appear on the screen.

Confirm the order by left clicking Yes to Save.

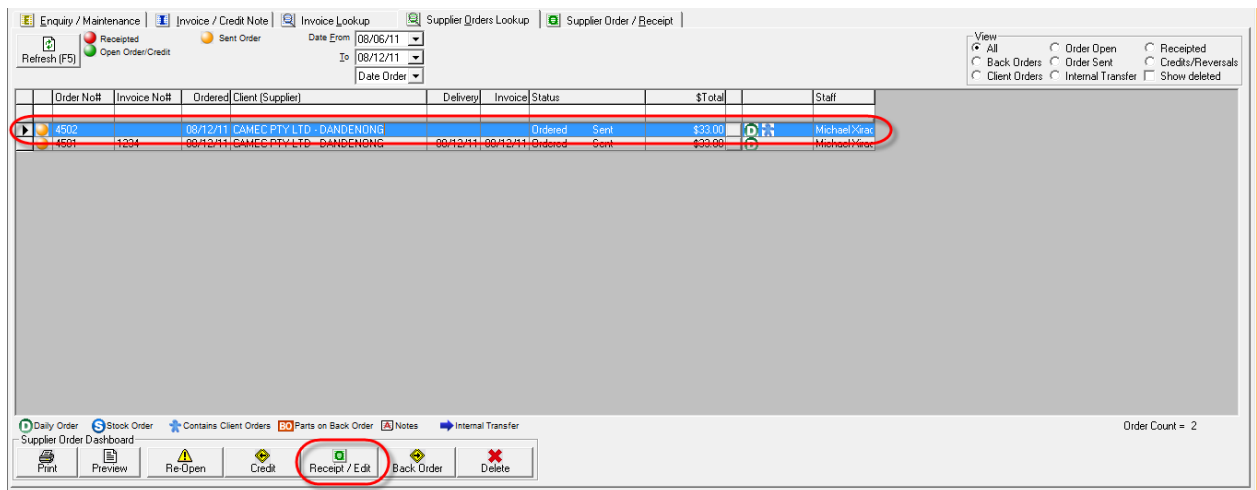
Answer Yes to do you wish to Print / Transmit the order, this will allow the order to be transmitted to Jayco Australia.

You then need to answer the question if you wish to mark the order as sent to the supplier. Answer Yes to this and no more daily orders will be added to this order 1033, they will be added to new Daily orders created by the system.

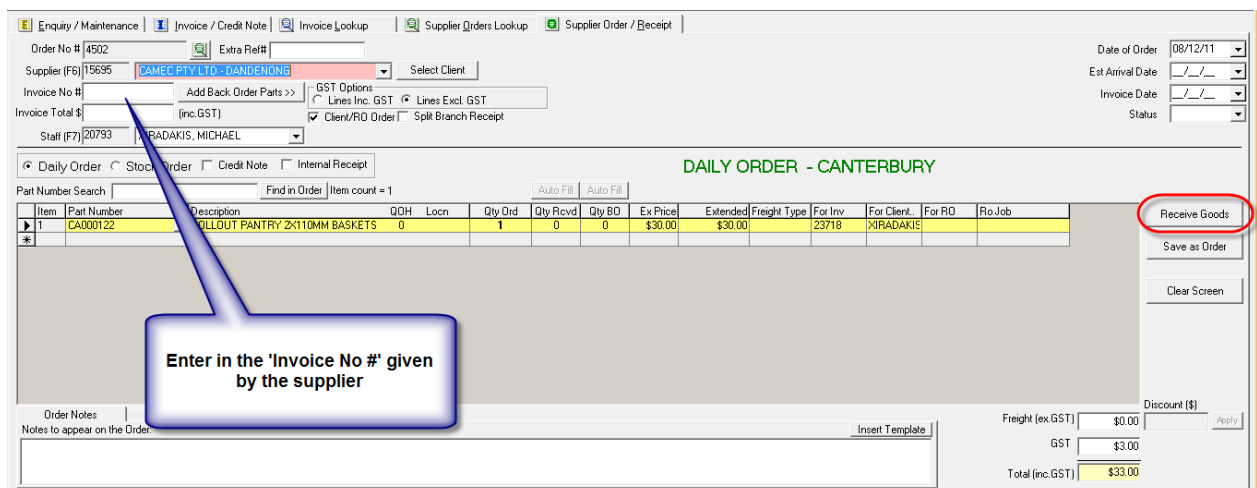
Left click on the Supplier Orders Lookup screen now and you will see the order has changed status from Open Order/Credit to Sent Order. This is highlighted by an Orange circle.

Order No#	Invoice No#	Ordered	Client (Supplier)	Delivery	Invoice	Status	\$Total	Staff
4502		08/12/11	CAMEC PTY LTD - DANDENONG			Ordered Sent	\$33.00	Michael Xirac
4501	1234	08/12/11	CAMEC PTY LTD - DANDENONG	08/12/11	08/12/11	Ordered Sent	\$33.00	Michael Xirac

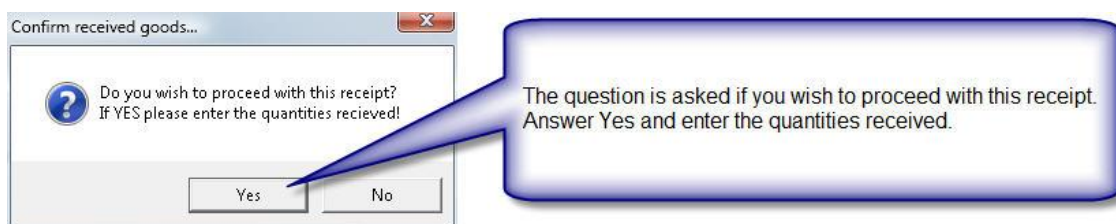
When the supplier sends you your order and stock, find your order again and left click the Receipt/Edit button as per below.



This is where you enter the receipt information from the supplier. The GST Options tick box needs to be checked if the supplier supplies the order as GST Inc or GST Ex. The suppliers invoice number needs to be entered, the pricing of the part from the supplier needs to match in the Inc Price column. Once this is entered, left click the Receive Goods button as per below.



After left clicking the Receive Goods button, the following process needs to be followed.



Left click the Auto Fill button and you notice that all parts in the order will automatically populate with the quantity ordered amount in the quantity received column. This speeds up your receipt process. You can also individually enter the quantities received as well. If you enter 0 as the Qty received, the quantity Back Ordered column will populate automatically and will go into your Backorder parts process to be processed later. Left click Auto Fill to see how the system populates the quantity received column.

Item	Part Number	Description	QOH	Locn	Qty Ord	Qty Rcvd	Qty BO	Ex Price	Extended	Freight Type	For Inv	For Client	For RO	Ro Job
1	CA000122	ROLLOUT PANTRY 2x110MM BASKETS	0		1	0	0	\$30.00	\$30.00		23718	XIRADAKIS		

You can now see that the quantity received column is populated. You can also enter in your Freight amount in the Freight (ex. GST) Field. You will see the Total including GST field is populated with totals of all lines received plus the freight amount. You can enter in Order notes to appear on the order if required and any user notes to be used internally. Click 'Process Receipt' to confirm the receipting of order # 4502.

Item	Part Number	Description	QOH	Locn	Qty Ord	Qty Rcvd	Qty BO	Ex Price	Extended	Freight Type	For Inv	For Client	For RO	Ro Job
1	CA000122	ROLLOUT PANTRY 2x110MM BASKETS	0		1	1	0	\$30.00	\$30.00		23718	XIRADAKIS		

Freight (ex. GST)	\$0.00
GST	\$3.00
Total (inc. GST)	\$33.00

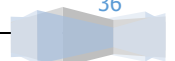
Confirm receipting...

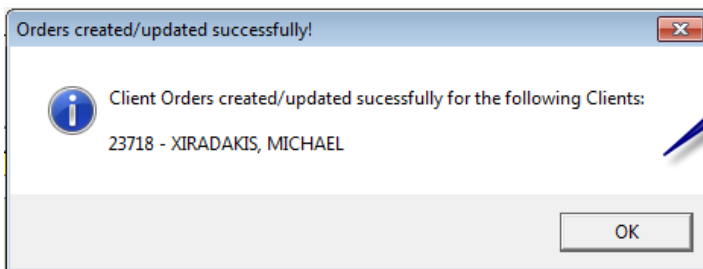
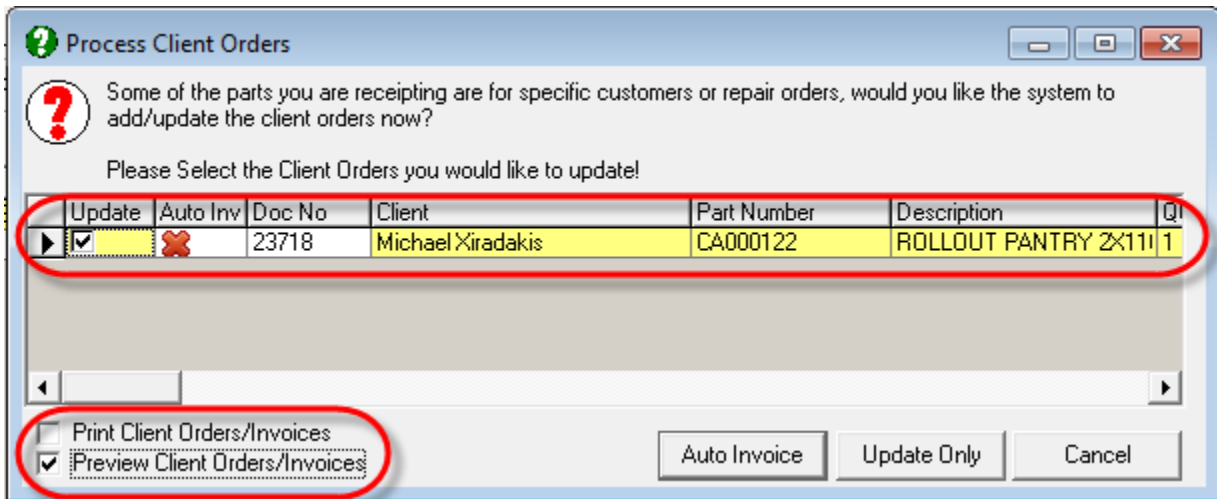
Do you want to receipt this order, update your stock quantities and post the invoice to your accounting system?

Yes No

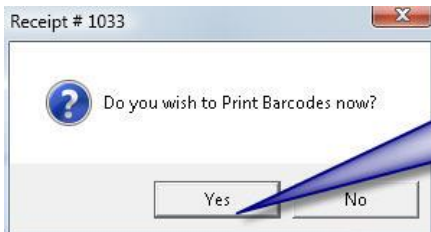
Answer Yes to you wish to receipt this order and update your stock quantities and post the invoice to your accounting system.

The system will then indicate to you who the part is ordered for. You can Print or Preview the client orders / invoices from here you wish, Auto Invoice the customer or Update the order only.



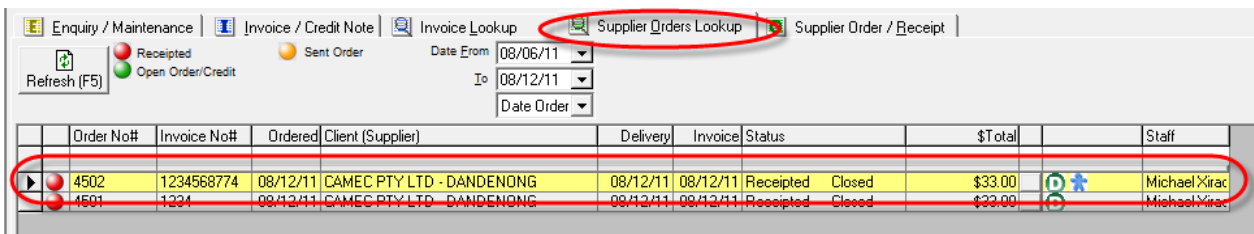


This system confirms the client order '23718' for Michael Xiradakis has been updated.

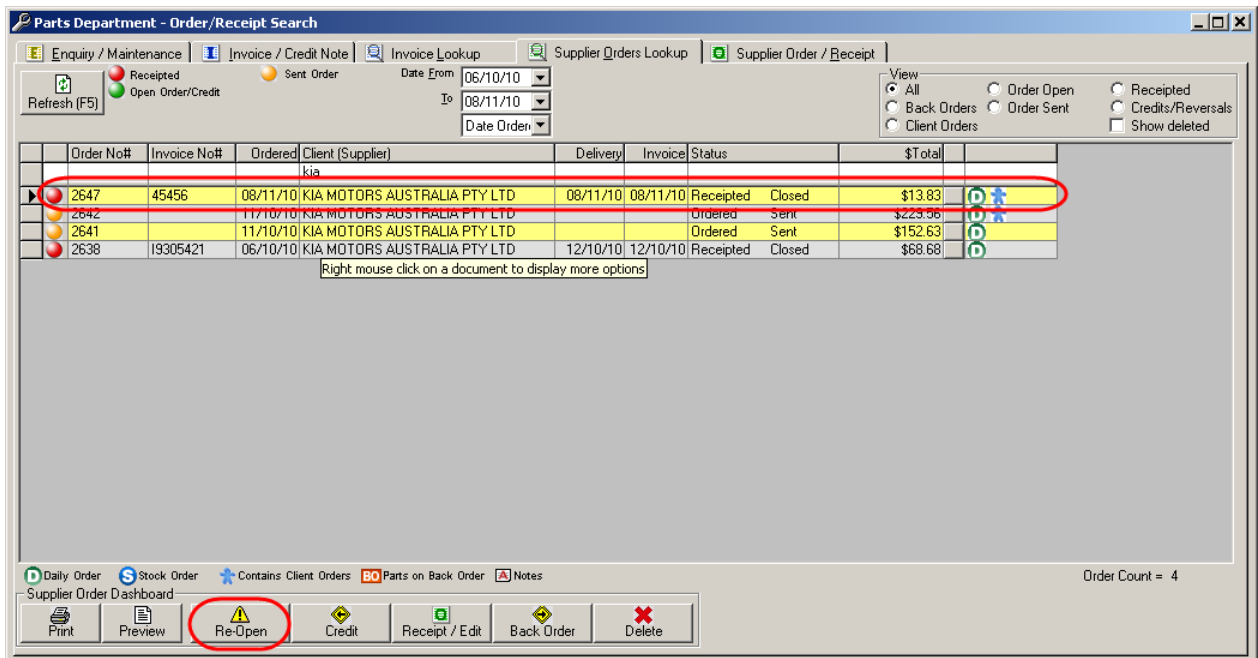


The option for printing barcodes is available now as well. If you wish to print barcodes, left click Yes and this will take you to the barcode printing area of the system.

This part has now been completely receipted into the system. Left click the Supplier Order / Receipt Tab now and you will see the status of supplier order 4502 has changed to receipted and closed.



If you have made a mistake on the order, left click on the order and left click the Re-Open option button at the bottom of the screen. This will take you back to the receiving screen where you can make the required changes.

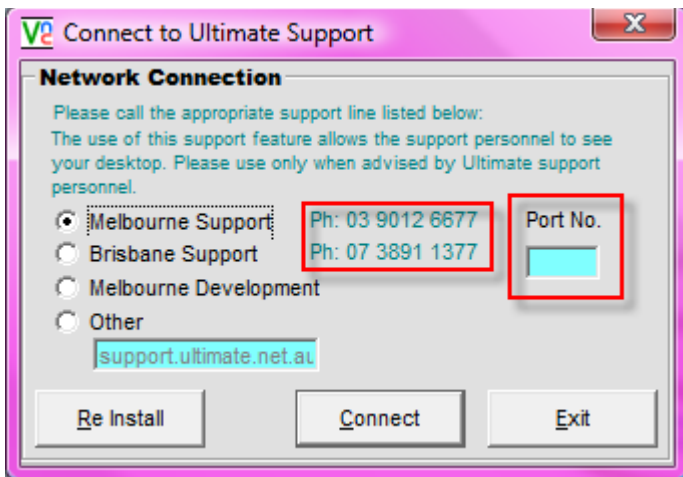


You can now access the client order related to the supplier order and notify the client their stock is in and go through the normal invoicing process as required to invoice the client.



Live Support

This feature allows the Ultimate Support team to connect into your computer port number and take control of your desktop.



To connect UBS in you will need to give us a call and we can give you our port number.

