

# Generic Parts

Processing NPN Parts in Autosoft.



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# Table of Contents

<b>Generic Parts In Autosoft</b>	<b>3</b>
What is a Generic Part Code	3
Common mistakes made with Generic Parts in Autosoft	4
What is 'Adjustment - Purchase Minus Stock?' Why is it important?	6
Purchase Minus Cost Errors	7
So I have Minus Cost Errors! What do I do?	15
Make the Old Part Code Inactive	23
New Settings to Handle NPN Parts Correctly	25
Create the New Part Code	36
Sell as Usual	39
New Creditor Invoice Entry	40

## Generic Parts In Autosoft

### What is a Generic Part Code

A 'Generic Part Code' is a name given to a code that has been created to accommodate many different miscellaneous parts.

See below an example of a Generic part code.

The screenshot shows the 'Stock Master File' window with the following data:

Field	Value
Item Code	MISC
Category	1 - Parts
Group	NPN Parts
Price Group	Not Defined
Supplier	"NOT DEFINED"
Word Search	
Options Type	Stock
Location 1	
Location 2	
Unit Qty	Each
Buy Pack Qty	0
Sell Pack Qty	0
Sell Qty	0
Deposit Charge	\$0.00
Franchise	
Duty Percent	0.00
Weight	0.00
Stock Holding Qty On Hand	-19.00
Stock Holding Qty On Order	0.00
Stock Holding Qty Returned	1.00
Stock Holding Qty Reserved	1.00
Stock Holding Qty Delivered	0.00
Stock Holding Qty Backorder	0.00
Stock Value	\$38,927.20
Cost Prices Average Cost	-1946.3600
Cost Prices Last Cost	-1946.36
Cost Prices Current Cost	14.00
Cost Prices Landed Cost	0.00
Cost Prices Shipping Cost	0.00
Cost Prices Stock Order	0.00
Cost Prices Date Created	31/08/2011
List Price	0.00
Supersedes To	0

In the real world, not all parts that are sold will have a part number. Even some parts that do have a part number are simply a one-off so you will not want to set up a code for them each time, so having a code like 'MISC' is a good idea but there are also some very important setup steps that are required.

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## Common mistakes made with Generic Parts in Autosoft

There are some important setup steps that are required in Autosoft if you are going to use a part like 'MISC'. Firstly you must inform the software that the code you are entering is not a real part code, secondly you are best to use a standardised code like 'NPN' (No Part Number) so that everyone (including Autosoft Support) knows what the intended purpose of the part code is.

### Special setup criteria

Informing the system that the part code is not a 'real' code is very important, it does two things to the way the system behaves:

1. Turns off the quantity counter
2. Stocks the calculation of average cost

Turning the quantity counter off is very important, it is very likely that many of the parts sold will not be acquired using a creditor invoice. When parts are sold without the creditor invoice being entered for acquisition you end up with a negative balance. When this process is repeated the negative balance continues to grow.

Stopping the system from calculating the average cost is very important, as there are many different parts being passed through the stock code it is highly likely that they will all have different cost prices. If every part had a creditor invoice this may not be a complete disaster as they would all average out in the end, however as we discussed regarding the quantity counter this is not the case.

To setup your part code correctly you should make sure the 'Don't Update Quantity' tick box is checked. This is illustrated below, you will find this tick box on the 'Stock Options' tab.

The screenshot shows the 'Stock Master File' window with the 'Stock Options' tab selected. The 'Item Code' is 'NPN01' and the 'Description' is 'No Part Number'. The 'Category', 'Group', 'Price Group', and 'Supplier' are all set to '\*\*NOT DEFINED\*\*'. The 'Don't Update Qty' checkbox is checked and highlighted with a red box. A red arrow points to the 'Stock Options' tab.

Field	Value
Item Code	NPN01
Description	No Part Number
Description 2	
Brand	
Category	**NOT DEFINED**
Group	**NOT DEFINED**
Price Group	**NOT DEFINED**
Supplier	**NOT DEFINED**
Word Search	

Reorder Options:

Weeks Cover:	0	Sell Category:	
Maximum:	0	<input type="checkbox"/> Warehouse Supplier	
Minimum:	0	<input type="checkbox"/> Don't Reorder	

Stock Updates:

Update Type:	
<input type="button" value="Backorder Maintenance"/>	<input type="button" value="Run"/>

Dymo Label Options:

<input type="button" value="Print for this Stock Item"/>	
Template Name:	
Dymo Printer:	DYMO LW 450 Turbo

Select Records to View:

<input checked="" type="radio"/> All Stock	<input type="radio"/> Stock Items	<input type="radio"/> Pricing	<input type="radio"/> Consumables
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When Saving, don't also Clear

This Tick box needs to be checked as soon as the part is first setup, ticking the 'Don't Update

Qty' later will not correct problems that have occurred.

What happens if the setup criteria is not met

If the 'Don't Update Qty' is not ticked, the following problems will arise.

- Firstly it is very likely that the Quantity will become negative and continue to climb into negative, over time if many NPN/MISC parts are sold this could reach several hundreds.
- Secondly False stock value, the negative balance multiplied by the average cost will reduce the total stock reported on the 'Stock Value Report'
- Thirdly the system will calculate and post 'Adjustment - Purchase Minus Stock' transactions every time a creditor invoice is posted using this part code, this transactions will not reflect reality, as the code is not a real part.

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## What is 'Adjustment - Purchase Minus Stock?' Why is it important?

The 'Adjustment - Purchase Minus Stock' is a function in the system that makes it possible to sell into Negative Quantities and maintain correct Cost of Sales and Gross Profits. The function can best be explained with a scenario.

### Scenario

The Autosoft Garage has 1 x Z9 filter in stock the part was purchased on the 10/11/2011 for \$15.00

On the 12/11/2011 2 x Z9 filters were sold making the quantity -1.

The second Z9 was purchased on the 12/11/2011 for \$16.00 however the invoice was not entered until 14/11/2011.

Calculation of Cost of sales. When the filters were sold on 12/11/2011 the system had the average cost of \$15.00 so the cost of sale would have been calculated at  $2 \times \$15.00 = \$30.00$ . However we can see when the creditor invoice for the second filter was received and entered it was for \$16.00 So the true cost of sale is \$31.00.

Adjustment - Purchase Minus Stock - Is the function responsible for picking up the extra dollar and posting the 'Adjustment' to increase the Cost of sale by \$1 and reduce the Inventory balance by \$1.

If 'Adjustment - Purchase Minus Stock' wasn't active then this adjustment would not take place, and the Cost of Sales and Inventory balance would be wrong.

## Purchase Minus Cost Errors

When a generic part code engages the 'Adjustment - Purchase Minus Cost' there are negative consequences. Consider the following scenario.

The Autosoft Garage has a part code called 'MISC', on 1/11/2011 2 x Fan belts are sold to a customer for a 1976 Cortina. The parts were sourced from an old stock bin in the back of the store room, the parts were written off many years ago, there is no part code for them in the system.

The 2 x parts were added to the customers invoice using the 'MISC' part code, and sold for \$15.00 each.

**Invoice View**

Account Name: Cash Sale    Invoice Type: Invoice    Credit Period: Current

Suburb:    Sales Person: P1

Cash    Ref: 1822    Date: 1/11/2011    Order #:

Item code >>	Desc	Qty ordered	Supplied	Back Order	RRP	Unit	Deposit	Amount	GST Incl
MISC	Miscellaneous Part	2.00	2.00	0.00	\$16.50	\$15.00	\$0.00	\$30.00	\$33.00
		1.00	1.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SOH: 0    0.00    0.0%    Item Sequence    Send Invoice via:  Printer  Email  Fax

Recall Invoice	Abort Invoice	Copy Invoice	Save Invoice	Sub Total:	\$30.00	G.S.T.:	\$3.00
Preview	Print Pick Slip	Print Label	Credit Returns	Freight:	\$0.00	Rounding:	\$0.00
PML Lookup	Alternate/IRN	Back Orders	Lost Sale	Discount Value:	\$0.00	Invoice Total:	\$33.00

Discount Reason:

At the end of the day the Quantity for 'MISC' was -2, and the average cost is \$0.00 as no creditor invoice has or ever will be entered for the old fan belts.

**Stock Master File**

Item Code: MISC      Category: \*\*NOT DEFINED\*\*  
 Description: Miscellaneous Part      Group: \*\*NOT DEFINED\*\*  
 Description 2:      Price Group: \*\*NOT DEFINED\*\*  
 Brand:      Supplier: Sundry Supplier  
 Sync with PML      Word Search:

Stock | Pricing | Branch Stock | Stock Options | Query | Promo | Cross References | Kits | Pictures | Product Information | Online Shop Details

Options: Type: Stock  
 Location1:      Location2:      Unit Qty: Each  
 Buy Pack Qty: 0      Sell Pack Qty: 0      Sell Qty: 0  
 Deposit Charge: \$0.00      Franchise:      Duty Percent: 0.00      Weight: 0.00

Stock Holding: Qty On Hand: -2.00  
 Qty On Order: 0.00      Qty Returned: 0.00  
 Qty Reserved: 0.00      Qty Delivered: 0.00  
 Qty Backorder: 0.00      Stock Value: \$0.00

Cost Prices: Average Cost: 0.0000  
 Last Cost: 0.00      Current Cost: 0.00  
 Landed Cost: 0.00      Shipping Cost: 0.00  
 Stock Order: 0.00      Date Created: 4/03/2011

List Price: 7.95  
 Supersedes To: 0  
 Clear      Create

On the 4/11/2011 a second hand engine was purchased for a 2006 Camry. The engine was sold to the customer for \$3,600 plus fitting. The engine is an unusual part, and unlikely to be purchased again, so it was placed on the customers invoice using the 'MISC' part code.

**Invoice/Repair Order**

Rego: AJE22M      Add New Vehicle      History      Type: Invoice  
 Billing Code: 112313      Name: Gorski, Gavan      Advisor: P1  
 Select by Customer      Change Bill To: Account      Invoice Status: Open  
 Ref: 1823      Date Posted: 4/11/2011      Date: / /  
 Job #: 1823      Drop Off Time: 0.00      Pick Up: 0.00  
 Order Number:

1 Jobs / Parts | 2 Notes | 3 Stock | 4 Analysis | 5 Vehicle | 6 Hours | 7 Queries | Dismantling | Options | Messaging | Pictures | Parts Portal

Item >>	Desc	Sale Type >>	Mech Hrs	Qty	Unit Price	Amount	Allocated
	LABOUR [WORKSHOP]	1 - Retail	6.00	6.00	\$90.00	\$540.00	
MISC	Second Hand Motor	1 - Retail	0.00	1.00	\$3,600.00	\$3,600.00	

SOH: 22      0.00      100.00%      Status: 2 Work In Progress      Send Invoice via:  Printer       Email       Fax      Freight: \$0.00      Total G.S.T.: \$414.00

Internal: \$0.00      Invoice Total: \$4,554.00  
 Warranty: \$0.00      Mech Hours: 6.00

Recall Invoice      Abort Invoice      Unlock      Save Invoice      Finalise  
 Preview      Print Job Card      Print & Close      Pay Now  
 PML Lookup      Alternate/IRN      Job Centre      Print Pick Slip

So at the end of the day the Qty for 'Misc' is now -3

Stock Master File

Item Code: MISC  
 Description: Miscellaneous Part  
 Description 2:  
 Brand:

Category: \*\*NOT DEFINED\*\*  
 Group: \*\*NOT DEFINED\*\*  
 Price Group: \*\*NOT DEFINED\*\*  
 Supplier: Sundry Supplier

Word Search:

Options: Type: Stock  
 Location1:  
 Location2:  
 Unit Qty: Each  
 Buy Pack Qty: 0  
 Sell Pack Qty: 0

Stock Holding

Qty On Hand:	-3.00
Qty On Order:	0.00
Qty Returned:	0.00
Qty Reserved:	0.00
Qty Delivered:	0.00
Qty Backorder:	0.00

Cost Prices

Average Cost:	0.0000
Last Cost:	0.00
Current Cost:	0.00
Landed Cost:	0.00
Shipping Cost:	0.00
Stock Order:	0.00

Because at this point a 'MISC' has never been purchased the system has not posted any Cost of Sale for either of the two transactions.

The Average Cost for the Part is \$0.00

Stock Master File

Item Code: MISC  
 Description: Miscellaneous Part  
 Description 2:  
 Brand:

Category: \*\*NOT DEFINED\*\*  
 Group: \*\*NOT DEFINED\*\*  
 Price Group: \*\*NOT DEFINED\*\*  
 Supplier: Sundry Supplier

Word Search:

Options: Type: Stock  
 Location1:  
 Location2:  
 Unit Qty: Each  
 Buy Pack Qty: 0  
 Sell Pack Qty: 0

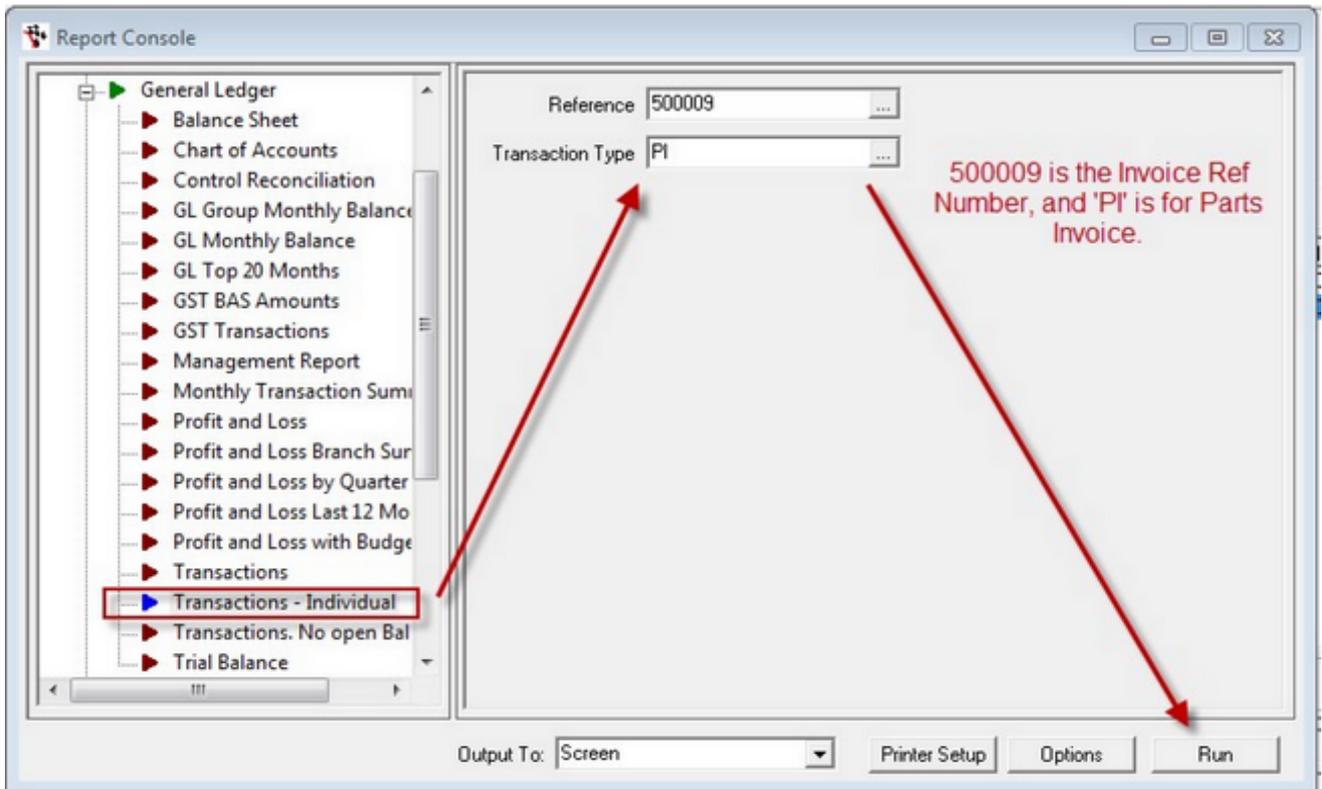
Stock Holding

Qty On Hand:	-3.00
Qty On Order:	0.00
Qty Returned:	0.00

Cost Prices

Average Cost:	0.0000
Last Cost:	0.00
Current Cost:	0.00

This can be checked by running the 'Transactions - Individual' report for the Invoices.



First the Parts Invoice for the old fan belts. - No Cost of Sales

**GL Individual Transaction** November 15, 2011 10:47 am

Br	GL Account	Date	REF2	Description	Debit	Credit
<b>Reference 500009. Transaction type: Parts Invoice.</b>						
1	9999-- Undeposited Funds	1/11/2011		Parts Invoice 500009	\$33.00	
		CASH	Cash Sale			
1	2050-0-0 - BALSHT-0 GST Collected	1/11/2011		Parts Invoice 500009		\$3.00
		CASH	Cash Sale			
1	3715-0-3 - PARTS-0 Sales - Parts Counter	1/11/2011		Parts Invoice 500009		\$30.00
		CASH	Cash Sale			
					<b>\$33.00</b>	<b>\$33.00</b>

The same for the Workshop Invoice - No Cost of Sales.

**GL Individual Transaction** November 15, 2011 10:49 am

Br	GL Account	Date	REF2	Description	Debit	Credit
<b>Reference 50455. Transaction type: Workshop Invoice.</b>						
1	1100-0-0 - BALSHT-0 Trade Debtors	4/11/2011	112313	Workshop Invoice 50455	\$4,554.00	
		112313	Gorski, Gavan			
1	2050-0-0 - BALSHT-0 GST Collected	4/11/2011	1823	Workshop Invoice 50455		\$414.00
		112313	Gorski, Gavan			
1	3620-0-4 - WSHOP-0 Sales - Service Labour	4/11/2011	1823	Workshop Invoice 50455		\$540.00
		112313	Gorski, Gavan			
1	3715-0-3 - PARTS-0 Sales - Parts Counter	4/11/2011	1823	Workshop Invoice 50455		\$3,600.00
		112313	Gorski, Gavan			
					<b>\$4,554.00</b>	<b>\$4,554.00</b>

On the 07/11/2011 Mary the bookkeeper for the Autosoft Garage processes the invoice for the Engine. The engine cost the business \$2700 to buy (+ GST) Mary uses the part code 'MISC' to enter the engine in the Creditors Invoice Entry.

The screenshot shows the 'Creditor Invoice' window with the following details:

- Supplier: Sundry Supplier
- Code: SUNDRY
- Reference: 3738
- Reference Date: 7/11/2011
- Invoice Status: Open
- Invoice Amount: \$2,970.00
- Type: Invoice
- Date Posted: 15/11/2011

Item Code >>	Supplier #	Description	Pack Qty	Qty	Unit price	Unit Landed	Unit Deposit	Foreign Amt	Amount	BO >>
MISC		Miscellaneous	0	1.00	\$2,700.0000	\$2700.00	\$0.00	0.00	\$2,700.00	No Job

At the bottom of the window, there are several buttons: Print, Options, Copy Invoice, Stock/Purch Order, Abort, Add Sublet, Cost to Vehicle, Save Invoice, Import Costing, and a large Process button. Summary fields on the right show: Rounding: \$0.00, Freight: \$0.00, G.S.T.: \$270.00, Total: \$2,970.00, and Difference: \$0.00.

This all seems ok..... but it's not.

Checking the Stock Master File again, we see the part code 'MISC' now has an average cost of \$2,700.

**Stock Master File**

Item Code: MISC  
 Description: Miscellaneous Part  
 Description 2:  
 Brand:  
 Sync with PML

Category: \*\*NOT DEFINED\*\*  
 Group: \*\*NOT DEFINED\*\*  
 Price Group: \*\*NOT DEFINED\*\*  
 Supplier: Sundry Supplier  
 Word Search:

Options: Type: Stock  
 Location1:  
 Location2:  
 Unit Qty: Each  
 Buy Pack Qty: 0  
 Sell Pack Qty: 0  
 Sell Qty: 0  
 Deposit Charge: \$0.00  
 Franchise:  
 Duty Percent: 0.00  
 Weight: 0.00

Stock Holding

Qty On Hand:	-2.00
Qty On Order:	0.00
Qty Returned:	0.00
Qty Reserved:	0.00
Qty Delivered:	0.00
Qty Backorder:	0.00
Stock Value:	(\$5,400.00)

Cost Prices

Average Cost:	2700.0000
Last Cost:	2700.00
Current Cost:	0.00
Landed Cost:	0.00
Shipping Cost:	0.00
Stock Order:	0.00
Date Created:	4/03/2011

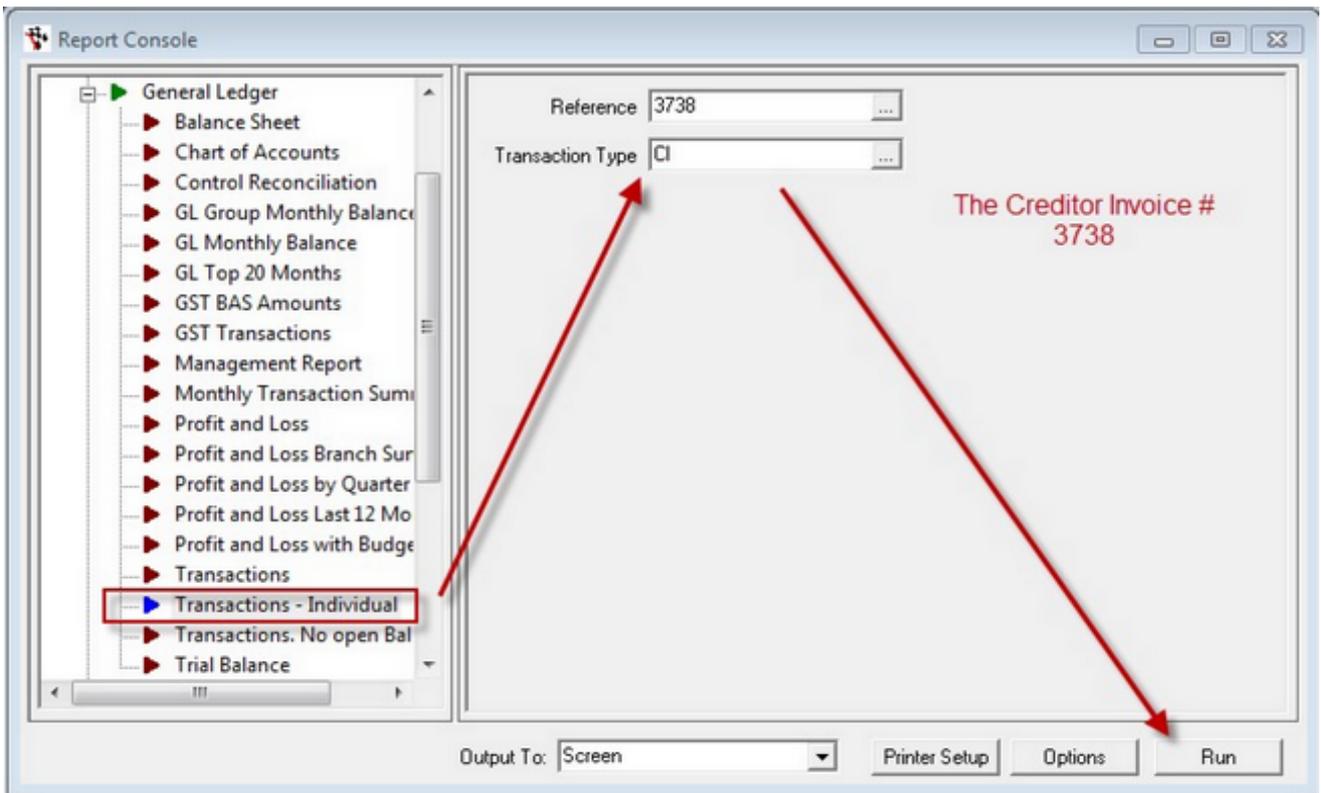
List Price: 7.95  
 Supersedes To: 0  
 Clear Create

This is a problem.... we have not told the system that 'MISC' is not a real part.... So it now thinks that 'MISC's' cost \$2,700 and starts to value them accordingly. The system checks the balance and says, Oh I have -2 as the balance which means my Stock value is now -\$5,400.

What's worse is that the 'Adjustment - Minus Cost' has kicked in!!! It says ok, I now know how much 'MISC's' cost, so I'll go and update the costs in the 3 x transactions where I have sold 'MISC'



To see what the system has done, run the 'Transactions - Individual' report again for the Creditor Invoice.



**GL Individual Transaction** November 15, 2011 11:14 am

**AutoSoft**  
accelerating your business

Br	GL Account	Date	REF2	Description	Debit	Credit
<b>Reference 3738. Transaction type: Creditor Invoice.</b>						
1	1300-0-0 - BALSHT-0 Parts Inventory	15/11/2011	SUNDRY	Adjustment - Purchase Minus Stock		\$5,400.00
			SUNDRY	Sundry Supplier		
1	4715-0-3 - PARTS-0 C.O.S. - Parts Counter	15/11/2011	SUNDRY	Adjustment - Purchase Minus Stock	\$5,400.00	
			SUNDRY	Sundry Supplier		
1	2000-0-0 - BALSHT-0 Creditor	15/11/2011	SUNDRY	Creditor Invoice 3738		\$2,970.00
			SUNDRY	Sundry Supplier		
1	1300-0-0 - BALSHT-0 Parts Inventory	15/11/2011	SUNDRY	Creditor Invoice 3738	\$2,700.00	
			SUNDRY	Sundry Supplier		
1	1200-0-0 - BALSHT-0 GST Paid	15/11/2011	SUNDRY	Creditor Invoice 3738	\$270.00	
			SUNDRY	Sundry Supplier		
					<b>\$8,370.00</b>	<b>\$8,370.00</b>

The system has processed \$5,400 to the Profit and Loss for the other x 2 MISC sales.



NO NO NO!!!! But those Fan Belts didn't cost be anything!!!!

Well the system doesn't know they were fan belts. It thinks they were a 'MISC' which cost \$2,700 the last time one was purchase.

What you have here is a 'Minus Cost Error' that has been generated by incorrect use of the system.

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## So I have Minus Cost Errors! What do I do?

Ok so we can see the problem. We sold \$30.00 worth of old Fan belts, but now we have a system generated Cost of \$5,700.00.

This will have dramatic effects on the Profit and Loss account.

There are 3 steps you need to do to get this sorted out.

1. Work out the amount of the error and do a journal
2. Make the old Part code Inactive
3. Tweak some system settings
4. Set up a new part code correctly

In this section we will cover point 1. And the following sections points 2 and 3.

Step 1 - Work out the error.

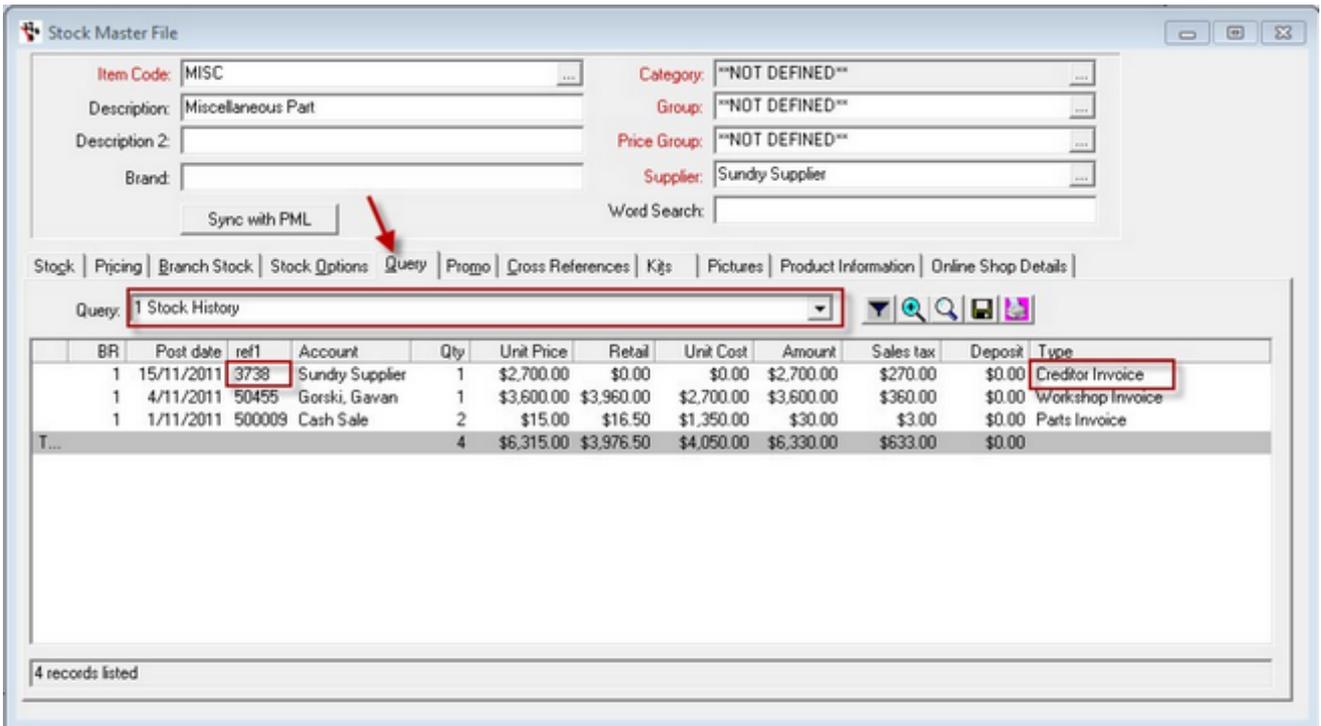
During your investigation you will find you have Errors In both the Creditor Invoice Entries, and Workshop and Part Invoice.

Measure Errors on the Creditor Invoice.

Go to the Stock Master file and call up the offending Part code.

The screenshot shows the 'Stock Master File' window. The 'Item Code' field is highlighted with a red box and contains 'MISC'. The 'Description' is 'Miscellaneous Part'. The 'Category' is '\*\*NOT DEFINED\*\*'. The 'Group' is '\*\*NOT DEFINED\*\*'. The 'Price Group' is '\*\*NOT DEFINED\*\*'. The 'Supplier' is 'Sundry Supplier'. The 'Word Search' field is empty. The 'Sync with PML' button is visible. Below the main form are several tabs: 'Stock', 'Pricing', 'Branch Stock', 'Stock Options', 'Query', 'Promo', 'Cross References', 'Kits', 'Pictures', 'Product Information', and 'Online Shop Details'. The 'Query' tab is selected, showing 'Options', 'Stock Holding', and 'Cost Prices' sections. The 'Options' section includes 'Type: Stock', 'Location1', 'Location2', 'Unit Qty: Each', 'Buy Pack Qty: 0', 'Sell Pack Qty: 0', 'Sell Qty: 0', 'Deposit Charge: \$0.00', 'Franchise', 'Duty Percent: 0.00', and 'Weight: 0.00'. The 'Stock Holding' section shows 'Qty On Hand: -2.00', 'Qty On Order: 0.00', 'Qty Returned: 0.00', 'Qty Reserved: 0.00', 'Qty Delivered: 0.00', 'Qty Backorder: 0.00', and 'Stock Value: (\$5,400.00)'. The 'Cost Prices' section shows 'Average Cost: 2700.0000', 'Last Cost: 2700.00', 'Current Cost: 0.00', 'Landed Cost: 0.00', 'Shipping Cost: 0.00', 'Stock Order: 0.00', and 'Date Created: 4/03/2011'. The 'List Price' is 7.95. The 'Supersedes' section shows 'To: 0' and 'Create' and 'Clear' buttons.

Click on the Query tab and Call up the 'Stock History'

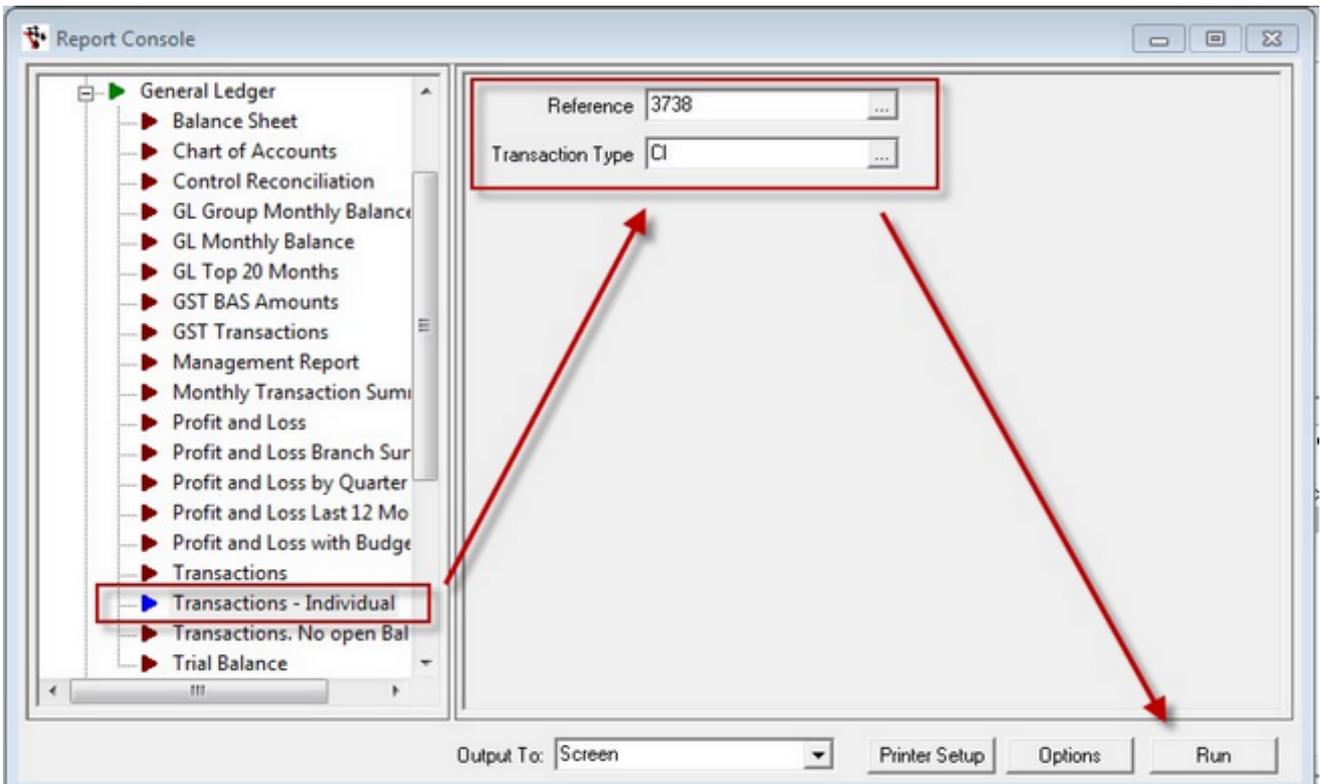


It is likely that once a Negative stock balance exists, and every Creditor Invoice after that point will have an error.

Located the Creditor Invoices in the 'Stock History Query' and note the 'ref1' number. The example above is ref1 = 3738.

Run the 'Transactions - Individual' Report

Go to the report console and run the 'Transactions - Individual' report, be sure to put in the ref1 value and the Type which in this case will be CI for Creditor Invoice.



The report will show you the 'Adjustment - Purchase Minus Cost' Amount

Br	GL Account	Date	REF2	Description	Debit	Credit
<b>Reference 3738. Transaction type: Creditor Invoice.</b>						
1	1300-0-0 - BALSHT-0 Parts Inventory	15/11/2011	SUNDRY	Adjustment - Purchase Minus Stock		\$5,400.00
		SUNDRY	Sundry Supplier			
1	4715-0-3 - PARTS-0 C.O.S. - Parts Counter	15/11/2011	SUNDRY	Adjustment - Purchase Minus Stock	\$5,400.00	
		SUNDRY	Sundry Supplier			
1	2000-0-0 - BALSHT-0 Creditor	15/11/2011	SUNDRY	Creditor Invoice 3738		\$2,970.00
		SUNDRY	Sundry Supplier			
1	1300-0-0 - BALSHT-0 Parts Inventory	15/11/2011	SUNDRY	Creditor Invoice 3738	\$2,700.00	
		SUNDRY	Sundry Supplier			
1	1200-0-0 - BALSHT-0 GST Paid	15/11/2011	SUNDRY	Creditor Invoice 3738	\$270.00	
		SUNDRY	Sundry Supplier			
					<b>\$8,370.00</b>	<b>\$8,370.00</b>

You will need to do a Journal to reverse these two lines in the transaction.

Before you enter the transaction you will need to make sure your system allows posting to the control accounts.

Go to 'General Ledger >> Maintenance >> GL Control Accounts' in your autosoft menu.

Account >>	GL Description >>	Control Type	Sub Ac	Dept >>	Franchise >>	Allow Journals?
1020	Cash In Bank - Bank Account 1	01 Bank Account	0	0 - BALSHT	0	<input type="checkbox"/>
2090	Customer Deposits	02 Deposits	0	0 - BALSHT	0	<input type="checkbox"/>
1100	Trade Debtors	03 Debtor Control	0	0 - BALSHT	0	<input type="checkbox"/>
2000	Creditor	04 Creditor Control	0	0 - BALSHT	0	<input type="checkbox"/>
3720	Freight Income	05 Freight Income	0	3 - PARTS	0	<input type="checkbox"/>
1310	Inventory Adjustment	06 Sales Tax Inventory	0	0 - BALSHT	0	<input type="checkbox"/>
1320	Credit Returns	07 Credit Returns	0	0 - BALSHT	0	<input type="checkbox"/>
2420	Retained Earnings	08 Current Profits	0	0 - BALSHT	0	<input type="checkbox"/>
2520	PREVIOUS YEAR PROFIT AFTEF	09 Previous Profit	0	0 - BALSHT	0	<input type="checkbox"/>
5330	Settlement Discount Given	10 Settlement Discount Given	0	7 - ADMIN	0	<input type="checkbox"/>
3990	Settlement Discount Taken	11 Settlement Discount Taken	0	3 - PARTS	0	<input type="checkbox"/>
2020	Lay-By	12 Lay-By	0	0 - BALSHT	0	<input type="checkbox"/>
1310	Inventory Adjustment	13 Stock Adjustment	0	0 - BALSHT	0	<input type="checkbox"/>
1900	Suspense Account	14 Tax C.O.S.	0	0 - BALSHT	0	<input type="checkbox"/>
1020	Cash In Bank - Bank Account 1	15 Cash Sales Clearing	0	0 - BALSHT	0	<input type="checkbox"/>
1300	Parts Inventory	16 Stock Inventory Account	0	0 - BALSHT	0	<input type="checkbox"/>
3715	Sales - Parts Counter	17 Parts Sales Retail Account	0	3 - PARTS	0	<input type="checkbox"/>
4715	C.O.S. - Parts Counter	18 Parts Cost Of Sales Retail Account	0	3 - PARTS	0	<input type="checkbox"/>
5210	Freight & Cartage	19 Freight Expense	0	7 - ADMIN	0	<input type="checkbox"/>
3730	Rounding	21 Rounding	0	3 - PARTS	0	<input type="checkbox"/>
3680	Sales - Service Consumables	22 Sales Consumables	0	4 - WSHOF	0	<input type="checkbox"/>
4680	C.O.S. - Consumables	23 Cost Consumables	0	4 - WSHOF	0	<input type="checkbox"/>
1340	Consumables Inventory	24 Asset Consumables	0	0 - BALSHT	0	<input checked="" type="checkbox"/>
3670	Sales - Service Sublet	25 Sales Sublet	0	4 - WSHOF	0	<input type="checkbox"/>
4670	C.O.S. - Service Sublet	26 Cost Sublet	0	4 - WSHOF	0	<input type="checkbox"/>
1380	Sublet/Repairs Inventory	27 Asset Sublet	0	0 - BALSHT	0	<input type="checkbox"/>
1350	Internal Labour	28 Workshop Internal	0	0 - BALSHT	0	<input type="checkbox"/>
1370	Warranty Labour	29 Workshop Warranty	0	0 - BALSHT	0	<input type="checkbox"/>
1290	Inventories Other	30 Reconditioning Engine	0	0 - BALSHT	0	<input type="checkbox"/>
2050	GST Collected	31 GST Collected	0	0 - BALSHT	0	<input type="checkbox"/>
1200	GST Paid	32 GST Paid	0	0 - BALSHT	0	<input type="checkbox"/>

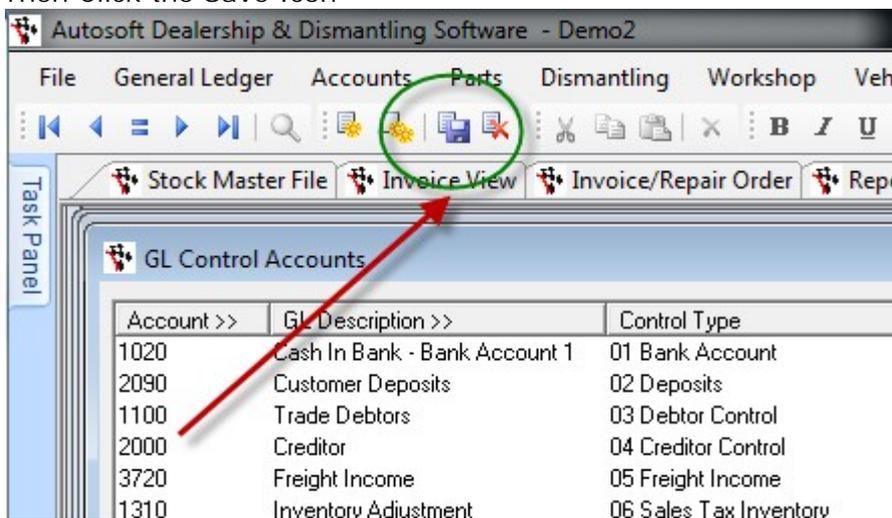
Click 'Allow Changes' to Unlock the Panel.

Locate Control Types 16 & 18, and tick the 'Allow Journals' check box for both types.

Account >>	GL Description >>	Control Type	Sub Ac	Dept >>	Franchise >>	Allow Journals?
1020	Cash In Bank - Bank Account 1	01 Bank Account	0	0 - BALS	0	<input type="checkbox"/>
2090	Customer Deposits	02 Deposits	0	0 - BALS	0	<input type="checkbox"/>
1100	Trade Debtors	03 Debtor Control	0	0 - BALS	0	<input type="checkbox"/>
2000	Creditor	04 Creditor Control	0	0 - BALS	0	<input type="checkbox"/>
3720	Freight Income	05 Freight Income	0	3 - PARTS	0	<input type="checkbox"/>
1310	Inventory Adjustment	06 Sales Tax Inventory	0	0 - BALS	0	<input type="checkbox"/>
1320	Credit Returns	07 Credit Returns	0	0 - BALS	0	<input type="checkbox"/>
2420	Retained Earnings	08 Current Profits	0	0 - BALS	0	<input type="checkbox"/>
2520	PREVIOUS YEAR PROFIT AFTE	09 Previous Profit	0	0 - BALS	0	<input type="checkbox"/>
5330	Settlement Discount Given	10 Settlement Discount Given	0	7 - ADMIN	0	<input type="checkbox"/>
3990	Settlement Discount Taken	11 Settlement Discount Taken	0	3 - PARTS	0	<input type="checkbox"/>
2020	Lay-By	12 Lay-By	0	0 - BALS	0	<input type="checkbox"/>
1310	Inventory Adjustment	13 Stock Adjustment	0	0 - BALS	0	<input type="checkbox"/>
1900	Suspense Account	14 Tax C.O.S.	0	0 - BALS	0	<input type="checkbox"/>
1020	Cash In Bank - Bank Account 1	15 Cash Sales Clearing	0	0 - BALS	0	<input type="checkbox"/>
1300	Parts Inventory	16 Stock Inventory Account	0	0 - BALS	0	<input checked="" type="checkbox"/>
4715	C.O.S. - Parts Counter	18 Parts Cost Of Sales Retail Account	0	3 - PARTS	0	<input checked="" type="checkbox"/>
5210	Freight & Luggage	19 Freight Expense	0	7 - ADMIN	0	<input type="checkbox"/>
3730	Rounding	21 Rounding	0	3 - PARTS	0	<input type="checkbox"/>
3680	Sales - Service Consumables	22 Sales Consumables	0	4 - WSHOF	0	<input type="checkbox"/>
4680	C.O.S. - Consumables	23 Cost Consumables	0	4 - WSHOF	0	<input type="checkbox"/>
1340	Consumables Inventory	24 Asset Consumables	0	0 - BALS	0	<input checked="" type="checkbox"/>
3670	Sales - Service Sublet	25 Sales Sublet	0	4 - WSHOF	0	<input type="checkbox"/>
4670	C.O.S. - Service Sublet	26 Cost Sublet	0	4 - WSHOF	0	<input type="checkbox"/>
1380	Sublet Repairs Inventory	27 Asset Sublet	0	0 - BALS	0	<input type="checkbox"/>
1350	Internal Labour	28 Workshop Internal	0	0 - BALS	0	<input type="checkbox"/>
1370	Warranty Labour	29 Workshop Warranty	0	0 - BALS	0	<input type="checkbox"/>
1290	Inventories Other	30 Reconditioning Engine	0	0 - BALS	0	<input type="checkbox"/>
2050	GST Collected	31 GST Collected	0	0 - BALS	0	<input type="checkbox"/>

NOTE! Check through all the other Control Numbers and look for any others containing the same GL Account, and tick them also (otherwise you may get an error message in your journal).

Then Click the Save Icon



Then Open the Journal Entry Voucher

General Ledger >> Journal Entry from the Autosoft Menu

And enter the journal to reverse the 'Adjustment - Purchase Minus Stock' posting.

Then Post the Journal. This will back out the effect of the Automatic 'Adjustment - Purchase Minus Cost' generated by the Creditor Entry.

Repeat this process for every Creditor Invoice that has been posted making reference to the 'MISC' part code.

Measure the error created on any subsequent transactions

On the 15th of November 2011 the 'MISC' code was used once again to sell a another item from the back room.

In this instance it was sold for \$33

Invoice View

Account Name: Cash Sale Invoice Type: Invoice Credit Period: Current  
 Suburb: Cash Ref: 1824 Sales Person: P1 Date: 15/11/2011 Order #:   
 SOH: 0 0.00 0.0% Item Sequence Send Invoice via:  Printer  Email  Fax

Item code >>	Desc	Qty ordered	Supplied	Back Order	RRP	Unit	Deposit	Amount	GST Incl
MISC	Miscellaneous Part	1.00	1.00	0.00	\$33.00	\$30.00	\$0.00	\$30.00	\$33.00
		1.00	1.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Sub Total: \$30.00 G.S.T.: \$3.00  
 Freight: \$0.00 Rounding: \$0.00  
 Discount Value: \$0.00 Invoice Total: \$33.00  
 Discount Reason:   
 Last Invoice: 500009 Finalize

This transaction can now be seen in the 'Stock Master File' 'Stock History' Query.

Once again Identify the transaction and note its ref1 number = 500010 and also its type = Parts Invoice

Stock Master File

Item Code: MISC Category: ""NOT DEFINED""  
 Description: Miscellaneous Part Group: ""NOT DEFINED""  
 Description 2: Price Group: ""NOT DEFINED""  
 Brand: Supplier: Sundy Supplier  
 Sync with PML Word Search:

Stock Pricing Branch Stock Stock Options Query Promo Cross References Kits Pictures Product Information Online Shop Details

Query: 1 Stock History

BR	Post date	ref1	Account	Qty	Unit Price	Retail	Unit Cost	Amount	Sales tax	Deposit	Type
1	15/11/2011	3738	Sundy Supplier	1	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$270.00	\$0.00	Creditor Invoice
1	15/11/2011	500010	Cash Sale	1	\$30.00	\$33.00	\$2,700.00	\$30.00	\$3.00	\$0.00	Parts Invoice
1	4/11/2011	50455	Gorski, Gavan	1	\$3,600.00	\$3,960.00	\$2,700.00	\$3,600.00	\$360.00	\$0.00	Workshop Invoice
1	1/11/2011	500009	Cash Sale	2	\$15.00	\$16.50	\$1,350.00	\$30.00	\$3.00	\$0.00	Parts Invoice
T...				5	\$6,345.00	\$4,009.50	\$6,750.00	\$6,360.00	\$636.00	\$0.00	

5 records listed

You can see immediately there is a problem when you look at the 'Unit Cost' column.

Stock Master File

Item Code: MISC      Category: ""NOT DEFINED""  
Description: Miscellaneous Part      Group: ""NOT DEFINED""  
Description 2:      Price Group: ""NOT DEFINED""  
Brand:      Supplier: Sundry Supplier

Sync with PML      Word Search:

Stock | Pricing | Branch Stock | Stock Options | Query | Promo | Cross References | Kits | Pictures | Product Information | Online Shop Details

Query: 1 Stock History

BR	Post date	ref1	Account	Qty	Unit Price	Retail	Unit Cost	Amount	Sales tax	Deposit	Type
1	15/11/2011	3738	Sundry Supplier	1	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$270.00	\$0.00	Creditor Invoice
1	15/11/2011	500010	Cash Sale	1	\$30.00	\$33.00	\$2,700.00	\$30.00	\$3.00	\$0.00	Parts Invoice
1	4/11/2011	50455	Gorski, Gavan	1	\$3,600.00	\$3,960.00	\$2,700.00	\$3,600.00	\$360.00	\$0.00	Workshop Invoice
1	1/11/2011	500009	Cash Sale	2	\$15.00	\$16.50	\$1,350.00	\$30.00	\$3.00	\$0.00	Parts Invoice
T...				5	\$6,345.00	\$4,009.50	\$6,750.00	\$6,360.00	\$636.00	\$0.00	

5 records listed

It shows \$2,700.00. We know that is not correct because these parts came from the back room.

Let's run the 'Transactions - Individual' report once again.

Report Console

General Ledger

- Balance Sheet
- Chart of Accounts
- Control Reconciliation
- GL Group Monthly Balance
- GL Monthly Balance
- GL Top 20 Months
- GST BAS Amounts
- GST Transactions
- Management Report
- Monthly Transaction Summary
- Profit and Loss
- Profit and Loss Branch Summary
- Profit and Loss by Quarter
- Profit and Loss Last 12 Months
- Profit and Loss with Budget
- Transactions
- Transactions - Individual**
- Transactions. No open Balance
- Trial Balance

Reference: 500010  
Transaction Type: PI

Output To: Screen      Printer Setup      Options      Run

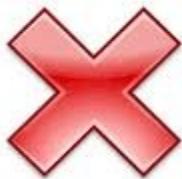
We can see the system has allocated a Cost of Sale amount totalling \$2,700

# GL Individual Transaction

November 15, 2011 12:20 pm



Br	GL Account	Date	REF2	Description	Debit	Credit
<b>Reference 500010. Transaction type: Parts Invoice.</b>						
1	9999--- Undeposited Funds	15/11/2011		Parts Invoice 500010	\$33.00	
		CASH	Cash Sale			
1	2050-0-0 - BALSHT-0 GST Collected	15/11/2011		Parts Invoice 500010		\$3.00
		CASH	Cash Sale			
1	1300-0-0 - BALSHT-0 Parts Inventory	15/11/2011		Parts Invoice 500010		\$2,700.00
		CASH	Cash Sale			
1	3715-0-3 - PARTS-0 Sales - Parts Counter	15/11/2011		Parts Invoice 500010		\$30.00
		CASH	Cash Sale			
1	4715-0-3 - PARTS-0 C.O.S. - Parts Counter	15/11/2011		Parts Invoice 500010	\$2,700.00	
		CASH	Cash Sale			
					<b>\$2,733.00</b>	<b>\$2,733.00</b>



No No No!!!! Why does it do this???

Well just like before, the system still doesn't know that 'MISC' is not a real part. It allocates \$2,700 as the Cost of Sale for each MISC that is sold now, and will continue to do so until it receives new information about what a 'MISC' costs.

So you will need to do a journal to reverse this transaction out of the system also.

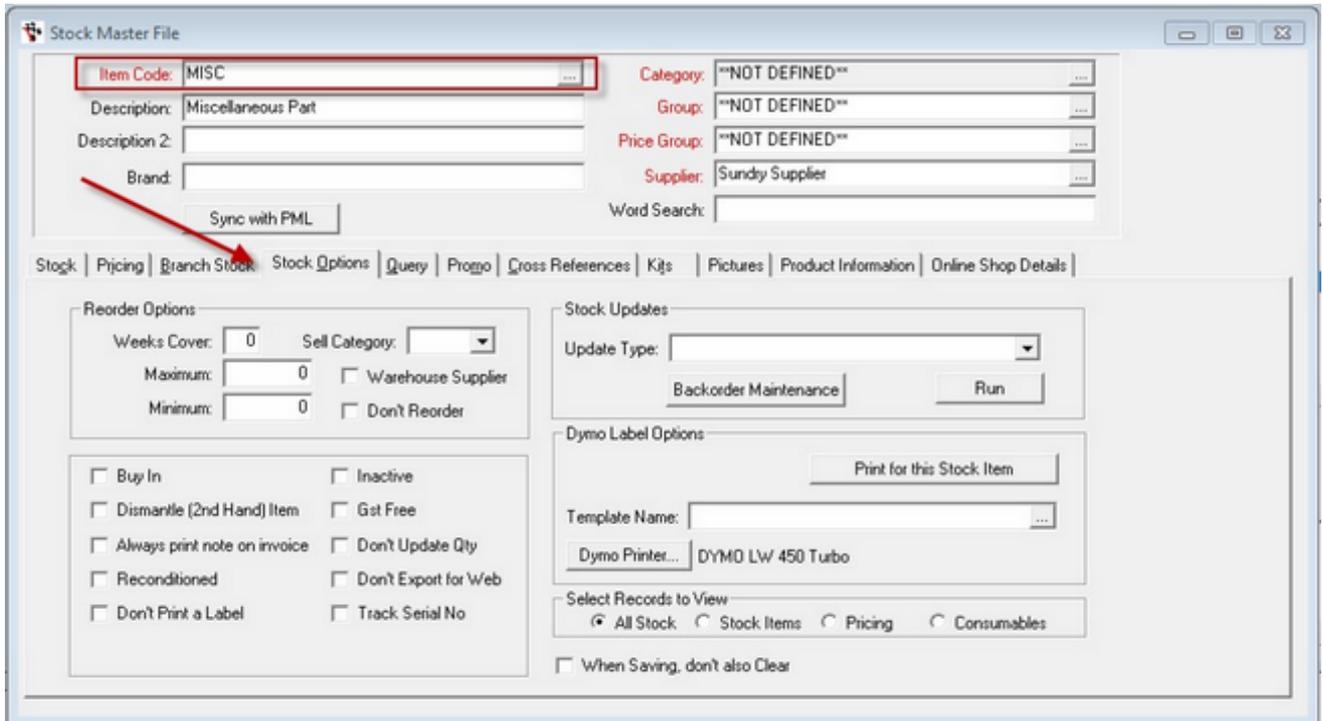
You will need to repeat this process for every transaction posted with a 'MISC' part code.

## Make the Old Part Code Inactive

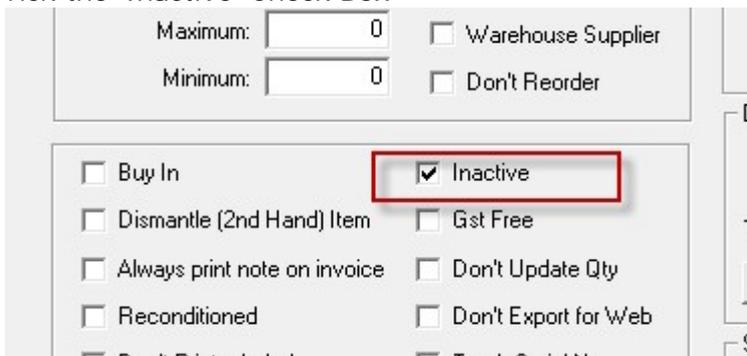
Now that you have done the journals you want to make sure no further transactions are done involving 'MISC'.

Make the Part Code inactive

In the 'Stock Master File' call up the Part code that has caused the Errors. In this case it is 'MISC'. With 'MISC' open click the 'Stock Options' tab.



Tick the 'Inactive' Check Box



Then Click the Save Icon



-0-

## New Settings to Handle NPN Parts Correctly

Before you can create your New NPN / Generic part code to replace 'MISC' you need to make the following changes:

1. Setup New GL Accounts for NPN PARTS
2. Create NPN Product Category
3. Create NPN Product Group

### Step 1 - Setup new GL Accounts for NPN PARTS

As we are separating 'NPN' (No Part Number) parts from the Real parts it is best practice to create some new GL codes.

We will want new accounts for the following:

- Sales NPN Parts
- Cost of Sales NPN Parts

These are both Profit and Loss accounts.

Create the Sales NPN GL Account

Open the General Ledger Maintenance Screen (General Ledger >>> General Ledger Accounts>>>).

The screenshot shows the 'General Ledger Account Maintenance' window. At the top, there are input fields for 'Account', 'Sub Account', 'Department', 'Franchise', and 'Description'. Below these is a tabbed interface with 'Details' selected. The 'Details' tab contains several fields: 'Type' (dropdown), 'Positive Sign' (dropdown), 'GL Group' (two input fields), 'P & L Group' (input field), 'GST Type' (dropdown), 'Control Type' (dropdown), 'ID' (input field), and an 'Inactive' checkbox.

Use the elipsis to call up the sales account for Parts Counter (3715 if you are running the autosoft default chart of accounts).

General Ledger Account Maintenance

Account	Sub Account	Department	Franchise	Description
3715	0	3 - PARTS	0	Sales - Parts Counter

Details | Query | Edit Control Number | Budget

Type: Income

Positive Sign: Credit

GL Group: 1 SALES

P & L Group: Sales

GST Type: GST Applicable

Control Type: None

ID: 786  Inactive

In the menu click FILE>>> Clear / Add>>>

General Ledger Account Maintenance

Account	Sub Account	Department	Franchise	Description
	0	3 - PARTS	0	Sales - Parts Counter

Details | Query | Edit Control Number | Budget

Type: Income

Positive Sign: Credit

GL Group: 1 SALES

P & L Group: Sales

GST Type: GST Applicable

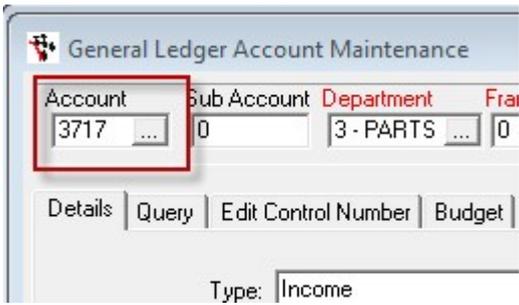
Control Type:

ID:   Inactive

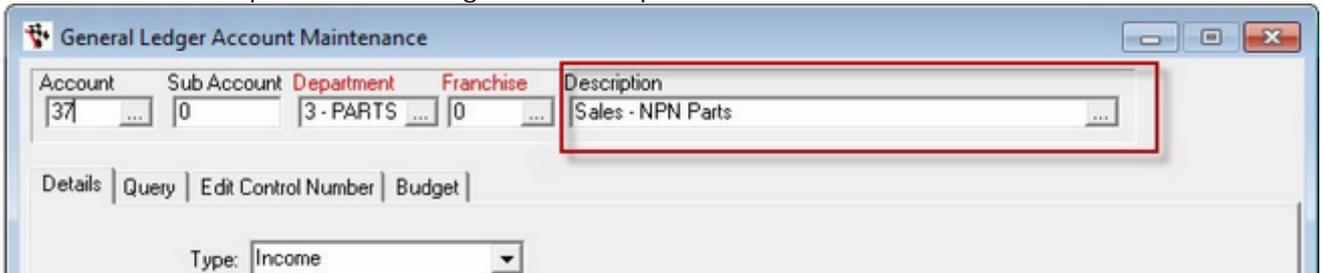
You will see the 'Account' text box is now blank, and so is the 'ID' text box down the bottom .

This means that you are about to create a new account, but you are using 3715 as the shell for most of the parameters.

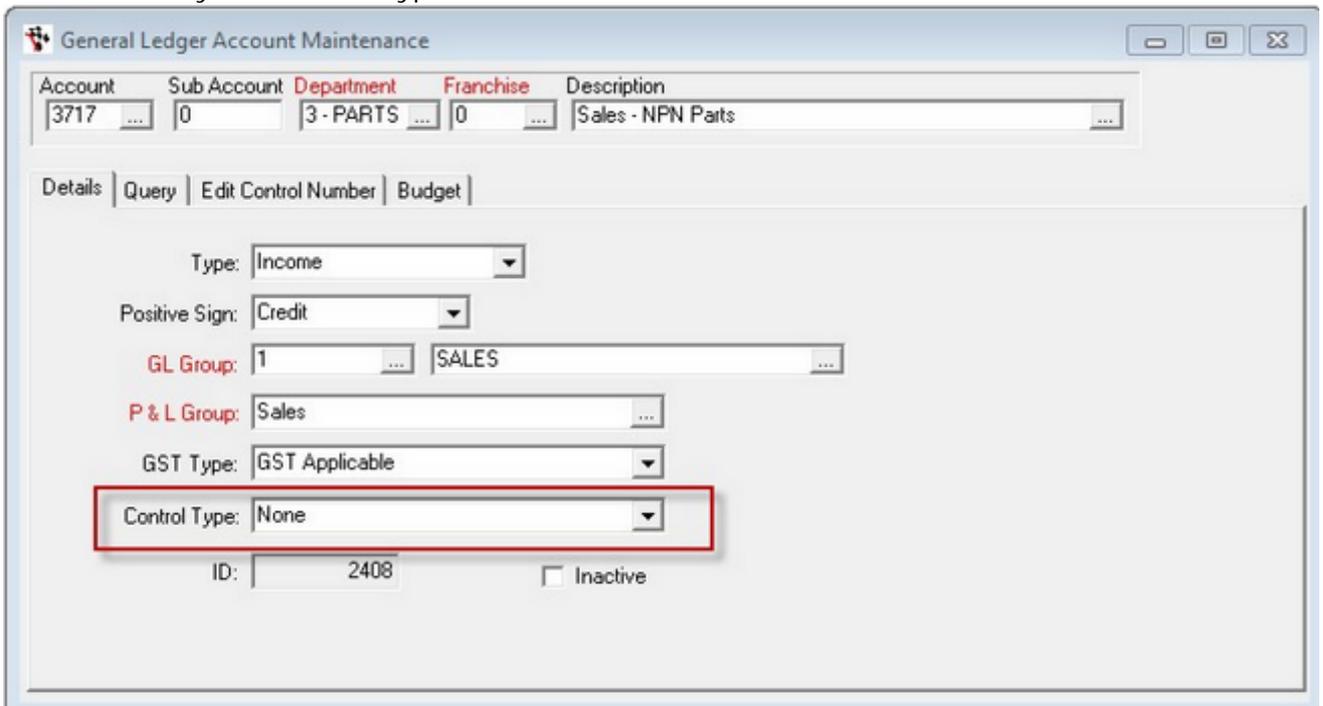
In the 'Account Text Box' Enter the number '3717' (or the next available number if you are using a different chart).



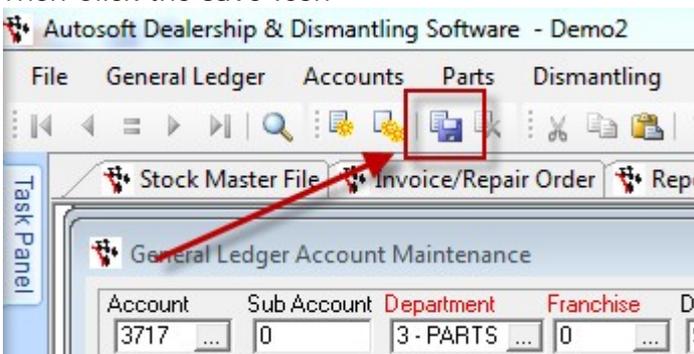
Then In the Description Field change the Description to read 'Sales - NPN Parts'



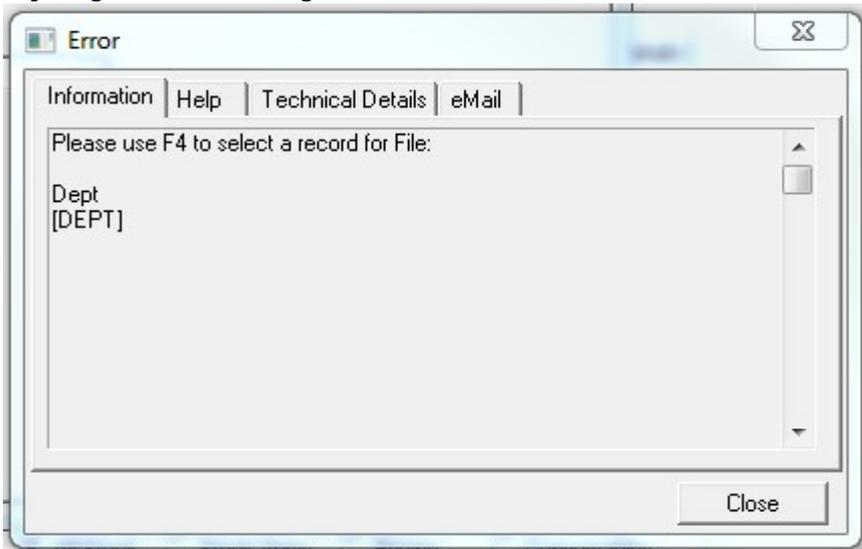
And then finally the Control Type to 'None'



Then Click the save Icon

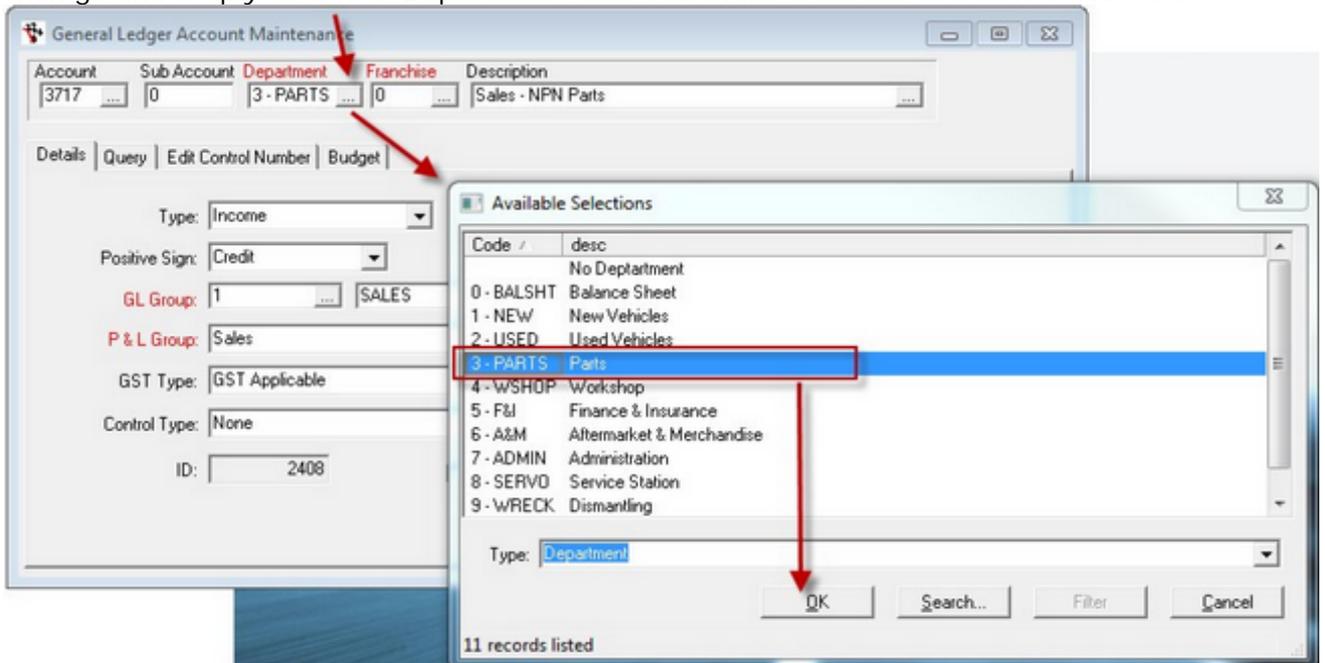


If you get this message

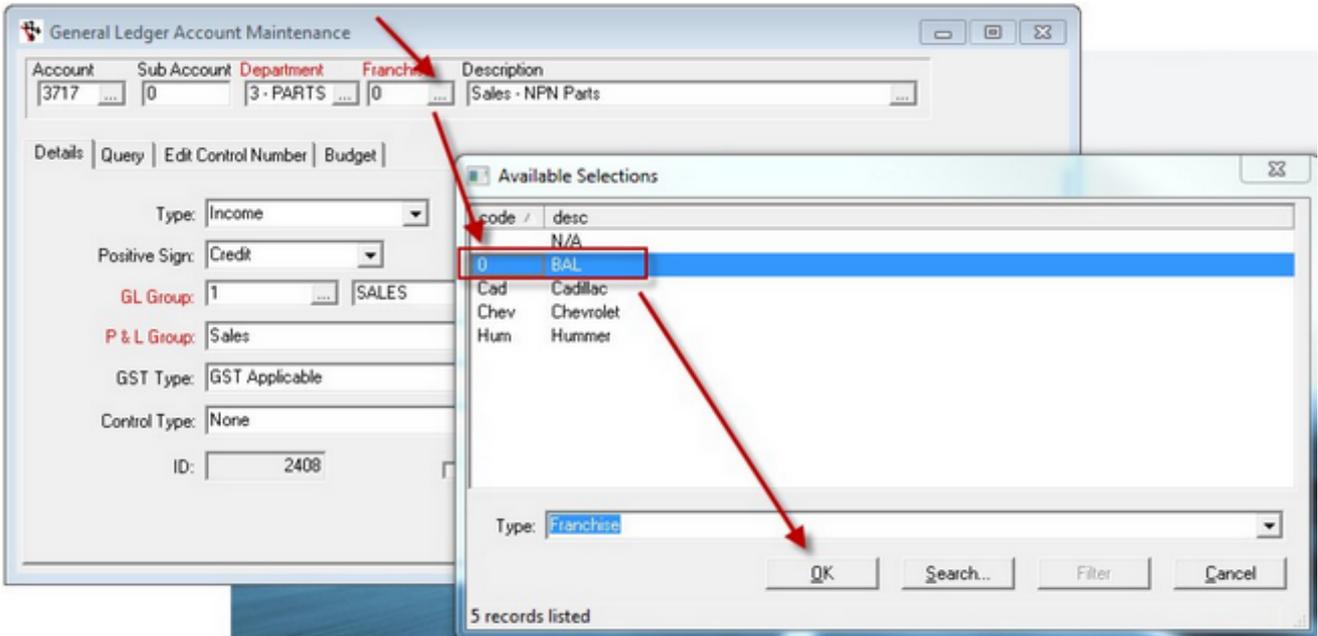


Click close

Then go and simply re-select 'Department' and 'Franchise' from the available selections.



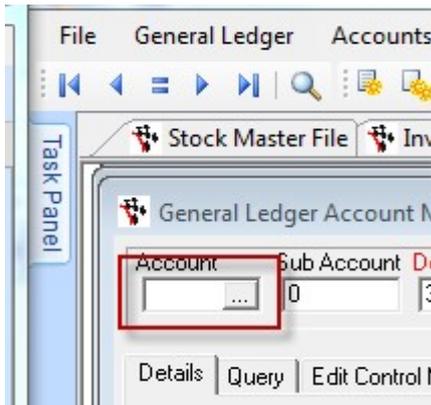
And the same for franchise



Click the save Icon again.



You know the account has saved when the 'Account' Field becomes blank again.



Next do the same for

Create the Cost of Sales NPN GL Account

Call up the 4715 GL Account using the elipsis.

Repeat the same process as for 3715, this time make the new Account Number 4717 and the Description 'C.O.S. - Parts NPN'

Note: Make sure you go to File and Add/Clear Warning: It is very easy to mistakenly type over the top of 4715.



When complete CLOSE AND RESTART AUTOSOFT.

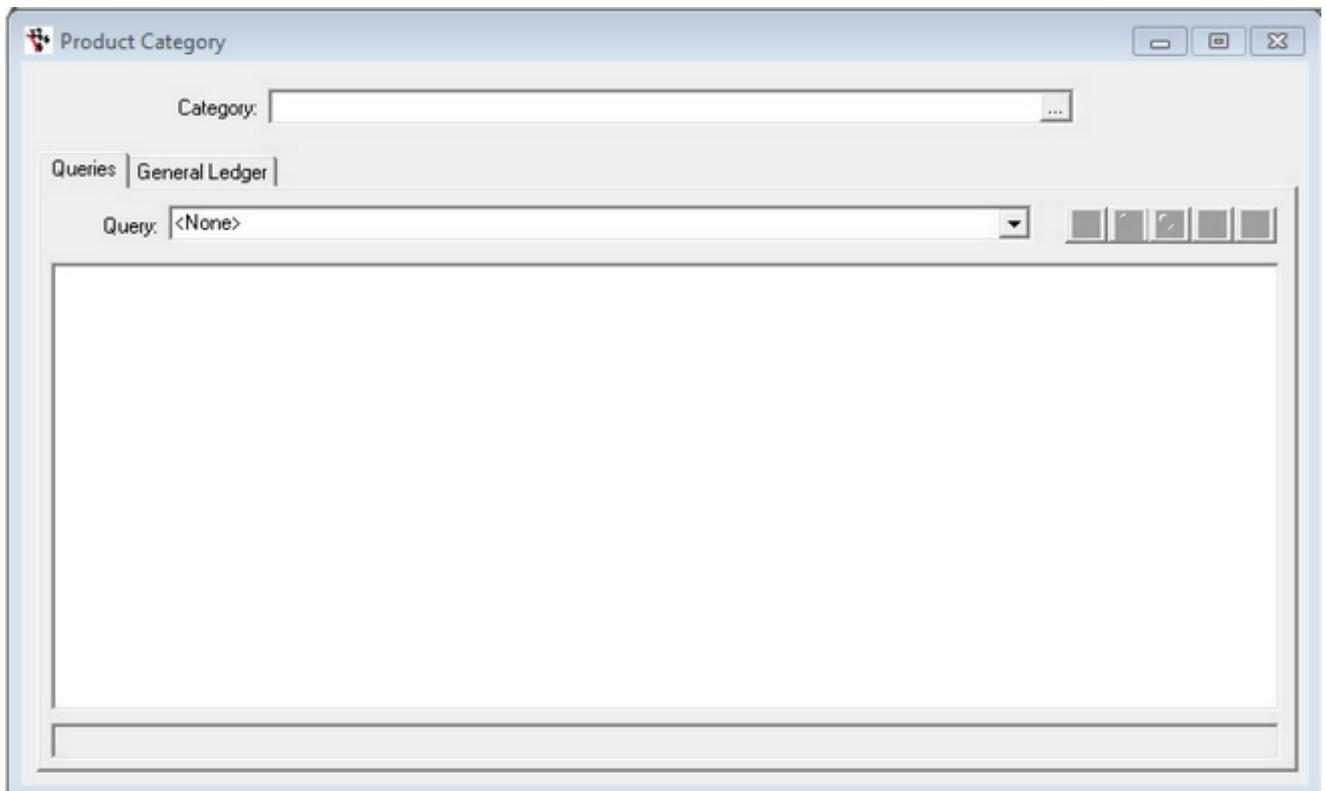
### Step 2 - Create New Group

To create a new group go to the menu in Autosoft

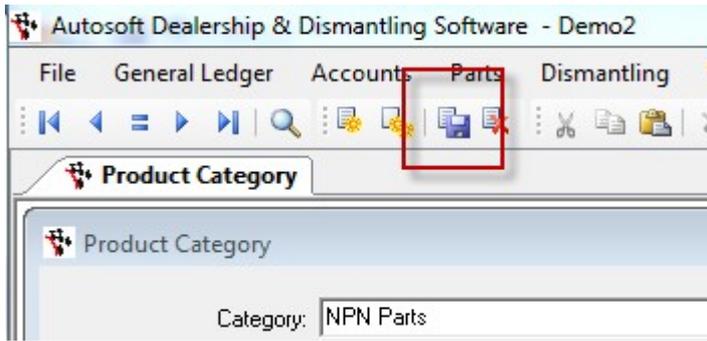
PARTS>>> STOCK>>> PRODUCT CATEGORY>>>

alternatively

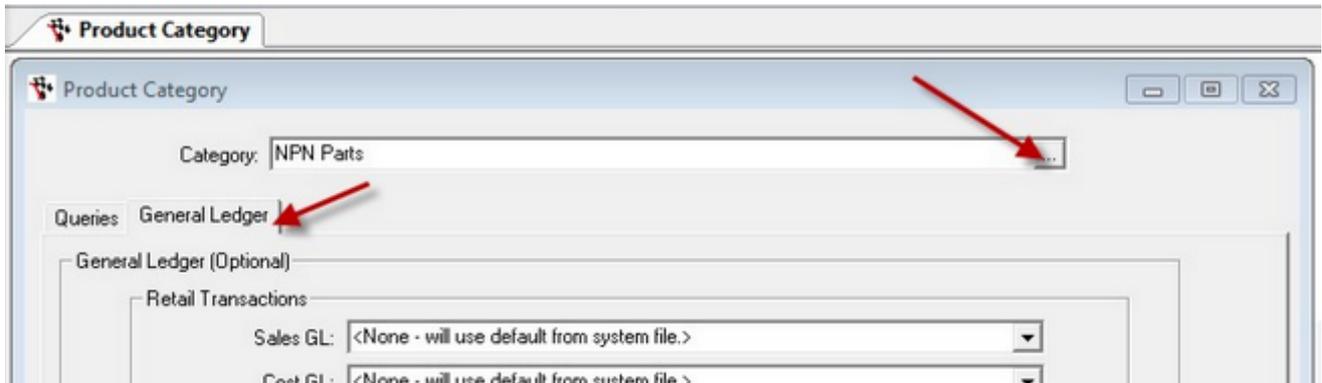
WORKSHOP>>> STOCK>>> PRODUCT CATEGORY>>>



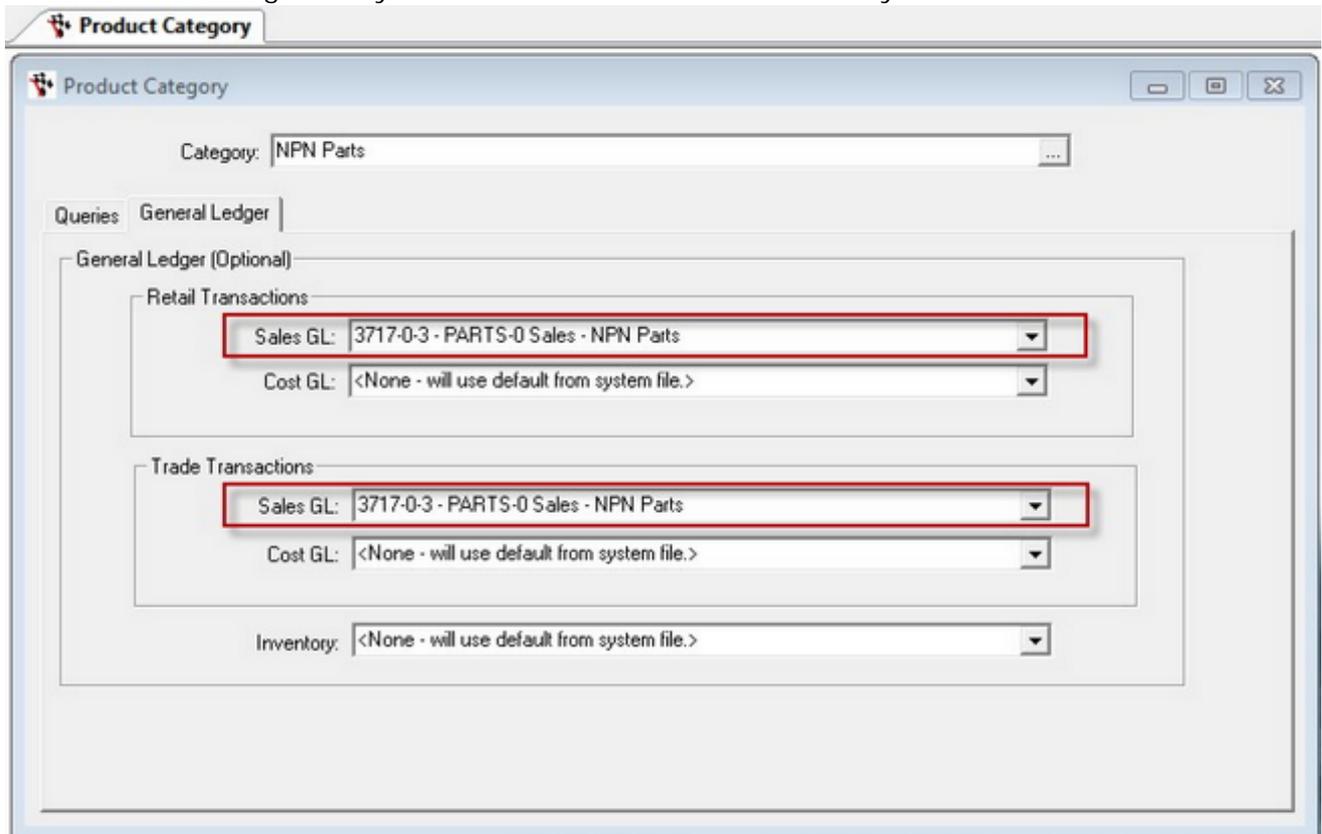
Type in the Category Name 'NPN Parts' then click the Save Icon



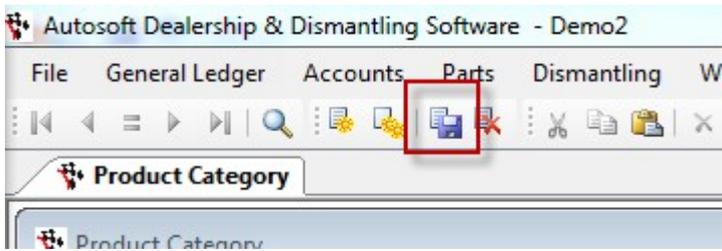
Use the elipsis to Recall NPN Parts, then Click the General Ledger Tab.



On the General Ledger Tab you will need to set the 'Sales GL' only.



Click the save Icon



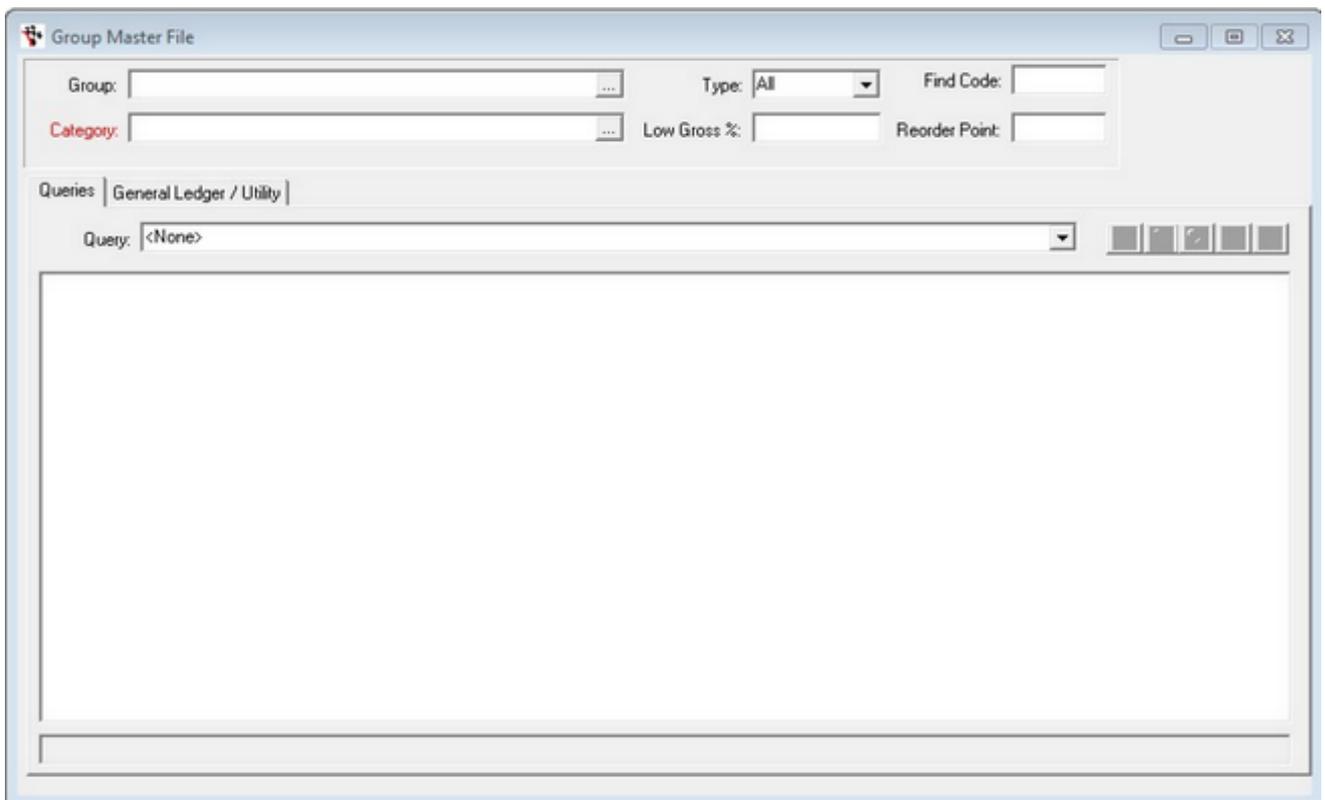
### Step 3 - Create New Category

In the Autosoft Menu select

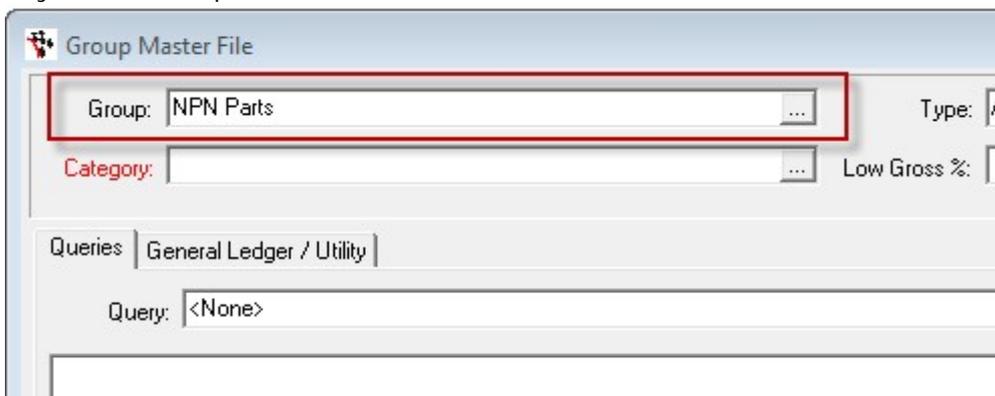
Parts>>> Stock>>> Product Group Master File>>>

alternatively

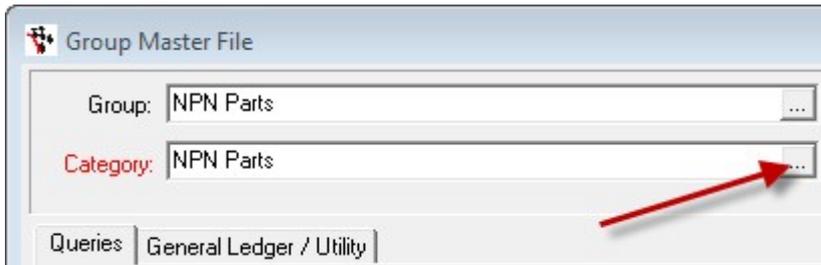
Workshop>>> Stock>>> Product Group Master File>>>



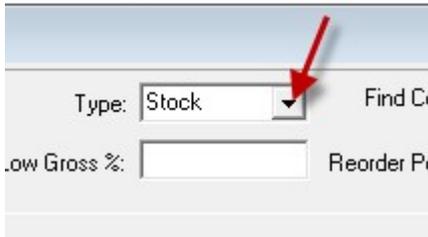
Key in the Group field: 'NPN Parts'



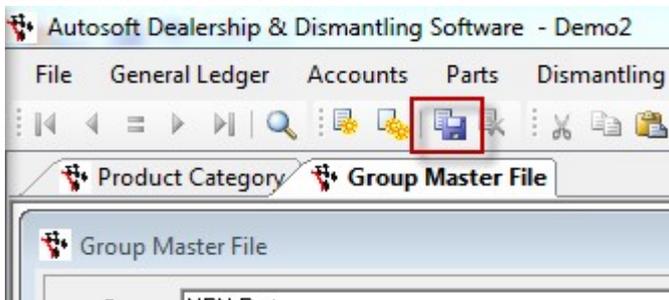
Then select 'NPN Parts' from the Category elipsis.



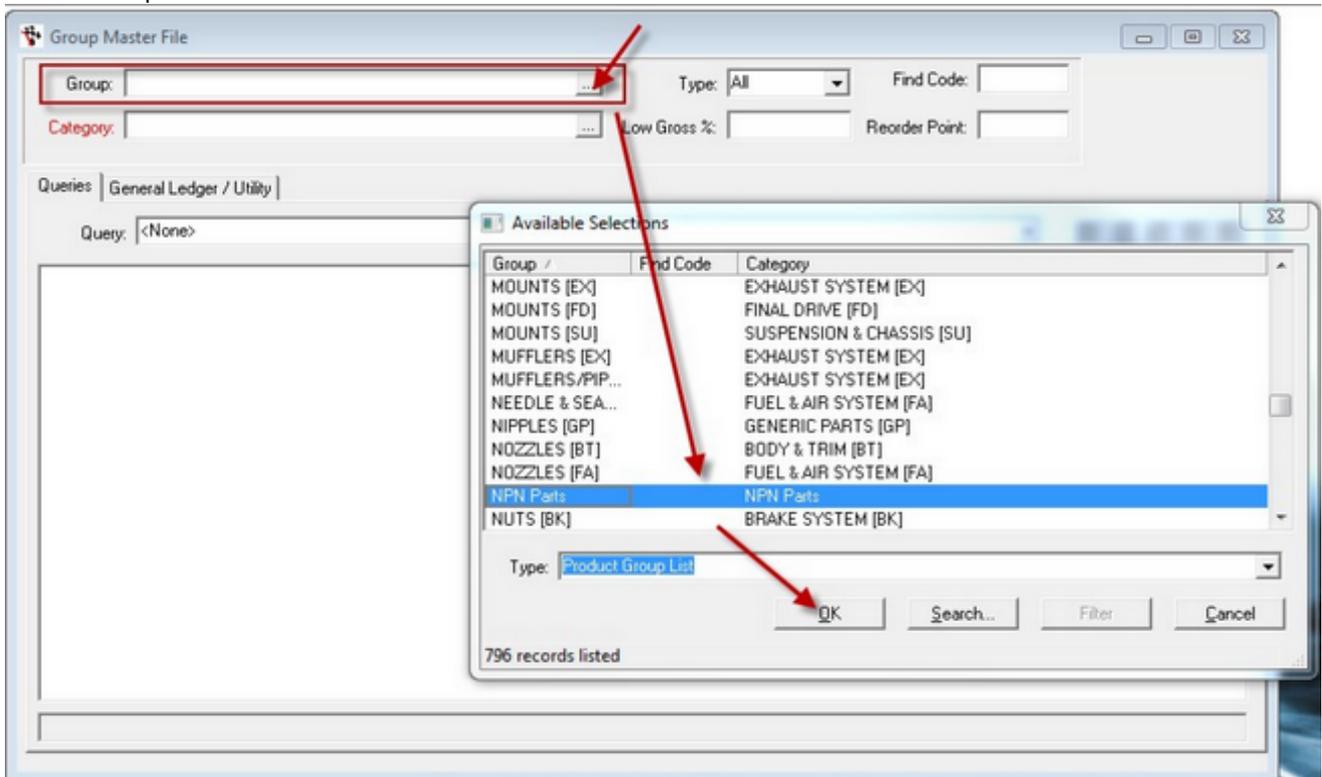
Set the 'type' to 'Stock'



Then Click the Save icon



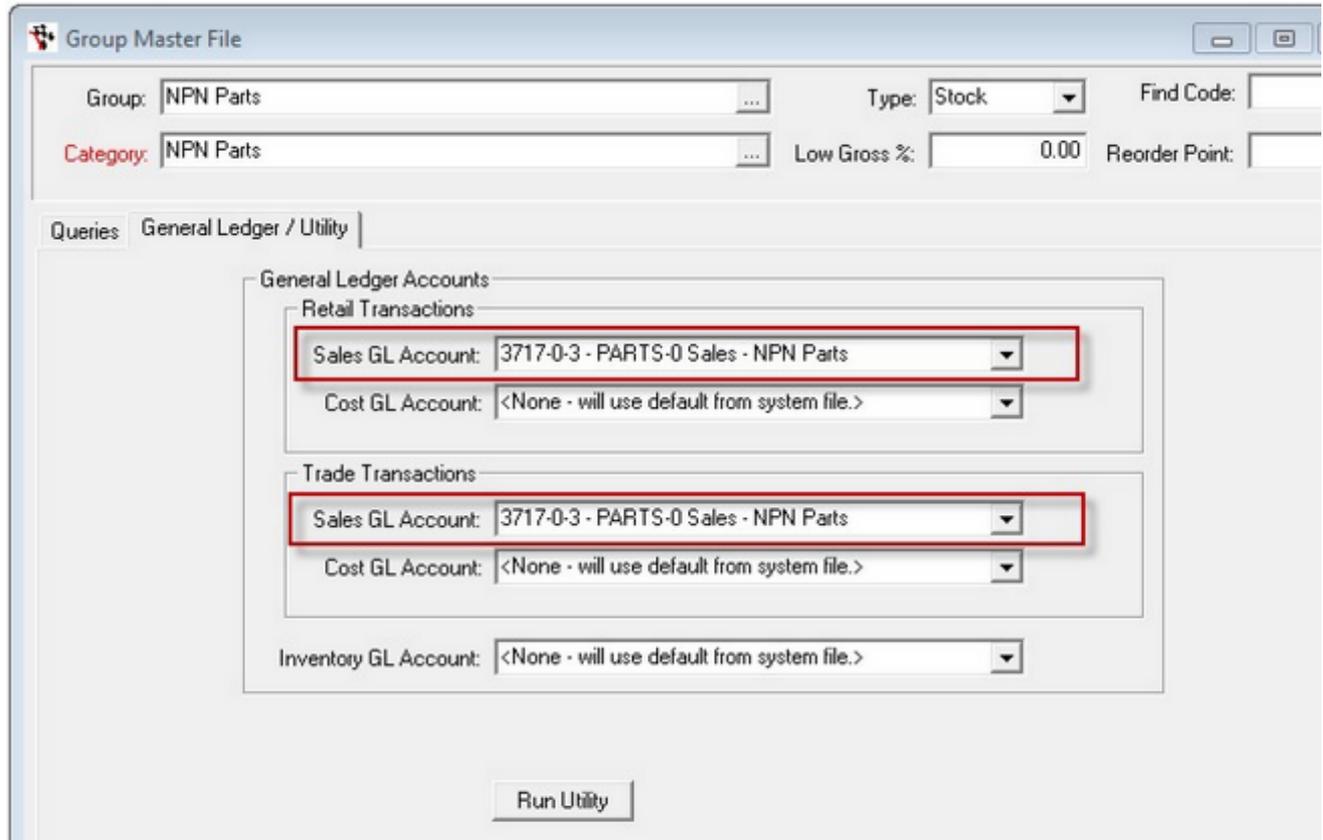
Use the ellipsis to Recall 'NPN Parts' back onto the screen.



Then Click the 'General Ledger/Utility' tab.



And once again set the 'Sales' GL Account.



Click the save icon



The system is now setup and ready to hold a proper NPN part.

-0-

## Create the New Part Code

In the Autosoft Menu open the Stock Master File:

Parts>>> Stock>>> Stock Master File>>>

The screenshot shows the 'Stock Master File' window with the following fields and sections:

- Item Code:** [Empty]
- Description:** [Empty]
- Description 2:** [Empty]
- Brand:** [Empty]
- Category:** [Empty]
- Group:** [Empty]
- Price Group:** [Empty]
- Supplier:** [Empty]
- Word Search:** [Empty]
- Sync with PML:** [Button]

Navigation tabs: Stock | Pricing | Branch Stock | Stock Options | Query | Promo | Cross References | Kits | Pictures | Product Information | Online Shop Details

**Options:**

- Type: Stock
- Location1: [Empty]
- Location2: [Empty]
- Unit Qty: Each
- Buy Pack Qty: 1
- Sell Pack Qty: 1
- Sell Qty: 1
- Deposit Charge: \$0.00
- Franchise: [Empty]
- Duty Percent: [Empty]
- Weight: [Empty]

**Stock Holding:**

- Qty On Hand: [Empty]
- Qty On Order: [Empty]
- Qty Returned: [Empty]
- Qty Reserved: [Empty]
- Qty Delivered: [Empty]
- Qty Backorder: [Empty]
- Stock Value: \$0.00

**Cost Prices:**

- Average Cost: [Empty]
- Last Cost: [Empty]
- Current Cost: [Empty]
- Landed Cost: [Empty]
- Shipping Cost: [Empty]
- Stock Order: [Empty]
- Date Created: 15/11/2011

**List Price:** [Empty]

**Supersedes To:** [Empty]

[Clear] [Create]

In the 'Item Code:' field enter the new Part Code 'NPN01'

The screenshot shows the 'Stock Master File' window with the 'Item Code' field highlighted in red and containing the text 'NPN01'. The other fields are empty.

**Item Code:** NPN01

**Description:** [Empty]

**Description 2:** [Empty]

**Brand:** [Empty]

**Category:** [Empty]

**Group:** [Empty]

**Price Group:** [Empty]

**Supplier:** [Empty]

**Word Search:** [Empty]

**Sync with PML:** [Button]

Navigation tabs: Stock | Pricing | Branch Stock | Stock Options | Query | Promo | Cross References | Kits | Pictures | Product Information | Online Shop Details

**Options:**

- Type: Stock

**Stock Holding:**

- Qty On Hand: [Empty]

**Cost Prices:**

- Average Cost: [Empty]

Then in the 'Description:' field enter the new description 'No Part Number'.

Stock Master File

Item Code: NPN01

Description: No Part Number

Description 2:

Brand:

Sync with PML

Category:

Group:

Price Group:

Supplier:

Word Search:

Stock | Pricing | Branch Stock | Stock Options | Query | Promo | Cross References | Kits | Pictures | Product Information | Online Shop Details

Options: Type: Stock

Stock Holding: Qty On Hand

Cost Prices: Average Cost:

Then Set the 'Category', 'Group', and 'Price Group' as follows:

Stock Master File

Item Code: NPN01

Description: No Part Number

Description 2:

Brand:

Sync with PML

Category: NPN Parts

Group: NPN Parts

Price Group: \*\*NOT DEFINED\*\*

Supplier:

Word Search:

Make sure you use the elipsis to select these names (note you may have a price group called NONE this is ok)

Set your Supplier to either **\*\*Not Defined\*\*** or sundry.

Stock Master File

Item Code: NPN01

Description: No Part Number

Description 2:

Brand:

Sync with PML

Category: NPN Parts

Group: NPN Parts

Price Group: \*\*NOT DEFINED\*\*

Supplier: \*\*NOT DEFINED\*\*

Word Search:

Select the 'Stock Options' tab

Stock Master File

Item Code: NPN01

Description: No Part Number

Description 2:

Brand:

Sync with PML

Category: NPN Parts

Group: NPN Parts

Price Group: \*\*NOT DEFINED\*\*

Supplier: \*\*NOT DEFINED\*\*

Word Search:

Stock | Pricing | Branch Stock | Stock Options | Query | Promo | Cross References | Kits | Pictures | Product Information | Online Shop Details

Reorder Options: Weeks Cover: Sell Category:

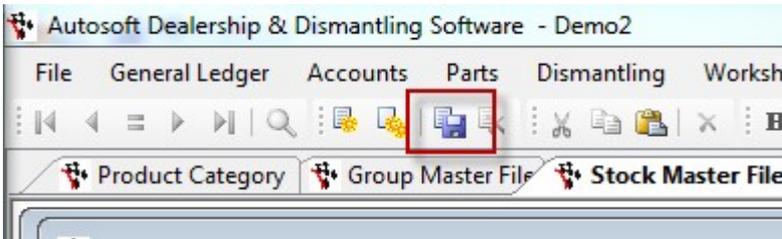
Stock Updates: Update Type:

Then **Most important of all!**



Tick the 'Don't Update Qty' check box!

Click the Save Icon



## Sell as Usual

Using your new NPN01 code when selling is exactly the same.

Just add it to your invoice and use it any time you want to sell a miscellaneous part.

The screenshot shows the 'Invoice View' window. At the top, the 'Account Name' is 'Cash Sale', 'Invoice Type' is 'Invoice', and 'Credit Period' is 'Current'. The 'Suburb' is empty, 'Sales Person' is 'P1', 'Ref' is '1825', 'Date' is '15/11/2011', and 'Order #' is empty. Below this is a table with columns: Item code >>, Desc, Qty ordered, Supplied, Back Order, RRP, Unit, Deposit, Amount, and GST Incl. The first row is highlighted in blue and contains: NPN01, No Part Number, 1.00, 1.00, 0.00, \$330.00, \$300.00, \$0.00, \$300.00, and \$330.00. Below the table are various buttons like 'Recall Invoice', 'Abort Invoice', 'Copy Invoice', 'Save Invoice', 'Preview', 'Print Pick Slip', 'Print Label', 'Credit Returns', 'Pay Now', 'PML Lookup', 'Alternate/IRN', 'Back Orders', and 'Lost Sale'. On the right, there are fields for 'Sub Total: \$300.00', 'G.S.T.: \$30.00', 'Freight: \$0.00', 'Rounding: \$0.00', 'Discount Value: \$0.00', and 'Invoice Total: \$330.00'. A 'Finalize' button is at the bottom right.

If you want to change the Description just type over it.

This screenshot is identical to the previous one, but the description for item NPN01 in the table has been changed from 'No Part Number' to 'Some miscellaneous part'. The rest of the invoice details, including the totals and buttons, remain the same.

Process as normal.

-o-

## New Creditor Invoice Entry

When buying an NPN part things are a little different.

The first thing that you need to do is note that a part is for an NPN Item. Get the workshop manager, or whom ever has raised the Customer invoice to note on the creditor Invoices which parts were sold as NPN.

**Repco**  
A DIVISION OF REPSCO PTY LIMITED  
A.B.N. 97 097 963 283

**-TAX INVOICE-**

STORE: 849 KILDMAN PARK  
ADDRESS: 123 GRANGE ROAD  
9999 KILDMAN PARK

TELEPHONE: 0883551322  
FAX No: 08 3550844

DELIVER TO: <b>ARR:</b> COD KILDMAN PARK REPSCO AUTO PARTS 322 GRANGE RD 8788 MITTARA TOWNSHIP KILDMAN PARK 9999	CHANGE TO: COD KILDMAN PARK REPSCO AUTO PARTS 322 GRANGE RD KILDMAN PARK 9999	CUSTOMER NUMBER: 0919852 001	SALES PERSON: [ ]	INVOICE NO.: 48401
		EXHIBIT: [ ]	SALES REP: [ ]	DATE: 01/09
			SOURCE: SALES PERSON	BRANCH: 484
			CARRIER: [ ]	RELEASE: 11193
				*REPR:

LINE	PARTNUMBER	DESCRIPTION	RETAIL INCL GST	UOM	QTY ORDERED	BACK ORDERED	QTY SUPPLIED	UNIT PRICE EXCL GST	TOTAL GST	TOTAL INCL
0001	CF832	SWITCH - THERMO FAN <b>NPN</b>	48.89	EACH			1	27.27	2.73	3.08

**Reprint**

GST PAYABLE	2.73	TOTAL	3.08
NET TOTAL			
E & O.E.	FREE		108

This can be simply written on with a pen.

Whenever you see NPN noted on a part on an invoice it should be entered as such.

Open the Creditors Invoice Entry:

ACCOUNT>>> CREDITORS>>> CREDITOR INVOICE ENTRY>>>

Enter the Creditor Invoice details, then click the General Ledger Tab.

Creditor Invoice

Supplier: Repco      Reference: 335547      Reference Date: 15/11/2011  
 Code: REPCD      Invoice Status: Open      Invoice Amount: \$100.00  
 Type: Invoice      Date Posted: 15/11/2011

Part: General Ledger | Item Details | Notes | Query | Options

Item Code >>	Supplier #	Description	Pack Qty	Qty	Unit price	Unit Landed	Unit Deposit	Foreign Amt	Amount	RO >>
				1.00	\$0.0000	\$0.00	\$0.00		\$0.00	

Last Cost:      SOH: 0      List Price:      Update Stock Prices

Print    Options    Copy Invoice    Process    Rounding: \$0.00    G.S.T.: \$0.00  
 Stock/Purch Order    Abort    Add Sublet    Freight: \$0.00    Total: \$0.00  
 Cost to Vehicle    Save Invoice    Import Costing    Difference: \$100.00

Then select the General Ledger account 4717 - The new 'C.O.S. - Parts NPN' GL Account we created earlier.

Creditor Invoice

Supplier: Repco      Reference: 335547      Reference Date: 15/11/2011  
 Code: REPCD      Invoice Status: Open      Invoice Amount: \$100.00  
 Type: Invoice      Date Posted: 15/11/2011

Part: General Ledger | Item Details | Notes | Query | Options

Account >>	Desc >>	Remarks	Amount	Stock # >>	Cost type	Gst type	Branc...	Control

Department:      Franchise:

Print    Options    Copy Invoice    Process    Rounding: \$0.00    G.S.T.: \$0.00  
 Stock/Purch Order    Abort    Add Sublet    Freight: \$0.00    Total: \$0.00  
 Cost to Vehicle    Save Invoice    Import Costing    Difference: \$100.00

Preview    PWR Pick Slip    PWR Label    Credit Return  
 PML Lookup    Alternate/IRN    Back Orders    Lost Sale

Available Selections

account / subaccount	Dept	Franchise	Description	P & L Group
4670 / 0	4 - WSHOP	0	C.O.S. - Service Sublet	Cost Of Sales
4680 / 0	4 - WSHOP	0	C.O.S. - Consumables	Cost Of Sales
4690 / 0	4 - WSHOP	0	C.O.S. - Workshop Re-work	Cost Of Sales
4715 / 0	3 - PARTS	0	C.O.S. - Parts Counter	Cost Of Sales
4716 / 0	3 - PARTS	0	C.O.S. - Parts Dismantling	Cost Of Sales
4717 / 0	3 - PARTS	0	C.O.S. - Parts NPN	Cost Of Sales
4750 / 0	8 - SERV0	0	C.O.S. - Fuel Service Station	Cost Of Sales
4760 / 0	8 - SERV0	0	C.O.S. - Shop Service Station	Cost Of Sales
4770 / 0	4 - WSHOP	0	C.O.S. - Internal Labour Manufacture	Cost Of Sales
4880 / 0	3 - PARTS	0	Inventory Adjustment	Cost Of Sales
4890 / 0	3 - PARTS	0	Loyalty Program Claims2	Cost Of Sales
5000 / 0	7 - ADMIN	0	Accountancy Fees	Expenses
5010 / 0	7 - ADMIN	0	Advertising / Promotion	Expenses

Type: General Ledger      184 records listed

Select 4717 and tab across and enter the Cost of the NPN Part.

Creditor Invoice

Supplier: Repco Reference: 335547 Reference Date: 15/11/2011  
 Code: REPCO Invoice Status: Open Invoice Amount: \$100.00  
 Type: Invoice Date Posted: 15/11/2011

Parts | General Ledger | Item Details | Notes | Query | Options

Account >>	Desc >>	Remarks	Amount	Stock # >>	Cost type	Gst type	Branc...	Control ...
4717	C.O.S. - Parts NPN		90.91	99999	Other	GST Applicab		0
					Other	GST Applicab		

Department: Sublet Sell Price: Order Number: 0  
 Franchise: Change GL Account  Force Gst

Print Options Copy Invoice  
 Stock/Purch Order Abort Add Sublet Process  
 Cost to Vehicle Save Invoice Import Costing

Rounding: \$0.00 G.S.T.: \$9.09  
 Freight: \$0.00 Total: \$100.00  
 Difference: \$0.00

This is how you must enter the purchase of all NPN parts.

If you have an invoice with NPN parts and NON NPN parts you can click the 'Parts' tab and key those parts in as normal.

Creditor Invoice

Supplier: Repco Reference: 335547 Reference Date: 15/11/2011  
 Code: REPCO Invoice Status: Open Invoice Amount: \$100.00  
 Type: Invoice Date Posted: 15/11/2011

Parts | General Ledger | Item Details | Notes | Query | Options

Item Code >>	Supplier #	Description	Pack Qty	Qty	Unit price	Unit Landed	Unit Deposit	Foreign Amt	Amount	RO >>
Z9		ENGINE OIL F	0	1.00	\$5.8000	\$5.80	\$0.00	0.00	\$5.80	No Job
				1.00	\$0.0000	\$0.00	\$0.00		\$0.00	

Last Cost: SOH: 0 List Price: Update Stock Prices

Print Options Copy Invoice  
 Stock/Purch Order Abort Add Sublet Process  
 Cost to Vehicle Save Invoice Import Costing

Rounding: \$0.00 G.S.T.: \$9.67  
 Freight: \$0.00 Total: \$106.38  
 Difference: (\$6.38)

The Creditor Invoice Screen will handle both types of purchases.

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# Index

## - C -

Common mistakes made with Generic Parts in Autosoft 4  
Create the New Part Code 36

## - M -

Make the Old Part Code Inactive 23

## - N -

New Creditor Invoice Entry 40  
New Settings to Handle NPN Parts Correctly 25

## - P -

Purchase Minus Cost Errors 7

## - S -

Sell as Usual 39  
So I have Minus Cost Errors! What do I do? 15

## - W -

What is 'Adjustment - Purchase Minus Stock?' Why is it important? 6  
What is a Generic Part Code 3

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