

Parts & Parts Management

Use this guide to understand the Parts module which has been designed to help track parts and part usage in a dealership.

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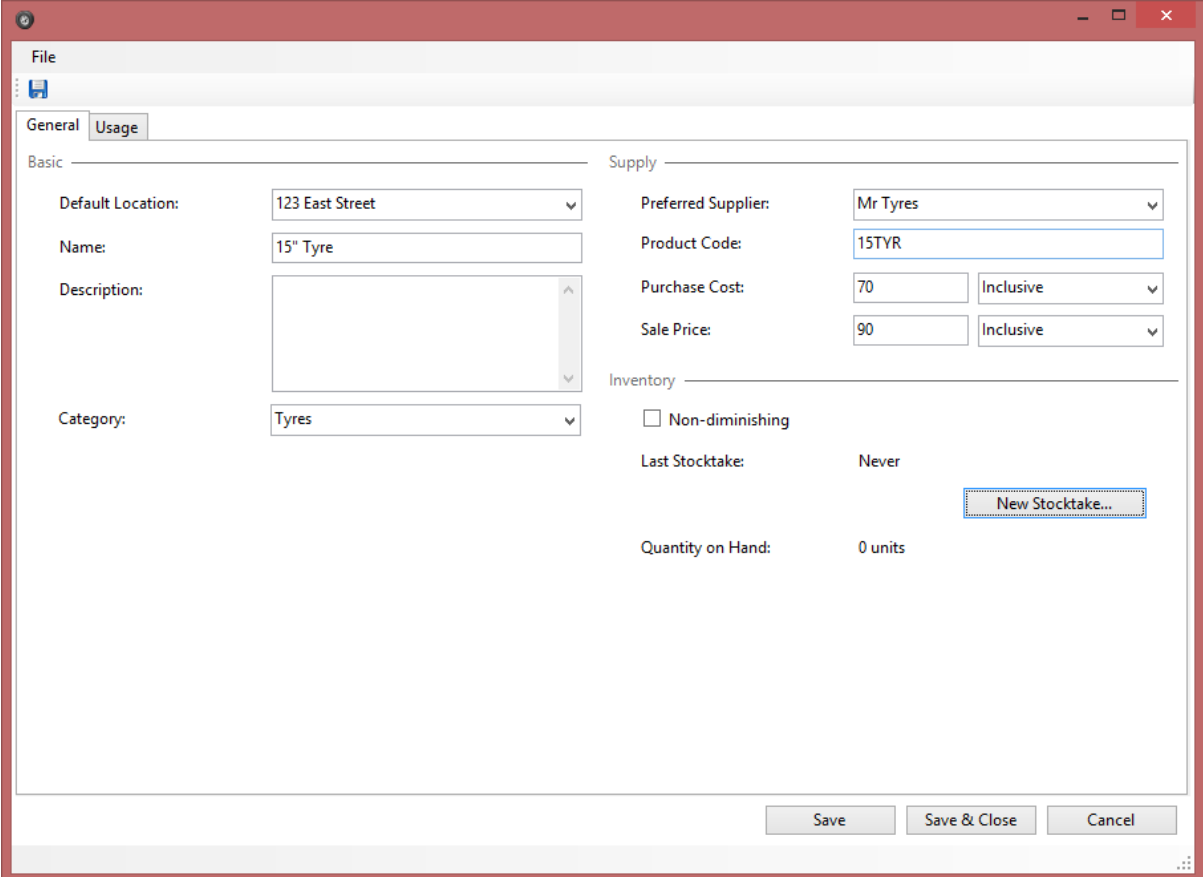
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What are Parts?

Parts are items you buy and are usually not used immediately at the time of purchase. Instead they are stored as inventory and used either as part of a sale or as a reconditioning item for a stocked vehicle.

Parts Maintenance

Parts can be managed under **Tools > Parts**, where you can search for parts or add new parts.



The screenshot shows a software window titled 'Parts Maintenance' with a 'File' menu and two tabs: 'General' and 'Usage'. The 'General' tab is active and contains three sections: 'Basic', 'Supply', and 'Inventory'.
- **Basic section:** 'Default Location' is a dropdown menu with '123 East Street' selected. 'Name' is a text field with '15" Tyre'. 'Description' is a large empty text area. 'Category' is a dropdown menu with 'Tyres' selected.
- **Supply section:** 'Preferred Supplier' is a dropdown menu with 'Mr Tyres' selected. 'Product Code' is a text field with '15TYR'. 'Purchase Cost' has a text field with '70' and a dropdown menu with 'Inclusive' selected. 'Sale Price' has a text field with '90' and a dropdown menu with 'Inclusive' selected.
- **Inventory section:** There is an unchecked checkbox for 'Non-diminishing'. 'Last Stocktake' is a text field with 'Never' entered. A 'New Stocktake...' button is highlighted with a dashed border. 'Quantity on Hand' is a text field with '0 units' entered.
At the bottom right of the window are three buttons: 'Save', 'Save & Close', and 'Cancel'.

Each part has a default location that represents the dealership where the part is located. This doesn't necessarily have to be a dealership that stock vehicles and can be one that's dedicated for parts such as a warehouse location.

You can set the stock balance of the part via the **New Stocktake...** button. You can also see part purchases, sales & allocation under the part Usage tab.

Purchasing Parts

Parts can be purchased into stock via Purchase Orders and/or Purchase Invoices (located under the Accounting option in the main menu of the main window).

Purchase Order #147

File | Print Order

Order Details | Order Status

Order No: 147
 Vehicle:
 Type: Reconditioning After-Sale
 Order Date: 2/02/2016
 Dealership: 456 West Street
 Part: 15" Tyre
 Use part from stock or leave blank
 Quantity: 12
 Supplier: Mr Tyres
 Description:
 Category: Tyres
 Order Amount: NZD 840.00 incl

Created Date: 2/02/2016
 Created By: John Smith
 Order Status: Approved
 Approved Date: 2/02/2016
 Approved By: John Smith

Mark this purchase order as closed, a closed purchase order is not required to be invoiced within Motorcentral.

Save Actions
 Set the vehicle status to At Supplier

Print Order | Email Order... | Approve Order | Cancel Order | Save & New | Save & Close | Cancel

Purchase Invoice

File

Basic Details

Supplier: Mr Tyres
 First Floor
 324 Cashel Street
 CBD
 Christchurch 8000

Invoice Date: 02/2016
 Invoice Reference:

Invoice Items

Vehicle	Dealership	Part	Category	Description	Qty	Unit Price	Origin
<input type="checkbox"/>	WE	15" Tyre	Tyres		12	NZD 70.00 incl	PO #147
<input type="checkbox"/>					1	NZD 0.00 incl	

Remove | Purchase Orders

Total: NZD 840.00 (GST 109.57)

Save & New | Save & Close | Cancel

Note a vehicle may or may not be specified in a Purchase Order or Purchase Invoice. If it is specified, then the part is allocated to that vehicle immediately, otherwise it's allocated to stock on hand.

Selling Parts

Parts can be sold on their own and straight out of stock via **Tools > Product Sale Invoices**.

Allocating Parts to Vehicles & Sales

Parts can also be allocated to vehicles via Vehicle Expenses and to sales via Sale Extras.

Parts & Accounting

Two ledger account codes have been added to allow you to configure Purchase Invoices and Product Sale Invoices. Note: currently these codes aren't just specific to Parts and will be used for any invoice including those where no part is specified.

This can be found under **Tools > Settings > Accounting > Configure Account Codes.**

MBI/Warranty (Expense)	Yes
MBI/Warranty (Income)	Yes
PPSR (Income)	Yes
Product Sale Invoice (In...	No
Purchase Invoice (Expen...	No
Sale Extra (Expense)	Yes
Sale Extra (Income)	Yes
Service Plan (Expense)	Yes

There is a further setting to control whether part allocation results in a transaction or not. There are three possible settings accordingly:

Purchase from part supplier:

In this case, when a part is allocated a purchase transaction is generated. This is useful for dealerships that don't use Purchase Invoices to purchase their parts. Under this scenario, the system is going to assume parts are purchased when used and generate a purchase transaction at the time.

Purchase from part location, if different from allocated location:

In this case, when a part is allocated an intra-dealership purchase transaction is generated, but only if the dealership where the part is used is different from the dealership that holds it. This is useful in multi-dealership scenarios where one dealership is selling the part to others when they need it, or if an inventory dealership (eg. warehouse) is holding all the parts.

No transactions are generated:

In this case, no transactions are ever generated when a part is allocated. This is useful in cases when the parts are purchased via Purchase Invoices and the where allocation has no impact on accounting.

Purchase Order _____
Specify how purchase orders are approved:
 Automatic, Purchase orders are created in an approved state.
 Manual, purchase orders are created in a pending state.

Parts _____
Specify what transactions are generated when parts are allocated:
 Purchase from part supplier.
 Purchase from part location, if different from allocated location.
 No transactions are generated.

OK Cancel

Usage tracking is unaffected by any of these settings, these are solely concerned with accounting.

