

Table of Contents

1. Software Overview

Operating Systems	1-1
Software Programs	1-2

2. System Utilities

Starting P.O.S. Linker	2-5
Login Screen	2-5
Typing Characters	2-6
Dollar Values	2-7
Entering Dates	2-7
Default Responses	2-7
Saving Data	2-7
Field Editing	2-8
Lightbar Menus	2-8
Point & Shoot Popup Windows	2-9
Date Screen	2-10
Date Window	2-10
Time Window	2-11
Switching Channels	2-12

3. POS Setup

Employee Performance	3-3
To setup employees	3-3
Employee Tracking	3-3
Lease/Finance Accounts	3-4
Process Lease/Finance Sale	3-5
Receiving Payment on Lease/Finance	3-6
Removing Old/Paid Invoices	3-8
POS Setup – Stmt/Inv Message	3-8
POS Setup - Forms/GL Linkage	3-9
POS Setup - Internal Departments	3-9
POS Setup Non-Stock Items	3-10
Quic Parts Lookup Module	3-11

4. Invoicing

Invoice Selections	4-3
Creating a Cash/Parts Invoice	4-5
Charge Invoice to Customer Account	4-10
Reversing a Cash/Parts Invoice	4-10
Complete Goods Invoice	4-11
Creating a Complete Goods Invoice	4-11
Trade-In Procedures	4-13
Reversing a Complete Good Invoice	4-19
Special Orders - Parts Items	4-20
Procedure for special orders	4-20
Special Order Parts	4-22
Canceling a Special Order from Parts Invoice	4-22
Canceling a Special Order from a Service	4-23
Layaway Items	4-24
Service Order	4-25
Special Function Keys	4-29
Printing a Service Order Form	4-30
Customer Payments/Review	4-30
Internal Sale	4-32
Re-print, Reverse or Clone	4-33
Point of Sale Reports	4-34

5. Inventory Control

Parts	5-2
Parts4Profit Inventory Management	5-3
Parts Inventory Field Descriptions	5-3
Locator Section	5-4
Pricing Section	5-5
Statistics Section	5-5
Indicators Section	5-5
Parts - Manufacturer Division Screen	5-10
Field Descriptions	5-11
Pricing Section	5-11
Default Section	5-12
Additional Settings	5-12
Accounting Section	5-12
Level Pricing	5-13
Order Processing - Parts	5-15
Parts -Inventory Reports Menu	5-22
Stock Order to Purchase Order	5-20
Pricing Data Import	5-20
Tracking Query Menu	5-21
End Parts Month	5-21
Utility Menu	5-22

6. Complete Goods

Complete Goods - Inventory Field Descriptions	6-3
Complete Goods - Manufacturer Division	6-5
Complete Goods - Order Processing	6-6
Reports	6-13
Locator	6-13
Utility Menu	6-14
Change Date	6-14

7. Service Labor

Service Code File	7-2
Warranty Accounts	7-4
Assigning Work Orders	7-13

8. Accounting

Accounts Receivable	8-1
Customer File Information	8-2
Customer File Menu Options	8-5
Reports - Accounts Receivable	8-11
Balance Files	8-13
Service charges	8-13
Direct Mail	8-14
Period Change/Date Change	8-14
General Ledger	8-15
Quit	8-20

9. Period Ending Procedures

Month End Checklist	9-1
Parts4Profit Detail Month End Instructions	9-3
Accounts Receivable Detail Month End Instructions	9-4

10. Tips & Techniques

Frequently Asked Questions	10-1
Support Request Fax Cover Sheet	10-4
Supplemental Information	10-5
Quick Notes	10-8

11. Software Support Policy

Support Packages	11-1
90 Day Automatic Coverage	11-2
Software Maintenance Plan	11-2
Coverage	11-2
Telephone Consultation	11-2