



ROME

Business Services

PARTS BASICS

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Main Menu Screen

Rome Management - Rome Technologies, Inc #1

File Reports Marketing Accounting Setup Multi-Shop Help

REPAIR ORDER ESTIMATE ACCOUNTING MARKETING REPORTS CALENDAR CUSTOMER SERVICE BIG BOARD PARTS

Repair Orders (Recent)

RO Status ☒ Active ☒ Inactive ☒ Void

RO Writers ☒ All ☐ Selected

by RO | by VIN | by L Name | by License | by H Phone | by W Phone | by Claim No. | by Key Tag | by Make | by Model | by Color | by Short VIN

RO	Last Name	First Name	VIN	License	Make	Model	C
2160.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2161.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2162.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2163.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2164.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2165.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2166.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2167.00	power	test	TRUUT28N741022944		AUDI	TT QUATTRO	
2168.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2169.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2170.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2171.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2172.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	
2173.00	ROWELL	SUSAN	1HGCM72674A009677		HOND	ACCORD EX	

Copy RO Select Insert Delete

DT RO All RO's Reset List Close Help

Browsing Records Monday, November 12, 2018 9:05AM

The Main Menu Screen is where everything begins. Since this is the Parts Guide, let's start by navigating to the Parts Status Screen. The status screen lists all RO's with parts to be ordered or received. This is the first place the parts department should look every day. To get to the Parts Status Screen, click on the Parts button in the upper right of the screen.

Parts Status Screen

The Parts Status Screen is where the parts department will find what RO's have parts that need to be ordered. When a new RO is created or a supplement with parts is brought into Rome, the RO will show up here. The screen should be several times a day. Once all the parts have been ordered and received on an RO, that RO will drop off this list. The goal should be to keep this page as empty as possible.

Rome Management - Rome Technologies, Inc #1

File Reports Marketing Accounting Setup Multi-Shop Help

REPAIR ORDER ESTIMATE ACCOUNTING MARKETING REPORTS CALENDAR CUSTOMER SERVICE BIG BOARD PARTS

RO Parts - None 52 Some 3 All 5

Filter Options

Date Created - Starting Date: 11/12/17 Ending Date: 11/12/18 All Dates

Vehicle Location - ☒ Car In Shop ☒ Schedule In ☒ Staging

Display ROs - ☒ No Parts Ordered ☒ Some Parts Ordered ☒ Parts to Receive

Writer - ☒ All ☐ Selected

Insurance - ☒ All ☐ Selected

Make - ☒ All ☐ Selected

by RO | by Date In | by Date Due

RO	Last Name	Writer	Insurance Company	Make	Date In	Date Due	No Order	Order	Receive	Return
0001234.00	ROWELL	SCOTTR	FARMERS	HOND	10/23/18	10/29/18	0	5	0	0
0001878.00	Book			AUDI	1/03/18	1/05/18	8	0	0	0
0001879.00	Smith		ALLSTATE INSURANCE	AUDI	12/18/17	12/28/17	8	0	0	0
0001880.00	Fitzgerald		ALLSTATE INSURANCE	AUDI	12/18/17	12/28/17	1	2	16	1
0001881.00	Frank			AUDI	12/18/17	12/29/17	8	0	0	0
0001882.00	Wiggins		ALLSTATE INSURANCE	AUDI	12/19/17	12/29/17	8	0	0	0
0001884.00	Frye			AUDI	12/19/17	12/29/17	8	0	0	0
0001887.00	power			AUDI	12/19/17	1/02/18	8	0	0	0
0001888.00	power			AUDI	12/19/17	1/02/18	8	0	0	0
0001889.00	power			AUDI	12/19/17	1/02/18	8	0	0	0
0001890.00	KOLB		ALLSTATE INSURANCE	AUDI	12/20/17	1/03/18	2	2	15	2
0001891.00	Marco	SCOTTR	ATLANTIC MUTUAL		12/20/17	12/23/17	3	0	0	0
0001892.00	Sal			AUDI	12/26/17	1/05/18	8	0	0	0
0001893.00	Tom			AUDI	12/26/17	1/08/18	8	0	0	0
0001894.00	Jackson		ALLSTATE INSURANCE	AUDI	12/27/17	1/08/18	8	0	0	0
0001895.00	Roger			AUDI	12/27/17	1/08/18	8	0	0	0

RO Part Counts: 52 3 5 RO Number:

Browsing Records Monday, November 12, 2018 9:06AM

Filter Options

Date Created

Defaults to the past year so any RO that was created in the past year would be on here in case someone accidentally set the the incorrect date.

Vehicle Location

This is where the vehicle is currently. (Scheduled in, In Shop, Staging)

Display ROs

No parts Ordered – ROs that have no parts ordered will show in red.

Some Parts Ordered – ROs with some but not ALL parts ordered, are shown in yellow.

Parts to Receive – RO's with all the parts ordered but not all of the parts received, are shown in green.

****Once all of the parts have been ordered and received, the RO will drop off the parts status list. ****

Sort Tabs

Rome Management - Rome Technologies, Inc #1

File Reports Marketing Accounting Setup Multi-Shop Help

REPAIR ORDER ESTIMATE ACCOUNTING MARKETING REPORTS CALENDAR CUSTOMER SERVICE BIG BOARD PARTS

RO Parts - None 52 Some 3 All 5

Filter Options

Date Created - Starting Date: 11/12/17 Ending Date: 11/12/18 All Dates

Vehicle Location - ☒ Car In Shop ☒ Schedule In ☒ Staging

Display ROs - ☒ No Parts Ordered ☒ Some Parts Ordered ☒ Parts to Receive

Writer - ☒ All ☐ Selected

Insurance - ☒ All ☐ Selected

Make - ☒ All ☐ Selected

by RO | by Date In | by Date Due

RO	Last Name	Writer	Insurance Company	Make	Date In	Date Due	No Order	Order	Receive	Return
0001234.00	ROWELL	SCOTTR	FARMERS	HOND	10/23/18	10/29/18	0	5	0	0
0001878.00	Book			AUDI	1/03/18	1/05/18	8	0	0	0
0001879.00	Smith		ALLSTATE INSURAN	AUDI	12/18/17	12/28/17	8	0	0	0
0001880.00	Fitzgerald		ALLSTATE INSURAN	AUDI	12/18/17	12/28/17	1	2	16	1
0001881.00	Frank			AUDI	12/18/17	12/29/17	8	0	0	0
0001882.00	Wiggins		ALLSTATE INSURAN	AUDI	12/19/17	12/29/17	8	0	0	0
0001884.00	Frye			AUDI	12/19/17	12/29/17	8	0	0	0
0001887.00	power			AUDI	12/19/17	1/02/18	8	0	0	0
0001888.00	power			AUDI	12/19/17	1/02/18	8	0	0	0
0001889.00	power			AUDI	12/19/17	1/02/18	8	0	0	0
0001890.00	KOLB		ALLSTATE INSURAN	AUDI	12/20/17	1/03/18	2	2	15	2
0001891.00	Marco	SCOTTR	ATLANTIC MUTUAL		12/20/17	12/23/17	3	0	0	0
0001892.00	Sal			AUDI	12/26/17	1/05/18	8	0	0	0
0001893.00	Tom			AUDI	12/26/17	1/08/18	8	0	0	0
0001894.00	Jackson		ALLSTATE INSURAN	AUDI	12/27/17	1/08/18	8	0	0	0
0001895.00	Roger			AUDI	12/27/17	1/08/18	8	0	0	0

RO Part Counts: 52 3 5 RO Number:

Browsing Records Monday, November 12, 2018 9:06AM

By RO - Search by RO number

Date in - Search by the date the vehicle got on property

Date Due - Search by the date the vehicle is due to leave the shop.

To go into a RO, double click on the RO line. This will bring up the customer information screen. Click on the *Parts* button at the lower left of the customer info screen to bring up the Parts Ordering Screen

RO (0002173 - 1HGCM72674A009677)

Tools Est./Suppl PPD Alert Print Multiple Print

Order/Pre-Order Auth/Cust Auth/Ins Blueprint Dispatch In Shop Completed

Customer Misc Notes Worksheet Payments Cost

RO No.: 0002173.00
WEBINAR / B-LIGHT HIT / BLUEPRINTING

Status: ☒ Active ☐ Inactive ☐ Void ☐ Tow In ☐ Comeback RO
☐ Total Loss ☐ Reviewed

First Name: SUSAN Cell: Des./Phone: Des./Phone:
Last Name: ROWELL Fax: Des./Phone:
Addr1: 4104 APPLE LEAF COURT E-Mail:
Addr2: E-Mail 2: Spouse:
City, ST, Zip: PASADENA MD 21122 Insurer: Policy No:
Home/Work: 410-437-5730 301-677-6416 Adjuster: Date Loss:
Writer: Year: 04 Claim R: Claim No:
Writer 2: Prod Date: Source(s): Cost

☒ Call Cust Call ☒ Contact/Info Make: HOND Color: Notes Status
Fleet Acct: Model: ACCORD EX Paint Cd: Customer Supplmnt Body
PO: Style: 2D CPE Trim Cd: Shop Security Paint
VIN: 1HGCM72674A009677 Type: PC Engine: 4-2.4L-FI Office Man. Mail Mech
Paint Auto Mail Frame
Paint Remarks Sublet

Key Tag: Date Creatd: 11/12/18 Pay Resp Date Cmpl:
Unit: Date In: 11/12/18 Owner ☐ Date Out:
Mileage In: 0 In Shop: Insured ☐ Delivered:
Mileage Out: 0 Date O.P.: 11/14/18 Shop ☐ Deduct.
ST Lic: Date Due: 0 11/14/18 Time: 2:49PM Betterment: Grand Total: 1,490.93
Payments: 0.00
Balance: 1,490.93

Level Layer Parts Labor Sublet/Misc Schedule Forecast Profile File Jacket A OK Cancel

Parts Ordering Screen Pull Down Menus

Some features in Rome can be accessed from more than one location. Some of the features listed in the pull down menus can also be accessed through the action buttons within the parts ordering screen.

Parts (0002173 - 1HGCM72674A009677)

Print Order Status Tools Notes

Billable RO Deleted - With Cost Deleted - All by ROME Line RO Parts Bin:

Line Number 1

Del Est	EC Ln	Qty	EW Part Num	Order Status Description	Ac	Header Vendor	Est Price	Cost Only Vnd. List	Discount	Cost	Supplmnt	Status	Cr	Lv	T1	T2
1	1	1		HOOD	MS							No Order	E1		✓	
2	2	1	60100SDPA90Z	A/M CAPA Hood	LK		350.00	350.00				No Order	E1		✓	
5	5	1		FRONT BUMPER	MS							No Order	E1		✓	
6	7	1	04711SDNA90Z	Bumper cover auto	OE		332.00	332.00				No Order	S1		✓	
8	6	5	9390345380	Bumper cover scr	OE		0.50	0.50				No Order	E1		✓	

Order Receive Return Rcv. Credit Backorder Make SB MS Level

Damage Core Charge Add Charge Add to PO Split Qty. Notes Status Insert Change Delete

PO Cr. Memo Print Phone Book Info Close

Print (See *Parts* appendix for samples)

Worksheet –Prints the parts worksheet for that RO. (All parts on the job)

Order –Purchase order(s) (Parts that have been marked as ordered in Rome)

Credit memo – Reprints any credit/core memos.

Labels – Used for printing part labels for received parts. (label maker required)

Vendor Part Reconciliation –Report showing the cost and vendor list for any received parts.

Parts Not Used- (NOT USED FROM THIS MENU)

Part Not Returned –(NOT USED FROM THIS MENU)

Tech Dispatching List – Techs sign this to accept responsibility for and verified each part. Scan into the Electronic File Jacket. The paper can then be discarded.

Order Status

Parts (0002173 - 1HGCM72674A009677)

Print Order Status Tools Notes

Bill of Materials

RO Part Bin

Critical Parts

Excluded Parts to Return

Back Order

RO Parts Bin:

Der	Est	Ln	Qty	Ev	Part Num	Order Status	Ac	Header	Vendor	Est Price	Cost Only	Vnd. List	Discount	Cost	Supplmnt	Status	Cr	Lv	T1	T2
1	1	1				HOOD	MS									No Order		E1		
2	2	1	60100SDPA90Z		AM CAPA Hood	LK				350.00	350.00					No Order		E1		
5	5	1			FRONT BUMPER	MS										No Order		E1		
6	7	1	04711SDNA90Z		Bumper cover auto	OE				332.00	332.00					No Order		S1		
8	6	5	9390345380		Bumper cover scre	OE				0.50	0.50					No Order		E1		

RO Parts Bin

Used to notate where the parts are being stored until they are taken out to the tech. To program/assign parts bins:

1. Click on RO Parts Bin from the drop down menu. (Can also click on the *Parts Bin* button)
2. Click on the bin location line or Insert a new bin by clicking *Insert*. (New locations will be stored)
3. The Part Bin field in the box will populate once a bin is chosen.
4. Click OK

RO Part Bins

Part Bin:

Part Bin Descriptions

by Part Bin

Part Bin	Description	Max RO's	RO's Used	Lock
1	part cart	1	1	No
2	397 part cart	1	1	No
3	398 part cart	1	1	No
4	BACK CAGE	10	10	No
5	TOP SHELF ROW 1	5	3	Yes
6	MIDDLE SHELF ROW	5	5	No
7	CART	1	1	No
8	Backleft corner	99	3	No
LOWER	LOWER 40	10	8	No
Lower1	Lower1	2	2	No
Lower2	Lower2	2	2	No
Lower3	Lower3	2	2	No
Lower4	Lower4	1	1	No
Lower5	Lower5	1	1	No
Upper1	Upper1	2	2	No
Upper2	Upper2	2	2	No

Order Receive Return

Damage Core Charge Add Char

To enter a new bin location:

1. Click *Insert*
2. Enter part bin name in the *Part Bin* field.
3. Enter a Description in the *Description* field.
4. Enter 99 in the *Max RO's in Bin* field.
5. Click *OK*.

Record Will Be Added

Part Bin:

Description:

Max RO's in Bin:

RO's Using Bin: (Read Only)

RO's Using Bin

RO	Description

☐ Lock Bin (O/R)

essential
drop
hit OK.

Order Status

Critical Parts – This is used to select what parts are for the repair to begin.

1. Select *Critical Parts* from the Order Status down (prior to marking them ordered).
2. Check the parts that are mission critical and

Mission Critical Parts

Billable RO Deleted - With Cost Deleted - All

	Est	Ln	Qty	EW Part Num	Order Status Description	Critical Part Vendor	Est List	Vnd List	Discount	Cost	Suppl.	Status	CR	Lv
<input checked="" type="checkbox"/>	1	1	1		HOOD						0.00	No Order	E1	
<input checked="" type="checkbox"/>	2	2	1	60100SDPAS	A/M CAPA Hood		350.00	350.00			0.00	No Order	E1	
<input checked="" type="checkbox"/>	5	5	1		FRONT BUMPER						0.00	No Order	E1	
<input checked="" type="checkbox"/>	6	7	1	04711SDNAS	Bumper cover auto tire		332.00	332.00			0.00	No Order	S1	
<input checked="" type="checkbox"/>	8	6	5	9390345380	Bumper cover screw		0.50	0.50			0.00	No Order	E1	

Order Status: ☒ Not Ordered ☒ Ordered ☐ Received ☐ Returned

Back Order

From the parts ordering screen, choose *Back order* from the *Order Status* drop down menu. This will bring up the Backordered Parts Status screen. Click on the back ordered part and click on *Change*.

If the correct part is not shown, make sure the transaction buttons at the bottom of the page are checked.

Backorder Part Status

Billable RO Deleted - With Cost Deleted - All

Est	Ln	Qty	Part Num	Description	Vendor	BO Due	Est List	Vnd List	Discount	Cost	Suppl. CR	Lv
1	1	1		HOOD							0.00	E1
2	2	1	60100SDPA902	A/M CAPA Hood			350.00	350.00			0.00	E1
5	5	1		FRONT BUMPER							0.00	E1
6	7	1	104711SDNA902	Bumper cover auto tre			332.00	332.00			0.00	S1
8	6	5	9390345380	Bumper cover screw			0.50	0.50			0.00	E1

Show Transactions: ☒ Not Ordered ☒ Ordered ☒ Backordered ☐ Received ☐ Returned

Change Close

Check the *Part is Backordered* box and enter the Anticipated Arrival Date (If known) then click OK.

Backordered Part

Qty: 1 Not Ordered

Part Num:

Description: HOOD

Vendor:

Account: 30314 MISCELLANEOUS

Purchase Order

P.O. #:

Date:

Sales Person:

Payment Status:

☐ Part is Backordered Backordered Part Anticipated Arrival:

Report Printing Options

Back Order Report - On Order

☐ Don't Print ☒ Print

Back Order Report - Received

☐ Don't Print ☒ Print

OK Cancel Help

Tools

Adjust Multiple Level Totals and Make Single Level Totals (Not Used)

Split Quantity (See split quantity section)

Copy Part (Not recommended)

Notes

1. To view, insert or change a part note: (Delete is disabled)
2. Click *Insert or Change*. (To view, use the *Change* button)
3. Enter the new note or change the existing one. (Name and Vendor will automatically populate).
4. Click OK.

Part Notes

Date	Time	Name	Vendor Name	PO Number	Note
11/12/18	8:39AM	SCOTT R			EMS Part Vendor Information Brandywine Economy

Parts Screen Tabs

Billable RO – Displays all lines that are being billed to the customer.

Deleted With Cost – Displays lines that have been deleted from estimate but still have a cost.

Deleted-All – Displays all of the deleted lines regardless of cost.

By Rome Line – Sorts the part list by the Rome line number.

Billable RO | Deleted - With Cost | Deleted - All | by ROME Line | RO Parts Bin:

Line Number: 1

Del	EC	Qty	EW	Order Status	Ac	Header	Est Price	Cost Only	Discount
Est	Ln		Part Num	Description		Vendor		Vnd. List	

Part Note

Date: 11/12/18 Time: 9:26AM

Name:

Vendor Name: PO Number:

Note:

Display columns

Del	EC	Qty	EW	Order Status	Ac	Header	Est Price	Cost Only	Discount	Cost	Supplmnt	Status	Cr	Lv	T1
Est	Ln		Part Num	Description		Vendor		Vnd. List							

Del/Est – Line number of the part in the estimating system.

EC/Ln – Rome line number, which may differ from the number in the estimating system.

Qty – The quantity of parts on that line.

EW/Part Num - Part number sent directly from the estimating system.

Order Status/Description

Red means the part has not been ordered.

Yellow indicates the part is ordered but not received.

Green means the part has been received.

Description of the part from the estimating system.

AC – The account code for the part.

Vendor - Where the part was ordered.

Est Price – The per unit, list price of the part from the estimate.

Vnd Price — The vendor's per unit list price for the part. (May differ from Est price)

Discount – This is the true discount calculated between the cost and the vendor list price.

Cost – Per unit cost to the shop. If the part is ordered, this number will be an estimate based on the discount set up with the vendor. If the part is marked received, this should be the actual cost from the vendor's invoice.

Supplement – Amount that is higher or lower than the estimate vendor list. (PPD or parts price difference)

CR – Credit Status. If the part/core has been returned to the vendor but the credit has not been received, there will be an "O" for an open credit in this column. If the credit has been received, there will be a "C" for closed credit.

T1 - T5 - A green check mark in one of the columns indicates that line is being taxed.

Parts ordering

To order arts, highlight a part to order and click the *Order* button. This will bring up the vendor list.

Parts (0002135 - 1HGCM72674A009677)

Print Order Status Tools Notes

Billable RO Deleted - With Cost Deleted - All by ROME Line RO Parts Bin:

Line Number 1

Del Est	EC Ln	Qty	EW Part Num	Order Status	Description	Ac	Header Vendor	Est Price	Cost Only Vnd. List	Discount	Cost	Supplmnt	Status	Cr	Lv	T1	T2
1	1	1	60100SDPA90Z	HOOD	MS								No Order	E1		✓	
2	2	1	60100SDPA90Z	A/M CAPA Hood	LK			350.00	350.00				No Order	E1		✓	
5	5	1	04711SDNA90Z	FRONT BUMPER	MS								No Order	E1		✓	
6	7	1	04711SDNA90Z	Bumper cover auto	OE			332.00	332.00				No Order	S1		✓	
8	6	5	9390345380	Bumper cover scre	OE			0.50	0.50				No Order	E1		✓	

Order Receive Return Rcv. Credit Backorder Make SB MS Level

Damage Core Charge Add Charge Add to PO Split Qty Notes Status Insert Change Delete

PO Cr. Memo Print Phone Book Info Close

Vendor Utilities

by Vendor | by Contact

77

Vendor	Contact	Work Phone
77		000-000-0000 EX0000
ABC		
BEAVERTON NISSAN	ROME	000-000-0000 EX0000
BEAVERTON TOYOTA		000-000-0000 EX0000
FISHER VOLVO		000-000-0000 EX0000
FOSTER AUTO PARTS		000-000-0000 EX0000
GRESHAM NISSAN		000-000-0000 EX0000
GRESHAM NISSAN SUBRAU		000-000-0000 EX0000
JSAB		000-000-0000 EX0000
LANDMARK FORD		000-000-0000 EX0000
ROME AUDI		
ROME LEXUS	ROME	410-923-2000 EX00000
Rome Technologies		800-373-7663 EX0000
RON TONKIN CHEV		000-000-0000 EX0000
RON TONKIN DODGE		000-000-0000 EX0000
RON TONKIN GRAN TOURISMO		000-000-0000 EX0000
RON TONKIN HONDA		000-000-0000 EX0000
RON TONKIN MAZDA		000-000-0000 EX0000
RON TONKIN TOYOTA	WAYNE	000-000-0000 EX0000
SEWELL AUDI	WALLACE	

☐ Show Not Active Vendors

Select Insert

Close Help

Type the first few letters of the vendors name and the highlighted line will go to the vendor that matches the letters typed. To insert a new vendor, click *Insert*. **NOTE:** Ensure the vendor has not been added under a different/misspelled name. Multiple vendor names for the same vendor will cause problems for accounting when they reconcile vendor invoices. Highlight the vendor and press *Select*. This will bring up the ordering screen.

Only unordered parts will show up in this list.

Parts Management - Ordering

Vendor: Discount: Ordered By: RO: 0002135.00

Sales Person: Ordered: 11/13/18 Date Due: 11/14/18 12:00PM ☐ View PO

Billable RO Deleted - With Cost Deleted - All

Line Number

	Est	Ln	Qty	Part Num	Description	AC	Est List	Vnd List	Discount	Cost	Suppl. Lv
<input checked="" type="checkbox"/>	1	1	1		HOOD	MS		0.00			0.00 E1
<input type="checkbox"/>	2	2	1	60100SDPA90ZZ	A/M CAPA Hood	LK	350.00	350.00			0.00 E1
<input type="checkbox"/>	5	5	1		FRONT BUMPER	MS		0.00			0.00 E1
<input type="checkbox"/>	6	7	1	04711SDNA90ZZ	Bumper cover auto trans	OE	332.00	332.00			0.00 S1
<input type="checkbox"/>	8	6	5	9390345380	Bumper cover screw	OE	0.50	0.50			0.00 E1

Show Accounts: ☒ All ☐ Selected

☒ Tag
 ☒ Untag
 ☒ Prev Tag
 ☒ Load Tags
 ☒ Tagged
 ☒ Notes
 ☒ Call
 ☒ Print

☒ Tag All
 ☒ Untag All
 ☒ Next Tag
 ☒ Save Tags
 ☒ Info.
 ☒ Picture
 ☒ Cancel

Vendor - From where the part(s) are being ordered.

Discount - The pre-arranged discount amount (if any). This can be set up in the vendor set up screen or inserted for each order. Example: if the vendor offers a 20%discount, enter .20 in this field, NOT 20.00. This is not a required field but can save time during the receiving process. The cost amount of each part will be

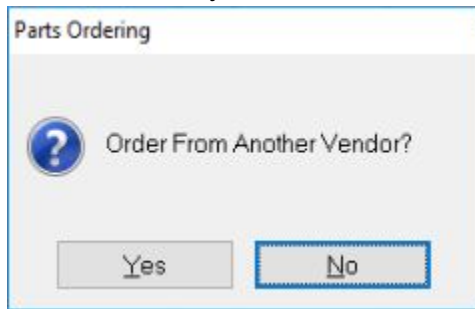
populated based on the discount percentage so it will not be necessary to change the cost of every part.

Ordered By- This should pre-populate the name of whomever is logged into the computer.

Salesperson - The name of the vendor counter person that took the order. May be helpful in the case of an issue. Ordered – The date the parts were ordered. This field defaults to today's date but can be changed.

Date Due – The day the parts are expected to arrive. This date is calculated using the *Days to Deliver* value in the vendor setup. It is pre-set to the next day but it can be edited.

1. Tag each part that needs to be ordered. Part can be tagged individually or by using the *Tag All* button.
2. If the order will be called in to the vendor, click *Call*. Rome will ask if there is another vendor order.
3. If there is, click yes and continue the ordering process. If not, click No, and ordering will be complete.



If the order will be saved as a PDF, faxed, or e-mailed, select the *Print* button. Unclick the *Preview and Print* buttons then click in the *PDF/E-Mail* box. To save the PO as a PDF, click on the button to the right of the *PDF Name block*.


Report Destination Options

Report Output

☐ Preview ☐ Print ☒ PDF/E-Mail

Preview/Printer Options PDF/E-Mail Options

File Options Outlook E-Mail Non-Outlook General Non-Outlook Advanced Non-Outlook Secure Server

PDF Name: \Reports\Purchase Order-181113-095103.PDF 

Note: The \Reports\ folder is for temporary report storage. The files are automatically deleted after 180 days.

Send File: ☐ No E-Mail ☐ Outlook E-Mail ☒ Non-Outlook E-Mail

Author: ROME Main Administrator

Creator: Rome Technologies, Inc

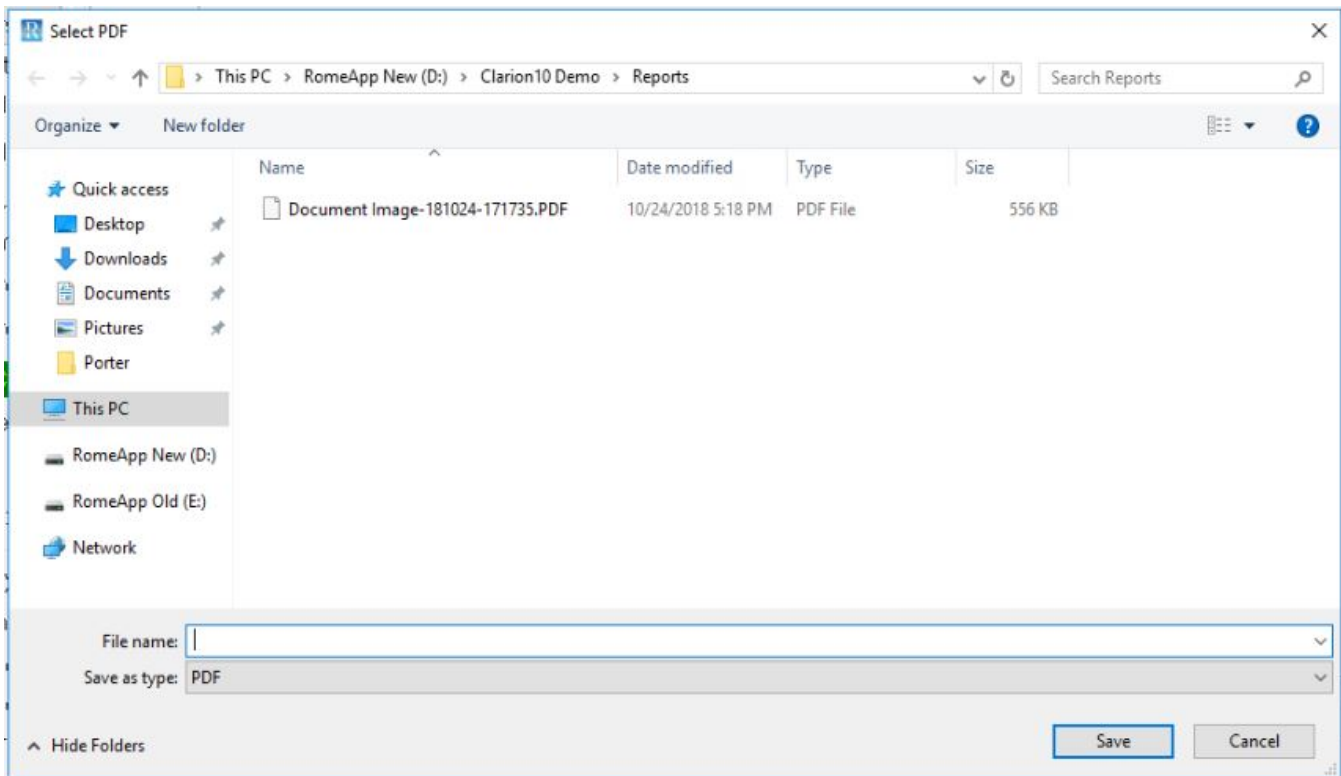
Title: Purchase Order

Subject:

Keywords:

Vendor Insurance Fleet Account RO OK Cancel

Choose the save location and click Save to be taken back to the parts screen.



To email an order:

1. Click on the *Non-Outlook General* Tab. The *From Name/E-Mail* should populate automatically.
2. Enter the *To: Name/E-Mail*. (Vendor emails can be set up in the vendor setup screen)
3. Click the *Vendor* button at the bottom of the email box and choose the vendor.
4. Click *Select*.

5. Enter the subject and a message in the text box. **Example: “Please acknowledge.”**
6. Click **OK** to complete the transaction.

Report Destination Options

Report Output: ☐ Preview ☐ Print ☒ PDF/E-Mail

Preview/Printer Options PDF/E-Mail Options

File Options Outlook E-Mail Non-Outlook General Non-Outlook Advanced Non-Outlook Secure Server

Note: Only One *From* Address, Separate Multiple To/CC/BCC Addresses by Commas

From Name/E-Mail: OFFICE@ROMETECH.COM

To Name/E-Mail:

CC Name/E-Mail:

BCC Name/E-Mail:

Subject: Purchase Order

E-Mail Text:

Vendor Insurance Fleet Account RO OK Cancel

Receiving Parts

To receive parts, click on a part that needs to be received then click on the *Receive* button.

Parts (0002135 - 1HGCM72674A009677)

Print
Order Status
Tools
Notes

Billable RO
Deleted - With Cost
Deleted - All
by ROME Line
RO Parts Bin:

Line Number
2

Del Est	EC Ln	Qty	EW Part Num	Order Status Description	Ac	Header Vendor	Est Price	Cost Only Vnd. List	Discount	Cost	Supplmnt	Status	Cr	Lv	T1	T2
1	1	1		HOOD	MS	FOSTER AUTO						Ordered		E1	✓	
2	2	1	60100SDPA90Z	A/M CAPA Hood	LK	RON TONKIN H	350.00	350.00	30.00	245.00		Received		E1	✓	
5	5	1		FRONT BUMPER	MS	RON TONKIN H						Received		E1	✓	
6	7	1	04711SDNA90Z	Bumper cover auto	OE	RON TONKIN H	332.00	332.00	30.00	232.40		Received		S1	✓	
8	6	5	9390345380	Bumper cover scr	OE	RON TONKIN H	0.50	0.50	30.00	0.35		Received		E1	✓	

Order
Receive
Return
Rcv. Credit
Backorder
Make SB MS
Level

Damage
Core Charge
Add Charge
Add to PO
Split Qty.
Notes
Status
Insert
Change
Delete

PO
Cr. Memo
Print
Phone Book
Info
Close

Only parts that were ordered at the same time as the highlighted part, or later added to the PO, will show up on this screen. The vendor invoice must be IN HAND to receive parts.

The Vendor invoice number **MUST BE ENTERED FIRST**. Rome will not allow any changes to this screen until the vendor invoice has been entered. Enter the Invoice date (not today's date) into the *Invoice Date* field. Enter the *Total Cost* listed on the vendor's invoice into the *Total Invoice Cost* field.

Parts Management - Receiving

Vendor: RON TONKIN HONDA Discount: 0.3000 RO: 0002170.00 PO: 0002170.00-001

Sales Person: 4 Cost Plus

Vendor Invoice: [REDACTED] Invoice Date: 11/13/18 Total Invoice Cost: 0.00 Pay Status: ☐ COD ☒ Payable

Totals for Selected Parts to Receive: Total Vendor List: 684.50 Total Cost: 479.15 Check Number: [REDACTED]

Total Est List: 684.50 Total Est Cost: 479.15

Line Number 0

Est	Ln	Qty	Part Num	Description	AC	Est List	Vnd List	Disc	Cost	Suppl.	Status	Lv
<input checked="" type="checkbox"/>	1	1	1	HOOD	MS	0.00	0.00	0.00	0.00	0.00	Received	E1
<input checked="" type="checkbox"/>	2	2	1 60100SDPA90	A/M CAPA Hood	LK	350.00	350.00	30.00	245.00	0.00	Received	E1
<input checked="" type="checkbox"/>	5	5	1	FRONT BUMPER	MS	0.00	0.00	0.00	0.00	0.00	Received	E1
<input checked="" type="checkbox"/>	6	7	1 04711SDNA90	Bumper cover auto	OE	332.00	332.00	30.00	232.40	0.00	Received	S1
<input checked="" type="checkbox"/>	8	6	5 9390345380	Bumper cover screw	OE	0.50	0.50	30.00	0.35	0.00	Received	E1

Parts Bin: [REDACTED] [REDACTED] ☐ Vendor Invoice ☒ RO 00003562

☒ Tag ☒ Untag ☒ Prev Tag ☒ Save Tags ☒ Back ordered ☒ Core Charge ☒ Info. ☒ Picture
☒ Tag All ☒ Untag All ☒ Next Tag ☒ Load Tags ☒ Damage ☒ Add Charge ☒ Insert ☒ Change
☒ Notes ☒ Tagged ☒ Split Quantity ☒ Add to PO ☒ OK ☒ Cancel

Click *Untag All* on the lower left of the page. (All parts will turn yellow)

Parts Management - Receiving

Vendor: RON TONKIN HONDA Discount: 0.3000 RO: 0002170.00 PO: 0002170.00-001

Sales Person: 4 Cost Plus

Vendor Invoice: 123123 Invoice Date: 11/13/18 Total Invoice Cost: 745.00

Totals for Selected Parts to Receive: Total Vendor List: 0.00 Total Cost: 0.00

Pay Status: ☐ COD ☒ Payable

Check Number:

Line Number: 0

	Est	Ln	Qty	Part Num	Description	AC	Est List	Vnd List	Disc	Cost	Suppl.	Status	Lv
<input checked="" type="checkbox"/>	1	1	1		HOOD	MS	0.00	0.00	0.00	0.00	0.00	Ordered	E1
<input type="checkbox"/>	2	2	1	60100SDPA90	A/M CAPA Hood	LK	350.00	350.00	30.00	245.00	0.00	Ordered	E1
<input type="checkbox"/>	5	5	1		FRONT BUMPER	MS	0.00	0.00	0.00	0.00	0.00	Ordered	E1
<input type="checkbox"/>	6	7	1	04711SDNA90	Bumper cover auto	OE	332.00	332.00	30.00	232.40	0.00	Ordered	S1
<input type="checkbox"/>	8	6	5	9390345380	Bumper cover screw	OE	0.50	0.50	30.00	0.35	0.00	Ordered	E1

Parts Bin: Vendor Invoice ☐ RO ☒ 00003562

Tag Untag Prev Tag Save Tags Back ordered Core Charge Info. Picture

Tag All Untag All Next Tag Load Tags Damage Add Charge + Insert Change

NOTE Notes Tagged Split Quantity + Add to PO OK Cancel

Starting at the top of the parts invoice:

1. Find the first invoice part on the Rome parts screen. (Rome lists parts from the front of the car to the back) If the vendor and the cost prices match in Rome and on the invoice, click the box to the left of the part line and move on to the next part. (This will turn the line green and the part cost will be added to the total cost at the top of the screen.
2. If they do not match, double click in the cost field and change the price to match the invoice cost. To save the changes, click ENTER. Rome will ask to save the changes. Click Yes.
3. To change the vendor list, double click in the *Vendor List* field and change the price to match the invoice vendor list price. * If a part is being price matched, DO NOT change the vendor list.

If a PPD (Parts Price Difference) box pops up, clicking Yes will list the amount of the difference in the *Supplement* column and let the estimators know a parts supplement was created. If No is clicked, the vendor list will go back to the original amount and no supplement will be created.

4. Repeat these steps for each part.

Core/Freight Charges

To add a core/misc charge:

1. Click on the part (for cores) and click *Core Charge* or *Add Charge* (for non-core charges).
2. Enter the charge amount and click OK.
3. Once the invoice and Rome totals match, the PO number in the right hand corner and the check mark

on the lower right of the screen should turn green. This indicates the invoice balances with Rome.

4. Click OK.

Parts Management - Receiving

Vendor: RON TONKIN HONDA Discount: 0.3000 RO: 0002170.00 PO: 0002170.00-001

Sales Person: 4 Cost Plus

Vendor Invoice: 123123 Invoice Date: 11/13/18 Total Invoice Cost: 479.15

Totals for Selected Parts to Receive: Total Vendor List: 684.50 Total Cost: 479.15

Line Number: 0 Total Est List: 684.50 Total Est Cost: 479.15

Pay Status: ☐ COD ☒ Payable Check Number:

Est	Ln	Qty	Part Num	Description	AC	Est List	Vnd List	Disc	Cost	Suppl.	Status	Lv
✓	1	1	1	HOOD	MS	0.00	0.00	0.00	0.00	0.00	Received	E1
✓	2	2	1	60100SDPA90 A/M CAPA Hood	LK	350.00	350.00	30.00	245.00	0.00	Received	E1
✓	5	5	1	FRONT BUMPER	MS	0.00	0.00	0.00	0.00	0.00	Received	E1
✓	6	7	1	04711SDNA90 Bumper cover auto	OE	332.00	332.00	30.00	232.40	0.00	Received	S1
✓	8	6	5	9390345380 Bumper cover screw	OE	0.50	0.50	30.00	0.35	0.00	Received	E1

Parts Bin: ☐ Vendor Invoice ☒ R0 00003562

☒ Tag ☒ Untag ☒ Prev Tag ☒ Save Tags ☒ Back ordered ☒ Core Charge ☒ Info. ☒ Picture
☒ Tag All ☒ Untag All ☒ Next Tag ☒ Load Tags ☒ Damage ☒ Add Charge ☒ + Insert ☒ Change
☒ Notes ☒ Tagged ☒ Split Quantity ☒ Add to PO ☒ OK ☒ Cancel

If the PO number and check mark are still yellow, go back and check for errors. Common errors are: something is checked in Rome that is not listed on the invoice, quantity differences, “fat finger” mistakes. DO NOT HAND INSERT PARTS INTO ROME.

Returns

From the parts ordering screen, highlight the part that needs to be returned and click the *Return* button. This brings up the parts return screen. All parts that were received on the same invoice as the part being returned will show on this page. Selected the part(s) to return and click OK.

Parts Management - Returning

Vendor: RON TONKIN HONDA Discount: 0.3000 Return By: RO: 0002170.00
 Sales Person: Returned: 11/13/18 Date Due: 11/14/18 ☐ View CM

	Est	Ln	Qty	Part Num	Description	Est List	Vnd List	Discount	Cost	Suppl. Lv
<input checked="" type="checkbox"/>	1	1	1		HOOD			0.00		0.00 E1
<input type="checkbox"/>	2	2	1	60100SDPA90ZZ	AM CAPA Hood	350.00	350.00	30.00	245.00	0.00 E1
<input type="checkbox"/>	5	5	1		FRONT BUMPER			0.00		0.00 E1
<input type="checkbox"/>	6	7	1	04711SDNA90ZZ	Bumper cover auto trans	332.00	332.00	30.00	232.40	0.00 S1
<input type="checkbox"/>	8	6	5	9390345380	Bumper cover screw	0.50	0.50	30.00	0.35	0.00 E1

☒ Tag ☒ Untag ☒ Flip ☒ Prev Tag ☒ Load Tags ☒ Notes ☒ Info. ☒ Split Quantity
☒ Tag All ☒ Untag All ☒ Flip All ☒ Next Tag ☒ Save Tags ☒ Tagged ☒ OK ☒ Cancel

Click on the part(s) to be returned and click OK. Choose the type of return and click OK.

Return/Re-order is used when a part is incorrect and another needs to be ordered (can be a different type of part i.e LKQ, OEM, AM). This will send the returned part to the Deleted with Cost Screen (highlighted in gray) and a new line (highlighted in red) will be created on the billable screen. Order new part as usual.

Select Up to Two Reasons for Return

Reason ID	Description
<input checked="" type="checkbox"/>	1 WRONG PART
<input type="checkbox"/>	2 DAMAGED PART
<input type="checkbox"/>	3 WRONG PO
<input type="checkbox"/>	4 NOT ORDERED
<input type="checkbox"/>	5 EXTRA PART
<input type="checkbox"/>	6 DELETED PART
<input type="checkbox"/>	7 NOT USED

☐ Tag ☐ Untag
☐ Tag All ☐ Untag All ☒ OK

Returning Part

Part Number:
 Quantity: 1
 Description: HOOD
 Unit Cost: 0.00 Unit Price: 0.00

Part Action

☒ Return - Re-Order
☐ Return - Negative Supplement
☐ Return - Part Not Used

☒ Apply To All Parts Being Returned Now ☒ OK

Part Not Used – Will show the part as returned on the billable screen. (highlighted in gray) This will create a credit memo for the part. The estimator will still need to go into the estimating system and remove the part from the estimate and EMS back to Rome. Click OK and a Print Credit Memo screen will pop up. You must print the credit memo in order for the ticket to be reviewed at the end of the job. (No need to scan into Rome as it is automatically populated within the RO)

From the parts screen:

- The Receive Credit screen will pop up displaying any credits for that vendor.

- Parts Management - Receive Credits

Vendor: RON TONKIN HONDA

Discount: 0.3000

PO: 0002170.00

CM: 0002170.00-002

Sales Person:

Credit Memo:

Credit Date: 11/13/18

Total Credit Cost: 0.00

Totals for Selected Parts to Credit:

Total Vendor List: 0.00

Total Cost: 0.00

Total Est List: 0.00

Total Est Cost: 0.00

	Est	Ln	Qty	Part Num	Description	AC	Est List	Vnd List	Discount	Cost	Suppl. Lv
<input checked="" type="checkbox"/>	1	1	1		HOOD	MS	0.00	0.00	0.00	0.00	0.00 E1
<input checked="" type="checkbox"/>	2	2	1	60100SDPA90ZZ	A/M CAPA Hood	LK	350.00	350.00	30.00	245.00	0.00 E1
<input checked="" type="checkbox"/>	5	5	1		FRONT BUMPER	MS	0.00	0.00	0.00	0.00	0.00 E1

The PO button allows the user to view, edit, and delete purchase orders and vendor invoices. Each time parts are marked ordered in Rome, a new PO is created. If four parts are ordered from a vendor and then later, another group of parts are ordered from that same vendor, two separate purchase orders will be created.

[illegible]

If several parts on a PO need to be unordered, the quickest way is to delete the PO from this screen. A PO can also be edited by highlighting the PO and clicking *Change*.

To view the vendor invoices for a specific PO, highlight the PO and hit the *Invoice* button. This button will not work on a red PO because none of the parts have been received. (Only received parts are attached to an invoice) The Invoice screen lists all of the parts vendor invoices that have been received for that PO. To edit the information in the invoice, highlight the invoice and press the “Change” button.

Adding to a PO

To add a part to an existing PO (so all parts can be received on the same invoice) Click on the part (The part must be red or *Not Ordered*) then click *Add to PO*.

Choose the PO and click *Select*. The part will be added to that PO and automatically marked ordered in Rome.

Parts (0002170 - 1HGCM72674A009677)

Print Order Status Tools Notes

Billable RO Deleted - With Cost Deleted - All by ROME Line RO Parts Bin:

Line Number 2

Del Est	EC Ln	Qty	EW Part Num	Order Status Description	Ac	Header Vendor	Est Price	Cost Only Vnd. List	Discount	Cost	Supplmnt	Status	Cr	Lv	T1	T2
1	1	1		HOOD	MS	RON TONKIN H						Received	E1		✓	
2	2	1	60100SDPA902	AM CAPA Hood	LK	RON TONKIN H	350.00	350.00	30.00	245.00		Received	E1		✓	
5	5	1		FRONT BUMPER	MS	RON TONKIN H						Received	E1		✓	
6	7	1	04711SDNA902	Bumper cover auto	OE		332.00	332.00				No Order	S1		✓	
8	6	5	9390345380	Bumper cover scre	OE		0.50	0.50				No Order	E1		✓	

Purchase Orders

RO: 0002170.00

PO#	Ordered	Vendor	Sales Person	Total List	Total Cost
0002170.00-001	11/13/18	RON TONKIN HONDA	4	350.00	245.00

Invoice Change Delete Close Help

Splitting Quantities

If the quantity ordered is different than the number received, use this button to divide the quantities into separate lines so the partial order can be received. Click on the line then click *Split Quantity*.

Input the number of items to order/receive for each line and click OK. Two lines will be created on the parts screen with the corresponding quantities.

Backordered Parts

To mark a part backordered, click on the part then click the *Backorder* button. The Backorder Part Status box will appear. Highlight the part line and click *Change*.

Parts (0002170 - 1HGCM72674A009677)

Print Order Status Tools Notes

Backorder Part Status

Billable RO Deleted - With Cost Deleted - All

Est	Ln	Qty	Part Num	Description	Vendor	BO Due	Est List	Vnd List	Discount	Cost	Suppl.	CR	Lv
1	1	1		HOOD	RON TONKIN HO						0.00		E1
2	2	1	60100SDPA902	A/M CAPA Hood	RON TONKIN HO		350.00	350.00	30.00	245.00	0.00		E1
5	5	1		FRONT BUMPER	RON TONKIN HO						0.00		E1
6	7	1	04711SDNA902	Bumper cover auto tra			332.00	332.00			0.00		S1
8	6	5	9390345380	Bumper cover screw			0.50	0.50			0.00		E1

Show Transactions: ☒ Not Ordered ☒ Ordered ☒ Backordered ☒ Received ☐ Returned

Change Close

Check the *Part is Backordered* box and enter the anticipated arrival date (If known) then click OK.

Backordered Part

Qty: 1 Received

Part Num:

Description: HOOD

Vendor: RON TONKIN HONDA

Account: 30314 MISCELLANEOUS

Purchase Order

PO#: 0002170.00-001

Date: 11/13/18

Sales Person: 4

Payment Status: Paid

☐ Part is Backordered

Backordered Part Anticipated Arrival:

Report Printing Options

Back Order Report - On Order

☐ Don't Print

☒ Print

Back Order Report - Received

☐ Don't Print

☒ Print

OK Cancel Help

Damaged Parts

This button is used to enter “clean up” time on a used part. This will lower the cost of the part and create a labor line for the tech. To start:

1. Click on the *Profile* button at the bottom of the customer info screen.

VIN: 1HGCM72674A009677 Type: PC Engine: 4-2.4L-FI

Parts Auto Mail Frame Frame
Paint Remarks Sublet Sublet

Key Tag: Date Creatd: 11/07/18 Pay Resp Date Cmpl: ...
Unit: Date In: 11/07/18 Owner ☐ Date Out: ...
Mileage In: 0 In Shop: Claimant ☐ Delivered: ...
Mileage Out: 0 Date O.P.: 11/09/18 Insured ☐ Deduct: ...
ST Lic: Date Due: 0 11/09/18 Shop ☐ Betterment: ...

Grand Total: 1,490.93
Payments: 0.00
Balance: 1,490.93

Level Layer **Parts** Labor Sublet/Misc Schedule Forecast Profile File Jacket A OK Cancel

2. Notate the Body Hour rate (door rate) for that job.

RO Profile

Account Codes Tax Authorities/Rates

Ln	Account	Description	Rate	Factor	Conversion	Tax 1	Tax 2	Tax 3	Tax 4	Tax 5	Auto Cost
1	30303	BODY LABOR	42.00	0.400	Body Labor	No	No	No	No	No	No
2	30301	PAINT LABOR	42.00	0.400	Paint Labor	No	No	No	No	No	No
3	30307	FRAME LABOR	45.00	0.400	Frame Labor	No	No	No	No	No	No
4	30306	MECHANICAL LABOR	90.00	0.400	Mech. Labor	No	No	No	No	No	No
5	30302	PAINT MATERIAL	26.00	0.600	Paint Material	Yes	No	No	No	No	Yes
6	30304	BODY MATERIAL	2.00	0.250	Body Material	Yes	No	No	No	No	Yes
7	30305	OEM	0.00	0.720	OEM Parts	Yes	No	No	No	No	No
8	30308	SUBLET	0.00	0.800	Sublet	Yes	No	No	No	No	No
9	30309	TOWING	0.00	0.800	Towing	No	No	No	No	No	No
10	30312	STRIPE	0.00	0.170	Other	No	No	No	No	No	No
11	30313	HZMAT	0.00	0.000	Hazard Material	No	No	No	No	No	No
12	30314	MISCELLANEOUS	0.00	0.000	Misc. Charges	Yes	No	No	No	No	No
13	30315	DTL	0.00	0.000	Other	No	No	No	No	No	No
14	30316	BSS	0.00	0.000	Other	No	No	No	No	No	No
15	30317	LKQ PART	0.00	0.700	AM Parts	Yes	No	No	No	No	No
16	30318	RE COND PT	0.00	0.000	Re Cond Part	Yes	No	No	No	No	No
17	30319	AFTERMARKET PART	0.00	0.700	AM Parts	No	No	No	No	No	No
18	30320	STORAGE	0.00	0.000	Storage	No	No	No	No	No	No
19	30321	REMAN PARTS	0.00	0.700	Reman. Part	Yes	No	No	No	No	No
20			0.00	0.000		No	No	No	No	No	No

Change

Reset Line Items OK

3. Go into the parts screen and click on the damaged part line.
4. Click the *Damage* button.
5. Enter the agreed upon credit amount in the *Parts Credit* box.
6. Click in the *Damage Repair* amount box.

When the following screen pops up, (at any point in the transaction) click "NONE".

7. Enter the profile door rate (Step one) multiplied by the number of hours the tech needs to fix the part in the *Damage Repair Box*.

Example: If the profile rate is \$62 an hour and the tech needs two hours, enter \$124. THIS IS NOT THE AMOUNT THE TECH WILL GET PAID. This amount is

used to create the two hour body line for the tech in the labor screen. They will get paid their normal hourly rate. If there is refinish time, complete the same procedure used for repair time but use the *Refinish* box. If a replacement part credit was agreed upon, enter that amount in the Replacement/Component Part box. Click OK once all pertinent boxes have been completed.

Moving Single Parts to Sublet Miscellaneous

This button moves the highlighted item out of the parts screen and into the miscellaneous or sublet screen.

Example: Paint materials or parts discounts that end up in the parts screen. Only "Not Ordered" can be converted to sublet or miscellaneous.

To mark an ordered or received part as unordered, double click the part line. This will "back out" the part one level. So a received part would become ordered. An ordered part would become unordered.

1. Highlight the part to be moved and click on the Make SBMS button.
2. For a single part, click on *Selected Part* then choose Sublet or Miscellaneous.

Convert Parts to Sublet/Miscellaneous

New Transaction Type: ☒ None ☐ Sublet ☐ Miscellaneous

New Account Code: ☒ Keep Existing Account ☐ Change Account

Show Existing Accounts: ☒ All ☐ Selected

Billable RO

Est	Ln	Qty	EW Part Num	Order Status Description	Est List	Vnd List	Cost	Status	Lv
	1	1		HOOD				No Order	E1
<input type="checkbox"/>	2	2	1 60100SDPA90ZZ	A/M CAPA Hood	350.00	350.00		No Order	E1
<input type="checkbox"/>	5	5		FRONT BUMPER				No Order	E1

☒ Tag ☒ Untag ☒ Flip ☒ Prev Tag ☒ Show Tagged ☒ Convert ☒ Close
☒ Tag All ☒ Untag All ☒ Flip All ☒ Next Tag

The next screen is saying the current

account code is NOT a miscellaneous/sublet account but it will be CHANGED into a Sublet or Miscellaneous account. With the exception of a parts discount, answer YES.

When moving a parts discount out of the parts screen into miscellaneous, follow the same procedure but click NO when asked if you want to change the account code. We still want the discount coded as parts but we want to move it out of the parts screen so it doesn't look like there is an unordered part.

Change to Misc Account

The current account code 30305 is not a miscellaneous account. Do you want to change the account code to a miscellaneous account?

Yes No

Choose the new account code within the sublet or miscellaneous screen

Select Account in Billing Profile

by Account

Account	SC	Description
22000	TX	SALES TAX
30301	PL	PAINT LABOR
30302	PM	Paint Materials
30303	BL	BODY LABOR
30304	BM	BODY MATERIAL
30305	OE	OEM
30306	ML	MECHANICAL LABOR
30307	FL	FRAME LABOR
30308	SB	SUBLET
30309	TW	TOWING
30312	ST	STRIPE
30313	HW	HZMAT
30314	MS	MISCELLANEOUS
30315	DT	DTL
30316	BS	BSS
30317	LK	LKQ PART

Select

Moving Multiple Parts to Sublet/Miscellaneous

To move multiple parts out of the parts screen:

1. Click on one of the parts to be then click *Make SBMS* button.
2. Choose *Multiple Parts*.
3. When the following screen comes up, choose *Sublet or Miscellaneous*.
4. Click *Change Account*.
5. Click in the box to the right of *Change Account* then choose account type and click *Select*.
6. Check the box(s) in front of the parts being moved and click on the green check mark on the lower right of the screen.

moved

Change Button

The *Change* button is used to make changes to the description, price, account code, taxes, transaction type, view the transaction detail, or to mark a part as backordered.

Parts (0002170 - 1HGCM72674A009677)

Print Order Status Tools Notes

Billable RO Deleted - With Cost Deleted - All by ROME Line RO Parts Bin.

Line Number 2

Del	EC	Qty	EW	Order	Status	Ac	Header	Est Price	Cost Only	Discount	Cost	Supplmnt	Status	Cr	Lv	T1	T2
Est	Ln		Part Num	Description			Vendor		Vnd. List								
1	1	1		HOOD	MS		RON TONKIN H						Received	E1			
2	2	1	60100SDPA90ZZ	A/M CAPA Hood	MS		RON TONKIN H	350.00	350.00	30.00	245.00		Received	E1			
5	5	1		FRONT BUMPER	MS		RON TONKIN H						Received	E1			
8	6	5	9390345380	Bumper cover scr	OE		RON TONKIN H	0.50	0.50	30.00	0.35		Received	E1			

Order Receive Return Rcv. Credit Backorder Make SB MS Level

Damage Core Charge Add Charge Add to PO Split Qty Notes Status Insert Change Delete

PO Cr. Memo Print Phone Book Info Close

Parts

Part Transaction Total

Original Level: E1

Est. List Level

☒ E1 ☐ E2 ☐ E3 ☐ E4 ☐ E5

☐ S1 ☐ S2 ☐ S3 ☐ S4 ☐ S5

☐ C1 ☐ C2 ☐ C3 ☐ C4 ☐ C5

PPD Level

☒ None

☐ E1 ☐ E2 ☐ E3 ☐ E4 ☐ E5

☐ S1 ☐ S2 ☐ S3 ☐ S4 ☐ S5

☐ C1 ☐ C2 ☐ C3 ☐ C4 ☐ C5

Purchase Order

PO#: 0002170.00-001

Date: 11/13/18

Sales Person:

Payment Status: Paid

☐ Part is Back Ordered

Qty: 1 Received

Part Num: 60100SDPA90ZZ

Description: A/M CAPA Hood

Vendor: RON TONKIN HONDA

Account: 30317 LKQ PART

☐ Auto Cost

Unit Extension

Est. List: 350.00 350.00

Vnd. List: 350.00 350.00

Est. Cost: 245.00 245.00

Cost: 245.00 245.00

PPD: 0.00 0.00

Vendor Invoice

Invoice: 123123

Date: 11/13/18

Discount: 0.00

☐ Bin O/R

Credit Memo

CM#:

Date:

Sales Person:

Credit Status:

Credit Documentation

☐ Print - Keep The Revenue

☐ Print - Do Not Keep Revenue

☒ Don't Print - Do Not Keep Revenue

Transaction Type

☒ Revenue and Cost

☐ Cost Only, Don't Print on Bill

☐ Cost Only, Print on Bill

☐ Exclude Calculation

☐ Exclude Worksheets

☐ Deleted Transaction

ERA/Internal Accounting ERA Part Detail

ERA GOG Type

☒ Account Code Default (If Any)

☐ Gas/Oil/Grease

☐ Shop Supplies

☐ Freight

☐ Paint Materials

ERA GOG Code Over-Ride:

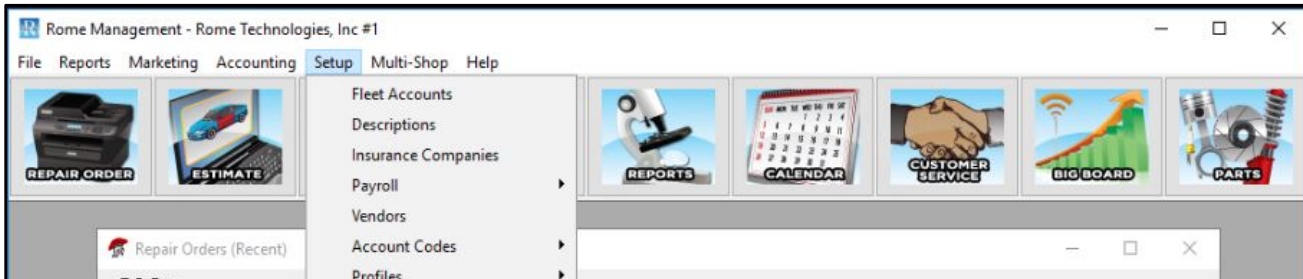
☐ No Accounting Transfer (Internal Accounting)

View Transaction Detail

OK Cancel

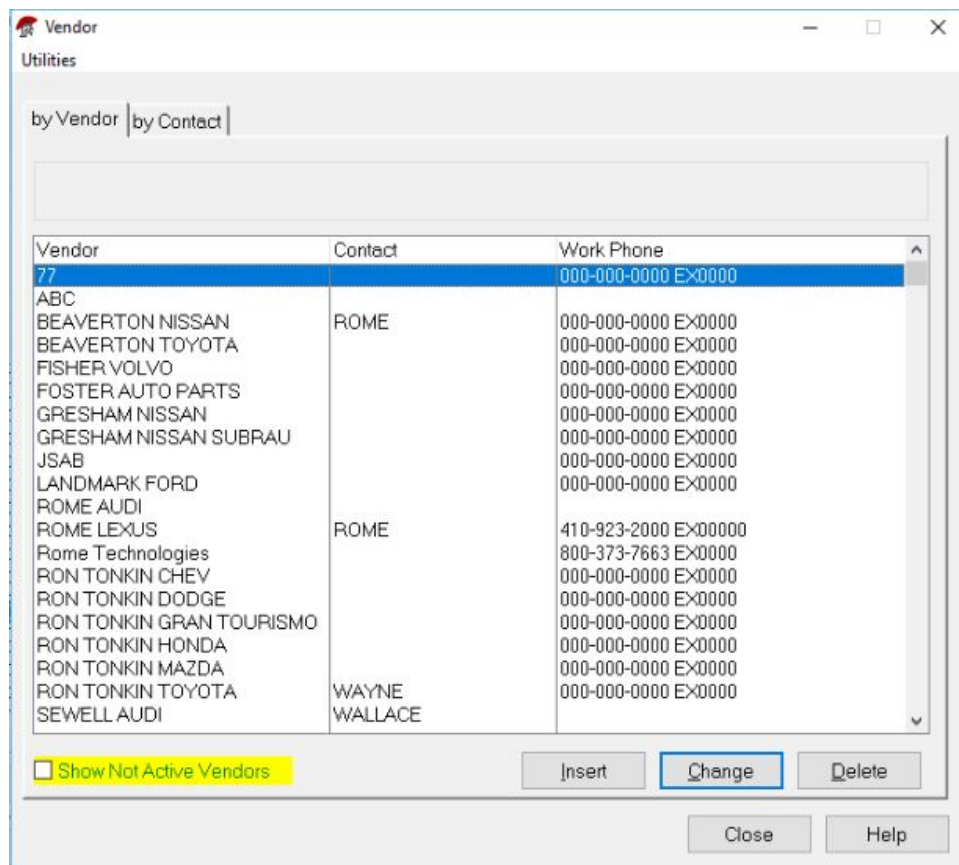
Vendor Set-Up

To add a new vendor or to add/make changes to a vendor's contact info, discount %, or the number of days it takes to deliver parts, go to *Set up* then *Vendors*.



Click *Insert* to add a new vendor. To change

vendor info, click on the vendor and click *Change*.



Click on *Payment Discount/Terms*. Make the necessary changes. These settings will populate for all NEW RO's. They will not be retroactive.

Vendor

Name and Address | Payment Discount/Terms | Tax/Company Information

Discount: 0.0000

Days to Deliver: 1 Time: ...

Payment Type

☐ Payable ☐ COD ☒ Not Defined

Invoice Due Method

☒ Date Due Days

Due In Days: 30

☐ Date Due Dates

Due Month Day: 0

Due Next Cycle: 0

☐ Not Active

OK Cancel Help

Deleted with Cost

Core charges, returned parts, and parts that have been deleted from the estimate that still have a cost will be shown in the Deleted with Cost tab. If the Tab is RED, the job cannot be reviewed and/or closed. To clear the red, make sure that all cores have been marked *returned* and PRINTED. Parts that have been purchased, but then deleted from the estimate, must be marked as returned before the job can be closed.

Parts (0002174 - 1HGCM72674A009677)

Print Order Status Tools Notes

Billable RO Deleted - With Cost Deleted - All by ROME Line RO Parts Bin:

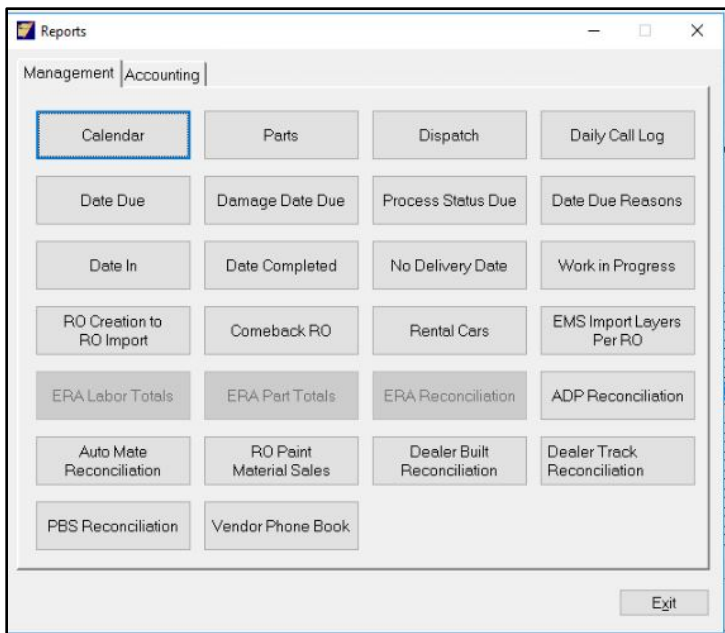
Line Number

Del Est	EC Ln	Qty	EW Part Num	Order Status Description	Ac	Header Vendor	Est Price	Cost Only Vnd. List	Discount	Cost	Supplmnt	Status	Cr	Lv	T1	T2
	12	1	123123	Core Charge - HCMS		RON TONKIN H				12.00		Received		E1	✓	

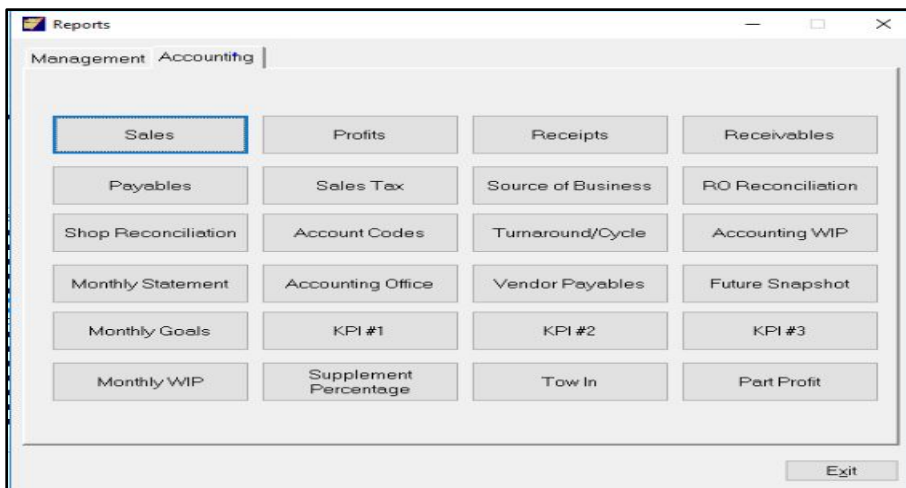
Parts Reports

The following is a list of parts reports that can be run in Rome. Start by clicking on the Reports button.





Next click on the *Parts* button. These are the parts reports available in Rome. Most have several options to choose from. Some of them are redundant due to updates in the program making the info easier to find in other screens. Feel free to explore them all and see which ones are most valuable to your shop.



Returned Parts/Cores (Closed Credits)

Starting Date: 1/01/00		Parts Core Returned				Page: 1	
Ending Date: 7/12/18		All Star Dodge Chrysler Jeep Ram					
		7/12/18 2:37PM					
Repair Order	Ln	Qty	Part Number	Description	Est. List	Vnd. List	Cost
	Returned		Vendor	Credit Memo	Due	Vendor Invoice	
Allstar dodge							
0000007.00	40	1	1TY37TZZAF	Core Charge Bumper cover w/o	0.00	0.00	100.00
	C	7/11/18	Allstar dodge	0000007.00-002	7/12/18	6119687	
0000007.00	41	1	68088787AB	Core Charge - Lower cover w/dual	0.00	0.00	100.00
	C	7/11/18	Allstar dodge	0000007.00-002	7/12/18	6119687	
				0000007.00-002		0.00	200.00
0000011.00	27	1	68043387AB	Core Charge - A/M CAPA Bumper cc	0.00	0.00	100.00
	C	7/10/18	Allstar dodge	0000011.00-003	7/11/18	6119688	
				0000011.00-003		0.00	100.00
0000034.00	16	1	68127938AE	Core Charge - Non OEM CAPA Bump	0.00	0.00	100.00
	C	7/11/18	Allstar dodge	0000034.00-002	7/12/18	5198835	
				0000034.00-002		0.00	100.00
				Allstar dodge		0.00	400.00
KEYSTONE							
0000030.00	17	1	CH1091101	A/M KEYSIQ Filler panel	0.00	0.00	38.40
	C	7/11/18	KEYSTONE	0000030.00-003	7/12/18	52062296	
				0000030.00-003		0.00	38.40
				KEYSTONE		0.00	38.40

Invoices by Vendor

			Vendor Invoice					Page: 1
Starting Date: 1/01/00			All Star Dodge Chrysler Jeep Ram					
Ending Date: 7/12/18			7/12/18 2:34PM					
<u>Repair Order</u>	<u>Description</u>	<u>Part Number</u>	<u>Vendor Invoice</u>	<u>Received</u>	<u>Order Status</u>	<u>Pay Status</u>	<u>Cost Est.</u>	
Vendor: Allstar dodge								
Contact:								
Vendor Invoice: 29								
0000029.00	A/M CAPA Bumper cover w/fog lamp	5183394AE	29	7/09/18	Received	Paid	330.00	
0000029.00	Core Charge - A/M CAPA Bumper co	5183394AE	29	7/09/18	Received	Paid	100.00	
Subtotals for Vendor Invoice: 29					Subtotal:		430.00	
Vendor Invoice: 5198538								
0000002.00	Air deflector w/o hellcat, w/o e	68258745AB	5198538	7/09/18	Received	Paid	65.75	
Subtotals for Vendor Invoice: 5198538					Subtotal:		65.75	
Vendor Invoice: 5198548								
0000035.00	RT Nameplate "COMPASS" black/chr	68292419AA	5198548	7/09/18	Received	Paid	58.35	
Subtotals for Vendor Invoice: 5198548					Subtotal:		58.35	
Vendor Invoice: 5198654								
0000014.00	RT Side marker lamp	68039504AA	5198654	7/10/18	Received	Paid	18.50	
0000014.00	RT Side support	57010288AD	5198654	7/10/18	Received	Paid	10.40	
0000014.00	LT Side bracket	5182269AD	5198654	7/10/18	Received	Paid	12.40	
0000014.00	RT Outer support	57010614AF	5198654	7/10/18	Received	Paid	4.45	
0000014.00	LT Outer support	57010615AF	5198654	7/10/18	Received	Paid	4.45	
Subtotals for Vendor Invoice: 5198654					Subtotal:		50.20	

Parts Worksheet

RO: 0000011.00

Starting Date: 7/02/18

Ending Date: 8/09/18

Parts Worksheet

All Star Dodge Chrysler Jeep Ram

7/10/18 11:25AM

Page: 1

Dwight Snelson 1254 82nd Blvd Saint Louis, MO 63132-2724			Date of Loss: 6/01/18 Year: 09 Make: DODG Model: Challenger SE Type: PC Style: 2D CPE Engine: 6-3.5L Gasoline SMPI Color: Silver License: MO UNKNOWN Mileage: 162,611 VIN: 2B3LJ44V99H606995			Auto Chb Enterprises 12901 NORTH FORTY DRIVE SAINT LOUIS, MO 63141 Phone: Fax: Adjuster: Jennifer Claim #: PA0001478999-14601716 Policy: A34025236 Betterment: Deductible: 1000.00			
PARTS									
Line	Seq	Qty	Vendor	Part Number				Status	
			Description	Ordered	Rcvd.	Est. List	Vnd. List	Cost	Suppl.
1	2	1	Allstar dodge	5137717AB					Received
			Shroud	7/07/18	7/02/18	87.6C	87.6C	180.0C	0.00
2	16	1	Allstar dodge	68050126AB					Received
			A/M KEYSIQ Radiator w/o severe duty	7/07/18	7/02/18	276.0C	276.0C	224.0C	0.00
3	7	1	Allstar dodge	68051388AA					Received
			Air deflector w/o extended deflect	7/07/18	7/02/18	76.8C	76.8C	46.0C	0.00
4	4	1	Allstar dodge	68043387AB					Received
			A/M CAPA Bumper cover- tabs broken off.	7/07/18	7/02/18	628.0C	628.0C	537.0C	0.00
5	25	1	Allstar dodge	68051392AB					Received
			Seal to hood	7/07/18	7/02/18	37.7C	37.7C	22.6C	0.00
6	11	1	Allstar dodge	5065240AG					Received
			A/M CAPA Lower tie bar	7/07/18	7/02/18	158.0C	158.0C	134.0C	0.00
7	15	1	Allstar dodge	5028807AF					Received
			A/M KEYSIQ Front shield	7/07/18	7/02/18	52.0C	52.0C	57.9C	0.00
8	18	1	1800 RADIATOR	5137693AD					Received
			SUBLET Condenser assy w/severe duty	7/08/18	7/06/18	134.0C	134.0C	116.0C	0.00
9	20	1	Allstar dodge						Received
			Anti-Freeze Coolant (Per Gallon)	7/07/18	7/02/18	12.0C	12.0C	14.3C	0.00
10	22	1	Allstar dodge						Received
			Freon R134 per LB	7/07/18	7/02/18	30.0C	30.0C	12.4C	0.00

Purchase Order

PO: 0000011.00-002	Purchase Order	Page: 1
Date: 7/08/18	7/10/18 11:27AM	
RO: 0000011.00 1,136,476		RM0000011

<u>Bill To:</u>		
All Star Dodge Chrysler Jeep Ram 11503 St Charles Rock Rd Bridgeton, MO 63044 Ph: (314) 373-7519 Fx: (314) 291-3329	Year/Production: 09 / / Make: DODG Model: Challenger SE Type: PC Engine: 6-3.5L Gasoline SMPI	Style: 2D CPE Color: Silver Paint Code: Trim Code: VIN: 2B3LJ44V99H606995
<u>Vendor Information:</u> 1800 RADIATOR	Ordered By: JENNIFER Date Parts Needed: 7/10/18 Vendor Phone: Vendor Fax:	Written By: JENNIFER Insurance: Auto Club Enterprises Claim #: PA0001478999-14601716

Item	Line	Qty	Part Number	Description	Status	Est List	Vendor List	Cost Ext.
1	18	1	5137693AD	SUBLET Condenser assy w/severe duty	Recvd	134.00	134.00	134.00
Grand Total:								134.00

Core/Parts Return Report

PO: 0000011.00-003	Core Part Return	Page: 1
Date: 7/10/18		
RO: 0000011.00 1,136,476		RM0000011

<u>Bill To:</u>		
All Star Dodge Chrysler Jeep R 11503 St Charles Rock Rd Bridgeton, MO 63044 Ph: (314) 373-7519 Fx: (314) 2	Year: 09 Production: / / Make: DODG Model: Challenger SE Type: PC Engine: 6-3.5L Gasoline SMPI	Style: 2D CPE Color: Silver Paint Code: Trim Code: VIN: 2B3LJ44V99H606995
<u>Vendor Information:</u> Allstar dodge	Returned By: STEVE Vendor Phone: Vendor Fax:	Written By: JENNIFER Reason 1: CORE CHARGE Reason 2:

Item	Line	Qty	Part Number	Description	Vendor Invoice	Vendor List	Cost	Cost Ex.
1	27	1	68043387AB	Core Charge - A/M CAPA Bumper cover- tabs broken o	6119688	0.00	100.0	100.00
Total:								100.00

RO Vendor Invoice Reconciliation

RO: 0000011.00

RO Vendor Invoice Reconciliation

Page: 1

7/10/18 11:28AM

All Star Dodge Chrysler Jeep Ram
11503 St Charles Rock Rd
Bridgeton, MO 63044
Ph: (314) 373-7519 Fx: (314) 291-3329

Dwight Snelson
1254 S2nd Blvd
Saint Louis, MO 63132-2724

Date of Loss: 6/01/18
Year: 09
Make: DODG
Model: Challenger SE
Type: PC
Style: 2D CPE
Engine: 6-3.5L Gasoline SMPI
Color: Silver
License: MO UNKNOWN
Mileage: 162,611
VIN: 2B3LJ44V99H606995

Auto Club Enterprises
12901 NORTH FORTY DRIVE
SAINT LOUIS, MO 63141
Phone:
Fax:
Adjuster: Jennifer
Claim #: PA0001478999-14601716
Policy: A34025236
Bettment:
Deductible: 1000.00

Part Purchase Invoice

Vendor: Allstar dodge
PO Number: 0000011.00-001
Date Ordered: 7/07/18
Vendor Invoice: 6119688
Invoice Date: 7/02/18

PARTS, SUBLET, AND MISCELLANEOUS CHARGES

Date	Description	Part/Account #	#	Est. List	Vnd. List	Est. Cost	Cost
7/02/18	Shovel	5137717AB	1	87.60	87.60	87.60	180.00
7/02/18	A/M CAPA Bumper cover - r/h bnd	68043387AB	1	628.00	628.00	628.00	537.00
7/02/18	Air deflector w/o extended dash	68031388AA	1	76.80	76.80	76.80	46.05
7/02/18	A/M CAPA Lower tie bar	5043240AG	1	158.00	158.00	158.00	134.00
7/02/18	A/M KEYSIQ Front/hall	5028807AF	1	52.00	52.00	52.00	57.90
7/02/18	A/M KEYSIQ Radiator w/o steam d	68050124AB	1	276.00	276.00	276.00	224.00
7/02/18	Anti-Freeze Coolant (Per Gallon)		1	12.00	12.00	12.00	14.35
7/02/18	Fluon R134 per LB		1	30.00	30.00	30.00	12.40
7/02/18	Seals hood	68031392AB	1	37.75	37.75	37.75	22.65
7/02/18	Com Charge - A/M CAPA Bumper co	68043387AB	1	0.00	0.00	100.00	100.00
Invoice Totals:				1,358.15	1,358.15	1,458.15	1,328.35

Part Credit Invoice

Vendor: Allstar dodge
CM Number: 0000011.00-003
Date Returned: 7/10/18
Vendor Credit: 5198682
Credit Date: 7/10/18

PARTS, SUBLET, AND MISCELLANEOUS CHARGES

Date	Description	Part/Account #	#	Est. List	Vnd. List	Est. Cost	Cost
7/02/18	Com Charge - A/M CAPA Bumper co	68043387AB	1	0.00	0.00	100.00	100.00
Invoice Totals:				0.00	0.00	100.00	100.00

Technician Dispatch List

RO: 0000005.00 Bin:		Technician Dispatching List All Star Dodge Chrysler Jeep Ram 7/09/18 2:33PM		Page: 1
Evelyn Fredrick Home: Work: Est.: JASON Received: 7/03/18 Del. Date: Date Paid:		Date of Loss: Year: 16 Make: Jeep Model: Grand Cherokee Type: Style: Summit 4 DR Wag Engine: 6 cyl Gas Flex Fuel Color: white License: MO PP1B6G Mileage: 21,929 VIN: 1C4RJFJG3GC496939		State Farm Phone: Fax: Adjuster: Claim #: 25-4744-V8701 Policy: Betterment: Deductible: 250.00
Body Team: DAVE W 30		Paint Team: JEFF A 507		Frame Team:
				Mech. Team:
PARTS				
Bin	Qty	Part Number	Description	Status
<input type="checkbox"/>	1	68274938AB	Door Shell,Front RT	Received
<input type="checkbox"/>	1	68110321AC	N/Plate,Front Door RT	Received
<input type="checkbox"/>	1	68258506AC	Door Shell,Rear RT	Received
<input type="checkbox"/>	1	68071575AB	Tape,Rear Door RT	Received
<input type="checkbox"/>	1	55113664AE	Hinge,Door Side Lower RT	Received
All Star Dodge Chrysler Jeep Ram 11503 St Charles Rock Rd Bridgeton, MO 63044 Ph: (314) 373-7519 Fx: (314) 291-3329		Signature _____ Date _____		