ROME

ROME MANAGEMENT
USER GUIDE

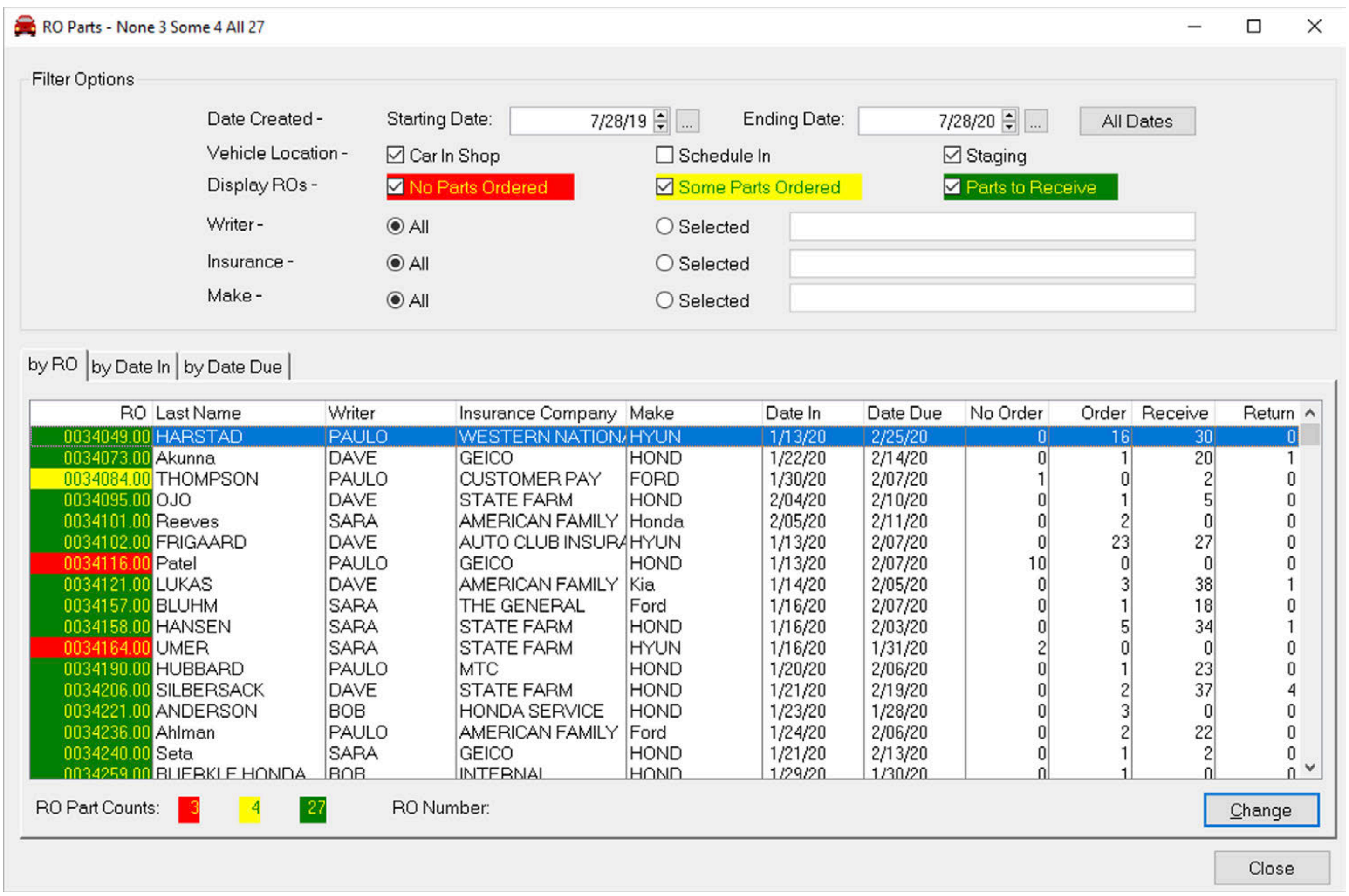
PARTS

2022

PARTS

Once a RO is created and the Order Pre-Order box on the customer information screen is clicked, Express will send that RO to the parts status screen.

When a new RO or supplement with parts is brought into Express, the RO will pop-up in the parts status screen. The parts department should keep this screen open all the times. Once all parts for an RO have been ordered and received, that RO will drop off the Screen.



At the Top of the Parts Status Screen there are Several Fields:

Date Created – This date defaults to the past year so any RO created in the past year with parts needing to be ordered will be shown on this screen.

The All Dates button will change the dates to 1/1/80 and 1/1/11, in case someone accidentally set the date outside the default range.

Vehicles Location – If the Car In-Shop box is checked, Express will display ROs that have the In-Shop button (in the customer information screen) clicked. Not in Shop will show ROs that do NOT have In-Shop checked. It is recommended that all blocks remain checked so ROs that may need parts ordered don't fall through the cracks.

No Parts Ordered – If this box is checked, ROs with no parts ordered will show in red. We recommend keeping this box checked so you are notified when a new RO with parts to order comes in.

Some Parts Ordered – ROs with some parts ordered will show up in yellow.

Parts to Receive – ROs with all parts ordered will show as green. Once all the parts have been received the RO will drop off the screen.

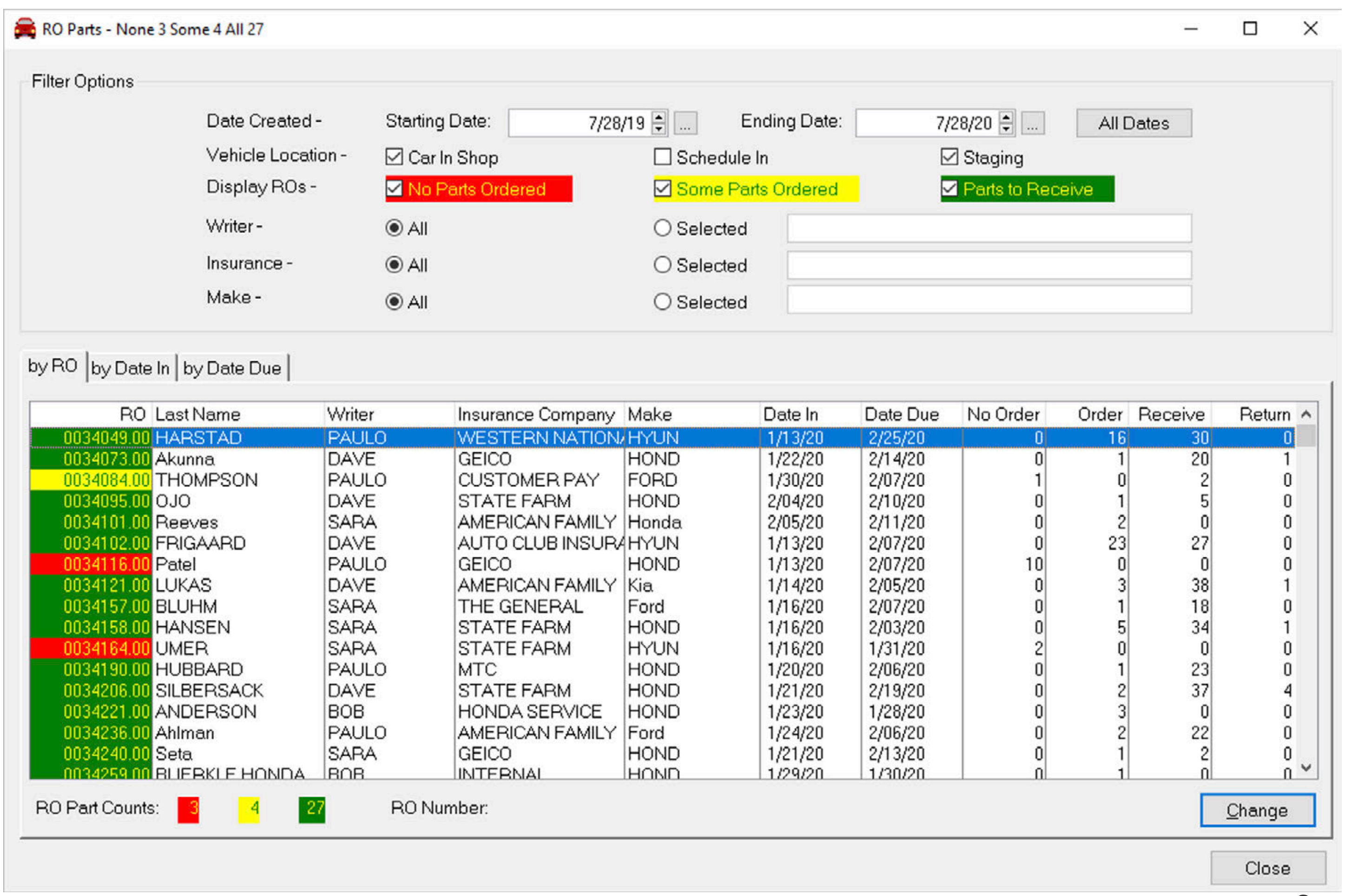
ROs can also be sorted by RO, Date-In, Date out, by using the tabs above the list area.

By RO – Sorts the list by ascending RO number.

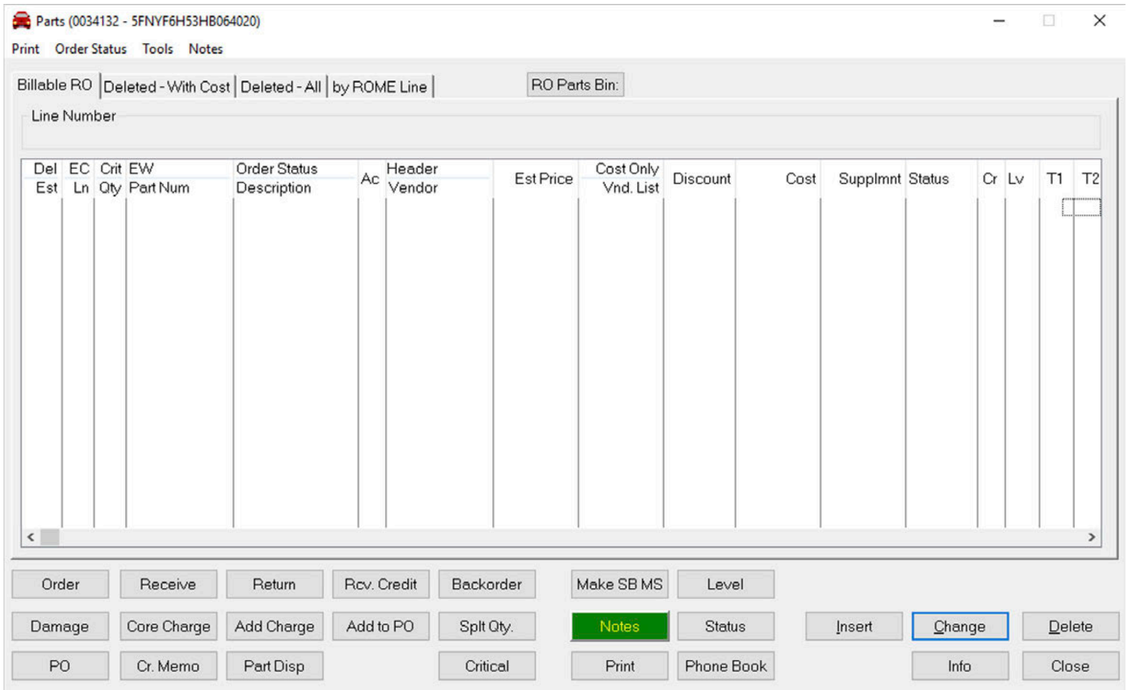
By Date In – Sorts the list by ascending Date In.

By Date Due – Sorts by ascending Date Due.

To get into the parts screen for a specific RO, double click on the highlighted RO on the Part Status Screen and that will open the customer information screen for that customer. Next, click the parts button on the lower left of that screen.



PARTS SCREEN WITHIN RO



PARTS STATUS STAGES

The parts process has 3 stages of status: Not Ordered, Ordered, and Received.

Not Ordered - When a RO is first created, all the parts will be set to “Not ordered” and they will be red. In this stage, the parts can be deleted if needed (with permissions).

Ordered - Ordered parts have a purchase order linked to them and they are yellow. An ordered part cannot be deleted. It must first be removed from the PO, then the part can be deleted. Double-clicking on the part will remove it from the purchase order and change the status to “Not Ordered”.

When the ordered parts are received, they move to the “Received” stage and turn green.

Received - Now there is a vendor invoice linked to the part and it is now green. Double-clicking on the part in this stage will remove it from the vendor invoice and change the status to “Ordered”.

The Purchase Order or the Part cannot be deleted until the vendor invoice is deleted. Only a received part can be returned. When a part is returned it will go into the “Returned-Open” stage.

Returned - Open. A credit memo is created and linked to the returned part. The part is now gray and has an “O” in the CR column. When the credit is received the part goes in to the final stage “Returned-Closed”. Double-clicking the part in this stage will remove it from the credit memo and change the status to “Received”. Any credit memos will need to be deleted before deleting an invoice.

Returned - Closed. A Credit is now created and linked to the part. It remains gray but a “C” is put in the CR column to indicate the credit has been received. This credit will have to be deleted to remove the credit memo. Double-clicking the part in this stage will remove it from the credit and change the status to “Return—Open”.

Print – This menu is for printing the following reports:

Worksheet – This will print the parts worksheet.

Order – Print out any parts purchase orders.

Credit Memo – Prints/reprints any credit memos.

Labels – Will print out labels for parts being received, a label maker set up is required.

Vendor Part Reconciliation – prints a report showing the cost and vendor list for received parts.

Part Not Used – This is a list of parts that were removed from the estimate

Part Not Returned – This is a list of the parts that were removed and have not yet been returned.

Tech Dispatching List – This is the sheet all techs sign when they take receipt of parts from the parts department.

ORDER STATUS

Critical Parts – Allows parts to be designated as critical parts, meaning parts that are essential for the repair to begin.

Backorder – Displays all backordered parts.

Notes – This is for creating Parts notes in the RO.

There are tabs at the top of the worksheet display:

Billable RO – Displays the lines that are being billed to the customer and will display on the final invoice.

Deleted with Cost – Displays lines that have been deleted due to supplements but still has a cost.

Deleted – Shows all deleted lines regardless of cost.

DISPLAY COLUMNS

Del/Est – This is the estimate for that line item. If the EST # is red, that indicates the line has been deleted from the estimate.

EC/Ln – This is the Express line number which may differ from the estimate line number. If this number is red AND has a cost, that line has been excluded from all calculations. This could be a red flag and should be double checked.

Qty – The quantity of the part on the line

EW/Part Num – The part number sent from the estimating system. If this is red, the line has been excluded from the worksheet and should be in deleted with cost.

Order Status/Description – Red means the part has not been ordered. Yellow means the part has been ordered and green means the part has been received.

AC – This is the account code of the part

Vendor – Name of the part vendor.

Est Price – The per unit list price of the part on the estimate

Cost Only/2nd Price — This is the vendors per unit list price for the part. Yellow indicates this part is cost-only.

Discount – This is the true discount calculated from the cost and the vendor list price. The value is a percentage i.e. 20.00 is a 20% discount.

Cost – This is the per unit cost of the part. If the part has been ordered, the cost listed will be an estimate based on the discount setup for that vendor. Once the part is received, the actual cost from the vendor's invoice will be entered here.

Supplement – This is the difference in price between the estimate and the actual cost of that part.

STATUS

Not Ordered – The part has not been ordered

Ordered – The part has been ordered but not received

Received – The part has been received and cost has been applied.

Returned – The part has been returned and a credit has been created.

CR – If the part has been returned there will be an O for Open Credit. If the credit has been received there will be a C for closed credit.

T1-T5 - If this column has a check, that line is being taxed. T1 is the first tax rate, T2 is the second tax rate, so on.

BUTTONS AT THE BOTTOM OF THE SCREEN

Order – This will bring up the parts ordering screen.

Receive – This brings up the parts receiving screen

Return – Use this button if a part needs to be returned.

Rcv. Credit – Used when receiving a credit for a returned part or core charge.

Notes – Creates a part note in the RO.

Insert – Allows for inserting a new part into the RO.

Change – Opens the highlighted item to be edited.

Delete - Deletes the highlighted part. (must have permissions)

PO – Brings up the purchase order screen for that RO.

Cr. Memo – Brings up the credits screen.

Damage – Used when creating a Damage Part Credit.

Add to PO – Used to add a part to an existing PO so all parts can be received on one invoice.

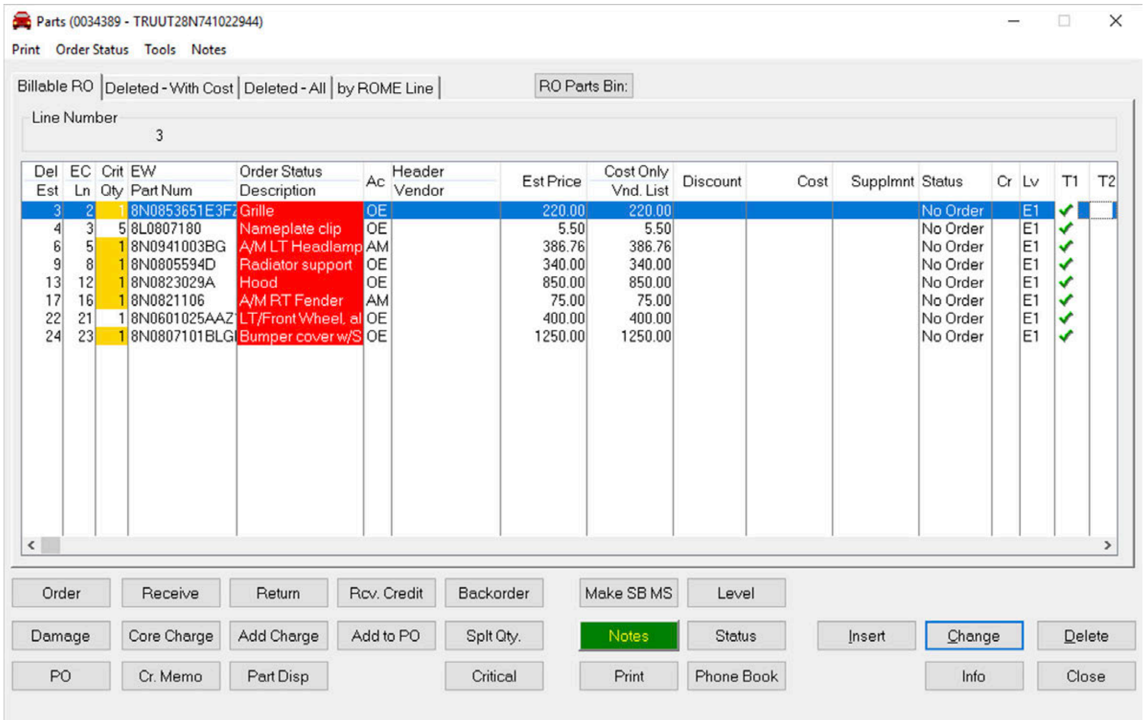
Make SB MS – This will change the highlighted part to the sublet or miscellaneous screen and move it out of the parts screen.

Phone Book – This brings up the Vendor list/Phone Book.

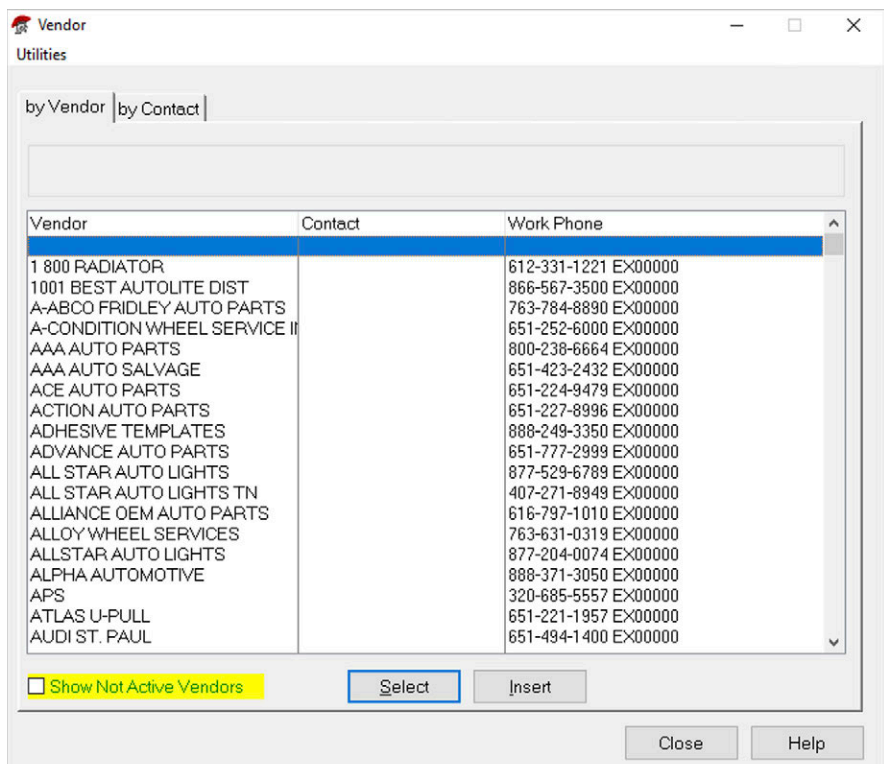
Close – Closes the parts screen and saves any changes.

ORDERING PARTS

To order parts click on one of the parts to be ordered. This will bring up the Vendor Screen.



Once the vendor is selected you are taken to the Parts Ordering screen If the vendor is not in the list, check the box to show inactive Vendors. If the vendor is still not there, press the insert button to add a new entry into the vendor list.



NOTE: Verify the vendor has not been added under a different name or the name has been slightly misspelled. If there are two different vendor names for the same vendor, it can cause problems for the accounting department when they go to reconcile vendor invoices.

PARTS ORDERING SCREEN

Vendor – This will display the name of the vendor chosen. If this is incorrect it can be changed.

Discount – This is the discount on this purchase order. It will default to the discount that is set for this vendor. If the discount is incorrect it can be changed.

(Remember, .2 is a 20% discount, not 20.00.)

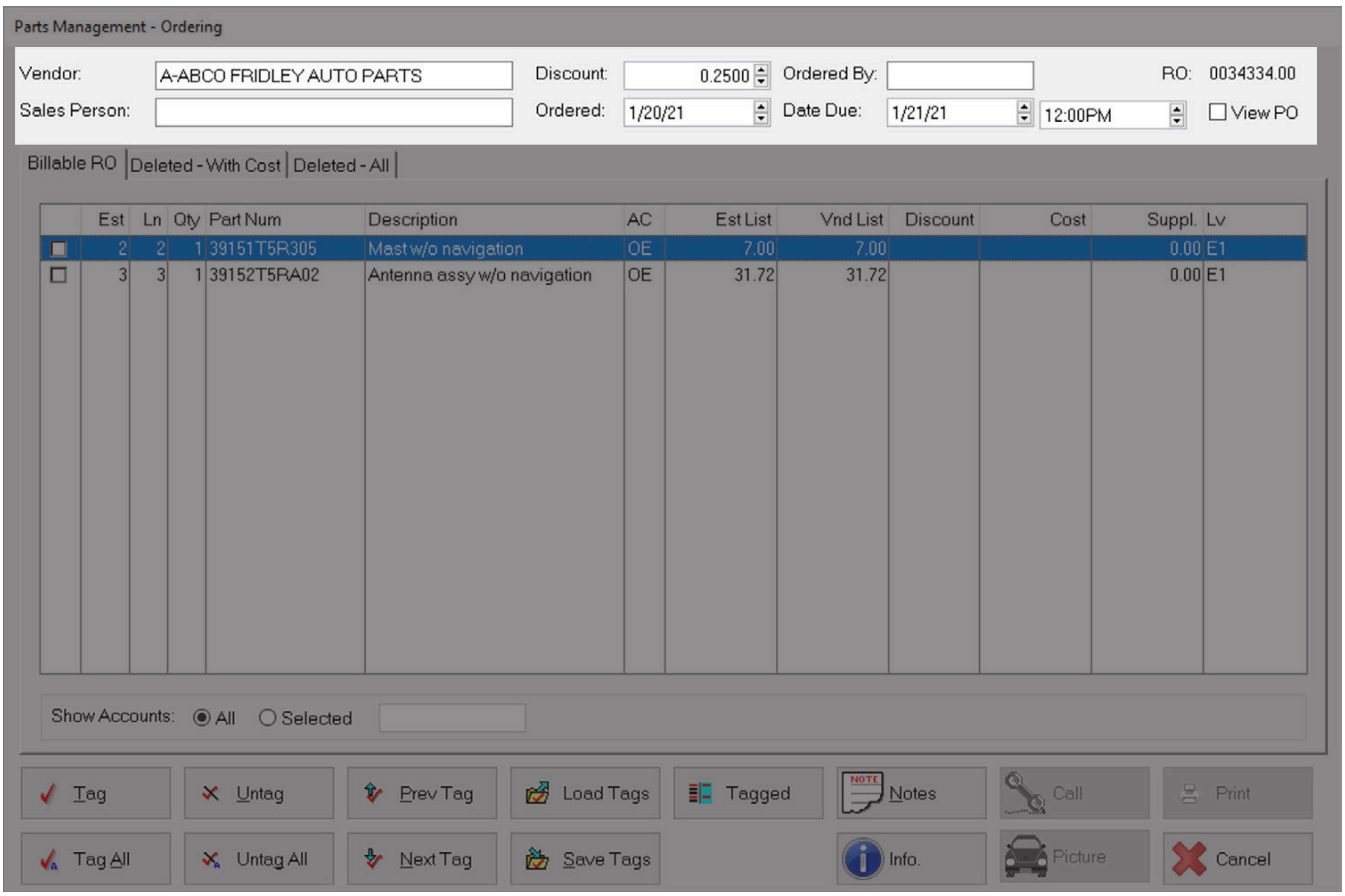
Ordered By – This is the person that ordered the part. This is now a required field

Sales Person – This is the name of the vendor sales person that took the order. This is not required but may be helpful if something happens to the order.

Ordered – This is the day the parts were ordered. This field defaults to today's date.

Date Due –Date the parts are expected to arrive. This date is calculated using the Days to Deliver value in the vendor setup. This date may be edited.

View PO – Checking this box will display the purchase order. Can also be printed.



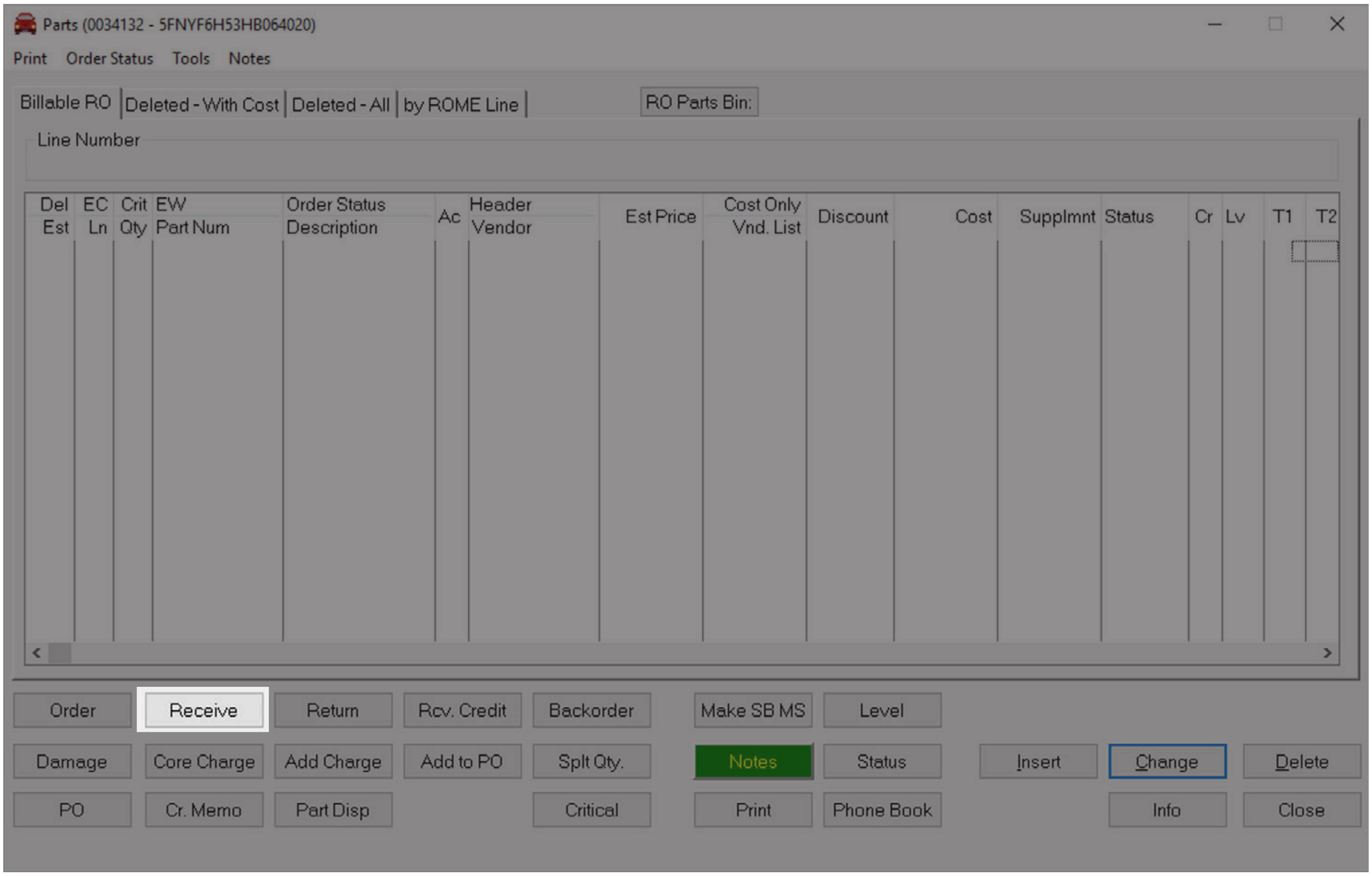
Click on each part that needs to be ordered. If the order will be faxed, or called into the vendor, click Call at the bottom right of the screen. If it will be emailed, click Print.

RECEIVING PARTS

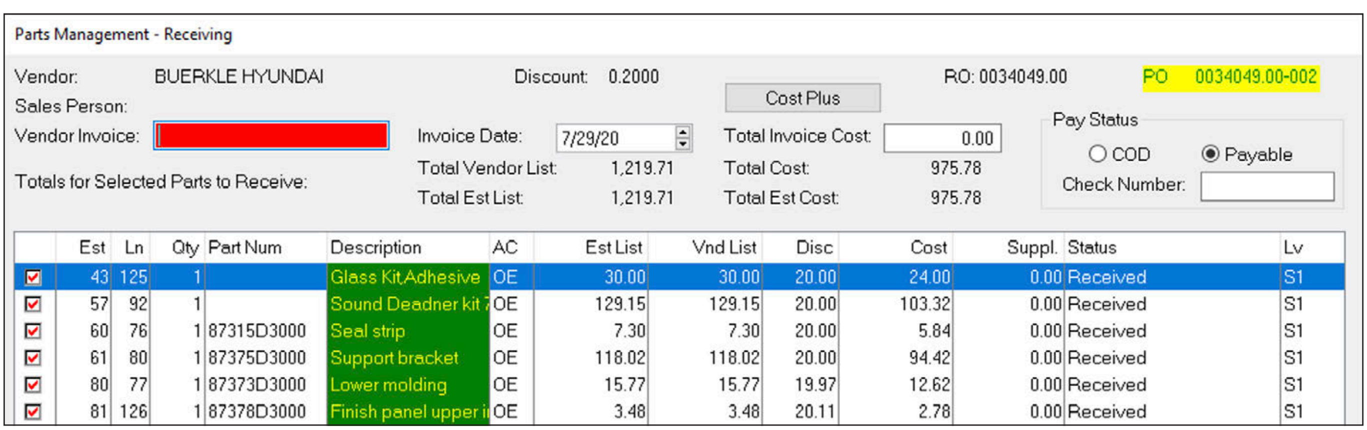
When ordered parts arrive they should be received as soon as possible. The vendor invoice is required to receive parts in Rome Management.

*Rome Management lists parts in the order of front of the car to back of the car. If an invoice has a rear bumper, it will be found toward the bottom of the parts list in Rome Management.

The following procedure is used to receive parts into Rome Management. Highlight one of the parts to be received and click the Receive button.



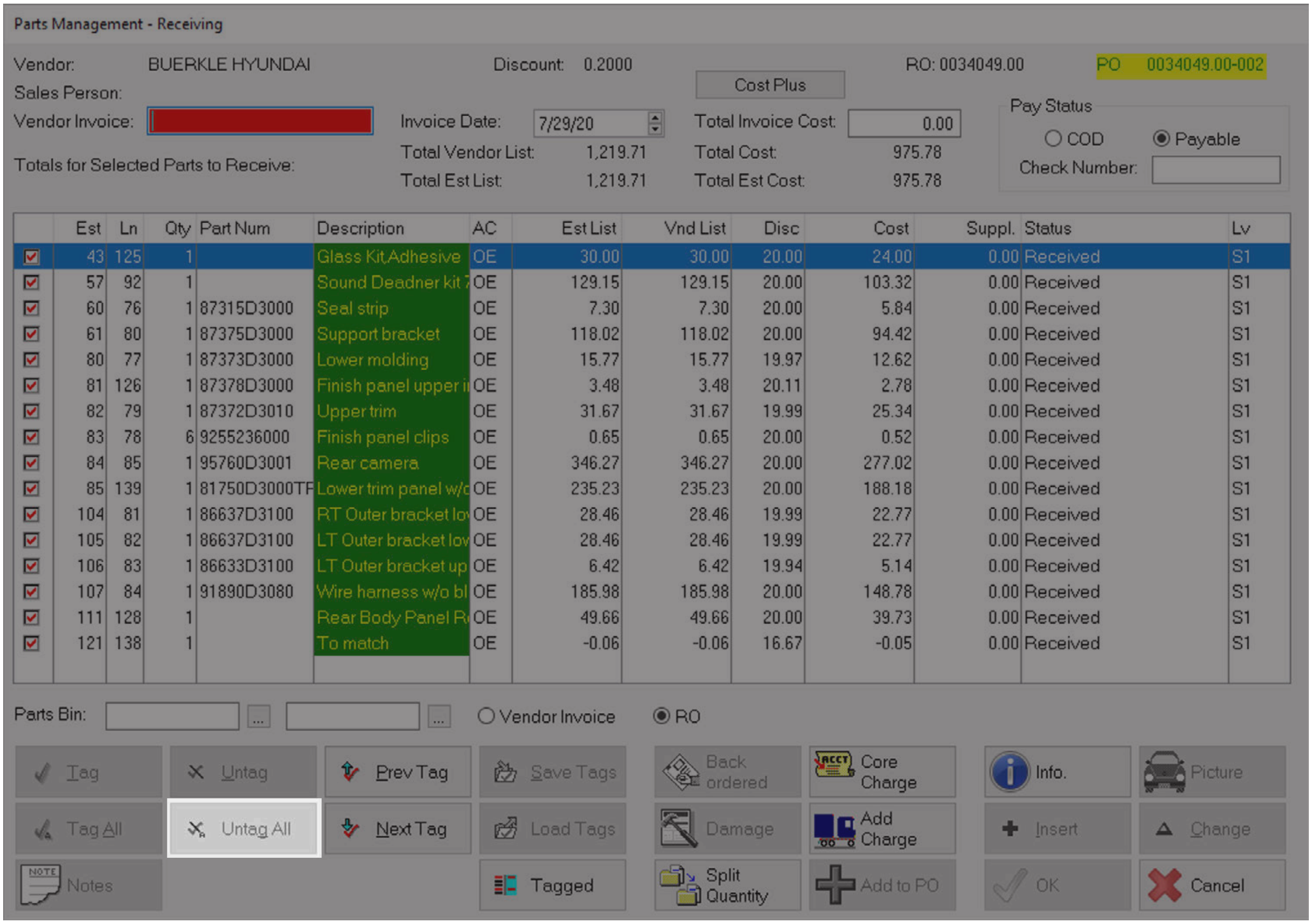
The Parts Receiving screen will be displayed. Only the parts on the purchase order with the part highlighted will be displayed.



Enter the vendor invoice number in the Vendor Invoice field. This is a required field before any parts can be received.

Enter the invoice date into the Invoice Date field.

Enter the total cost from the vendor's invoice into the Total Invoice Cost field. It is very important the exact total be entered in this field. The invoice cost and the Express costs must balance to get out of this screen.



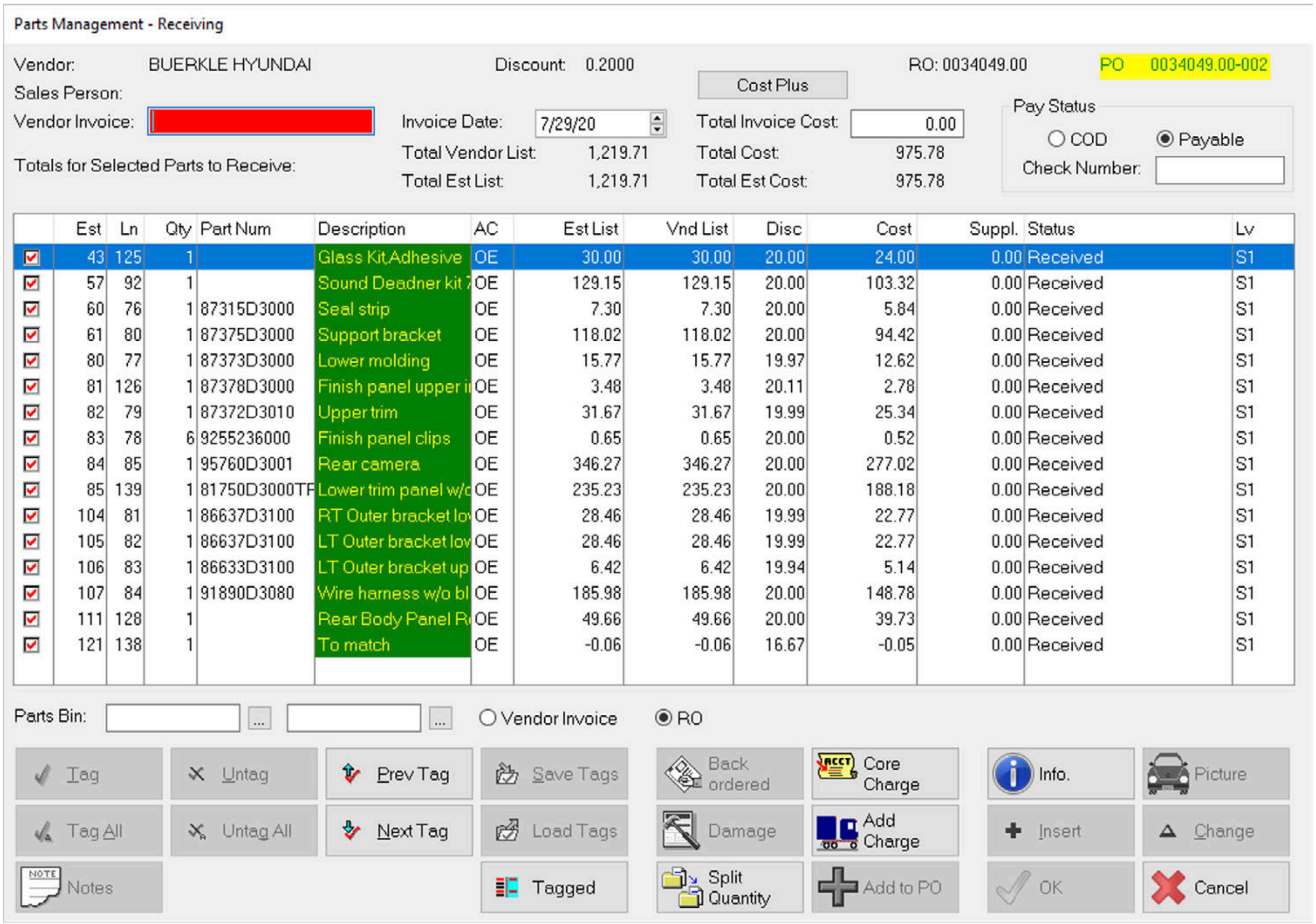
	Est	Ln	Qty	Part Num	Description	AC	Est List	Vnd List	Disc	Cost	Suppl.	Status	Lv
☑	43	125	1		Glass Kit,Adhesive	OE	30.00	30.00	20.00	24.00	0.00	Received	S1
☑	57	92	1		Sound Deadner kit 7	OE	129.15	129.15	20.00	103.32	0.00	Received	S1
☑	60	76	1	87315D3000	Seal strip	OE	7.30	7.30	20.00	5.84	0.00	Received	S1
☑	61	80	1	87375D3000	Support bracket	OE	118.02	118.02	20.00	94.42	0.00	Received	S1
☑	80	77	1	87373D3000	Lower molding	OE	15.77	15.77	19.97	12.62	0.00	Received	S1
☑	81	126	1	87378D3000	Finish panel upper i	OE	3.48	3.48	20.11	2.78	0.00	Received	S1
☑	82	79	1	87372D3010	Upper trim	OE	31.67	31.67	19.99	25.34	0.00	Received	S1
☑	83	78	6	9255236000	Finish panel clips	OE	0.65	0.65	20.00	0.52	0.00	Received	S1
☑	84	85	1	95760D3001	Rear camera	OE	346.27	346.27	20.00	277.02	0.00	Received	S1
☑	85	139	1	81750D3000TF	Lower trim panel w/c	OE	235.23	235.23	20.00	188.18	0.00	Received	S1
☑	104	81	1	86637D3100	RT Outer bracket lo	OE	28.46	28.46	19.99	22.77	0.00	Received	S1
☑	105	82	1	86637D3100	LT Outer bracket lov	OE	28.46	28.46	19.99	22.77	0.00	Received	S1
☑	106	83	1	86633D3100	LT Outer bracket up	OE	6.42	6.42	19.94	5.14	0.00	Received	S1
☑	107	84	1	91890D3080	Wire harness w/o bl	OE	185.98	185.98	20.00	148.78	0.00	Received	S1
☑	111	128	1		Rear Body Panel R	OE	49.66	49.66	20.00	39.73	0.00	Received	S1
☑	121	138	1		To match	OE	-0.06	-0.06	16.67	-0.05	0.00	Received	S1

Click Untag all (This will make it easier to see which parts prices have been changed. Helpful when receiving large invoices) Compare the vendor list price and the cost for each part in Express against the vendor list price and cost on the invoice. If they match, continue to the next line. If they don't match, click on the price and change the price to match the invoice list and/or cost prices. After changing a price, click ENTER. A prompt will pop up asking to save changes and create a supplement.

Click "Yes" to create a part-price different supplement automatically. If "No" is clicked, the vendor list will go back to the original amount.

Once all prices match, the PO number in the upper right-hand corner should turn green. This indicates the invoice is in balance and the changes can be saved. Press the OK button. The received parts will now be displayed in green on the parts list screen.

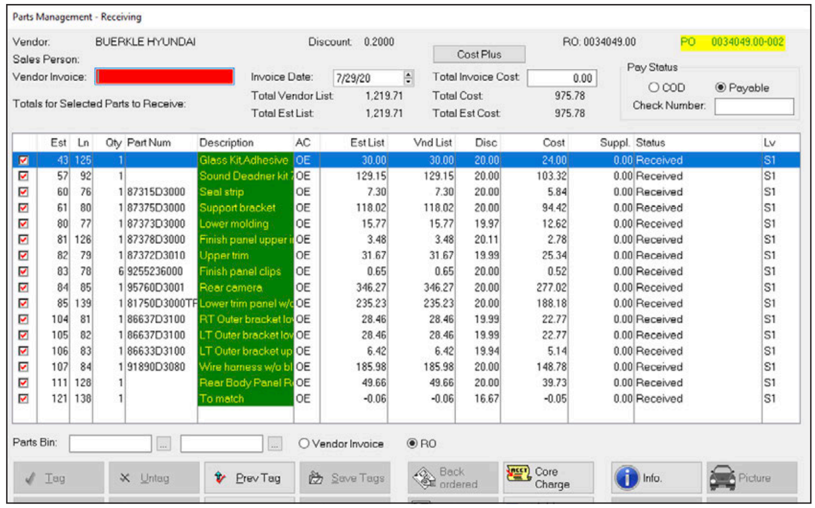
If the PO number in the upper-right corner is yellow and the check mark in the lower right is gray the cost of the parts does not balance with the cost of the invoice. Go back and double check each line for correct quantities and part descriptions.



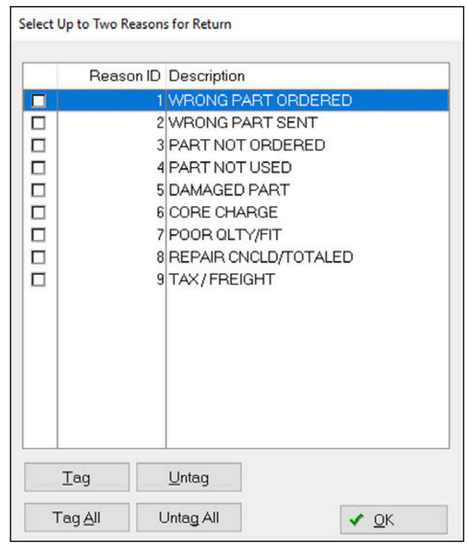
RETURNING A PART

If a part needs to be returned, Express will generate a credit memo and make the proper adjustments to the ticket.

From the parts screen, highlight the part to return and press the Return button. The part return screen will be displayed. All the parts that were received on the same invoice as the returned part will be displayed. Check the box in front of each part that needs to be returned. Click OK in the lower right of the screen.



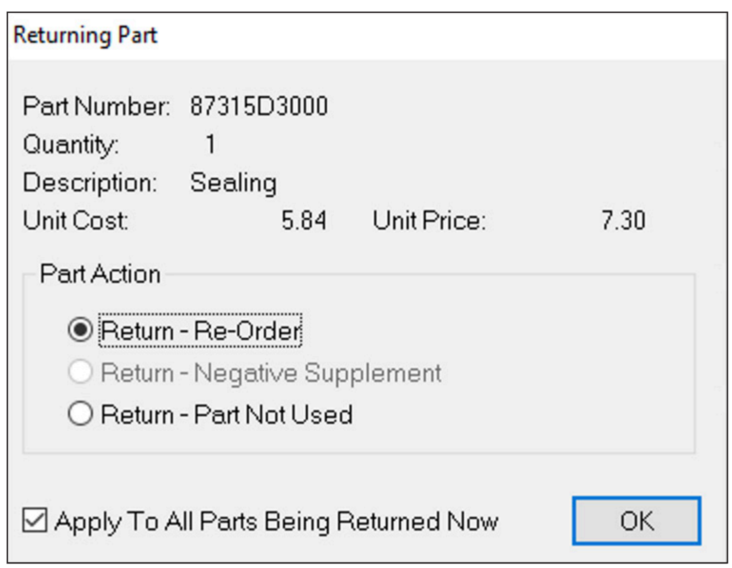
The returning part screen will pop up and ask for the reason for the return and another screen will ask for the type of a return. Choose the reason for the return and click OK on the lower right of the screen. Then choose the type of return and click OK.



TYPES OF RETURNS

Re-order – This will return the part and a new line will be created for another part to be ordered. This used to re-order the same part.

Part Not Used – This option will create a credit for the part. The revenue on the RO will NOT be changed, so the part will need to be removed from the estimate and re exported into the RO. This will bring in a negative line to reduce the revenue. This ensures the estimate and Express are in balance.



Once the return type has been selected, Express will process the return and prompt to print out the credit memo. The returned part will now be gray and have an O in the CR column. This is the open credit.

RECEIVE A CREDIT

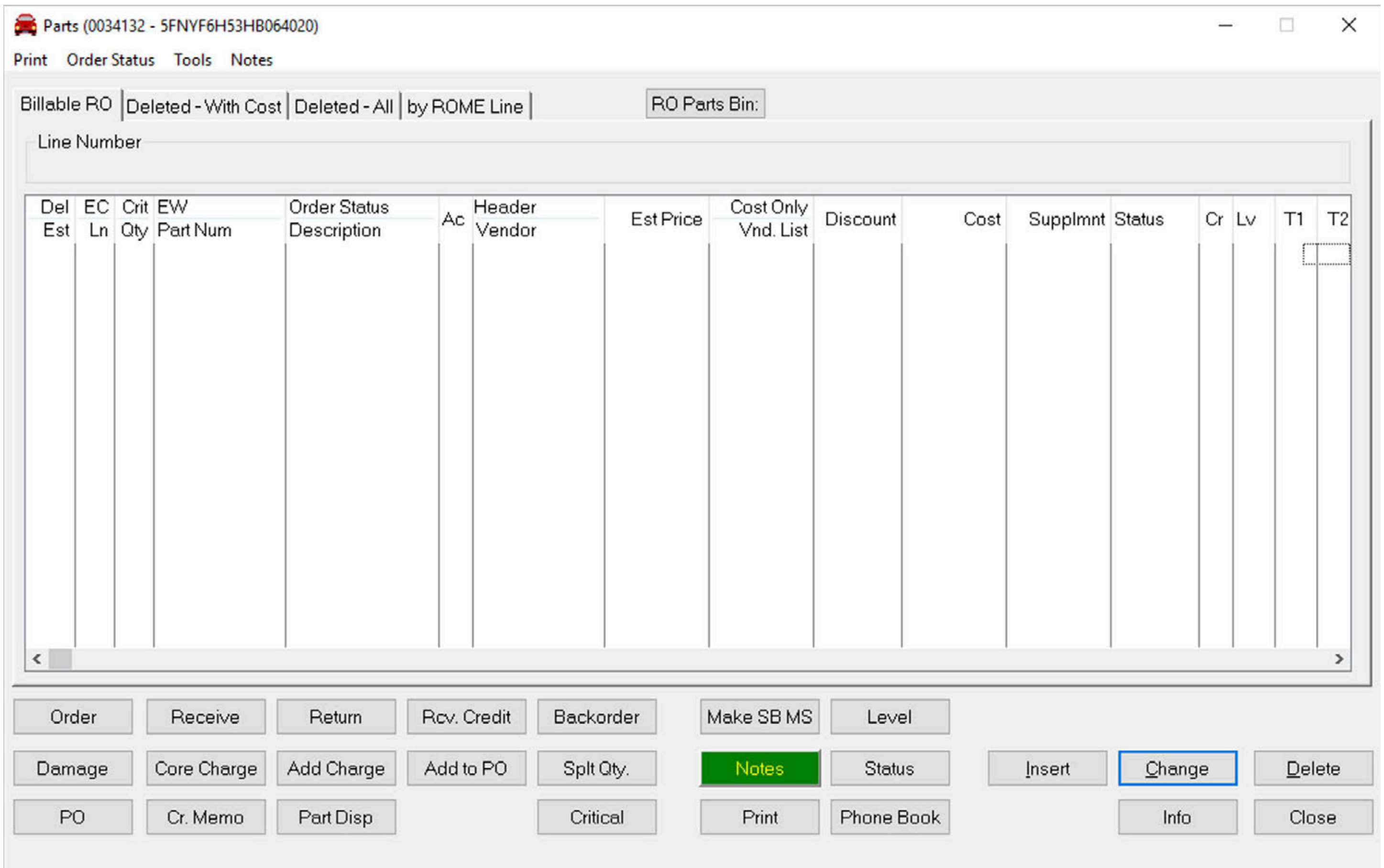
When a vendor credit arrives, enter the credit into Express so it can be tracked as a closed credit. To receive a credit:

Go to the parts screen and highlight the returned part line. Click the Rcv Credit button in the bottom of the screen.

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

Enter a credit memo number (required), the date of the credit, and the amount of the credit. Match the cost of the credit to the paperwork so the cost balances. Click OK.

The returned line should now have a “C” in the CR column. This indicates the credit has been closed and it will no longer appear on the open credit report.



VIEWING PURCHASE ORDERS AND INVOICES

The PO button in the parts screen allows the user to view, edit, and delete purchase orders and vendor invoices. All purchase orders for this RO will be listed in this window. The purchase order number will be red, yellow or green. Red means no parts on that order have been received, yellow means some parts have received, and green means all parts have been received.

If all parts from a PO need to be un-ordered, the quickest way to do that is to delete the PO from this screen. To edit the PO, highlight it then click the Change button.

To view the vendor invoices for a PO, highlight the PO then click the Invoice button. To edit the information in the invoice, highlight the invoice and press the Change button. This button will not work on a red PO because none of the parts have been received.

NOTE: Changing the vendor list price will prompt the system to create a part price different supplement. If the invoice gets deleted it will be removed and all the parts on that invoice will revert to the Ordered status.

CREATING A PARTS NOTE

To add a note, press the Insert button. The date and time will default to the present. Enter the note information. To program a reminder for some time in the future, click the Tickler button and set a reminder.

NOTE: The Tickler feature only work if you have the Event manager running on your machine. The note will be display in the notes tab on the RO as well.

ROME

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