

## Parts Database Features



The parts database allows you to maintain a current listing of items you sell, keep their prices current, and have a quick reference to items you sell. There are some great features in the parts database. We suggest you explore the areas below to help you take full advantage of the parts database and become a true RSQ(TM) power-user.

### Understanding the Price Level Features

Selecting a Part Item Group

Adding and Deleting Parts in the Database

Importing Vendor Pricelists

Saving Changes Made

### Part Database Fields and Information

Part Code

Part Description and Extended Description

Part Cost

Self-Generating Sale Prices (Price Levels)

Month To Date Values

Year To Date Values

Part Vendor

Quantity On Hand

Minimum Quantity On Hand

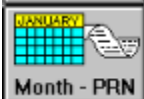
Units Committed

### Reports and Printing

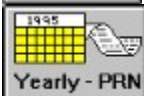
Printing a Pricelist To File or Printer



Printing a Report for Month To Date Sales



Printing a Report for Year To Date Sales



Printing a Shopping List of Parts Needed





## Understanding the Price Level Features



**Price leveling allows you to set three different sale prices for each item that you sell. We have had the trim feature in earlier versions that allowed you to trim the sale price of an item, for times when you want to give a price break to a regular customer, or when you need to beat or match another retailers quote.**

**In the customer database you can set each customer's Price Level, so that any time you are building a quote for that customer, the price for the level they are set at will automatically be plugged into the worksheet**

## Selecting a Part Item Group

Selecting a Part Item Group allows you to view, Add, Delete, or Edit just the part group you want to edit. For example, you can work on just motherboards or just Cases. When you chose Select Item Group from the menu bar, you will be presented with a list of Item Groups to choose from. Click on one of the Groups to work on, and just those part will be pulled into the grid.

## **Saving Changes Made**

**You need to click on the Save Changes button to save these changes. Simply Exiting out of the part area, will discard any changes you have made. We allowed you to leave the part database and not save changes, because there may be times when you have accidently deleted a part you didnt want to delete. If you dont have all the information for this part, you would be out of luck, and this way you can simply exit without saving changes, then come back into the item group, and the part will still be there.**

## **Part Code**

The Part Code is a 12 character (Alpha-Numeric) string that is a unique identifier for each particular item you sell. The only time you will be modifying the Part Code is when you are Adding or Deleting a part in the database.

## **Part Description and Extended Description**

The part description is actually two different fields. There is a 30 character field which is the general description of the item, and then at the far right end of the grid, there is a large field for adding an extended description of the part. The extended description allows you to add detailed information about the item that you would like printed when you sell or build quotes.

To edit either of these fields, pull up the item group for the item you want to edit. Then click on the description or extended description you would like to edit. A dialog box will appear that prompts you for the new information.

## **Part Cost**

The Part Cost is the what you pay for that part or item. When you edit the cost of a part or item, the 3 Sale Price Levels will automatically get generated by using the price levels you have defined. To edit the Part Cost, pull up the Item Group that contains the Part or item you want to adjust, then click on the Cost field of the part you want to adjust. A dialog box will appear and prompt you for the new information.

After you enter the new cost, the 3 price levels will be generated. You may then want to fine tune the sale prices or leave them alone.



## **Self-Generating Sale Prices (Price Levels)**

The three Sale Prices will automatically be generated when you adjust the Part Cost. You have the option of fine tuning these prices to fit your needs. To edit one of the sale prices, click on the sale price you want to edit. A dialog box will appear and prompt you for the new price. Once you enter the new sale price and select OK, the grid will then reflect your changes.

## **Month To Date Values**

**There are 2 different Month To Date fields for each part or item.**

**The first field is Month To Date Units. This field tells you how many of these units you have sold for the month.**

**The second field is the Month to Date Value. This field tells you how much in dollar value you have sold of this part or item.**

**There are also Month To Date Reports you can generate and print showing this information for business record keeping.**

## **Year To Date Values**

**There are 2 different Year To Date fields for each part or item.**

**The first field is Year To Date Units. This field tells you how many of these units you have sold for the year.**

**The second field is the Year to Date Value. This field tells you how much in dollar value you have sold of this part or item for the year.**

**There are also Year To Date Reports you can generate and print showing this information for business record keeping.**

## **Part Vendor**

**This field allows you to select which Vendor you purchase this part or item from, by letting you pick from you Vendor Database. This is extremely helpful when you have alot of parts from different vendors, or you have many alike parts from different vendors.**

## **Quantity On Hand**

The Quantity On Hand field shows you how many of these parts or items you have on your shelves. This value gets adjusted every time you sell a part, or purchase a part. This value can also be manually modified for inventory adjustments.

To edit this value, pull the item group up that contains the part or item you want to edit. Then click on the Quantity On Hand field of the part you want to edit. A dialog box will appear prompting you for the new value. After you enter the new value your changes will be reflected on the grid.

## **Minimum Quantity On Hand**

The Minimum Quantity On Hand is a field that lets you tell RSQ how many of this part or item you want to keep in stock. If your Quantity On Hand falls below this value, the part will be flagged to be put on the shopping list of parts needed.

To edit this value, pull up the item group you want to edit, then click on the Minimum Quantity On Hand field that you want changed. A dialog box will appear prompting you for the new value. Input the new value, and either press ENTER or click on the OK button. Your changes will be reflected on the grid.

## **Units Committed**

The Units Committed field tells you how many of these parts or items have been committed through sales. If you have a Quantity on Hand and it is above the Minimum Quantity On Hand value, then this will stay 0. As soon as you sell over what you have in stock, or fall below what you want to keep on hand, this value will change from 0, and be flagged to be added to the shopping list of parts or items to be purchased.

## Adding and Deleting Parts in the Database



A button labeled "Add / Delete Part" with two radio buttons: "Add" (selected) and "Delete". To the right of the radio buttons is a "GO" button.

The option button above give you a choice of Add or Delete. This is pretty basic. When you click on one of then you will be prompted to select the row of the grid where you would like to Add a part, or delete a part. If you are adding a new part, then you will be prompted for additional information, such as description, cost and so on.

If you are deleteing a part or item, then RSQ will look at the values of that part to make sure you dont have any in stock, or units committed.



## Printing a Pricelist to File or Printer

RSQ(TM) 4.2 allows you to print a Pricelist for customers. There are two ways that you can print a Price List. The first, is to print to your printer,



and the second, is to print to a file.



Printing to a file allows you to upload the pricelist via the modem, or import the price list into a Word Processor, or even to import into a fax file. Before you print out your price list, make sure that you have edited the "Price List Print Headings" to look as you would like. If you haven't edited these column titles, please read the section on "Pricelist Print Headings".

To print your pricelist, go to the Part Database form by selecting "Parts" from the Main Menu, or clicking on the Icon for the Part Database. Then select "Printing", and then either "Print to File", or "Print to Printer". If you are printing to a file, you will be prompted for a filename. Type in a filename and select "OK".

## **Printing Pricelist To a File**

Here are different selections you have for printing a pricelist to a file.

**Selecting the File Type for the Pricelist**

**Selecting Path Location for the File**

**Including or Excluding Cost**

**Choosing All Groups or Only Selected Groups**

## Selecting the File Type for the Pricelist

You'll need to select the File Type for your Pricelist File. Then move on the location of your file.



**Standard ASCII** - Creates a standard text file.

**Comma Delimited ASCII** - Creates a text file with a record per line and each field of the record separated by a comma. This is great for importing to just about any other program or database.

**Fixed Length ASCII** - Creates a text file with a record per line, and each field of the record is a fixed length.

**BBS RIP Screen** - Creates a RIP Graphics Screen for those of us who run Bulletin Board Systems that support RIP Graphics. This function creates a RIP Screen with the center being a scrolling text area, in which the pricelist scrolls by, pausing for each screen area.

**RSQ Import File** - Creates a Pricelist Import file which is used by RSQ as an import file. If you have resellers that buy from you, and they also use RSQ, you can create a file in which they can import to update their pricelist. This will automatically update their cost from you. If a part exists, it will adjust the cost, if the part doesn't exist, it will add it.

**Spreadsheet Format** - Creates a Spreadsheet format style file that you can import into any spreadsheet program.

## Selecting Path Location for the File

You'll need to select the drive, directory, and Filename for your Pricelist File. To change the drive you would like the file printed to, click on the drive box. To change the directory that you want the file printed to, click on the directory list box. To change the name of the file itself, click on the filename text box, and follow the directions.

## **Including or Excluding Cost**

To include your parts costs on the the pricelist, simply click on the Include Cost option so that that it shows as selected. The pricelist will be generated with part costs included.

## Choosing All Groups or Only Selected Groups

Item Group Selection  
 All Item Groups  
 Selected Groups

If you select All Item Groups, then all Part Groups will automatically get printed. If you choose Selected Groups, then you will be presented with the Part Groups to chose from.

## **Printing a Report for Month To Date Sales**

**With RSQ 4.2, you have the ability to print a report showing you Month To Date Sales. This report can be printed to printer or any fax driver installed in windows through the Print manager, or can be printed to a file.**

**When you choose to print to printer, RSQ will first generate a report to a print window. This allows you to view the report before actually sending it to the printer or fax driver.**

**When choosing to print the report to a file, you will be presented with many option for File Type, FileName, and the location for the file. We have designed RSQ to allow you to print the file in many formats such as Standard ASCII, Fixed Length ASCII, Comma Delimitted (for import to a database), and Spreadsheet format for importing into a spreadsheet.**

## **Printing a Report for Year To Date Sales**

**With RSQ 4.2, you have the ability to print a report showing you Year To Date Sales. This report can be printed to printer or any fax driver installed in windows through the Print manager, or can be printed to a file.**

**When you choose to print to printer, RSQ will first generate a report to a print window. This allows you to view the report before actually sending it to the printer or fax driver.**

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## **Printing a Shopping List of Parts Needed**

RSQ will print you a shopping list of parts that you need. This list gets generated by looking at the fields in the part databases. If you have sold parts that you don't have in stock, they will be added to the shopping list. Also if your Quantity On Hand falls below the Minimum Quantity On Hand value, then RSQ will flag the part for ordering so that you keep the quantity on hand that you have setup.

When you choose to print to printer, RSQ will first generate a report to a print window. This allows you to view the report before actually sending it to the printer or fax driver.

When choosing to print the report to a file, you will be presented with many options for File Type, FileName, and the location for the file. We have designed RSQ to allow you to print the file in many formats such as Standard ASCII, Fixed Length ASCII, Comma Delimited (for import to a database), and Spreadsheet format for importing into a spreadsheet.

## **Importing Vendor Pricelists**

Many manufacturers and retailers will make available their pricelists in a comma delimited file format. This allows you to pull their prices into your programs. RSQ(TM) has the ability to import a vendors pricelist. To import a pricelist file from a company, select Import Parts from the menu bar of the Parts Form.

**NOTE: The import file needs to have fields in a particular order. Please see the field order below, as you will need to make sure your file is in this format before importing! The field order for the import file is as follows :**

### **Part Code,Part Description,Cost**

When selecting Import Parts from the Part menu bar, you will be prompted for the drive, directory, and filename of the import file. You will then be able to select multiple items and select which Item group you would like then put into. If the Part Code exist in the Group, then RSQ(TM) will just update your cost amount. If the Part Code doesnt exist, then RSQ(TM) will add the part to the group as a new part, and will use the part code, part description, and cost from the import file.

**RSQ(TM) also has the ability to create these part import files, so that you can create them for your customers who would like to get your pricelists in the form of a comma delimited file. This is also helpful if some of you customers are also retailers themselves and are running RSQ(TM). They could import your pricelist with a click of a button.**

