

# AUTOLOGUE Features

## POINT of SALE

Check the item(s) you're not 100% sure of what it does, what it's for, or how to use it.

- [ ] 1. Are you using the Electronic Price Sheet? Know what it does?
- [ ] 2. Are you allowing your Customers to Place Orders with you Electronically? Let me show you how.
- [ ] 3. Do you Display Gross Profit Percentage on the Workspace screen?
- [ ] 4. You know you can Notify your Counter men A PO# Is Required?
- [ ] 5. Know how to print the Invoice even if you didn't Enter a PO# and it's required?
- [ ] 6. Do you need to setup Blanket PO's for some Customers? - Know how to set one up?
- [ ] 7. Automatically Notify Past Due Account Status
- [ ] 8. Do you Disallow Charge Invoices Printing on Past Due Accounts or over Their Credit Limit?
- [ ] 9. Do you realize the Gross Profit is displayed when you do a (F5) Price Override?
- [ ] 10 Do you have the Pop Code display when you call up a Part Number?
- [ ] 11 Kits, Alternates, Supersessions - Know the difference and how they work?
- [ ] 12 Set Up a Specific Price for a Specific Part Number For A Specific Customer
- [ ] 13 You know you can Override Price, Description & Quantity after Item Is Extended?
- [ ] 14 Want to Scroll Forward or Backwards Through Part #'s while in Point of Sale? Guess what . . . you CAN.
- [ ] 15 Know how to do a Core Exchange Sale With One Keystroke?
- [ ] 16 Know how to do a Defective Exchange Sale With One Keystroke
- [ ] 17 Need to Sell a Core? It can be done (under certain conditions)
- [ ] 18 Can your Customers get Prices for an Estimate without calling you? You bet they can, let me show you how.
- [ ] 19 Have a Customer that refuses to pay for Cores? Then bill them and without the Core Charge but still Track it.
- [ ] 20 Sell & Return Parts on the Same Invoice
- [ ] 21 Want to Keep Notes on Every Part Number?
- [ ] 22 Need a Long Description (76 Characters) for some or all your Part Numbers?
- [ ] 23 You know the system Tracks All Parts Sold or Returned to All Customers . . . know how to get the info back?
- [ ] 24 When you see "OUT OF STOCK" under the Invoice Total do you know what it means and what to do with it?
- [ ] 25 Enter Nearly Unlimited Comments/Notes on an Invoice
- [ ] 26 Want to see the amount a Customer paid last time they got the current Part Number?
- [ ] 27 Want to see the Invoice # and date of the last sale for the current Part Number?
- [ ] 28 How many Price Levels do you want to display in the F5 (Price Override) Box? Yep, it can be changed.
- [ ] 29 Pick a pre-made Comment from a list so it can be entered on a Workspace with a single keystroke.
- [ ] 30 You know you can Reprint Invoices from up To One Year ago?
- [ ] 31 Would you like to print a Signed Copy of an Invoice from 3 years ago? It's simple to do, I can show you how.
- [ ] 32 Reprint Invoice Data Indefinitely
- [ ] 33 Need to find a Part Number on a Workspace but have no clue what Counter man or Customer? You can do it.
- [ ] 34 Create a Special Order Purchase Order right from the Workspace
- [ ] 35 Doing a lot of Retail? - Would you like to show Type of Payment, the amount, and the change on the Invoice?
- [ ] 36 - Would you like to have a Recap of the Type of Payment on the DSA?
- [ ] 37 Need to find a Part Number on Open PO's? Did you know you can do a Search of all Open PO's?
- [ ] 38 Lost Sales Tracked - Stock Outs Tracked . . . know the difference?
- [ ] 39 Print Open Workspaces
- [ ] 40 Need to Display and/or Print Open Orders by Counter man?
- [ ] 41 Would it be handy to do a Stock-Check at your Vendor while in a Workspace? Oh yeah, it's possible

### **Point of Sale - Cont:**

- [ ] 42 Would it help to have Multiple Printers for Invoices (i.e. Retail & Wholesale Counter)
- [ ] 43 Do you use Document Numbers? Would it be handy to have one added to the Invoice automatically?
- [ ] 44 Are you using "Auto-Notes"? Not sure what they are? Give me a call and we'll set it up.
- [ ] 45 There's more in the "F16" window than Cataloging and Tracking - Check out the Next Section

### **"F16" Window (in Point of Sale)**

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- [ ] 46 Quick Phone Book
- [ ] 47 Create a New Purchase Order for the Last Number you entered on the Workspace
- [ ] 48 Add to an Existing Purchase Order the Last Number you entered on the Workspace
- [ ] 49 Search for a Part Number Using Only a Portion of the Part Number
- [ ] 50 Search for a Part Number Using the Part Numbers Description
- [ ] 51 Search for a Part Number Using Only the Mfg. Line Code
- [ ] 52 Maintain Multiple Ship-To Addresses for Each Customer and Select one from a List while in POS
- [ ] 53 Display the Current Customers Bill-To, Ship-To, All Phone Numbers, and the blanket PO
- [ ] 54 Display a window of Notes for the Current Customer
- [ ] 55 Tracking - Instant Recall
- [ ] 56 Display a window of Notes for the Last Part Number entered
- [ ] 57 Reprint Invoices
- [ ] 58 Print Open Workspaces
- [ ] 59 View "Source Parts" (requires separate module)
- [ ] 60 Purchasing Activity Report
- [ ] 61 Calculate Weight
- [ ] 62 Bill-To Labels
- [ ] 63 Ship-To Labels
- [ ] 64 Search Workspaces for a Part Number
- [ ] 65 Search Workspaces for a Like Part Number
- [ ] 66 Customer Credit Card List (Password Protected)
- [ ] 67 Access to Customer/Vendor File
- [ ] 68 Access to Inventory File
- [ ] 69 Create Workspace Comments (as many as you want) and list them in the F16 Window. When you select one from the list it will be entered on the Workspace with a single keystroke.
- [ ] 70 Oh yeah, Electronic Catalogue too

## INVENTORY

Check the item(s) you're not 100% sure of what it does, what it's for, or how to use it.

- [ ] 71 Keep your Qty on Hand nearly 100% accurate with out doing a yearly count. Know how?
- [ ] 72 You've seen "PHYSICAL INV TOOLS .. F6" when you select #2 . . . Know what it does?]
- [ ] 73 Insert a Part Number Where YOU want it, Not Where the Computer Chooses
- [ ] 74 Duplicate Manufacture Code When Entering a New Part Number
- [ ] 75 Duplicate Description When Entering a New Part Number
- [ ] 76 Do you sell items with Serial Numbers? Let ACS Track them for you.
- [ ] 77 Show Customer Backorder Quantities
- [ ] 78 Show Branch Back Orders (Multi-Store only)
- [ ] 79 Maintain Non-Merchandise Part Numbers (Labor or Misc.)
- [ ] 80 Move a Part Number (to follow a specific #)
- [ ] 81 Core Returns If you sell rebuilt's and not using this you're losing money.
- [ ] 82 Warranty Returns
- [ ] 83 Stock Outs Is this the same as a Lost Sale?
- [ ] 84 Know how to make Stock-Outs record automatically in Point of Sale?
- [ ] 85 New Returns This is a new field in IU. Know what it's for?
- [ ] 86 Current Period Units Sold Isn't this field the same as "Current Quarter Units Sold"?
- [ ] 87 Current Quarter Sales Value
- [ ] 88 Current Quarter Units Sold
- [ ] 89 Last 6 Quarters of Sales History Which one (or two) is most important?
- [ ] 90 Pop Codes Know how to calculate your own ranking?
- [ ] 91 Report Codes What are they for?
- [ ] 92 Seven Different Price Fields Know how to put a GP% on Prices 1-5 while on the Part Number?
- [ ] 93 Core Cost & Core Sell Fields Your Core Sell IS higher than Core Cost . . . RIGHT?!?
- [ ] 94 4 Decimal Places for Price Levels
- [ ] 95 Min/Max 1 & 2 Order Points Why TWO of them? Are you using Both? I can show you how.
- [ ] 96 Parts on Order or Backorder from Vendors
- [ ] 97 Per Car Quantity Speed things up at Point of Sale with this field
- [ ] 98 Quantity On Hand
- [ ] 99 Unit Pack Know how to set this to save money?
- [ ] 100 Unit Weight
- [ ] 101 Zone/Bin Helpful for "Newbies"
- [ ] 102 Load an Entire Product Line Instantly
- [ ] 103 Delete an Entire Product Line Instantly

## GROSS PROFIT CAPABILITIES

Check the item(s) you're not 100% sure of what it does, what it's for, or how to use it.

- [ ] 104 Are Markup and Gross Profit the same thing?  
You really need to know, it'll make a huge difference in you bottom line.
- [ ] 105 Would you like to have All Your Prices end in \$ .99?  
Let me show you how to do it
- [ ] 106 Are you Marking Up your Selling Prices by Acquisition?  
- and using Rolling your Price Levels by Pop Code  
- and using Rolling your Price Levels by Report Code  
- and use Item Cost to determine the Markup Percentage  
- and then Round the Prices to the closest Nickel, Dime, Quarter  
- and Add (or subtract) a any Dollar amount you want  
Let me show you how to do it
- [ ] 107 What do you think Adding .01¢ to Every Dollar of Sales will do to your Bottom Line?  
Run the numbers then let me show you how to do it
- [ ] 108 Making a Fixed Profit across an Entire Product Line is so Last Century.  
Let me show you how to:  
Change GP on Part Numbers in Specific Cost Ranges  
Change GP on Part Numbers by Pop Codes  
Change GP on Part Numbers within Product Lines  
Change GP on Part Numbers with Specific Report Codes  
Save all the Formulas you have created
- [ ] 109 "Velocity Pricing" is a great Buzz-Word isn't it.  
Would you like to use it to increase Your Profits?
- [ ] 110 Use the Autologue Price Updating no matter where the Price File came from:  
• Your Vendor(s) in almost ANY format  
• WebGenie with Files supplied by a Warehouse Dist  
• PartsGenie with files supplied by Manufactures  
• Your Best Friend that gives you an .xls or .csv Price File  
Not sure what all that means or how to do it? Let me show you
- [ ] 111 Use Customer Exception Pricing to Fine Tune Your Profits  
Let me show you how
- [ ] 112 Think it would be good to know what Your Customers are NOT buying?  
Let me show you how to get that.
- [ ] 113 When was the last time You Really looked at the Monthly Inventory Sales Report?  
Do you even bother running it at Month-End?  
Let me show you why you should.
- [ ] 114 The "Z" Factor

## CUSTOMER FILE

Check the item(s) you're not 100% sure of what it does, what it's for, or how to use it.

- [ ] 115 Are you maintaining a Ship-To Address for Your Customers?
- [ ] 116 Do you need more than ONE Ship-To Address?
- [ ] 117 Are you maintaining 3 Phone Numbers (there's also enough room for comments)
- [ ] 118 Have you set your Customers that require PO to be entered on Invoice before it prints
- [ ] 119 Where do you put a "Blanket PO"? I'll be happy to show you.
- [ ] 120 How many State Tax Codes does Autologue have? Would you be surprised to know there are 256?
- [ ] 121 Need to assign an Outside Salesman to a Customer
- [ ] 122 Are you using the Customer Back-Order process? OH?!? Didn't know ACS can do that . . . ask me.
- [ ] 123 Know how to set a Customer to be a COD account?
- [ ] 124 Set Specific Customers to have their Statements sent electronically
- [ ] 125 Set Specific Customers to get a Discount if they pay by on time
- [ ] 126 Are you using Credit Limits to your advantage?
- [ ] 127 Are you using the 6 available Report Codes?
- [ ] 128 Are you using Velocity Pricing?
- [ ] 129 Know how to exclude Customers from Velocity Pricing?
- [ ] 130 Are you taking advantage of the Benefits of Balance Forward or Open Item Accounting?
  - [ ] Do you know the difference between Bal. Fwd and Open Item accounting? I'd be happy to explain it.
  - [ ] Know a Customer can be switched from one to the other? It has to be done right but it CAN be done.
- [ ] 131 You ARE using the Exception Pricing for Customers, right? NO?? Let me show you the easy it is to setup
  - [ ] Know how easy it is to "share" the Exception Pricing between Customers?
- [ ] 132 Have Customers told you "I WON'T pay for Cores". Ask me about Core Customer, you'll BOTH be happy.
- [ ] 133 Know how to make something besides Price Level 5 display on an Invoice as List Price?
- [ ] 134 When was the last time you looked at the F2 - Sales Analysis?

1 - Net Sales	5 - Number of Invoices
2 - Net Core Sales	6 - Item/Invoice
3 - Cost of Sales	<b>7 - Product History</b>
4 - Profit in %	8 - Profit in \$\$
- [ ] 135 Are you checking the #7 Graph often? What?? You're not sure what it does? Let me help you set it up.
- [ ] 136 Are you using the Sales Analysis Graphs to determine how the Exception Pricing should be setup?
- [ ] 137 Want to enter or change a PO Number after the invoice has printed? Ask me how to do it.
- [ ] 138 Need to Delete Invoice(s) from a Customers A/R Detail? It's pretty easy, let me show you.
- [ ] 139 Your Customers are not in alphabetical order but you want a print out that is. I can show you how.
- [ ] 140 You think a Change was made to a Customer record but aren't sure. I can show you how to be sure.

## **PURCHASING**

**Check the item(s) you're not 100% sure of what it does, what it's for, or how to use it.**

- [ ] 141 Counter People Can Create Special Order PO<sup>s</sup> in POS
- [ ] 142 Creation of a Separate Min/Max for Seasonal Items Based On Sales
- [ ] 143 Create a Core Return PO Automatically
- [ ] 144 Create a PO Based On Part Number Report Code
- [ ] 145 Create a PO Based On Popularity Codes
- [ ] 146 Create Purchase Orders 5 Different Ways
- [ ] 147 Create Stock Return PO of Items Not Sold
- [ ] 148 Create Warranty Return PO Automatically
- [ ] 149 Create New Parts Return PO Automatically
- [ ] 150 Electronically Transmit Directly to Any Vendor
- [ ] 151 Have Two (2) Sets of Order Points
- [ ] 152 Have Direct Access to the Inventory File from Within PO Edit
- [ ] 153 Manage Average Cost Based On Latest Purchase Price
- [ ] 154 Manually Create a Negative Quantity PO to Relieve Inventory
- [ ] 155 Print Price Labels for a Received or Pending PO
- [ ] 156 Show Lost Sales Due to Stock Outs
- [ ] 157 Show Alternate Numbers on the Printed PO
- [ ] 158 Use F7 Report (Print Open PO/RGN/Core Returns) as a Worksheet
- [ ] 159 Track Purchasing Activity by Vendor, Part Number, or Date Range

## **Miscellaneous**

**Check the item(s) you're not 100% sure of what it does, what it's for, or how to use it.**

- [ ] 160 Daily / Monthly Backups - Don't tell me you're not doing them
- [ ] 161 Know how to display/print each Counterman's Net Sales?
- [ ] 162 Know how to display/print the Profit Percentage each Counterman made?
- [ ] 163 How many Invoices and/or Line Items did each Counterman print today? Know how to view or print them?
- [ ] 164 Do you know how much of a Counterman's sales were Merchandise and how much was Labor?
- [ ] 165 Can you quickly put your fingers on what your Total Cost of Sales were today?
- [ ] 166 How long does it take to come up with a Total for your Bank Deposit?
- [ ] 167 Do you Run the Daily Sales Analysis as part of your Day-End Processes?
- [ ] 168 How do you find what you made on EACH part number sold today?
- [ ] 169 You see an \* on a few Invoices everyday. Know what that means?
- [ ] 170 One of your Countermen does a lot of Price Changes . . . Is he Giving away the house?
- [ ] 171 Would you like to know how much you should have made if the Sell Price wasn't changed?
- [ ] 172 Do you Run the Transaction Register as part of your Day-End Processes?
- [ ] 173 Wouldn't it be cool to have the Day-End process run automatically?
- [ ] 174 Tired of sitting around after hours waiting for the Month-End to finish? Want it to run Automatically?
- [ ] 175 Know how to STOP your Countermen from changing prices below a specific Price Level?
- [ ] 176 Seem like too many Credits are being issued? Know how limit who can use that F4 in point of Sale?
- [ ] 177 How many days of Invoices are you holding to Reprint?