



Imprest Stock Guide

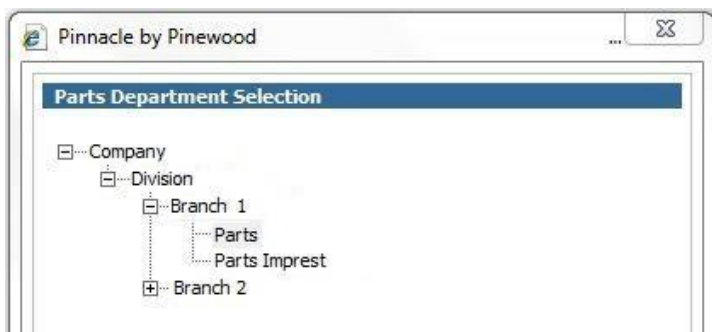


Overview

Imprest parts are controlled in Pinnacle by holding the required imprest parts stock against a customer order created in the imprest stock department. No sales or ordering is carried out in the imprest stock department. All sales to imprest customers are carried out from the main parts department. A report is produced in the main parts dept.

Set Up:

The Imprest stock department will have to be created in the company structure.



Two different types of set up can be carried out depending on the set up of the main parts department. The difference being how the parts will be transferred to the Imprest department.

If Distribution is enabled in the main parts department, the stock could be moved either by internal transfers or stock adjusting out of the main parts department and in to the imprest department.

If Distribution is not enabled the parts stock will be controlled by stock adjusting out of the main parts department and in to the imprest department.

The main parts department must be linked to the Imprest department in Parts – Parameters – Department details 2.

Dept Details 1	Dept Details 2	Dept Details 3	Manufacturer	Parts Maintenance	Parts History	Surcharge	End of Day	Barcodes	Admin
Department Details									
Parts Parameters									
Number of Months to Retain NSI Parts	4					Default Cash Account to Use		<input checked="" type="checkbox"/> Use On Enquiry	
Issue Surcharges to Workshop	<input checked="" type="checkbox"/>					Warranty Difference Nominal		<input checked="" type="checkbox"/> - Warranty Differences	
Record Internal Transfer Issues	<input checked="" type="checkbox"/>					Write-Off Nominal Code			
Returns Write-Offs	<input checked="" type="checkbox"/>					Exchange Part Suffix			
Allow Issues Less Than Cost Price	<input checked="" type="checkbox"/>					Exchange Part Product Group	Surcharges		
Disable Average Cost Prompt	<input checked="" type="checkbox"/>					Imprest Stock Parts Department			
Show Vehicle Detail	<input checked="" type="checkbox"/>					Competitive Parts Category			
Prevent Negative Stock	<input checked="" type="checkbox"/>					Special Pricing	<input checked="" type="checkbox"/>		
Allow Credit With No Document	<input checked="" type="checkbox"/>					Status on Invoice	<input type="checkbox"/>		
Allow Enquiry File Imports	<input checked="" type="checkbox"/>					Part Franchise	No Franchise, Volvo		
Fast Fit Department	<input checked="" type="checkbox"/>					Fast Fit Product Group			
Distribution	<input checked="" type="checkbox"/>					Display Available Credit	<input type="checkbox"/>		
Hub And Spoke Enabled	<input type="checkbox"/>					Default Printer	<input type="checkbox"/>		
Auto Internal Parts Processing	<input type="checkbox"/>					Tyre Product Group(s)	Tyres, Non Franchise		
Display Missing Customer Recommended Fields	<input checked="" type="checkbox"/>					Technician Product Groups			
Hub and Spoke Excess Stock Pilot	<input type="checkbox"/>								

Setting up the Imprest Department with Distribution enabled

Only a basic set of parts parameters need to be created as no ordering or sales will be carried out in the impost department

The Imprest Distribution module and the main parts department distribution module will need to include any General, Delivery, Resources and Internal parameters to enable requests and deliveries to be made between the two parts departments.

A single product group will be created, usually labelled Imprest.. A default lost sale reason of Imprest, and a default bin location of Imprest will have to be created, unless the customer requires bin locations for their impost stock.

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Franchises will be linked in Parts Parameters – department details 2. The allow inquiry file imports parameter must be ticked.

The main parts department will have to be set up in Supplier maintenance as an internal supplier with the manufacturers parts franchise file linked. If more than one franchise is being stocked another supplier can be created to be linked to the other franchise file. This will allow the creation of franchise parts.

Supplier Maintenance				
Select A Supplier				
Supplier	Address	Franchise	Main Supplier	Internal Supplier
Parts Branch 1		Honda	✓	✓
Parts Branch 2		Renault	*	✓

A purchase discount matrix will need to be created. This will set the correct cost price at point of part record creation.

Purchase Discounts				
Purchase Order Types		Purchase Discount Percentages		
1. STOCK		Code	STOCK	VOR
2. VOR		01	50.00	44.00
3. INTERNAL		02	45.00	39.00
4.		03	40.00	34.00
		04	35.00	29.00
		05	30.00	24.00
		06	25.00	19.00
		07	20.00	14.00
		08	0.00	0.00
		09	0.00	0.00
Suppliers				
Description				
INT01 - Internal Parts Branch 1				
INT02 - Internal Parts Branch 2				

Creating the Imprest Stock

A customer order is created with the required stock reserved against the customers account. This is held unchanged in the Imprest stock department.

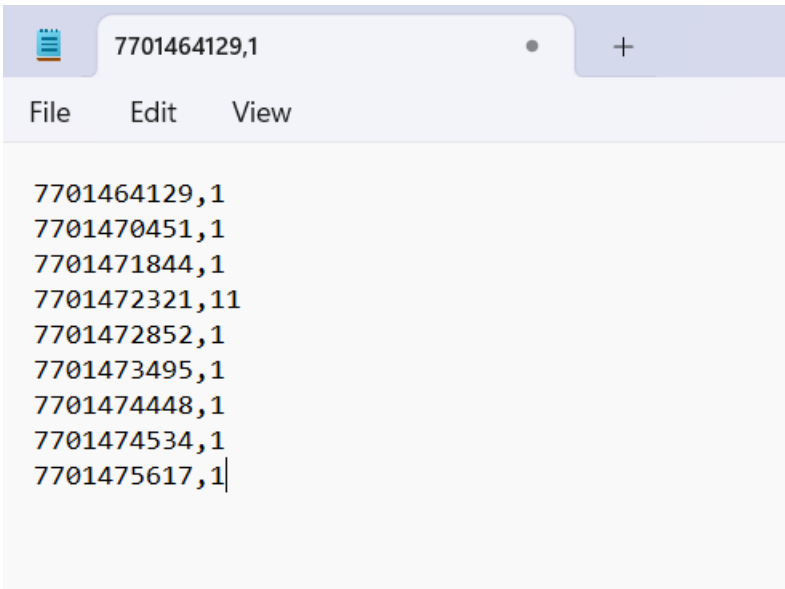
All the reporting is carried out in the main parts department Reporting – Sales Reports – Imprest Stock Report.

In the imprest stock department Franchise parts can be created in the usual way. A more efficient creation method for larger stock holdings is to use the Enquiry file import procedure.

Create a Text enquiry file for Franchise parts.

The enquiry file import routine can be utilised to create the customer order and also create the part records if this is the first time the required parts have been imprest stocked. A text file is created with all the required imprest parts for the customer in the following format.

Part number comma stock holding.

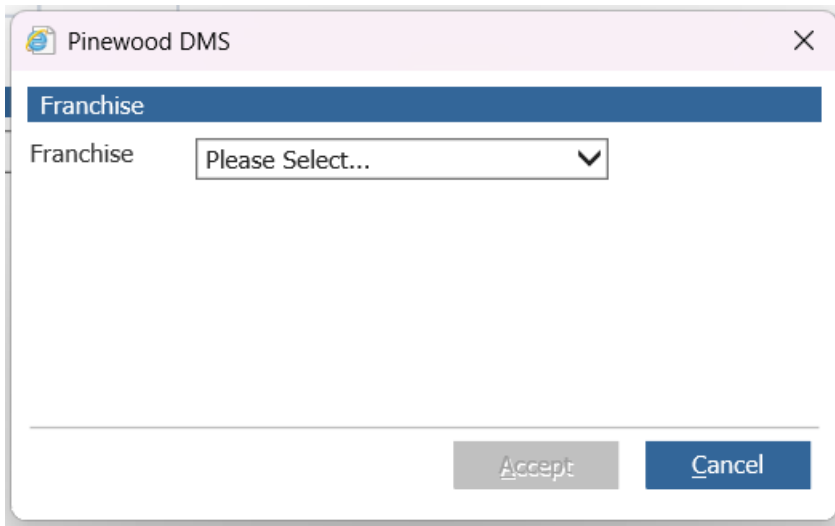


Best practice would be to name this text file as the customer and keep the file to amend any parts or stock holding that may be changed in the future. If a change needs to be made to the imprest stock, the customer order will be cancelled and a new order created by modifying this text file and re-importing.

Create an invoice to the account customer. To create the part records, import the text file into the invoice page

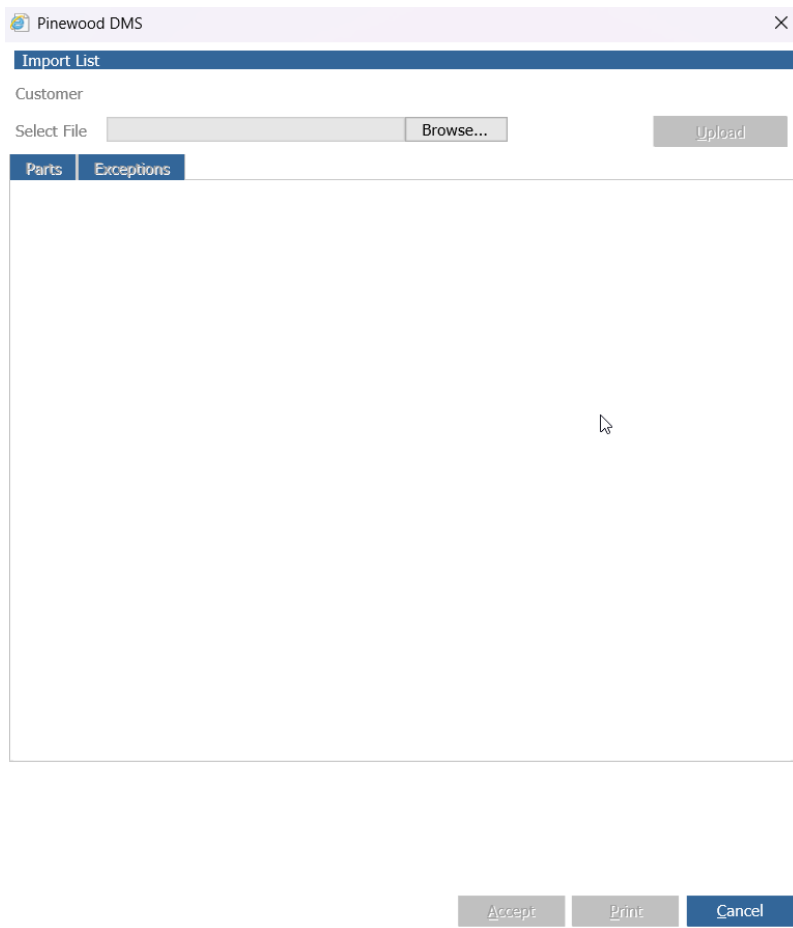
A screenshot of the 'Parts Invoice List' interface. The top bar shows 'Training 1 Parts - 01111111111' and 'Pinewood (HT)'. The main area is titled 'Parts Invoice List' with a date of '11.11.2024'. Below this is a section for 'Enquiry Reference Details' with two empty boxes. Further down, there are fields for 'Account Number' (CASHP), 'Retail Parts Sales', and 'Order Number'. A 'Parts Information' section contains various input fields: 'Part No.', 'Description', 'Bin Location', 'Sales Discount Code', 'Quantity' (0.00), 'Availability' (0.00), 'Retail Price' (0.00), 'Discount (%)' (0.00), 'Issue Price' (0.00), and 'Exceptional Sale' (checkbox). At the bottom of this section, a row of buttons is visible: 'Catalogue', 'Accept', 'Cancel', 'Import' (highlighted with a red box), 'Narrative', 'Lost Sale', 'EPC', 'Availability', and 'View Part'. The very bottom of the interface has a row of buttons: 'Invoice', 'Price Check', 'Deliver', 'Order', 'Recall Enquiry', 'Print', and 'Exit'.

Select 'Import' and choose the franchise



A screenshot of a software window titled "Pinewood DMS". The window has a blue header bar with the word "Franchise". Below the header, there is a label "Franchise" followed by a dropdown menu that currently displays "Please Select...". At the bottom of the window, there are two buttons: "Accept" and "Cancel".

Select 'Accept'



A screenshot of a software window titled "Pinewood DMS". The window has a blue header bar with the text "Import List". Below the header, there is a label "Customer". Underneath, there is a "Select File" label followed by a text input field and a "Browse..." button. To the right of the input field is an "Upload" button. Below these elements are two tabs: "Parts" and "Exceptions". The "Parts" tab is currently selected, showing a large empty white area. At the bottom of the window, there are three buttons: "Accept", "Print", and "Cancel".

Browse for the text file and upload

Pinewood DMS

Import List

Customer

Select File

Parts **Exceptions**

Stock Code	Quantity
7701464129	1.00
7701470451	1.00
7701471844	1.00
7701472321	11.00
7701472852	1.00
7701473495	1.00
7701474448	1.00
7701474534	1.00
7701475617	1.00

Any parts not recognised by the franchise file will be in exceptions. Select 'Accept' the part records are now created in Pinewood.

CRM

Vehicles

Showroom

Workshop

Time Management

Parts

Sales

Invoice

Credit Note

Workshop Issues

Retained Enquiries

Customer Enquiry

Customer Orders

Purchase

Reporting

Maintenance

Selections

Distribution

Parameters

Accounts

EPOS

Purchase Orders

edition

Administration

DataPoint

Support

New Session

Log Off

Training 1 Parts - 01111111111

Pinewood (HT)

11.11.2024

Parts Invoice List

Enquiry Reference Details - Reference 64353

Account Number Retail Parts Sales Order Number

Parts Information

Part No. Description Bin Location Sales Discount Code

Quantity Availability Retail Price Discount (%) Issue Price Exceptional Sale ☐

Parts List - 10 Line(S) - 753.87 GBP - Inc Tax 904.64 GBP

Part Number	Description	QTY	Available	Bin Location	Issue Price	Nett	Ordered	Invoiced	Narrative
7701472852XP	DRIVESHAFT R S/EX	1.00	✓	4A/1	8.00	8.00	✗	✗	
7701475617	SEAL WINDOW RHF	1.00	✓	5A/4	149.19	149.19	✗	✗	
7701474534	BADGE NL4 PC3	1.00	✓	4E/5	90.95	90.95	✗	✗	
7701474448	TIE-ROD END ME3	1.00	✗	2C/1	45.93	45.93	✗	✗	
7701473495	SEALING RING	1.00	✓	4B/4	19.45	19.45	✗	✗	
7701472852	DRIVESHAFT R S/EX	1.00	✓	5A/4	120.18	120.18	✗	✗	
7701472321	FILTER OIL	11.00	✗	2E/4	15.15	166.65	✗	✗	
7701471844	KIT B/JNT-GAITRME	1.00	✓	4C/2	42.66	42.66	✗	✗	
7701470451	FIXING KIT CAB	1.00	✓	4D/3	76.19	76.19	✗	✗	

Select `Order` and order the parts from the main parts department. Forfill the order and internally deliver the parts to the imprest stock department

All the Imprest stock customers can be viewed in the outstanding customer orders page. These customer orders will stay in the imprest department unchanged until it is decided to change the imprest stock holding for the customer.

Setting up an Imprest Dept without Distribution enabled

Only a basic set of parts parameters need to be created as no ordering or sales will be carried out in the imprest department

Stock adjustment reasons of `Imprest In` and `Imprest Out` will be required to adjust the stock levels. A single product group will be created, usually labelled Imprest.. A default lost sale reason of Imprest, and a default bin location of Imprest will have to be created, unless the customer requires bin locations for their imprest stock.

Franchises will be linked in Parts Parameters – department details 2. The allow inquiry file imports parameter must be ticked.

The main parts department will have to be set up in Supplier maintenance as a supplier with the manufacturers parts franchise file linked. If more than one franchise is being stocked another supplier can be created to be linked to the other franchise file. This will allow the creation of franchise parts.

A purchase discount matrix will need to be created. This will set the correct cost price at point of part record creation.

The customer orders can be created as documented on page 4. The only difference is the stock holding is created by adjusting the stock out of the main parts department and adjusting the imprest stock holding into the imprest department

Creating the Imprest Stock without Distribution enabled

A customer order is created with the required stock reserved against the customers account. This is held unchanged in the Imprest stock department.

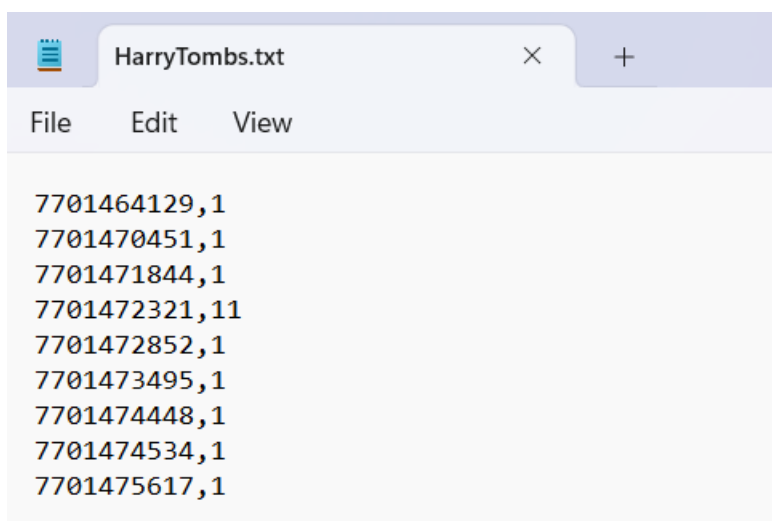
All the reporting is carried out in the main parts department Reporting – Sales Reports – Imprest Stock Report.

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Create a Text enquiry file for Franchise parts.

The enquiry file import routine can be utilised to create the customer order and also create the part records if this is the first time the required parts have been imprest stocked. A text file is created with all the required imprest parts for the customer in the following format.

Part number comma stock holding.



Best practice would be to name this text file as the customer and keep the file to amend any parts or stock holding that may be changed in the future. If a change needs to be made to the imprest stock, the customer order will be cancelled and a new order created by modifying this text file and re-importing.

To create the part records, import the text file into the invoice page.

Training 1 Parts - 011111111111 Pinewood (HT)

Parts Invoice List 11.11.2024

Enquiry Reference Details

Account Number Retail Parts Sales ⚠ 📄

Order Number

Parts Information

Part No. 📄 Description 📄 Bin Location Sales Discount Code

Quantity Availability Retail Price Discount (%) Issue Price Exceptional Sale ☐

Catalogue Accept Cancel Import Narrative Lost Sale EPC Availability View Part

Invoice Price Check Deliver Order Recall Enquiry Print Exit

Select 'Import' and choose the franchise

Pinewood DMS
✕

Franchise

Franchise

Accept
Cancel

Select 'Accept'

Pinewood DMS

Import List

Customer

Select File

Parts

Exceptions

Browse for the text file and upload

Pinewood DMS

Import List

Customer

Select File

Parts

Exceptions

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7701474448	1.00
7701474534	1.00
7701475617	1.00

Creating the customer order

Open the invoice page and select the customer and account.

Select `Import` and use the same process as above to import the text file and create the list of parts which are now available.

Select `Order` and reserve the parts and accept.

All the Imprest stock customers can be viewed in the outstanding customer orders page. These customer orders will stay in the imprest department unchanged until it is decided to change the imprest stock holding for the customer

Imprest Stock Report

The sales report is situated in the Main parts department. Reporting – Sales Reports – Imprest Stock Report

CRM Training 1 Parts - 01111111111 Pinewood (HT) 11.11.2024

Imprest Stock Report

Report Criteria

Date From: 01.11.2024 Date To: 11.11.2024 Sales Ledger Account: CASHR Cash Retail Sales [Accept](#)

Part Number	Description	Quantity Issued	Imprest Stock Holding
15400-RBA-F01	OIL FILTER CARTRIDGE	0.00	2.00
7700274177	FILTER OIL	0.00	1.00

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This report shows the quantity of imprest parts invoiced to the customer in the date range chosen. And will enable the customers stock to be checked and predictions made about future imprest stock levels.