



# Parts Pricing Password (CI-PPP)



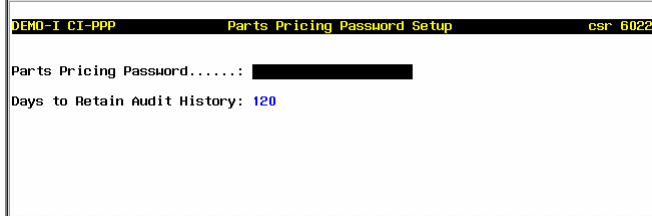
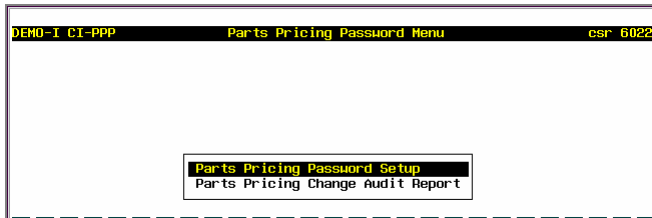
## Quick Reference Card

### Function CI-PPP

Parts Pricing Password (CI-PPP) allows you to set and apply a custom password prompt in the part detail window in function I in ADP Parts Inventory. When a password is defined, any user entering a dollar-amount change to the Sale, List, or Cost fields for an individual part must enter the password to confirm the change.

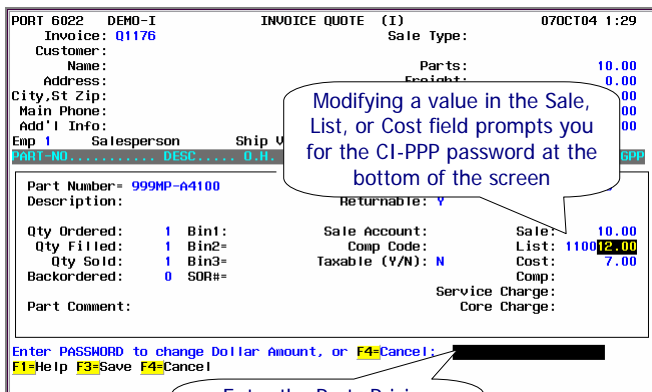
- CI-PPP also provides an audit report to show you any pricing changes made to a Parts invoice.
- The CI-PPP program uses a single password for all parts pricing operations on your Parts Inventory application account. Setting a password is optional.

### Setting Up the Parts Pricing Password Application



1. Log on to your Parts Inventory (*name-I*) application account.
2. Enter **CI-PPP** at the Function Code prompt.
3. At the application menu, select **Parts Pricing Password Setup**.
4. At the Password field, enter a value for the password that you want to use to secure pricing updates in the Function I part detail window.  
To clear the existing entry, press **Del**.
5. At the Days to Retain Audit History field, enter the number of days for which you want to retain the data on pricing updates (for purposes of the CI-PPP audit report).
6. Press **F3=Save/Exit**.

### Using Passwords in Function I



In the Function I screen, you must enter the password set up in CI-PPP whenever you modify one of the price fields for a selected part, as follows:

- *Adding a new part.* At the Quantity field, enter the quantity along with one of the override commands (**C=**, **L=**, or **S=**) to change the cost, list price, or sale price, respectively.
- *Existing invoices.* Open the invoice, move to the part line, and press **F2** to open the detail window. Enter a new value at the Sale, List, or Cost field.

Enter the correct password, and then use the **F3=Save/Close** command(s) and the usual process to print and close out the parts invoice.

# Generating an Audit Report

```

DEMO-I CI-PPP          Parts Pricing Change Audit Report          csr 6022
User.....:             Beg Date: 10/07/2004  End Date: 10/07/2004
Part.....:
Sort By...: Sort by Date by User by Part

Enter a User Name, or Press F12 for a List.
F1=Help  F3=Exit  DEL=Delete  F12=List  F5=Run Report
    
```

```

DEMO-I CI-PPP          Parts Pricing Change Audit Report          csr 6022
User.....:             Beg Date: 10/13/2004  End Date:
Part.....:
Sort By...: Sort by Date by User by Part

Part Audit Listing
07/031          GARN, L- RR- *NHIL*
16400-0M200    FILTER FUE
18038492      PAD KIT
1923790       CUP
25042562      AIR FLTR
3886274       MOULDING
3951239       SWITCH
3991178       PANEL C
4663731       GASKET-WATER PUMP
978336        HOOD
C7Z2*16612*C  GOODYEAR P215/75R14
E4968         STUD
<more below>

Use Arrow Keys to Navigate, then Press <ENTER> to Select a Part.
F3=Cancel Selection and Exit Listing
    
```

In the Part selection window, use the Up and Down arrow keys or the F9=Search command key to find the part you want, and then press Enter

```

DEMO-I CI-PPP          Parts Pricing Change Audit Report          csr 6022
User.....:             Beg Date:             End Date: 10/07/2004
Part.....:
Sort By...: Sort by Date by User by Part

Date  User      Part Number      FTyp  Old Value  New Value
09/20/04  csr      C7Z2*16612*C    SALE  313.78    323.00
16:17:53  CUSTOMER SERVI  58199*2
09/20/04  csr      E5571A          SALE  1.09      1.19
16:18:09  CUSTOMER SERVI  58199*3
09/21/04  csr      3951239         SALE  2.22      2.35
09:31:39  CUSTOMER SERVI  58218*1
09/21/04  csr      16400-0M200    SALE  15.38     16.23
09:37:12  CUSTOMER SERVI  58218*2
<more above/below>

Use Arrow Keys/PgUp/PgDn/Home/End to Navigate, or Press a Function Key Below.
F1=Help  F3=Exit  F5=Print  F9=Search  F10=Download
    
```

1. Log on to your Parts Inventory (*name-I*) application account.
2. Enter **CI-PPP** at the Function Code prompt.
3. At the application menu, select **Parts Pricing Change Audit Report**.  
*The definition fields provided in this screen are all optional. To generate the audit report using the default settings (a daily audit), skip to step 8.*
4. At the User field, enter the code for a specific user whose parts pricing change activity you want to see. To select a user code, press **F12=List**. Leave this field blank to report on all users.
5. At the Date fields, enter a beginning and/or an ending date for which you want to see parts pricing change activity. Both fields default to the current date. To select a date, use the **F12=Calendar** feature.  
Leave the field(s) blank if you do not want to limit the beginning or the end of the date range. (To clear the default entry, press **Del**.)
6. At the Part field, enter the number of a specific part for which you want to see any pricing changes.  
To select a part from the list of available parts, press **F12=List**.  
Leave this field blank to list all parts that have changed price values on the audit report.
7. Press **Enter** at the Part field to open the Sort By selection list. Use the Up and Down arrow keys to select a Sort option and then press **Enter**.  
By default, the audit report is sorted by date, user code, and part number.
8. After defining your report preferences, press **Shift-F5=Run Report**.
9. The report table lists the user name, change date, field type, and the old and new price values.
  - To search for a specific text string in the table, use the **F9=Search** command key.
  - To print the table of data, press **F5=Print**.
  - (Reflection PC session only) To download the audit data to a spreadsheet file, press **F10=Download**.
10. Press **F3=Exit** to close the report.