



BUILD PARTS AND TAG-ALONGS IN VAST
VAST Enterprise

The material in this document is applicable for ALL VAST Enterprise Retail versions and for ALL VAST Enterprise Multi-Store versions.

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INTRODUCTION

There are several different types of parts that you are able to create in Vast. These can include **Regular Parts, Labor Parts, Special Parts, and Tire Parts**. All of them are created in the **MASTER FILE** in VAST Maintenance.

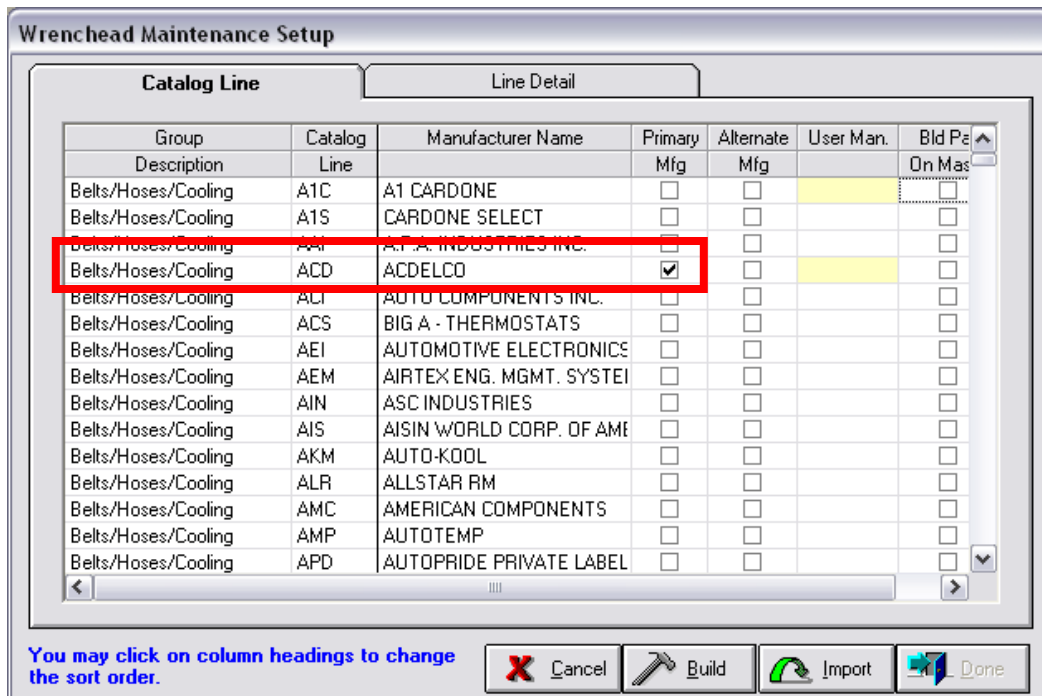
1. PREPARE YOUR MANUFACTURER INFO

First you will need to decide which vendor to use to build the part.

If you are using Wrenthead catalogs, you will want to make sure that you are using the three-character vendor code that Wrenthead uses. To check this:

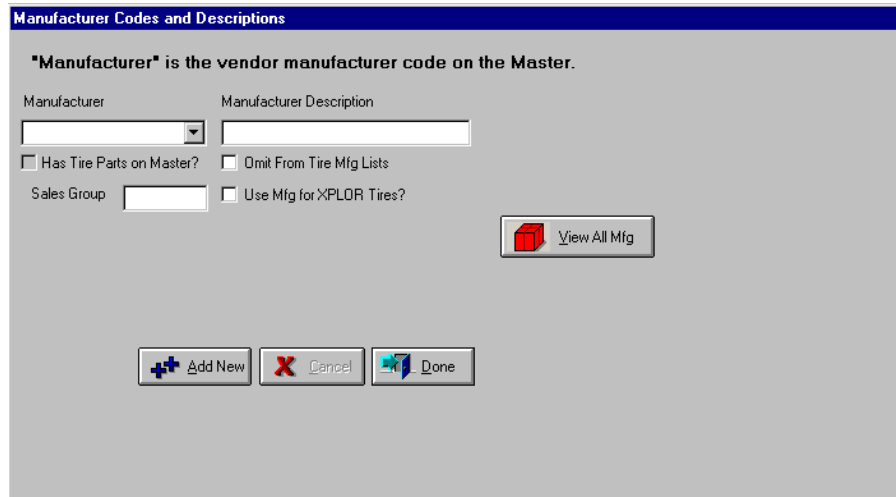
- a. Open **VAST MAINTENANCE**
- b. Click on **WRENCHHEAD MAINTENANCE SETUP**
- c. Look through the **MANUFACTURER NAME** column and find the manufacturer you will be using. You will also want to make sure that it's in the correct group. (Brakes, Drivetrain, etc) The groups are listed on the left in the "Group Description" column.
- d. When you find the manufacturer and the group, look at the **CATALOG LINE** column. You will want to build your part with this 3-character code.

EXAMPLE: You want to build an AC Delco belt on the Master, first find **AC Delco** listed under Manufacturer Name, and **Belts/Hoses/Cooling** as the group Description. The catalog line for this is **ACD** so that is what we need to use when building the part on the Master. Click on Done.



- e. If using another Catalog, such as Activant, select your Manufacturer in the specified Catalog.

- f. Next, you will need to make sure that the vendor you want to use is built. To do this click on **MFG DESCRIPTION**, you will see the screen pictured below.



- g. Click on the drop-down menu under **MANUFACTURER** and look for the vendor code you would like to use. If it is there, click **DONE**.
- h. If the vendor code is **NOT** there, click on **ADD NEW** button. Type in the code you want to use. (Again, if you are using Wrenthead, make sure this is the 3-character code out of the catalog)
- i. Tab over to the **MANUFACTURER DESCRIPTION** field and enter the full manufacturer name, or any other description you would like to use.

2. BUILDING YOUR PART

- a. Open **VAST MAINTENANCE**
- b. Click on **MASTER TABLE**
- c. Click on the **ADD NEW BUTTON** at the bottom of the screen. You will see the screen showing in the picture below.

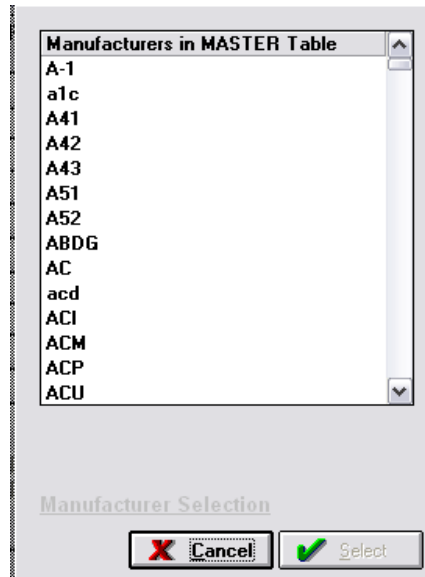
The screenshot shows the 'Master File' window with the 'Part Info' tab selected. The form is organized into several sections:

- Part Info Section:**
 - Part Number: [Empty field]
 - Account Code: [Empty field] with an ellipsis button
 - Item Desc: [Empty field]
 - Buyers Desc: [Empty field]
 - Published Cost: [Input field with value .00]
 - Part Cost: [Input field with value .00]
 - List Price: [Input field with value .00]
 - Labor Price: [Input field with value .00]
 - Part Add On: [Input field with value .00]
 - Labor Add On: [Input field with value .00]
 - MSRP List: [Empty field]
- Options Section:**
 - Package Part
 - Special Part
 - Disabled
 - Discountable
 - Order Even Qty
 - Allow Decimal Quantity
 - Taxable
 - Inventoryable
 - Other Tax: [Empty field]
- Other Info Section:**
 - MFG Code: [Empty field] with an ellipsis button
 - Comp Part Number: [Empty field]
 - Core Value: [Input field with value .00]
 - Package Qty: [Input field with value 1]
 - Nat Pop Code: [Input field with value N]
 - Cycle Days: [Input field with value 0]
 - Business ID: [Empty field]
 - NIA Code: [Empty field]
 - Labor Payable Hours: Min./Max. [Input field with value .00] / [Input field with value .00]
 - Work Hours: [Input field with value 0]
 - Auto Location: [Empty field]
 - Invoice Order: [Input field with value 0]
 - Bendable
 - Royalty Part

At the bottom of the window, there are buttons for 'Delete', 'Add New', 'Cancel', 'Save', and 'Done'.

- d. Hit the **CAPS LOCK** key on your keyboard.
- e. You will first need to fill in the Part Number that you will be using in the **PART NUMBER** box.
- f. The next box is **ACCOUNT CODE**. Type the Account Code number (if you know it) or click the **ELLIPSIS** button next to the Account Code field. Then click the plus sign next to the appropriate sales class. Double-click the desired account code to select it.
- g. Tab down to enter the **ITEM DESCRIPTION**. This is what will appear on the customer's estimate and invoice. (Unless you have invoice description turned on for the Account Code you selected).
- h. Tab down to the **BUYER'S DESCRIPTION** and enter a description. This is what you will see in the Manual Adjustment and Purchase Order screens.
- i. Tab down to the **PUBLISHED COST** field and enter the cost listed in vendor catalogs, estimates, etc.
- j. Tab down to the **PART COST** field and enter the actual cost paid to the vendor.
- k. Tab down to the **LIST PRICE** field and enter the list price for the part.
- l. Tab down to the **LABOR PRICE** field and enter the amount you would like to charge for labor.
- m. Tab down to the **PART ADD-ON** field and enter the dollar amount that shall be added to a part's list price (if any) to bring it up to the amount the shop wants to charge for it. Usually, this field is only used by pricing policies.
- n. Tab down to the **LABOR ADD-ON** field and enter the dollar amount that shall be added to a part's labor price (if any). Usually, this field is only used by pricing policies.

- o. Then tab over to the **MFG CODE** field and click the **ELLIPSIS** button. When the list of manufacturers appears, as shown below, click one to select it.



NOTE - If the vendor code you would like to use is not shown in the box, you will need to cancel out of building your part and go back to the main Vast Maintenance Menu. You will then need to go into the **MFG DESCRIPTION ICON** and add the vendor. Follow the instructions listed in step 1 *e* through *h* to do this.

- p. Tab down to the **CORE VALUE** field. If the part has a core, enter its value here.
- q. Tab down to the **PACKAGE QUANTITY** field and enter the number of units in a standard package.
- r. Tab down to the **NAT POP CODE** field and enter the popularity code, which may be supplied by corporate HQ and which is used to track the part.
- s. Tab down to the **CYCLE DAYS** field and enter the number of days in purchasing cycle.
- t. Tab down to **LABOR PAYABLE HOURS MIN/MAX**. This is only used for flat rate. This will allow you to set a minimum and maximum amount of hours that a technician will be paid for this part.
- u. Tab down to **WORK HOURS**. This is used to set a number of hours that it will take to install the part and is also used to calculate labor charges on the estimate, based off your default labor rate in the control file. (Ex: If my default labor rate is \$75.00/hr and this job normally takes a half hour, I would fill in 0.5 for work hours. On the estimate under the labor column the system would automatically enter a labor charge of \$37.50 for this part.)

NOTE - Normally you will **NOT** want to use both the "work hours" column, and the **Labor Price** columns – if you do this, it will add the labor amounts from both columns and that is what it will use on the estimate.

- v. Tab down to the **INVOICE ORDER** field and enter a position that you want the part number to appear on an invoice.

w. Next, you will see boxes at the bottom of the screen.

<input type="checkbox"/> Package Part	<input checked="" type="checkbox"/> Discountable	<input checked="" type="checkbox"/> Taxable	Other Tax: <input type="text"/>	<input type="checkbox"/> Bendable
<input type="checkbox"/> Special Part	<input type="checkbox"/> Order Even Qty	<input checked="" type="checkbox"/> Inventoryable		<input checked="" type="checkbox"/> Royalty Part

Check off the ones that apply based on the descriptions below:

- **PACKAGE PART – ONLY** check this box if you are building the main part number that will be used to build a package.

NOTE - Not **ALL** parts in a package should be marked a **PACKAGE PART**.

- **SPECIAL PART** – Check this box if you would like the part to appear in a list of parts that you can easily access by right-clicking inside the estimate.
 - **DISCOUNTABLE** – Check this box if you would like to be able to discount this part.
 - **ORDER EVEN QTY** – This is usually used for parts that come in pairs (ex: Part that has a right and left side) If this is turned on, when you place an order for this part, Vast will automatically make sure you have an even number for quantity ordered.
 - **TAXABLE** – Check this box if the part is taxable.
 - **INVENTORYABLE** – Check this box if you want to track inventory on the part.
 - **BENDABLE** – Check this box if the part is a bendable part. (ex: Pipes)
 - **ROYALTY PART** – Check this box if you need to pay royalty on the part.
- x. If you are building a **TIRE PART**, please skip to Step 3 now. Otherwise, click **SAVE** and then **DONE**.
- y. If you selected **SPECIAL PART**, please click on the **SPECIAL PART CREATION TABLE** icon in the **VAST MAINTENANCE** menu. This will build the list of special parts that you can use inside the estimate screen by right clicking on a line of the estimate and selecting **SPECIAL PARTS**.

3. BUILDING TIRE PARTS ON THE MASTER TABLE

First, click on the **TIRES** tab at the top of the screen. You should now see the screen pictured below.

The screenshot shows the 'Master File' dialog box with the 'Tires' tab selected. The 'Tire Part?' checkbox is checked. The 'Search Size' and 'Catalog Size' fields are both filled with '1957515'. The 'Tire Tread' and 'Orig. Tire Tread' fields are both filled with a blank space followed by '/ 32nds'. The 'Speed Rating' is set to a dropdown menu. The 'Tire Size - Width', 'Tire Size - Ratio', and 'Tire Size - Wheel' fields are empty. The 'Delete', 'Add New', 'Cancel', 'Save', and 'Done' buttons are visible at the bottom.

- a. You must put a checkmark in the box marked **TIRE PART**.
- b. Then tab down to the **SEARCH SIZE** field. This must be filled out with the tire size, numbers only.
- c. Tab down to the **CATALOG SIZE** field. This needs to be filled out with the same information as the Search Size field.
- d. All other fields on this screen are optional for you to fill out. If you do fill out this information, it will be displayed in the tire search screen when you look up a tire in an estimate.

The list below defines the fields on this screen:

- i. **LOAD RATING** – Number assigned to the tire that identifies its load carrying capability
- ii. **TIRE WALLS** – Abbreviation for the type of wall (Ex: WW = White Wall)
- iii. **TIRE TYPE** – Abbreviation for the type of tire (All season, snow, etc)
- iv. **P/LT** – Whether the tire is Passenger or Light Truck
- v. **WARRANTY** – Whether or not the tire has a warranty (Y/N)
- vi. **SEARCH SIZE** – See catalog size below for definition, this is what Vast uses to look up tires in the tire guide. This field needs to be entered as numbers only – no slashes or letters)
- vii. **CATALOG SIZE** – made up of the tread width/sidewall's aspect ratio/diameter (P205/60R15)
- viii. **TIRE TREAD** (xx/32nds) – depth of the existing tire tread at the time of sale

- ix. **ORIG. TIRE TREAD** (xx/32nds) – depth of the original tire tread
- x. **LOAD RANGE/PLY** – Identifies the load and inflation limits
- xi. **MATERIAL #** - Material number of the tire
- xii. **SPEED RATING** – Alphabetic designation of the speed rating of the tire
***NOTE: Speed Ratings – if you would like to populate the speed ratings for tires, you can populate the list under the “Speed Rating Maintenance” icon in the main Vast Maintenance menu.**
- xiii. **UTQG** – Uniform Tire Quality Grade – designated by the manufacturer based on tread wear, traction and temperature resistance
- xiv. **M AND S RATED** – Mud and Snow Rated tire (Y/N)
- xv. **SEVERE SNOW RATED** – Severe Snow Rated tire (Y/N)
- xvi. **MANUFACTURER’S WARRANTY MILES** – Number of miles the manufacturer covers under warranty
- xvii. **NON-MANUFACTURER’S WARRANTY MILES** – Number of miles the shop covers under warranty
- xviii. **LEGACY GL REFERENCE** - not used
- xix. **LEGACY PART REFERENCE** – not used
- xx. **TIRE RIM SIZE (DIAMETER)** – Diameter of the tire’s rim
- xxi. **TIRE SIZE – WIDTH** – Tread width
- xxii. **TIRE SIZE – RATIO** – Sidewall’s Aspect/Ratio
- xxiii. **TIRE SIZE – WHEEL** – Diameter

4. CREATE TAG-ALONG PARTS IN VAST

Tag-along parts allow you to attach one part to another automatically on an estimate. A good example of this might be for tires – for every tire you sell, you might also want to add-on valve stems. By building the valve stem part as a “tag-along” it eliminates the need to manually type this on the estimate each time you sell a tire.

There are three different types of tag-along parts that you can build in Vast. They are: parts attached to an Account Code, parts attached to another part, and parts attached to a bang part.

➤ **Parts Attached to an Account Code**

If you are using this method, you will need to find out which account code your “original” parts are in. These would be the parts that you want to tag-along part to attach to. (In our tire example, this would be the part number for the tire itself.) One way to do this would be to go to your Master Table and pull up the “original” part number, which will show you the account code for the part. Another way would be to go to the Master Table and search on one account code; this will give you a better indication of all the parts that your tag-along part would attach to. If you use any part in this account code, your tag-along will be attached to it.

➤ **Parts Attached to a Part**

If you are using this method, you will need to know the part number for the “original” part. (Again, in our tire example this would be the part number for the tire) You can find this by searching on your Master Table, or you can build a new part on the master.

➤ **Parts Attached to a Bang Part**

If you are using this method, you will need to know the bang part number to attach your tag-along to. Usually this method is only used for packages. For example, let’s say you built a winter maintenance package that includes tires. Inside the package, you would probably use a bang part number instead of the actual tire part number because each car would have a different type of tire. The bang part would most likely use in the package would be !TIRE. This is the same part you will use to build your tag-along.

➤ **Select your tag-along part number**

Next, you will need to know the part number for the “tag-along” part. (In our tire example, this would be the part number for the valve stems) If the part that you want to use is not built on your master, please follow the steps listed under the “Building Parts on the Master” section of this document to add it to the master. Please be sure that if you are using the “Parts Attached to an Account Code” method that your tag-along part number is NOT in the same Account Code.

5. BUILDING TAG-ALONGS

- a. Open **VAST MAINTENANCE** and select the **TAG-ALONG PARTS** icon.
- b. First you will need to select one of the three methods that you would like to use to build the tag-along – parts/descriptions attached to an Account Code, parts/descriptions attached to a part, or parts/descriptions attached to a bang part. To select one, click on the radio button next to the method you want to use.
- c. If you have any existing tag-alongs, they will appear on the screen. Otherwise you will get a message stating that there are no existing tag-alongs.
- d. Click the **ADD NEW** button at the bottom of the screen. You should now see the screen pictured on the next page.

Part Replacements and Additions

Choose a Method:

Parts or Descriptions Attached to Accountcode
 Parts or Descriptions Attached to Part
 Parts or Descriptions Attached to Bang Part
 Parts or Descriptions Attached to Class

Spawning Part Number	Tag Along Part Number	Tagalong Description	QTY	Disabled
			<input type="checkbox"/>	<input type="checkbox"/>

Tag Along Parts for Tires Will Go Only One Level Deep

- e. On the new line that appears, type in either the account code, “original” part number or bang part number depending on what you selected as your method at the top of the screen.
- f. Hit Tab on the keyboard and type in the tag-along part number. The **TAGALONG DESCRIPTION** field should automatically be filled in by the system.
- g. Hit Tab on the keyboard twice to go to the **QTY** column. Hit the spacebar on the keyboard to put a checkmark in that box.
- h. Hit Tab again to go to the next line. You can continue entering other tag-along parts if you’d like, or you can click **DONE** at the bottom of the screen if you are finished.

Once you are finished building your tag-alongs, you can go into the Point of Sale and test to make sure they’re working. Use one of the “original” parts and you should see the tag-along part number appear on the estimate automatically.