



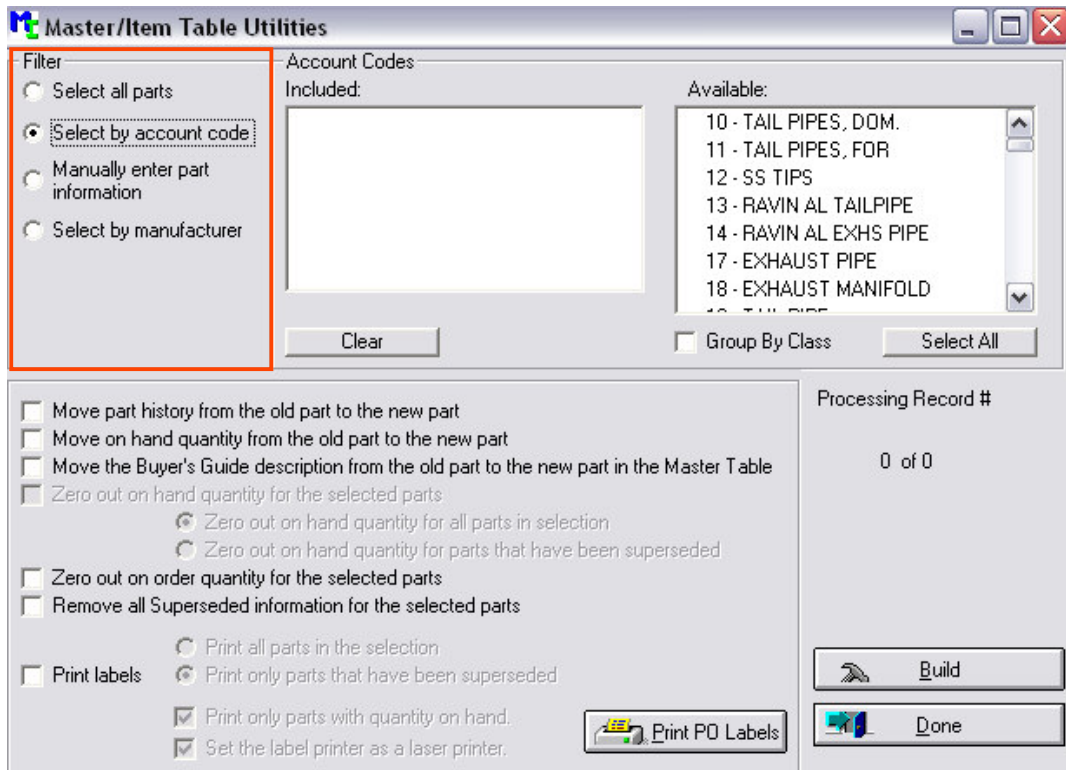
**VAST POINT OF SALE HOW TO:
*MANAGE SUPERSEDES USING THE
MASTER/ITEM TABLE UTILITIES FEATURE***

INTRODUCTION

This document will provide you with instructions how to use the **MASTER/ITEM TABLE UTILITIES** feature inside Vast Maintenance in order to **MANAGE** your **SUPERSEDED PART NUMBERS**. Supersedes allow you to reassign one part number to a new part number. If you use the original part on an estimate, the system will automatically change the part number over to the superseded number. This utility can help you move your part history, buyer's description and quantity on hand from the old part number to the new part number. It can also clear the order quantity of the old part, or delete any existing supersede information using the settings that you assign.

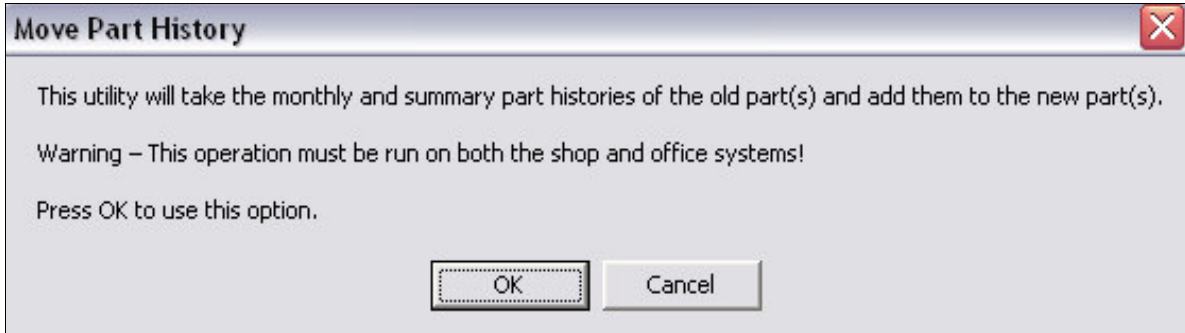
RUNNING THE UPDATE PROCESS

1. Open **MAINTENANCE** and go to **MASTER/ITEM TABLE UTILITIES**. You will see the screen shown below. This is where you have the options to manage your superseded part numbers.

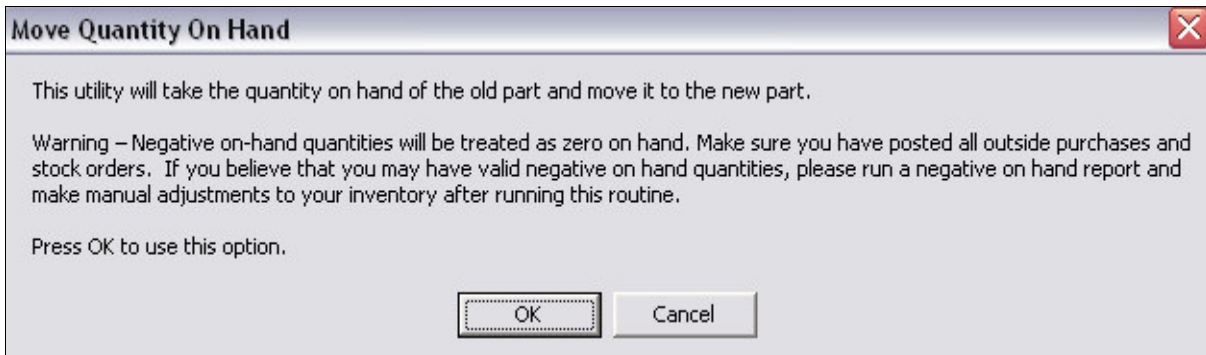


2. First, you have the option of selecting the superseded part numbers you want to manage. You can select **ALL PARTS**, select **CERTAIN ACCOUNT CODES**, **MANUALLY ENTER PART NUMBERS** or select a **MANUFACTURER LINE** by using the **FILTER** option on the top left corner of the screen, highlighted above. Most of the time you will want to select **ALL PARTS**.
3. You then have the option of which functions you want to perform on your superseded part numbers. You can select one or more options at a time.

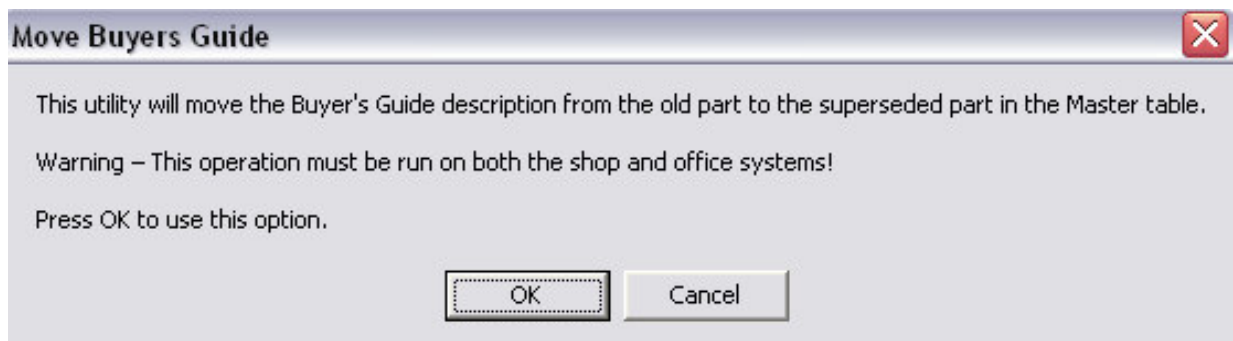
- To move the quantity on hand from the old part number to the new part number, put a check in the **MOVE PART HISTORY FROM THE OLD PART TO THE NEW PART** checkbox. The following messagebox will appear, advising you that this process **MUST BE DONE** on **EACH SHOP AND THE OFFICE**. Click **OK**.



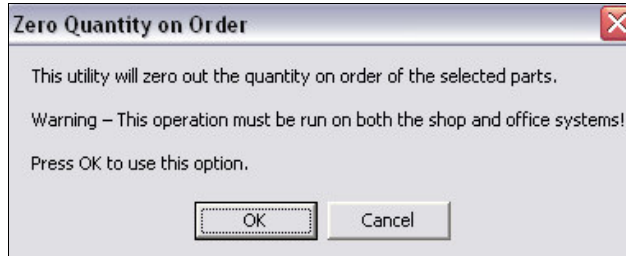
- If you want to move your quantities, click the **MOVE ON HAND QUANTITY FROM THE OLD PART TO THE NEW PART** checkbox. The following messagebox will appear, advising you of what the process does and how it works. Click **OK**.



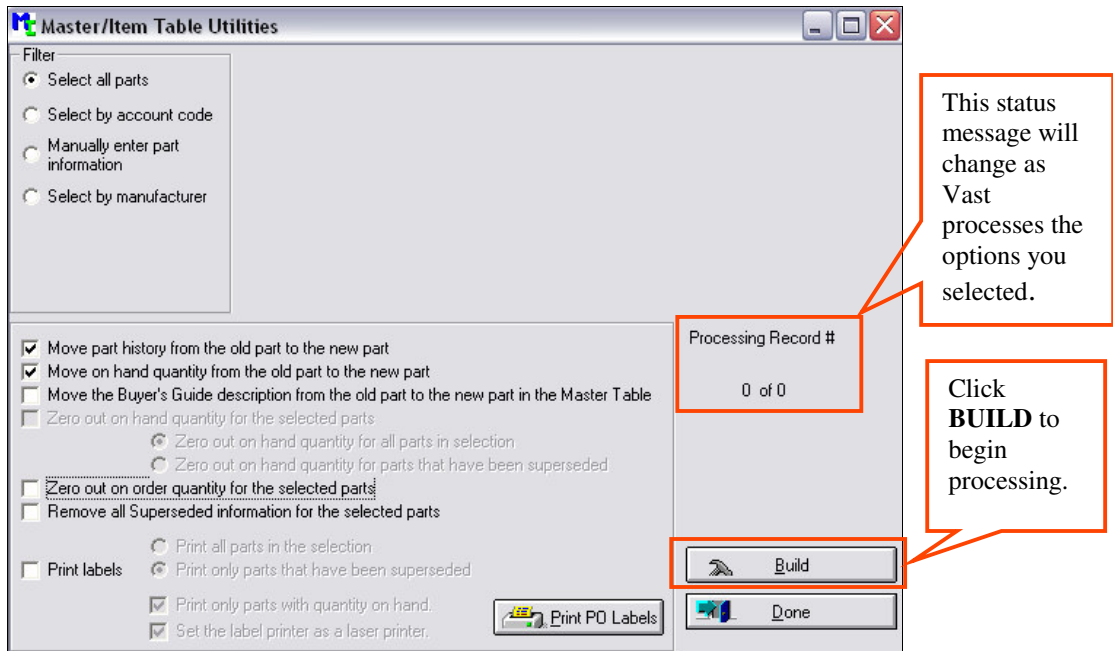
- If you want to move you buyer's guide description, click the **MOVE THE BUYER'S GUIDE DESCRIPTION FROM THE OLD PART TO THE NEW PART IN THE MASTER TABLE** check box. The following messagebox will appear advising you that this process **MUST BE DONE** on **EACH SHOP AND AT THE OFFICE**.



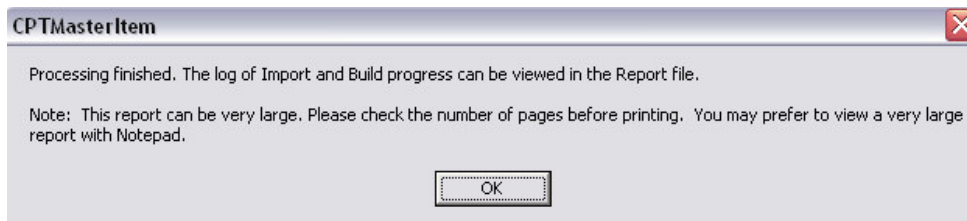
- If you would like to remove the on order quantities on the old part numbers, put a checkmark in the **ZERO OUT ON ORDER QUANTITY FOR THE SELECTED PARTS** checkbox. The following message box will appear advising you that this process **MUST BE DONE** on **EACH SHOP AND AT THE OFFICE**. Click **OK**.



- When you have finished making your selections, click **BUILD**, as shown below.



- You will see the progress displayed on the right hand side of the screen, as shown in the picture above.
- When the process is complete, you will see the following screen, advising you that a report of the conversion process has been created and can be viewed in the **REPORT SPOOLER**. Click **OK**.



- Then click **DONE** to return to the **VAST MAINTENANCE MAIN MENU**. Your changes have taken effect and you can close out of Vast Maintenance.