# Counterman Newsletter

## New!

### For Counterman Pro Users



**INSIDE THIS ISSUE:**

As we continue to make improvements for Counterman Pro, we will inform you of these updates and enhancements in this newsletter. We strive to provide the tools and features Counterman users have requested. Listening to your comments and suggestions provides us greater insight to your software needs. We encourage you to contact us with these comments and suggestions by email or phone call. There are very nice updates for this release:

⇒ **30-Up Mailing Labels/Avery Labels**
There is now a selectable check box available when printing Mailing Labels that will allow you to print customer labels on Avery 5160 sheets (or compatible) to your Report Printer. This will save time and money by printing these labels to a laser printer, rather than to a thermal printer, as the 30-Up labels are much more affordable as compared to thermal labels. The files necessary to make this update happen will be automatically installed on this update. A new "check box" can be selected from the opening screen, which allows the labels to print 30-Up (meaning 30-labels per page).

⇒ **30-Up Labels for Inventory Update**
We have extended the 30-Up labels, Avery 5160 sheet style to the process of Updating Inventory From Price Books

process too! In an effort to help save on those costly thermal labels, or to just provide a quicker, easier method of printing the inventory labels during this process.

⇒ **Full Screen Report Displays**
You may have already noticed that most of your "Displayed" reports now open up totally in full screen. Many users found it annoying to have to expand every report window to view the entire report. Now, by default all reports will open in full screen so you can view the report without having to expand the print preview window.

⇒ **Sales Timing Report Expanded**
The Sales Timing Report has some additional information that will be helpful to users who separate sales "by Department". All Departments will now be printed on this report to help you define what departments in your shop are performing the best. Thanks to Lowell at Bikers Edge for this great suggestion!

⇒ **Special Order Link to Service Orders**
Having an issue with linking special ordered items to a repair order? All issues have been taken care of and this process is working flawlessly!

**SEND US YOUR SUGGESTIONS:**
    EMAIL:    tech@counterman.net
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## UPDATED PRICE BOOKS (ON THIS CD)                    ** = OEM OR RETAIL ONLY!

| | | | | | |
|---|---|---|---|---|---|
| **AC** | Acerbis | **KM**** | Kawasaki | **PO**** | Polaris/Victory |
| **AR** | Artic Cat | **KN** | K&N Engineering | **SM** | Southern Motorcycle |
| **BI** | Bell Industries | **KT** | KTM Sport Motorcycle | **SB** | Sullivan Brothers |
| **BD** | Big Dog | **MT** | MC Advantages | **SN** | Sullivan's USA |
| **BM**** | BMW | **MC** | McDonald *COST ONLY!* | **SZ**** | Suzuki Motors |
| **CCI** | Custom Chrome Inc | **MU** | Mid USA | **VT** | Tedd's V-Twin |
| **DS** | Drag Specialties | **MG** | Motorcycle Goodies | **TM** | Triumph Motorcycle |
| **HD**** | Harley-Davidson | **MD** | Mustang Distributing | **TR** | Tucker Rocky |
| **HO** | Honda Motorcycle | **NL** | Nichols M/C Supply | **WB** | White Brothers |
| **HQ**** | Husqvarna Motorcycle | **PU** | Parts Unlimited | **WP** | Western Power |

# INVENTORY UPDATE:

Even though Counterman is constantly updating price book information for you, often the last process in this update is left undone resulting in conflicting pricing information between your price book files and your inventory files. It is important to understand that Counterman keeps your inventory separated from the price book files. It is totally up to you, to apply these pricing changes to your inventory. This is true whether you have the item in stock or not. If the inventory record exists in Counterman, it does not get automatically updated just by running the Price Book Update CD alone. When you load a Counterman Price Book Update CD, (and "Update Price Books" from the Utility Menu in PRO) it is important to remember that only your price books are being updated. Nothing is being done to your inventory at that time. All of your information in inventory remains unchanged until you tell Counterman to "Update Inventory From Pricebooks". A backup should be done and care should be taken prior to performing this process!  This can be done by:

**Counterman PRO :** Main Menu, Maintenance/Display, Flexible Pricing, Update To Inventory

**Counterman DOS :** F1 - Command Menu, B - Inventory, F - Update Inventory From Price Books

Using the Update Inventory From Price Books feature will compare your inventory to a particular vendor's price book. So if, for example, the cost and suggested retail for part number 11-111 has changed, then Counterman will change the cost and suggested retail on the inventory record so that the information matches the new info in the CCI price book. The first step to Update Inventory From Price Books is to select which vendor you want to update. On the other side of this article is a list of all of the price books which will be updated when you run the enclosed CD. It would make sense to update these, since they contain new information. Once you pick the vendor, you are confronted with a list of checkboxes (or True or False options in DOS). The first seven options and option 9 that begin with "Update" are to tell Counterman what information you want updated and what information you don't. For example, If you are not a Harley Dealer, your HD price book has no cost in it and you enter the part costs as these items are received. You would want to uncheck (or mark False) the option to "Update Cost" when updating inventory from the HD price book. In addition, it is important to mention here that if you select to update the cost, all costs for your existing inventory will be increased, resulting in an inflated inventory value. Normally, not advised to do so. The option to Maintain Gross Profit % is a way to update by either cost or selling price and have it use the gross profit margin specified on the inventory record to calculate the other figure. Most users will not want to "Maintain Gross Profit Margin", but this works good for those who like to maintain custom gross profit margins for their parts. You cannot select this option unless you are "Updating Costs". The other options have to do with if you want to print out new labels for those parts that are updated. If you choose to print labels, only those items which are being updated will a label print for. The new option mentioned on the other side of this newsletter explains a new option to print 30-Up Labels during this process. To turn off label printing altogether, just uncheck (or mark "False" in DOS) the "Print Stock Labels" line (and the last three lines are ignored in DOS). Hopefully you can use this information to experiment on your own, or please call us with any questions.

Also, if you use the Counterman Update Manager to update your price books, or to add new price books, those price books will also need to be updated to inventory as well. This is a nice feature, however, should be treated the same as updating from a Price Book Update CD.

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**COUNTERMAN**