

VAST USER GUIDE – BACK END PROCESSES A WORK IN PROGRESS

ENTERING OUTSIDE PURCHASES – ON A CUSTOMER WORKORDER

- 1) OPEN YOUR WORKORDER
- 2) MOVE CURSER TO PART # COLUMN AND RIGHT CLICK, THEN SELECT OUTSIDE PURCHASE.
- 3) IF V-ORDERED, VENDOR INFO WILL BE DISPLAYED. ENTER IN THE ORDERED BY EMPLOYEE, SELECT THE LINE ITEM TO RECEIVE, ENTER IN QUANTITY AND VERIFY COST AGAINST YOUR VENDOR INVOICE. IF YOU ARE BEING CHARGED A CORE, SELECT “HAS CORE” AND ENTER IN YOUR CORE COST. ENTER IN INVOICE #, INVOICED DATE & PAYMENT TYPE. VERIFY INVOICE TOTAL MATCHES YOUR PROCESSED OUTSIDE PURCHASE TOTAL ON THE SCREEN.
SELECT DONE AT BOTOM RIGHT HAND CORNER, YOU ARE DONE.

ENTERING OUTSIDE PURCHASES – INVENTORY / STOCK

- 1) THROUGH VAST POINT OF SALE SELECT INVENTORY MANAGEMENT LOCATED ON LEFT HAND SIDE COLUMN.
- 2) UNDER RECIEVINGS, SELECT OUTSIDE PURCHASE RECEIPT. SELECT PARTS THEN SEARCH FOR THE VENDOR YOU NEED. ENETER IN ORDERED BY AND THEN GO DOWN TO ITEM NUMBER. ENTER IN VENDOR ITEM NUMBER, TAB OVER TO QUANTITY, ENTER IN QUANTITY, VERIFY UNIT COST, AND ENTER IN CORE CHARGE IF APPLICABLE.
- 3) REPEAT ABOVE PROCESS FOR ALL REMAINING ITEMS ON VENDOR INVOICE.
- 4) ENTER IN VENDOR INVOICE NUMBER, INVOICE DATE, PAYMENT TYPE AND CONFIRM INVOICE TOTAL MATCHES YOUR SCREEN TOTAL.
- 5) SELECT DONE, YOU ARE DONE.

ENTERING NON-STOCK ITEMS / SHOP SUPPLIES / CONSUMABLES

- 1) FROM VAST POINT OF SALE, SELECT **INVENTORY MANAGEMENT** FROM THE LEFT SIDE COLUMN.
- 2) UNDER RECEIVINGS, SELECT **SUPPLIES AND SERVICE PURCHASING**
- 3) SEARCH AND SELECT YOUR VENDOR, SELECT ORDERED BY, AND TAB DOWN TO PURCHASE REASON. SELECT DROP DOWN MENU, AND SELECT APPLICABLE REASON. NEXT, FILL IN A DESCRIPTION SUCH AS COFFEE SUPPLIES, BATHROOM SUPPLIES AND SO ON.
- 4) FOR THESE PURCHASES A SINGLE QUANTITY FOR A TOTAL COST THAT MATCHES YOUR VENDOR INVOICE TOTAL IS ALLOWABLE.
- 5) ENTER IN INVOICE NUMBER, INVOICE DATE & PAYMENT TYPE.
- 6) CONFIRM YOUR VENDOR INVOICE TOTAL MATCHES YOUR VAST TOTAL.
- 7) SELECT PRINT. THIS OPTION WILL PRINT AND FINALIZE YOUR TRANSACTION.

PURCHASE CARD PURCHASES – THIS IS YOUR COMPANY CREDIT CARD

- 1) FROM VAST POINT OF SALE, SELECT **INVENTORY MANAGEMENT** FROM THE LEFT SIDE COLUMN.
- 2) UNDER RECEIVINGS, SELECT **SUPPLIES AND SERVICE PURCHASING**
- 3) SEARCH AND SELECT YOUR VENDOR, IF NOT LOADED WHICH IS VERY LIKELY, SELECT “OTHER VENDOR” AND FILL IN VENDOR INFORMATION.
- 4) SELECT ORDERED BY AND PROCEED TO PURCHASE REASON AND SELECT APPLICABLE REASON FROM THE DROP DOWN MENU, ADD DESCRIPTION.
- 5) FOR THESE PURCHASES A SINGLE QUANTITY FOR A TOTAL COST THAT MATCHES YOUR VENDOR INVOICE TOTAL IS ALLOWABLE.
- 6) ENTER IN INVOICE NUMBER, INVOICE DATE.

- 7) PAYMENT TYPE MUST BE PURCHASE CARD WHEN PAID BY/WITH YOUR COMPANY CREDIT CARD, NO EXCEPTIONS ON THIS.
- 8) CONFIRM YOUR VENDOR INVOICE TOTAL MATCHES YOUR VAST TOTAL. SELECT PRINT. THIS OPTION WILL PRINT AND FINALIZE YOUR TRANSACTION. YOU ARE DONE.

ENTERING PAYABLES / BILLS – UNIFORMS, BUILDING MAINTENANCE & SO ON

- 1) FROM VAST POINT OF SALE, SELECT **INVENTORY MANAGEMENT** FROM THE LEFT SIDE COLUMN.
- 2) UNDER RECIEVINGS, SELECT **SUPPLIES AND SERVICE PURCHASING**
- 3) SEARCH AND SELECT YOUR VENDOR, SELECT ORDERED BY, AND TAB DOWN TO PURCHASE REASON. SELECT DROP DOWN MENU, AND SELECT APPLICABLE REASON. NEXT, FILL IN A DESCRIPTION.
- 4) FOR THESE PAYABLES/BILLS, A SINGLE QUANTITY FOR A TOTAL COST THAT MATCHES YOUR VENDOR INVOICE TOTAL IS ALLOWABLE.
- 5) ENTER IN INVOICE NUMBER, INVOICE DATE & PAYMENT TYPE. MOST OF THESE WILL BE PAYMENT TYPE - CHARGE
- 6) CONFIRM YOUR VENDOR INVOICE TOTAL MATCHES YOUR VAST TOTAL. SELECT PRINT. THIS OPTION WILL PRINT AND FINALIZE YOUR TRANSACTION

OUTSIDE PURCHASE RETURNS - PARTS RETURNS

- 1) FROM VAST POINT OF SALE, SELECT INVENTORY MANAGEMENT FROM THE LEFT SIDE COLUMN.
- 2) UNDER RECIEVINGS, SELECT OUTSIDE PURCHASE RETURN & SELECT PARTS
- 3) SEARCH FOR VENDOR AND SELECT. SELECT RETURNED BY AND SELECT EMPLOYEE.
- 4) GO TO RETURN NUMBER SEARCH FIELD AND CLICK ON THE F2 SEARCH ICON

- 5) BE SURE TO SELECT APPROPRIATE DATE RANGE FOR ORIGINAL PURCHASE DATE OF PART TO BE RETURNED. ALL RETURNS WILL POPULATE BELOW DATE RANGE
- 6) LOCATE AND SELECT THE ORIGINAL VENDOR INVOICE BY SELECTING THE ORIGINAL PO# ON LEFT SIDE OF DISPLAY
- 7) BE SURE TO SELECT CORRECT PART TO BE RETURNED IF MULTIPLE PARTS ARE ON THE ORIGINAL INVOICE.
- 8) AFTER SELECTING YOUR RETURN PART (**EACH PART TO BE RETURNED MUST BE ADDED SEPERATELY**), CLICK ON THE SELECT BUTTON AT THE BOTTOM OF YOUR SCREEN, THIS WILL TAKE YOU TO YOUR FINAL SCREEN FOR PROCESSING YOUR RETURN.
- 9) ONCE ALL RETURN PARTS HAVE BEEN ADDED TO YOUR VENDOR OUTSIDE PURCHASE RETURN SCREEN, VERIFY YOUR VENDOR CREDIT AMOUNT MATCHES THE VAST RETURN ITEM TOTAL.
- 10) WITHIN THE CREDIT BOX ON RIGHT SIDE OF DISPLAY...
 INPUT YOUR VENDOR CREDIT INVOICE NUMBER, DATE & CREDIT AMOUNT
 & CREDIT PAYMENT TYPE.
- 11) SELECT PRINT AND THEN SELECT DONE.. YOU ARE DONE.

CORE RETURNS

- 1) FROM VAST POINT OF SALE, SELECT INVENTORY MANAGEMENT FROM THE LEFT SIDE COLUMN.
- 2) UNDER RECIEVINGS, SELECT CORE RETURNS
- 3) SEARCH FOR VENDOR AND SELECT. ONCE VENDOR IS SELECTED, ALL CORES FOR THAT VENDOR WILL AUTO POPULATE.
- 4) SELECT THE CORE/S YOU ARE RETURNING FOR CREDIT.
- 5) NOTE* THE TOTAL CORE RETURN AMOUNT WILL NOT CALCULATE UNTIL YOU CLICK ON THE REFERENCE NUMBER SEARCH AREA.
- 6) IN THE REFERENCE NUMBER AREA, TYPE IN YOUR VENDOR CORE RETURN INVOICE NUMBER THEN DATE AND YOUR CORE RETURN TOTAL FROM THE VENDOR CORE RETURN INVOICE WHICH SHOULD MATCH YOUR VAST CORE RETURN TOTAL.
- 7) CLICK ON DONE, A PRINTOUT WILL AUTOMATICALLY GENERATE.

MIGHTY STOCK ORDERS AS TRANSFER INS

- 1) FROM VAST POINT OF SALE, SELECT INVENTORY MANAGEMENT ON LEFT SIDE COLUMN.
- 2) UNDER RECIEVINGS, SELECT TRANSFER IN
- 3) SELECT **YES** FOR REAL TIME TRANSFER

- 4) FROM THE NEXT SCREEN SELECT THE MIGHTY PO THAT MATCHES THE DELIVERY RECEIPT THAT WAS SENT WITH YOUR MIGHTY PARTS ORDER.
- 5) CLICK ON PRINT TO RECEIVE & FINALIZE YOU'RE THE PROCESS.
- 6) YOU ARE DONE

ROA PAYMENTS

- 1) FROM VAST POINT OF SALE, SELECT POINT OF SALE
- 2) UNDER WORKORDER & INVOICING, SELECT RECEIPT ON ACCOUNT (ROA)
- 3) TYPE IN LAST NAME OR COMPANY NAME IN THE NAME SEARCH AREA AND CLICK ON F1 SEARCH ICON
- 4) SELECT THE CUSTOMER OR COMPANY YOU ARE RECEIVING A PAYMENT FOR
- 5) AT THE TOP OF THE NEXT SCREEN, ENTER IN THE COLLECTED DOLLAR AMOUNT AND TAB FOR PAYMENT POPULATION
- 6) VERIFY THE PROPER PAYMENT AMOUNT IS BEING APPLIED TO THE CORRECT INVOICE.
- 7) CLICK ON THE PAYMENT OPTION AT THE BOTTOM OF THE SCREEN.
- 8) THIS TAKES YOU TO THE CASH OUT SCREEN, CONTINUE PER REGUALR CASH OUT PROCESS.
- 9) YOU ARE DONE