

Find a customer number

Sales Activities > Invoicing then use **Search** fields or press **F3**.

Customer Search

Search by: Customer Name Search for: lowing Search [F3] Clear [F5]

☐ Exact Match [Shift + F2] ☐ Begins with [Shift + F3] ☐ Ends with [Shift + F4] ☐ Contains [Shift + F5] ☐ Similar to [Shift + F6]

Seq #	Number	Name	Telephone	Address1
1)	10690	JEFF'S AUTO BODY & TOWING	(309) 584-4337 P.O. BOX 435	

Invoice an incoming online order

Message or **F4**, then select **PROLink** or **NAPA Online** messages, then **OK** or **F8**.

Message [F4]

ROA [F6]

Recall Saved Invoice [F7]

Look up a part in PartsPro SE

Catalog Menu > **PartsPRO SE** or **Ctrl + F8** then select **Catalog** or press **F9**.

Catalog [F9]

Stock Check [F12]

Enter a barcode

Barcode or **F-11**.

Part Number	Line	Description

Special Functions (Shift+Tab) **Barcode [F11]**

Enter Barcode

Barcode Entry

Barcode:

OK [F8] Cancel [Esc]

Change a part quantity

Select line on invoice, change quantity, press **Enter**.

Quantity	List	PD	Price	Unit	Tax	Tax 2	OK
<u>0.00</u>	14.2800	*	9.4600	EACH			

Delete [F5] Supersede [F4]

Complete a return

Enter part number with a negative quantity.

Part Number	Line	Description	Quantity
1515	FIL	NAPA GOLD OIL FILTER	<u>-1</u>

Select a **Return type**, then select original invoice.

Invoice Return

Customer: 0 PREFERRED CASH CUSTOMER

Part Number: 1515 Line: FIL NAPA GOLD OIL FILTER

Seq	Return Type
1	<input type="radio"/> Merchandise
2	<input type="radio"/> Core
3	<input type="radio"/> Defective

Sequence Number:

Enter Phone Number:

Replace the defective part with the same part number? ☐ Yes ☒ No

OK [F8] Cancel [Esc]

Access Special Functions

From **Invoices** screen, select **Special functions** or **Shift + Tab**. Select a special function and **Enter**.

To change to a different customer	CU
To cancel an invoice	\
To enter text as line item on invoice	M
To save an invoice	SAV
To print and save an invoice	QUO

Select **Back to Part Number** and press **Enter** to return to the **Part Number** entry field.

Part Number	Line	Description	Quantity

Back to Part Number
 \ - Cancel Invoice
 COR - Core
 CU - Change Customer
Back to Part Number

Enter Sequence # to edit/delete

Barcode [F11] Stock Check [F12]

Mark an invoice for delivery

Delivery options > **Delivery** or Spacebar.

Checkout

Subtotal 9.46

Delivery Options

Delivery ☐ (Press the Space Bar to Select)

Charge 0.00 0.00

[F11] Priority Not Assigned

[F12] Date Anticipated Time AM PM

Method

Misc. Adjustments 0 0.00

Primary Tax 1, 'Sales Tax', 5.0000 % 0.47

Secondary Tax 2, secondary tax 5.0000 % 0.50

Rewards 0.00

Invoice Total 10.43

Select a delivery **Priority** or enter **Date** and **Anticipated Time**.

Check out and print an invoice

Checkout or F2 then select **Payment Method**.

Payment Method

1) Cash
2) Charge
3) Check
4) Payment Card
5) NAPA Gift Card

Payments Tendered

Seq	Tender	Amount
1)	CHARGE	10.43

Seq# Remove [F9]

Amount Tendered 10.43

Change Due 0.00

Print or F2.

Review today's sales

Sales Activities > Review today's sales.

Sales Activities | Inventory | Communication

Invoicing

TAMS II Dashboard

Receive Payment on Account

Review Today's Sales

Review Today's Invoice Costs

Transactions >

Today's Sales

Store Totals

Cash Sales	Charges	ROA	Store Totals	Net Sales	Gross Profit	Gross Profit %	# of Invoices	# of Voids
217.00	4,625.17	0.00	4,842.17	4,360.00			8	0

Labor Memo 0.00 0.00

Sales Summary | **Sales Detail** | Funds Summary | Funds Detail

Employee Cashier Sales Representative

Employee Number	Employee Name	Cash Sales	Charges	ROA	Total Received	Net Sales	Gross Profit	Gross Profit %	# of Invoices	# of Voids
1	SERVER DELLQAS	217.00	4,625.17	0.00	4,842.17	4,360.00			8	0

Review and print an invoice

Sales Activities > Transactions > Review/Change Transactions.

Sales Activities | Inventory | Communications | **Accounts Receivable** | System Mgmt

Invoicing

TAMS II Dashboard

Receive Payment on Account

Review Today's Sales

Review Today's Invoice Costs

Transactions **Review/Change Transactions**

Then enter selection criteria and **Submit**.

Select **Transaction list** tab, select an invoice, then **View invoice**.
Select **Print**.

Clock in or out (Independent stores)

Employee management > Clock in/Out.

Employee Mgmt | Reports | Logout | Help

Clock In/Out

TAMS - Employee Clock-in-out

Clock In / Clock Out

Employee # 1

Password

Date 11/08/2021

Time 04:23 PM

Change Language Clock Out Change Password Cancel

Logout or in

Logout > Logout/In > Logout or Change Password or Exit TAMS.

Logout | Help

Logout/in

TAMS - Logout

Logout

Logout Change Password Exit TAMS

ENGLISH Cancel