

## Prefix Code Creation & Mapping

### Creating a New Prefix

(System Management, Parts Control, Prefix Code Description File)

Parts prefixes normally relate to individual suppliers (e.g. NH – New Holland, MF - Massey Ferguson, JD - John Deere, CA - Case) or to a group of products (e.g. CL - Clothing).

#### Key Entry Fields (# indicates the default setting)

Prefix Code	2 characters	May be all alphabetic, all numeric or a mix. Numeric prefixes are not recommended.
Type	Agri. Only Serial Only Both	Where both Parts and Serial Items are from the same Supplier, it is strongly recommended that two separate prefixes are created. This allows separate accounts to be defined in the Mapping, for Stock, Sales and Cost of Sales allowing better analysis within the Nominal Ledger.
Minimum Turnover Minimum No. of Hits		Used to exclude low selling items from suggested stock ordering.
Cost Percentage		Only applies to the use of Non-Stocked Parts, allowing a Cost of Sale to be calculated from Retail, by applying the defined percentage. However, it is recommended that the use of Non-Stocked Parts be avoided.

Create Catalogue File	Yes No #	If price CDs, are used to maintain Catalogue details within Gold, the Create Catalogue File MUST be set to YES.
Parts Warranty Base	Retail # Average Cost	Base price charged on warranty claims can be set. This base can be adjusted by defining a plus or minus percentage factor to be applied.

### Setting the New Prefix Mapping

(System Management, Ledgers/Mapping/Currency, Set Mapping from Existing Codes)

Select "Copy a Prefix to another".

Up to 10 prefix mappings may be created from one or more existing prefixes.

#### Key Entry Fields

Prefix to Create	Enter the newly created prefix code under Prefix to create, or select from lookup.
Prefix to Copy	Enter an existing prefix already mapped under Prefix to copy.
Note: Mapping from the existing prefix will be applied to the new prefix created, so ensure that the correct prefix to copy is selected. Usually a non-franchised supplier should be used to copy the mapping entries from.	
Depot Code	Enter depot code to create mapping for or select ALL.
Invoice Type	Enter the invoice type to create mapping for or select ALL.