

## Parts Phase-Out

After your system is setup, you can use the **Phase-Out** system. This is a three step process. You can tell if a part is phased-in by looking at the **Item Card -> Ordering -> Phased-in Flag**. A part is phased-out by the system if the Phased-in Flag is not checked.

### 1. Create a Phase-Out list.

- **Parts Purchases -> Periodic Activities -> Parts Phase-Out.** From this form, select **Functions -> Create List of Parts to Phase-Out**.
- You will be prompted to select a Product Group. This lets you work on parts for one factory at a time (or work on all the non-factory parts).
- This will run for a few seconds and create a list of parts that are currently phased-in that are suggested for phase-out.

### 2. Review the list.

- You can delete (**F4**) or add (**F3**) parts to the list of parts to phase-out. You can also set filters on **Source** or **Last Direct Cost** to select subsets.
- When you are happy with the list, move on to Step 3. If you are completely unhappy, you can adjust your Phase-out Rules, change which Sources are set to **Skip Phase-in**, etc., and rerun the **Create List of Parts to Phase-out**. Each time the **Create** function is run, the list of parts is deleted and then refilled.

### 3. Accept list.

- When you are happy with the list of parts displayed for phase-out, click **Functions -> Phase-out Listed** Parts.

**Note:** If you have a filter applied, only the parts that meet the filter will be Phased-out. After those parts have been phased-out, the phased-out parts will be deleted from the list and the filter will be removed. This allows you to accept short sections of the list (say a single Source or a group of two or three sources). This may be easier to review for appropriateness.