

Monthly Checklist for Dealership Parts Managers

"If you count all your assets, you always show a profit."



Week 1:

- Weekly meeting with Parts Team
- Review Parts sales goals against actual sales
- Ensure that freight and core charges are being collected
 - Are freight charges growing?
- Housekeeping
 - Ensure that parts are being received timely
 - Check that parts are in the right location
 - Identify obsolete/dead inventory
 - Review bins (Missing/Misplaced items)
- Complete Cycle Counts
- Review Returned Parts statuses
- Review Inventory Turns by product line
- Check for price file updates from manufacturers and update in business system
- Set Sales prices and promotions



Week 3:

- Weekly meeting with Parts Team
- Review Parts sales goals against actual sales
- Ensure that freight and core charges are being collected
 - Are freight charges growing?
- Run service productivity reports
- Housekeeping
 - Ensure that parts are being received timely
 - Check that parts are in the right location
 - Identify obsolete/dead inventory
 - Review bins (Missing/Misplaced items)
- Review Returned Parts statuses
- Review Inventory Turns by product line
- Check for price file updates from manufacturers and update in business system



Week 2:

- Weekly meeting with Parts Team
- Review Parts sales goals against actual sales
- Ensure that freight and core charges are being collected
 - Are freight charges growing?
- Housekeeping
 - Ensure that parts are being received timely
 - Check that parts are in the right location
 - Identify obsolete/dead inventory
 - Review bins (Missing/Misplaced items)
- Complete Cycle Counts
- Review Inventory Turns by product line
- Check for price file updates from manufacturers and update in business system
- Review Returned Parts statuses
- Review Warranty-Defective parts and dispose of any older than 90 days
- Ensure dead stock is listed on online marketplaces



Week 4:

- Weekly meeting with Parts Team
- Review Parts sales goals against actual sales
- Ensure that freight and core charges are being collected
 - Are freight charges growing?
- Housekeeping
 - Ensure that parts are being received timely
 - Check that parts are in the right location
 - Identify obsolete/dead inventory
 - Review bins (Missing/Misplaced items)
- Complete Cycle Counts
- Review Inventory Turns by product line
- Check for price file updates from manufacturers and update in business system
- Review Returned Parts statuses
- Review pending Special Orders
- Review Purchase Orders report
- Review Parts Gross Profit report
- Compare Parts Sales against budget
- Reconcile Inventory Value/WIP with the General Ledger



Daily:

- Monitor daily numbers in your dealer management system's Parts Manager
 - Parts Volume
 - Parts Needed (Special Order Parts and Parts Below Re-order Point)
 - Purchase Orders (Review expected date)
 - Special Order/Back-Order Details (Review statuses)
- Run daily reports
 - Parts Gross Profit
 - Parts Sold by Counterperson
 - Negative Parts
 - Exceptions (Low Margin, Negative, Aged)
 - Inventory Adjustments
- Review Special Order Requests from Service Department
 - Review and Complete Parts Lookup and Ordering
- Review Order Statuses
 - Parts Research
 - Parts Ordering
 - Parts Received
- Check if parts are being received in a timely manner
- Check that parts are in the correct location
- Compare Profit and Cashflow against your budget
- Make sure that customer-facing areas are free of clutter
- Ensure fronting and facing is complete for all parts displays
- Check all used Work Order items are returned to the Parts department
- Replenish empty parts bins from overstock
- Check text message inbox to address any unanswered customer conversations

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Thanks to **Ideal Parts Locator**, you can quickly look up the parts you need at nearby dealerships via an easy-to-use search functionality.

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