

Parts Exercise:

Receive stock order: Receive part from the truck, locate on order form and packing slip, verify we receive the order and it match our order from. (if for some reason one did not arrive we will give it a day or two then file an MRA, if it's a special order we tag it as special order with customer name and or RO number). Once we confirmed it was a stock order we proceed to input into Automate: (13 post receipt)- f2 list orders - find order number - highlight it- click okay - receive (1 because we had 1 come in) - save, to receive it. - print confirmation. Last time part was sold was 12/23 - we've sold 2 in the last 12mo. Bill of lading goes into file, then we match to Chrysler invoices once a week, then into a file box and stored up stairs in storage. At the end of the month parts from FCA on dealer connect, my dealership, invoices and credit memos, parts tab, click archive's, then records a journal for everything that month for how it's billed. It's all recorded on the last day of the month for parts billed through FCA.

Aftermarket from Oreilly : call to order oil filter - bill it out - 1. Sales invoicing - RO enter number - enter information in in/out, part #, description, enter quantity, our cost, enter sales type (standard matrix (001)), put the part with the RO, tech takes part and puts RO in received tray for advisor, once tech is done vehicle for Svc waiter is pulled around, key brought to advisor, advisor closes out RO (repair order screen-click on customer- notates what customer has declined - verify labor and pricing is correct- hit f1(done) - print customer and office copy by hitting invoice and print, then advisor brings ticket to the office for payment.