

**Some of these items are due the
Monday before your class starts.**

Pre-Parts Class Preparation – Fixed Operations 1 Parts

Below is a list of instructions and items which you need to bring for your next classroom session, Fixed Operations I – Parts class.

1. Bring a copy of your Parts Department's DMS generated management reports for the month showing your inventory sales profile, sales movement, aging, etc. Examples of each DMS report can be found on your Class Site.
This is a paper turn in on Monday of your class week.
2. Complete the 3 Steps to Basic Understanding Parts Processes (Pre parts Class Exercise) and please upload the Excel template to Pre work the **DROPBOX** location on your class site. ***This is due by Monday the week before your class starts*** (This is not necessary for visiting students inbound with current students)
3. Bring your dealership's organizational chart as it pertains to the Parts department. It is okay to do a stick chart so that **you** know who is working in that department.
4. Submit pictures of your Parts Display/Boutique **as is**, an honest representation to the **DROPBOX**.
5. Find out and bring to class how much of your OE parts factory return dollars you have accumulated in parts for the year, how much you still have not claimed and, and when your next return is scheduled.
6. Bring the dealership's Financial Statement (F/S) that matches #1.
7. Bring a **Copy** of 1 Parts Invoices for parts that you have purchased from your same make competitor (not NAPA/AutoZone) that have already been entered into the General Ledger/Accounts Payable system).
8. Participate in the Parts Pre-class Introduction Threaded Discussion found on your class site which will close on the Sunday before your class starts. (You may be quizzed on this Monday morning)
9. Class will be dismissed at 12:00 p.m. on Friday of your Parts class week. Visiting students not attending the next class can leave at 11:00 am.
10. If you have any questions. Please contact us via your cell phone at Mark Michalski mmichalski@nada.org at 443-801-7768 cell or Brian Crossin bcrossin@nada.org at 703-395-1570 cell.

Class Paper Turn in

#1 DMS Report (early Monday morning)

Class site location

#2 20 SOP Template

#3 Display / Boutique Photos