

**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. Select the month that is two (2) months before your class month which would be. See the attached DMS examples. This document is usually only 2-3 pages long. Please have someone put some **ink** (change the ribbon!) in the printer before this report is run. This report can be available on the first day of the new business month. Ask for a copy in advance so that one is available for you for this class. **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. 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 for. **This is a paper turn in during class week.**
5. Bring the dealership's Financial Statement (F/S) that matches #1.
6. Bring a **Copy** of 5 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).
7. Bring a **Copy** of the last Parts Inventory Price Value Update Change report from the last monthly price tape run that matches #1 & #5.
8. Bring a **Copy** of your Parts Deviation report for the month that matches #1 & #5.
 - a. Reynolds 2542
 - b. CDK RIC/ROV
9. Bring a copy of your pay plans for your Parts Manager and one Counterperson (no names).
10. Bring your oldest: We will use these numbers in class.
 - a. Oldest part in inventory by sales date.
 - b. Oldest open P.O. (Purchase Order).
 - c. Oldest saved counter ticket.
 - d. Oldest parts A/R (accounts receivable)

11. 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)
12. Class will be dismissed at 1:00 p.m. on Friday of your Parts class week. Visiting students not attending the next class can leave at 11:00 am.
13. Please contact us via your cell phone at Mark Michalski mmichalski@nada.org at 443-801-7768 cell or Chris Bavis cbavis@nada.org or 301-401-3301 cell if any questions.

Class Paper Turn in

- #1 DMS Report (early Monday morning)
- #4 Parts Accumulated Return \$'s
- #10 oldest part in inventory by sales date.
- #10 oldest open P.O. (Purchase Order).
- #10 oldest saved counter ticket.
- #10 oldest parts A/R (accounts receivable)

Class site location

- #2 20 SOP Template