

Week 2 - Parts Pre Class work - 3 Steps to Basic Understanding Parts Processes Bring results to class

1A- Part arrives

- Stock part: We have quick menus so just clicked on Order return entry & inquiry.
- Pick order/control # 111 (for this specific part)
- Continue
- Receive parts
- Pick bin number
- Quantity
- Complete
- Listed parts
- Packing slip # 43992
- Exit
- Archive yes

That is how we stock in a part. The controller then breaks down the invoice into Parts inventory(act242), Gas oil and grease(act244), freight transport(act33f), misc exp (act77f), acc pay (act300)

Packing slip is filed for 90 days before it is purged.

1B- So I followed the step I did in 1A to stock in the part.

- Stock part: We have quick menus so just clicked on Order return entry & inquiry.
- Pick order/control # 111 (for this specific part)
- Continue
- Receive parts
- RO #
- Complete
- Listed parts
- Packing slip # 43992
- Exit
- Archive yes

Tech took the part, made sure it fit (it did) and started to work. Our techs don't do anything with the parts. They just update their RO with their story (what they did to the vehicle) and their labor hours. That saves and the service writer then pulls up the RO. Parts are already listed as they were put on a request form for the parts

department to order. Service writer then closes RO and hands physical copies to the cashier. The cashier closes it out once paid and it gets filed away.

2. So I did one whole shelf with small parts and bins as well as a few larger parts.

Out of 29 part numbers only 6 were inaccurate. They were only off by one. We searched why it may have been off. Most likely due to not being inventoried/ invoiced properly. To fix I just updated the quantity with the comment "Bin check".

** we just switched DMS in April, so that is creating some discrepancies in some of the information**