

## **Fixed Operations One Homework Assignment**

**The following are Excel exercises found in the Post Class Excel Template:**

- 1. Perform the First Time Fill Rate exercise on 50 repair orders. Do not include "One item oil changes", Special Ordered Parts repair orders, or factory recalls. Consider standing where the techs collect the parts from the counter. If they ask for 5 parts and they get all 5 then on that repair order the parts inventory would get a 100%. If they did not get all 5 to finish the repairs then the Parts inventory would get a "0" % (25 points).**
- 2. Complete the DMS Scorecard for one month. Be sure to color code the inventory conditions. (25 points)**
- 3. Complete the Post Class Action Plan. The Academy would recommend that you attempt a small problem rather than one that takes many months to complete. It needs to be very detailed and clear as to the necessary steps to correct the deficiency. (100 points)**

**The following are found in the Post Class Word Document:**

- 1. Have your Parts Manager answer the 78 questions provided in the Post Class word Document. This is a learning/understanding exercise. It is recommended that you answer the questions with the manager. Confer and provide suggestive actions. Change the color of the font to distinguish the answers. (50 points)**
- 2. The sponsor action plan verification form is on the word document. Copy and paste that form to be signed by your sponsor. Scan it to a PDF and place it with the Excel and Word documents prior to placing them into its drop box on your class site.**
- 3. These three files must be submitted to your class Dropbox site together.  
Reach out if you have questions.**
- 4. There is a Post Parts Class Threaded Discussion that will be activated after class ends and will remain open until the Sunday before your service week begins. The topic is: What is the biggest challenge or obstacle that you think you will face in trying to implement actionable items that you learned in your parts class? This is a two-part exercise: Your first part is to post a substantial posting of 25 words or more outlining your challenge or obstacle. The second part is, you will need to respond to at least three (3) other students' topics with suggestions, observations, and ideas to help resolve their**

**obstacles and challenges. To obtain full credit (worth 300 Points) you will need both parts, your obstacle and/or challenge post and at least three separate responses to your peers' challenges and/or obstacles.**

- 5. Finally: Best Parts idea needs to be posted to your class site Parts Best Idea Threaded Discussion. This should be an idea that helps control expenses or increases sales or gross profit. Please have all of them read just prior to your parts debrief the Monday of your Service Week. The class will ballot on the best idea at the 9:00AM break.**

**Mark Michalski**  
[mmichalski@nada.org](mailto:mmichalski@nada.org)  
**443-801-7768**

**Brian Crossin**  
[bcrossin@nada.org](mailto:bcrossin@nada.org)  
**703-395-1570**

## Parts Manager Questions

Have your parts manager answer the **78** questions found in this zip file. Confer and provide suggestive actions. **(50 points) Provide your answers in a different color font.**

1. How often is your dealerships source pricing levels reviewed for competitive maintenance and heavy repair?
  - a. Every couple months, every quarter to be exact.
2. Compare the pricing policies in the parts department and see how competitive your Dealership is within your area.
  - a. We currently are the only Nissan dealership within 100 miles, I would say we are pretty competitive with aftermarket parts along with the Nissan dealerships that are 100 miles away.
3. Verify with the use of market surveys on selected parts prices in your area as to whether you are competitive with others. You don't have to be the lowest to sell more, but too little or too much profit can keep you from being competitive.
  - a. We constantly look around and survey to see how we lie against our competitors. We secret shop now an again to check and see.
4. Does the computer system you have follow one or more of the pricing guides for various types of customers? Review the pricing structure with the manager and determine areas of profit potential. Policies in wholesale, retail counter, service department, employees, etc., need to be established.
  - a. Yes the software we have; does wholesale, internal, and retail pricing.
5. Do you have in place policies and DMS controls (via Exception or Deviation Reports) to prevent counter people from changing the pricing structure during daily transactions? What about Service Advisors?

- a. Yes, parts counter people can discount the items to an extent. Service advisors have no access to parts.
- 6. Is there a process followed to prevent the costing of parts at other than the established factory (OE) cost within the dealership when parts are placed into the inventory? (done through the use of +/- inventory adjustment account(s))
  - a. Yes, we have a process.
- 7. Regardless of parts cost (due to various sourcing opportunities (Jobber/Wholesale Distributor), are they all costed at the same factory price to maintain accurate inventory value?
  - a. Yes we do.
- 8. How are discount purchases tracked in the system to show additional profit based on the cost of the part from a particular source other than factory price?
  - a. I have certain reports that I run that shows me when there is not any profit.
- 9. Do you have an internet presence for your parts department?
  - a. Yes.
- 10. What type of merchandising programs do you have in effect? What is the relative cost versus sales generated as a result of the programs?
  - a. I am not certain on this question
- 11. Is an outside salesperson active in your parts department? Are the sales at a level that “pays” for the employee or could the accounts be maintained on a part-time basis by the manager?
  - a. No we do not have an outside sales person.
- 12. Do you have factory merchandising dollars available, and if so, how much of those dollars have been spent year-to-date by the dealership? What must be done to qualify for more expense sharing in merchandising by the factory and the dealership?
  - a. We do not have any factory merchandising dollars.
- 13. With the growing use of mobile smartphones by customers do you have a mobile ready website?
  - a. Yes
- 14. Do you periodically check your online internet Parts coupons? How often are they checked? How often are they updated?
  - a. Yes, we check them monthly, and update them periodically
- 15. Pay plan reviews should be made at least on a monthly basis. When has a comparison been made between departmental gross profit and the personnel

- expenses for the department? Is the current sales level providing a sufficient profit for the pay levels established for the parts employees?
- a. Yes we do it every year, as a parts department we provide a sufficient profit.
16. Does the parts department actually seek additional revenue or “live off” the sales of the service department only? If not why not?
- a. We do wholesale and retail, but service department is for sure our biggest department.
17. Is a program set up to sell accessories to the customer in the sales department as well as the parts area of the dealership? If not, are you leaving potential sales and gross profit on the table?
- a. No we currently no longer do, and yes we are leaving potential sales.
18. Do you review wholesale customers weekly to see if parts sales dollars per customer and returns justify the expense of conducting business with them? For example, delivery 30 miles out of town to a customer ordering \$300 a month of parts at Cost+20% may not justify the delivery service.
- a. Yes we have a website we get our reporting from.
19. Do you study your wholesale market opportunity with the dealership’s area of influence? Who’s the major player and can you unseat them? Can you make a difference against your competition? Can you deliver 2-3 times a day? Within what mileage radius?
- a. Yes we do, fast undercar is our biggest competitor, yes we can unseat them, we can deliver as many times a day as needed because Bakersfield is not that big.
20. Who verifies the “wholesale” customer applications to make certain they are really true wholesale customers? Are your state Tax-ID/Wholesale Certificates current (within the last two years?)
- a. I do (Parts Manager) and yes they are
21. Discuss monthly expense control with the parts manager and identify specific areas under the manager’s control. If expenses are allocated and not charged on a controlled basis, consider basing pay programs on sales or gross rather than net profit as part of the plan.
- a. Expenses seem to be controlled
22. Who determines credit approval for parts customers and what screening system is applied? Who follows the receivables list in a timely manner to make certain payment is made by the customer without exceeding the account limits?
- a. I do

23. Is the financial statement for the parts department given to the manager and discussed on a weekly/monthly basis?
- a. No
24. What are the special parts ordering policies for SORs? Where is it written and posted? When was it reviewed and what level of management approved it?
- a. For over the counter we have them prepaid, for repair orders the service manager has to sign off allowing them to place the order.
25. Do you require 100% pre-payment on these parts? Do you differentiate between Counter Retail/Wholesale and Service RO?
- a. Yes we require full payment for counter retail, for wholesale and service RO's we charge the RO.
26. What time is set to retain these parts and then initiate a return? Is a return charge made on customer pay parts that are returned because the customer did not return for them within a time limit?
- a. 9 months no sale, yes 15% restocking fee
27. Who are the parties that are involved in the SOP process start to finish?
- a. Me the manger and the counter people
28. Are special order forms completed in a legible manner so that the customer information can be read?
- a. yes
29. Where are special order parts for the service department located? Who notifies the customer the part is in, and who determines when to send the parts back if no response is made by the customer? Is anyone designated to follow up on SOP's, the lack of return?
- a. Special order bin, if the RO is open we put it on a number tech bin. Parts counter people notify either the customer or the service advisor so they can notify the customer. I the parts manager are in charge of determining.
30. See if special order parts are carried in a separate section of the parts inventory to maintain control. Or they inserted into the regular inventory?
- a. Regular inventory
31. Who administers and controls the Purchase Order system (DMS/book)? What dollar amount of fixed asset purchase can be made without approval above parts management level? Who sets and monitors these \$\$ levels and total open PO's and open PO \$'s?
- a. I do

32. Does anyone other than the parts manager have direct purchasing authority from outside vendors? Who oversees the Parts Manager? (Double signatures, Perusing the Parts Dept. purchase invoices)
- a. Yes, the EM of the dealership
33. Who established internal parts pricing policies? Are all internal purchases centralized and run through the Parts Department for control purposes?
- a. I do and yes.
34. Does the value of the parts inventory on the parts computer exceed, or is it less than, the financial statement dollar amount? (Monthly Reconciliation Exercise)
- a. It is less than the financial statement.
35. If the accounting inventory value is higher than the parts computer, look for the parts inventory missing items (uncontrolled inventory). (Monthly Reconciliation Exercise)
36. If the accounting inventory value is less than that of the parts inventory value does this indicate an abnormal condition? (If not, why?) (Monthly Reconciliation Exercise)
- a. I do a monthly reconciliation each month
37. If LIFO is used, when inventory value is used to calculate days' supply, etc., the actual value should include the LIFO reserve.
38. Is there an employee responsibility to function chart as was discussed in class? Are there specific inventory transactions (Grading, Ordering, Receipting, Posting, Adjustments, Bin Count Inventory, Returns, Cores/Dirty Cores) assigned to each of the employees in the parts department? (Functions vs Employee Exercise)
- a. All counter people are in charge of everything besides deliveries, we have two drivers for our deliveries.
39. Who controls the training programs for the parts employees? When was it last reviewed? Is it part of a yearly review with the employee and is it part of the employee's pay plan?
- a. I am we review it quarterly and no
40. Are records kept of the training for each person and when did someone last take online DMS refresher training? Parts Catalog training? OE/Manufacturer specific training?
- a. Yes and we have them do it quarterly.

41. Has your Parts Manager ever taken a departmental Financial Management class like the ATD Academy? When was the last time they attended any formal Parts Management training?
- a. No, about an year since last training
42. A computer system diagram with specific terminal equipment positions should be made and a flowchart of work routine should be made. Determine if the equipment meets daily needs and if the equipment is in the right locations. Is the volume of business at a level that requires more system hardware, or does it require less?
- a. We are doing fine where we are.
43. How much of the replenishment/daily order is manually adjusted? Does it exceed 10%? Who makes the stock replenishment changes, and what are the reasons for the majority of those adjustments? When was it changed last and by whom?
- a. As of OCT 15 we are now on automatic replenishment from Nissan
44. Is the trend of those changes in question #42 a positive or negative trend?
- a. positive
45. What is the percentage of stock order from the factory versus outside purchase (emergency purchases)?
- a. 99%, we hardly ever buy from other dealers mainly because there is not a Nissan store near by
46. Where are the computer-generated management reports printed and stored are they used on a daily? (CDK MGR Report) How are the management reports utilized?
- a. We run them daily and are stored in the system, we hardly print out the hard copy.
47. Is the DMS Summary used to track inventory trends? When will you incorporate the DMS Scorecard that you learned about in class? Are there areas on the DMS scorecard that you couldn't find and if so who at the DMS is helping you to find those answers?
- a. Yes
48. How often is your Parts Inventory adjusted for errors in part value or part quantity? (Moments in Time)
- a. As often as it needs to be, can be daily.
49. Have the fifty most active parts numbers been checked for parts bin count accuracy? (Moments in Time)
- a. Yes

50. Are the transactions for each day reviewed by the parts manager to make certain that any adjustments made (plus or minus) are accurate?
- a. Yes
51. Have you given the Lost Sale Quiz to the parts Manager and Counter-people? Others in the dealership?
- a. Yes
52. Are true lost sales being tracked in your DMS? Who can log a Lost Sale?
- a. No, anyone of the parts counter people can
53. Who reviews the Lost Sales? When are they reviewed?
- a. I do, not as much as they should be
54. Are emergency ordered part numbers reviewed to see if they qualify to be phased in? Is the Test/Non Stock/Watch feature of the computer system utilized to test which parts to stock (Phase In)?
- a. Yes and Yes
55. What demand history does it take to place a part on the inventory stock order or in inventory? Time limit and quantity are generally managed by Vendor Managed Inventory systems?
- a. 3 hits in 9 months
56. What is your Compliance % level for your inventory with your Vendor Managed Inventory, RIMPRO?
- a. 95%
57. Are all parts sold by the department placed in the Parts inventory and then sold from the inventory? Do you stock any items that aren't in your inventory (Shop supplies, get ready, bulk fluids like washer solvent)?
- a. Yes all parts are placed in inventory
58. Are the procedures for shipping and receiving written or all verbal? Who's responsible for reviewing and updating these policies and procedures?
- a. Both written and verbal, and I am responsible
59. Who files damage claims on parts shipments received?
- a. I do
60. Who receives parts orders, and how are they received? Is the original stock order transmitted to the factory cross-checked? What do you do about discrepancies?
- a. A counter person is in charge of receiving parts, research and try to figure out why there is a discrepancies.

61. At a minimum, is perpetual inventory verification done in conjunction with a physical inventory on a yearly basis?
- a. Yes we are constantly counting bins and at the end of the year we do a full inventory.
62. Who applies and loads the monthly price updates?
- a. It is automatic
63. Are parts cost adjustments (monthly price updates, bin count irregularities and emergency purchases at more or less than OE cost) tracked by someone in the dealership or is a periodic inventory adjustment method utilized (like once a year)?
- a. We adjust our inventory once a year.
64. What adjustments were required after the last physical inventory to the dollar value, etc., of the inventory?
- a. We made an adjustment from the general ledger to the parts inventory
65. Are all obsolete parts that are on the inventory physically in the store?
- a. Yes
66. Are they separated into a special area to be controlled and tracked for sales history? Separate source? Change bin location by adding a J for easy identification by counter persons?
- a. No
67. Who verifies the completion of the repair orders between the first and second month they are reported in the work-in-process status?
- a. Service
68. Do the Parts, Service and Body Shop Managers along with the Office Manager/Controller together follow up on all Work in Process (WIP) tickets and verify that they are closed out in a timely manner?
- a. Yes
69. Is a daily operating report of sales, gross profit etc., being provided to the parts manager for review by him (DOC)?
- a. Yes
70. What is the months' supply of the inventory? Does this match the students calculations found in their FS Parts Excel template? Are too many parts stocked in the inventory based on this calculation?
- a.
71. What is the true turn of the inventory? Does that match the students calculations found in their FS Parts Excel template?

a. 5.2

72. Is the inventory area large enough for the current level of business? Answers to this question can be obtained when the student does the FTFR (First Time Fill Rate) exercise.

a. Yes but we can always want a bigger area

73. Where are the Dealership's policy and procedures manuals located and who handles the review with the manager and his employees? Who has verified that the manual is located in an area that allows for easy access?

a. In my office, both myself and counter people

74. Is your Parts Department locked up each night? Who has keys?

a. Yes, owner and the parts staff

75. Do your Counter-people have a cash drawer? Who balances the drawer?

a. No we have a cashiere

76. Is there a policy in place for overages for the cash drawer/balancing?

a. I have no idea, our cashier is under our office manager

77. Do you have security cameras in the Parts Department? Who has access to the tapes/CD/backup?

a. Yes, me and the I.T. people

78. What one thing can your organization do to help you do your job better?

a. Get us a better phone system.