

Christian Subjeck

Class N330 General Motors

**“Follow a part” Exercise**

Stock Part:

- Followed 84218390 “Pad Kit” with a control # of R300.
- Part was replenishing stock, sold 7 times in the past 12 months, automatically ordered by RIM
- Part was received from GM parts delivery truck, receipted part, adjusted inventory in CDK. Stocked part to bin 25.
- Bill of Lading stays with Parts Manager. At the end of the month, Parts Manager files it under month and year for the next five years.
- Parts department provides parts invoice to main office, office then bills to parts statement.

Purchased Outside:

- Part brought to rear parts counter. Part receipted in CDK under command code PR.
- Part charged out to repair order in CDK, command PRO.
- Part cost marked up 15% to adjust for emergency purchase.
- Parts counterman brought part to Brian (tech) in body shop, where it was waiting to be installed on a 2018 GMC Terrain.
- Returned to parts counter, went to PO and closed it, referring to invoice number on emergency purchase invoice.
- At end of day, invoice gets brought upstairs to main office.

**Perpetual Inventory Bin Count Exercise**

- Inventoried bins 24 and 26 in parts department.
- Bin 26 was the same physically as was in CDK inventory.
- Bin 24 had a few discrepancies:
  - Part # 22850772 bracket had been in delete status, but had not been removed from bin.
  - Part #'s 95333617 and 22912580 had spots for inventory on shelf, but was no longer being inventoried or kept in stock.
  - Part # 19184760 retainer had an incorrect number of inventory. We had two on the shelf, only showed one. Upon further research this oversight was due to the 2<sup>nd</sup> retainer being a “referral” part (not from our local distribution

warehouse/stock order, came in through FedEx) and part was not posted when it arrived, going right to the shelf.

### **Parts Department Organizational Chart**

- Our parts department has 4 employees. The manager is Kevin, with Brian, Paul and Jason under him. There is no assistant manager and they all have the same responsibilities.

### **OE Return Dollars**

- Through September \$8683 earned.
- Through September \$5816 used.
- Through September \$2821 unclaimed.
- Returns are monthly, end of month.