

Jenny Yockey N333

1. Follow a part exercise: When a part arrives either via Stock Order or from an outside purchase for immediate installation you must follow the part and paper trail and **document all your findings.**

When the CPS order came in I checked it in and made sure that what we ordered is what we received and that nothing was damaged.

I noticed that we were missing an air filter.

We went to receipt it all and mark it all posted, except the missing air filter. Then the Parts Manager wrote the accounting on the invoice and put it in his pile to turn into Accounts Payable, which happens to be me! Jake (Parts Manager) turns those into me every morning to post into accounting.

Called CPS and told them the part # that we were missing and they said that they would bring it on the next order (they deliver to us 3 times a day).

Then I delivered the parts that went to the technicians so that they could continue on that specific job.

Overall it was a pretty easy process!

- Stock order for shelf: Receipt in the part (do this yourself with stock clerk). What stocking status is the part, what was the parts demand history (demands in 12 months) which instituted the order? Ask where the Bill of Lading or shipping documentation goes from there noting each step. Go to the Controller and see how the order is charged on your Parts Statement.
I receipted in TA29 – Silicone. Jake explained to me that we keep 3 on the shelf. This is a good number because the demand in 12 months was 95. Once 1 TA29 is sold 1 is automatically ordered!
When it comes in Henry (back counter) checks it in, puts it away and the bill goes in a bin for bills to be posted, Jake writes the account # on the invoice and then turns into me daily!
- Follow a part that was purchased on the outside with the intention of installing it on a customer's vehicle. Receipt the part in, follow the part to the back parts counter; then follow the part to the technician noting each step a computer and screen number an entry was made. After the vehicle has been repaired - follow the repair order until it ends up with the cashier.

Same process as # 1