

PARTS PRE CLASS WORK

1. Follow a Part exercise

Overnight Orders

- Overnight parts come in at 6:00 am. Shipping brings parts inside
- Locate packing list
- Check in overnight orders, overnight order #'s start with a 1
- Take the order cards
Ex. Trinity Collision order #1012318 and match the parts to the order card
- Print the invoice from Reynolds
- Load up for delivery and out for delivery

Stock Orders

- Stock order for shelf, order # starts with a 9
- Locate the packing list
- Go to Reynolds to receive and type the shipping #
- Go to screen #2062 to receive the by PO #
- Match the part number and dollar amount, notate on the packing list that the part # and \$ amount match
- If you find a 0 meaning, not shipped, you can hit C for cross ship, which means it will come from a different location
- When your done matching the stock order with the packing list hit E then enter, post order, Y for yes, and receipt type 1

Manual Custom Order

- Screen #2063 to receive a custom order part, hit enter and enter again and put the PO #21807
- Order type, hit CO for customer order
- Type in the part #, match the quantity and cost, then hit E and enter

Parts Demand History

- Engine recall 4 sales in the last 90 days, part # 211012gk15qqk
- Bill of lading gets filed in parts managers office in a folder

How Its Charged To The Parts Statement

- Parts manager prints the invoice
- Parts manager codes the invoice
Ex. 2410 is for parts, 2431 is tires, 7186 is for parts freight
- Log in to Web DCS, drop down box to dealer reports and then to daily report, check the boxes dated today and print out the invoices
- Go to the accounts payable clerk with the coded invoices
- She posts to 0068 under general purchase
- And balances to the parts statement

Follow Part From Outside

- RO prints to parts printer
 - Order oil filter from Advanced Auto Parts
 - Generate a purchase order
 - Bill out oil filter, screen # 2525 on Reynolds and Reynolds screen
 - Type in RO # and then employee # and then hit A to add, then parts package, then hit enter, it will ask for the quantity and enter the # 1 to bill it to the proper job line
 - It will ask you if its customer warranty or internal, in this case its customer, then hit E enter and S to save
 - The tech completes the oil change and he does not enter anything into the computer
 - Technician notices a plug in the tire, he notifies the advisor
 - The advisor approaches the customer to inform her that she needs a new tire
 - The customer states they have 1 year free road hazard with the purchase of her vehicle
 - Advisor verifies coverage, takes pictures of the tire to get the claim approved
 - Warranty company approves the tire claim
 - Advisor enters RO # into screen # 3651 in Reynolds
 - Technician goes back to parts to get the tire in stock
 - Technician installs tire, takes it for a road test and puts it in clean up
 - Customers vehicle is ready, advisor takes customer to the cashiers window
 - Advisor goes over the work that was done today and the survey, then turns her over to the cashier and tells her to “have a nice day”.
 - Cashier go to screen # 0730 to receipt money, opens daily deposits, picks the correct reference, credit card for example, she enters the customer # in from the RO, then fills the proper info in following the prompts
2. Perpetual Bin Counts

Inventory Pad List # 346

- Pull DMS # 2302 report
- All parts were accounted for except part # 92402-b0600, as a discrepancy, (it was 1 too many)
- Went to the parts manager, told him my findings
- We discovered that a part that was on the shelf was pre billed and not pulled yet with and open body shop RO, found on report # 2024 sales history

Inventory Pad List # 347

- Pull DMS # 2302 report
- Was missing part # 93810-4dr0aqqk

- Check the 2024 report sales history, nothing there
- In this case we checked incoming shipments not yet put away
- And we had too many of part #52933-3x205u
- Checked 2024 report, part was billed out but not yet pulled