

Some of these items are due before your class starts.

Pre-Parts Class Preparation – Fixed Operations 1 Parts

Below is a list of instructions and items which you need to bring for your next classroom session, Fixed Operations I – Parts class.

1. Print a copy of your Parts Department's DMS generated management reports for **December 2022** showing your inventory sales profile, sales movement, aging, etc. Examples of each DMS report can be found on your Class Site. **Upload this to the DMS DropBox on your class site by Friday, March 3rd.**
2. Complete the 3 Steps to Basic Understanding Parts Processes (Pre parts Class Exercise) and please upload the Excel template to Pre work the 20 SOP **DROPBOX** location on your class site. ***This is due by Friday, March 3rd.***
3. Submit pictures of your Parts Display/Boutique **as is**, an honest representation to the **Boutique Photo DROPBOX by March 3rd.**
4. Find out and bring to class how much of your OE parts factory return dollars you have accumulated in parts for the year, how much you still have not claimed and, and when your next return is scheduled.
5. Have a copy of the dealership's Financial Statement (F/S) that matches #1 **(December 2022).**
6. Have a **Copy** of 1 Parts Invoices for parts that you have purchased from your same make competitor (not NAPA/AutoZone) that have already been entered into the General Ledger/Accounts Payable system).
7. Participate in the Parts Pre-class Introduction Threaded Discussion found on your class site which will close on the Sunday before your class starts.
8. See Schedule in the Welcome Letter and on the class site.
9. If you have any questions. Please contact us via your cell phone at Mark Michalski mmichalski@nada.org at 443-801-7768 cell or Brian Crossin bcrossin@nada.org at 703-395-1570 cell.

Items Due In the Online Class Dropbox

#1 DMS Report Dropbox

#2 20 SOP Template Dropbox

#3 Display / Boutique Photos Dropbox