

## Three Steps to Understanding

1. Follow a part exercise

### Stock Order:

MOPAR order AR4039 arrived on 8/23/23. I received part number 53022143AB for stock. We print the packing list from MOPAR's "DealerConnect" and then receive it into DealerTrack.

Stocking status for this part says "Excess Stock 10."

Our dealership's 12 month demand for this part is 40. MOPAR's weekly demand for this part is 4,060.

This part was automatically ordered by MOPAR as part of the auto replenishment order.

The shipping documentation is kept in a file in the parts department until the controller brings the parts statement to be reconciled with accounting.

The billing statement is sent on Thursdays. The billing statement has the part listed with the cost and then we match the statement with the packing lists. Once reconciled, accounting bills the statement to the inventory account.

### Customer Special Order

Part number 68354200AA was ordered on 8/22/23 on RO number 6026642. The part arrived 8/23/23 and was received into DealerTrack. Our dealer also uses XTime with DealerTrack, so after receiving the part we open the repair order on XTime and use the messaging feature to notify the service advisor and tech. In this case, I messaged Rayvanna (advisor) and Andrew (tech) "parts are here."

Once Andrew is ready to do the job, he comes back to get the part and we "view/fill" the part to the RO.

During the repair, Andrew scans for engine codes to ensure that the part fixes the problem. He finished the repair and flagged his time worked on the repair order. The vehicle is pulled out of the shop and the repair order is sent back to Rayvanna.

She finalizes the paperwork and goes over the repair with the customer. Our dealership does not have a dedicated cashier, so Rayvanna bills the customer out and the repair order is closed.

## 2. Perpetual Inventory Bin counts

Overall, the inventory count was accurate. There were a couple of parts on the wrong shelf and a couple that had more in stock than the computer showed. The recorded history for them was a little muddy- my best guess is that they were sold to an RO and then not needed and put back into inventory without adjusting the count number. I've attached the count.

## 3. Special Order Parts Exercise

I've attached the SOP spreadsheet.