**Monthly Checklist for Dealership Parts Managers**

*“If you count all your assets, you always show a profit.”*

Week 2:

Week 1:

* Weekly meeting with Parts Team
* Review Parts sales goals against actual sales
* Ensure that freight handling charges are being collected
* Are freight charges growing?
* Housekeeping
* Ensure that parts are being received timely
* Check that parts are in the right location
* Identify obsolete/dead inventory
* Review bins (Missing/Misplaced)
* Complete Cycle Counts
* Review Inventory Turns
* Review Returned Parts statuses
* Weekly meeting with Parts Team
* Review Parts sales goals against actual sales
* Ensure that freight handling charges are being collected
* Are freight charges growing?
* Housekeeping
* Ensure that parts are being received timely
* Check that parts are in the right location
* Identify obsolete/dead inventory
* Review bins (Missing/Misplaced)
* Complete Cycle Counts
* Review Returned Parts statuses
* Review Inventory Turns
* Set Sales prices and promotions
* Weekly meeting with Parts Team
* Review Parts sales goals against actual sales
* Ensure that freight handling charges are being collected
* Are freight charges growing?
* Housekeeping
* Ensure that parts are being received timely
* Check that parts are in the right location
* Identify obsolete/dead inventory
* Review bins (Missing/Misplaced)
* Complete Cycle Counts
* Review Inventory Turns
* Review Returned Parts statuses
* Review pending Special Orders
* Review Purchase Orders report
* Review Parts Gross Profit report
* Compare Parts Sales against budget
* Reconcile Inventory Value/WIP with the General Ledger

Week 3:

Week 4:

* Weekly meeting with Parts Team
* Review Parts sales goals against actual sales
* Ensure that freight handling charges are being collected
* Are freight charges growing?
* Run service productivity reports
* Housekeeping
* Ensure that parts are being received timely
* Check that parts are in the right location
* Identify obsolete/dead inventory
* Review bins (Missing/Misplaced)
* Review Inventory Turns
* Review Returned Parts statuses

Daily:

* Monitor daily numbers in your DMS Parts Manager
* Parts Movement
* Parts Needed (Special Order Parts and Parts Below Re-order Point)
* Purchase Orders (Review expected date)
* Special Order Details (Review statuses)
* Run daily reports
* Parts Gross Profit
* Parts Sold by Operator
* Negative Parts
* Exceptions (Low Margin, Negative, Aged)
* Review Special Order Requests from Service Department
* Review and Complete Parts Lookup
* Review Job Status Codes
* Parts Research
* Parts Ordering
* Parts Received
* Check if parts being received in a timely manner
* Check that parts are in the correct location
* Run a daily doc and compare it against your budget

**Digitize Parts Request Forms with IDS Parts Request Manager**



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