**Monthly Checklist for Dealership Parts Managers**

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

# Week 1:

* Weekly meeting with Parts Team
* Review Parts sales goals against actual sales
* Ensure that freight and core 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 items)
* Complete Cycle Counts
* Review Returned Parts statuses
* Review Inventory Turns by product line
* Check for price file updates from manufacturers and update in business system
* Set Sales prices and promotions


# Week 3:

* Weekly meeting with Parts Team
* Review Parts sales goals against actual sales
* Ensure that freight and core 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 items)
* Review Returned Parts statuses
* Review Inventory Turns by product line
* Check for price file updates from manufacturers and update in business system


# Week 2:

* Weekly meeting with Parts Team
* Review Parts sales goals against actual sales
* Ensure that freight and core 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 items)
* Complete Cycle Counts
* Review Inventory Turns by product line
* Check for price file updates from manufacturers and update in business system
* Review Returned Parts statuses
* Review Warranty-Defective parts and dispose of any older than 90 days
* Ensure dead stock is listed on online marketplaces


# Week 4:

* Weekly meeting with Parts Team
* Review Parts sales goals against actual sales
* Ensure that freight and core 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 items)
* Complete Cycle Counts
* Review Inventory Turns by product line
* Check for price file updates from manufacturers and update in business system
* 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


# Daily:

* Monitor daily numbers in your dealer management system’s Parts Manager
* Parts Volume
* Parts Needed (Special Order Parts and Parts Below Re-order Point)
* Purchase Orders (Review expected date)
* Special Order/Back-Order Details (Review statuses)
* Run daily reports
* Parts Gross Profit
* Parts Sold by Counterperson
* Negative Parts
* Exceptions (Low Margin, Negative, Aged)
* Inventory Adjustments
* Review Special Order Requests from Service Department
* Review and Complete Parts Lookup and Ordering
* Review Order Statuses
* Parts Research
* Parts Ordering
* Parts Received
* Check if parts are being received in a timely manner
* Check that parts are in the correct location
* Compare Profit and Cashflow against your budget
* Make sure that customer-facing areas of free of clutter
* Ensure fronting and facing is complete for all parts displays
* Check all used Work Order items are returned to the Parts department
* Replenish empty parts bins from overstock
* Check text message inbox to address any unanswered customer conversations

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