

Parts managers Parts Inventory Check List –

Weeks before Inventory:

1. All parts need bin Location! Run item List with Q on hand set to ≤ 0 and Bin Set to " (two single quotes). Fix all
2. All in stock parts need a cost and sale amount. Run Item List Q on Hand ≤ 0 and Unit Cost 0. Print list, look up each item card and fix.
3. All new parts with a core charge must have a core part as well. Run Core Reconciliation Report. Balance new part number to cores, make and add core to inventory as needed. Account for dirty cores as well.
4. Combine all dual bin locations to one location – even if only temporarily for inventory. Use "/" to separate your dual bins if you have to use dual bins.
5. Void out all "dead" RO's and counter tickets – if the part is physically missing, charge the responsible department.
6. Correct all Negative on hand. Item List Qty. on hand < 0 . If Qty. is Neg and there is a Qty. on open PO your okay if not there is a problem that must be corrected. Call support if you need help.
7. Call MPK support to let them know the day inventory is scheduled so we can be available to help if necessary.
8. Have your office manager balance the Parts Schedule if it is off by more than a few dollars.

Day or two before inventory:

1. Read and understand Help Notes for using Phy. Inv Adj Journals to record your inventory.
2. Make sure any parts charged out on a RO is out of the parts dept. you do not have to take off the RO.
3. Take all parts off of Open Appointments and counter tickets or (even better) put them in one area and do not count them.
4. Make sure you know how to inventory your bulk oil.
5. Have at least 2 reams of paper ready (just in case).
6. Practice by loading your inventory and print preview your count sheet. Most Parts departments Break on Bin Change. See what works best for you.

Inventory:

1. Bring coffee and donuts.
2. Show up early and load your inventory and print your count sheets. Find out from the inventory company (if you are using one) if they want Qty. on Hand printed on the count sheets. For Wilson Inventory always print Qty. on Hand on the sheets.
3. Open a "Found" (see Help Notes) journal – whenever you "Find" a part
 - a. Put it in the correct location now
 - b. Add it to the "Found" journal – don't try to fish it out of the inventory journal – gets messy.
4. Work in teams – one person counts while the other writes – fastest way by far.
5. Print your reports in the correct order (see Help Notes, Theresa this is for you!), no way to do after you post!

Good Luck and Happy Counting!