



# *Elite Inventory Services*

## **PARTS MANAGER PRE-INVENTORY GUIDELINES (Reynolds & Reynolds Era)**

### ***1. Special Order Parts***

- Any old special parts should be removed and set up in stock.
- All prepaid parts must be marked as PAID.

### ***2. Bins should be clearly labeled.***

***3. Any bins or items that are not to be inventoried should be so labeled. Bins that are not to be inventoried should be taped off with masking tape, and marked NI.***

***4. All non-factory parts, such as accessory and display items should be clearly labeled.***

***5. Preferably, any parts that have two or more locations should be consolidated into the main system location, (excluding overstock)***

***6. All packing slips, credits, claims, etc., must be priced. This should be done before inventory day.***

***7. The only packing slips, credits, etc., that I need are those that have not been entered into accounting. Make sure this paperwork has been purified.***

***8. Any stock orders that are received the day before the inventory must be checked in and put away completely. If this is not possible, the entire order should remain sealed, with the packing slip attached.***

### ***9. Run pre-inventory jobs as follows:***

- **Negative on hand (2245)**
  - Check all the negatives and validate to zero all except items that are on special order, prepaid. Begin cleaning this about a week before the inventory.
- **No Cost Report (2255)**
  - All parts should have a cost price.
- **Parts on open invoices (6910) Report generator.**
  - Check and delete, or print all invoices. I prefer that there be no open invoices on the day of the inventory. If there are open invoices, we must

make a determination on each one, i.e. where are the parts? Have they been given out? Are they still in stock? Much easier if the report is clean.

- Pending Invoices (6910)
  - Check for old pending invoices. If any are old, they were probably turned in to accounting without the pay type being changed. When this happens, the parts inventory has not been updated.
- Clear Physical Inventory Files (2310)
  - This procedure will purge all previous inventory count sheets. All old lists should be cleared before final count sheets are run.
- Bin Listing (6910)
  - This is a listing of all existing bin locations. If you need help setting up this report, just let me know.
- Bin 2 Listing (6910)
- **We can do this if necessary.**
  - This is a listing of all bin locations in your system. We suggest deleting all bin2 locations that are not necessary. When we add a hand write part to the system, we will use the bin2 field. This makes correcting the multiple bin report, from the physical inventory easy.
- Run the count sheets (2302).
- **I will co-ordinate this with the parts manager.**
  - Because of the many types of setups, I cannot list the instructions. If you need help running this, please let me know. The count sheets should be run the day before the inventory. They should be run as close to the inventory time as possible as sales that occur will effect the variance report. Coordinate with me, as I will need time to separate the pad and stuff sheets into the bins.

***10. Try to have as many parts personnel on hand for questions as possible. If only the manager is available, he can be pulled in too many directions at once.***