

Parts Department Duties - Suggested

Daily

You must balance your till at the end of the day - EFT slips, Cheques and Cash

Parts Invoiced out to Account clients, and COD invoices have been paid.

Invoice parts to repair orders.

Account payment processed for till to balance

Daily orders sent to suppliers before cut off times

Parts receipted into stock from Supplier invoices

Weekly

Send stock orders to supplier.

Review Client Orders and Quotes

Review Backorders

Monthly

Make sure all invoices for the month have been processed - Before Manufacture reporting is required by 7th of Month (If applicable)

Cleanup expired gift vouchers

Perform rolling stock take

Make 0 QOH parts inactive.

Import supplier price file

Reconcile Trade accounts customer balances, and stop credit if over their balance.

Yearly

Perform full stocktake on all parts inventory