

# Parts Department - Suggested End of Financial Year Process

## Introduction

This page is dedicated to giving you a list of suggested processes that should be followed within the Parts Department at the End of Financial Year.

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## Suggested Processes

### Review and Manage

- Invoice all open parts invoices to clients and repair orders. (only if parts have been supplied)
- Clean-up old client orders and quotes.
- Close un-receipted supplier orders. (only if parts have been received from supplier)
- Commit and Finalise your parts stocktake and run all available reports with the stocktake manager.
- Mark zero quantity parts as inactive. (through the parts management tab)

### Reports to Print Off

Print off all the relevant reports we recommend:

- Parts Valuation report - Run this report as at the 30th June. (*this report is found under the Stock tab within the Parts Report Menu*)
- Parts Client Orders Owing report (*this report is found under the Financial tab within the Parts Report Menu*)
- Pending Supplier Orders report (*this reports is found under the Stock tab within the Parts Report Menu*)
- Debtors - Parts & Service report - Select the grouping option of "Parts Debtors Only" (*this report is found under the Financial tab within the Parts Reports Menu*)

## Downloadable Document

This page in a downloadable document format - [Parts Department-Suggested End of Financial Year Process.pdf](#)