



Parts Department: End-of-Month Procedures Checklist

Essential Tasks to Maintain Accurate Parts Inventory. Actual processes will vary by DMS.

1. Correct Inventory Discrepancies

- Fix all negative on-hand quantities
- Update parts with missing cost information
- Add BIN locations to parts without assigned locations
- Remove all invalid part numbers

2. Document Manual Changes

- Review all manual on-hand adjustments for the current month
- Submit adjustment values to Accounting department

3. Process All Invoices

- Review and close Parts Invoices
- Process all Pending Invoices
- Close Shop Supply Invoices
- Finalize SOR Invoices
- Cashier all Parts and SOR Invoices

4. Manage Orders

- Review and clean up aged Open Orders
- Process or remove outdated Back Orders

5. Submit Documentation to Accounting

- Core Credits
- Vendor Invoices
- Posted Packing Slips
- Damaged Claims
- Manufacturer and Vendor Returns

6. System Closeout

- Run Parts End of Day Process in DMS
- Run Parts Month End Close Process in DMS

7. Update Pricing

- Run Monthly Price Update
- Submit Appreciation/Depreciation Report to Accounting
- Note: Toyota pricing updates are submitted automatically