



**AMERICAN
TRUCK DEALERS**
A DIVISION OF NADA

Successfully Coping With Factory Order Programs



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MONTH _____
DEALERSHIP _____
DATE _____

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PARTS DEPARTMENT MONTHLY EVALUATION CHECKLIST (v.2016)

1. PART NUMBERS CONTROLLED _____

2. TOTAL CONTROLLED INVENTORY \$ _____

3. RECONCILED INVENTORY _____

4. NS PART NUMBERS # _____ / _____ %

5. NON-STOCK DOLLAR VALUE \$ _____ / _____ %

6. GROSS SALES (Annualized) \$ _____

7. GROSS PROFIT (Annualized) \$ _____

8. COST-OF-SALES (Annualized) \$ _____

9. GROSS PROFIT MARGIN _____ %

10. INVENTORY F/S \$ _____
(Actual Cash Value Inventory from the General Ledger)

11. LIFO RESERVE, IF USED \$ _____

12. GROSS TURN RATIO
(COS ÷ INV.) _____

13. PURCHASE EFFICIENCY (Factory Stock Orders)
(Annualized) \$ _____

14. PURCHASE EFFICIENCY (Other Sources for stock)
\$ _____

15. PURCHASE EFFICIENCY (Optional, Other Factory)
(Annualized) \$ _____

16. TOTAL EFFICIENT (Total Lines: 13 thru 15)
PURCHASES \$ _____

17. PURCHASE EFFICIENCY (TEP \$ ÷ COS\$) TOTAL
EFFICIENT PURCHASES FOR STOCK _____ %

18. TRUE TURN
(TEP % x GROSS TURN) _____

19. EXCESS STOCK \$ _____ / _____ %

20. TRUE EXCESS STOCK \$ _____ / _____ %
LINE 19 MINUS LINE 21 = TRUE EXCESS STOCK

21. PARTS > 6 MONTHS
NO SALES \$ _____
(Technical Obsolescence)

22. ALL PARTS > 6 MONTHS
NO SALES _____ %

23. PARTS > 12 MONTHS
NO SALES \$ _____
(Absolute Obsolescence)

24. PARTS > 12 MONTHS
NO SALE _____ %

25. NEW PARTS
NO SALE \$ _____
(No Movement New) _____ %

26. TOTAL DEMAND (Pieces) _____

27. EMERGENCY PURCHASES+
CUSTOMER ORDERS (Pieces) _____

28. LOST SALES (Pieces) _____

29. FILLED FROM STOCK RATIO _____ %
Calculated with 'pieces'

30. MONTHS/DAYS OF SUPPLY
(F/S INV. ÷ AVG. MO. COS) _____

31. # of PARTS PERSONNEL _____

32. NET PROFIT (% of Sales)
PARTS DEPARTMENT _____ %

33. PERSONNEL EXPENSE
(PERS EXP ÷ GP) _____ %

34. PRODUCTIVITY
(Pieces/Employee/Month) _____
(Dollars/Employee/Month) \$ _____

35. ABSORPTION RATE = _____ %
[GP Parts, Service & Body (YTD)
(YTD) Total Dealer Fixed Overhead Expense]

36. SERVICE PROFICIENCY _____ %

You may copy this checklist as necessary