"The PARTS DEPARTMENT"

Hot Tip: When you return parts, never wait for the credit memo to come back from the dealership, post the credit to the system immediately by returning the part in F4-Line>F4-Parts in the RO, the system will produce a Parts Return Memo for the driver to sign.

Chapter 10, "Ordering Parts"

ORDERING PARTS:

The object is to have the parts on hand when needed and not a long time before. The 30 day payables clock starts ticking when the parts are received, not when you use them, so just in time supply is definitely needed in body shops.

An Estimate is written and the customer commits to having your shop repair their vehicle. The Estimate is converted to a RO and you are notified as to when the parts are needed.

Normally the next step is to ORDER PARTS. Once the Parts Department has been notified of the job, it is your responsibility to get the parts ordered and delivered as needed for the job
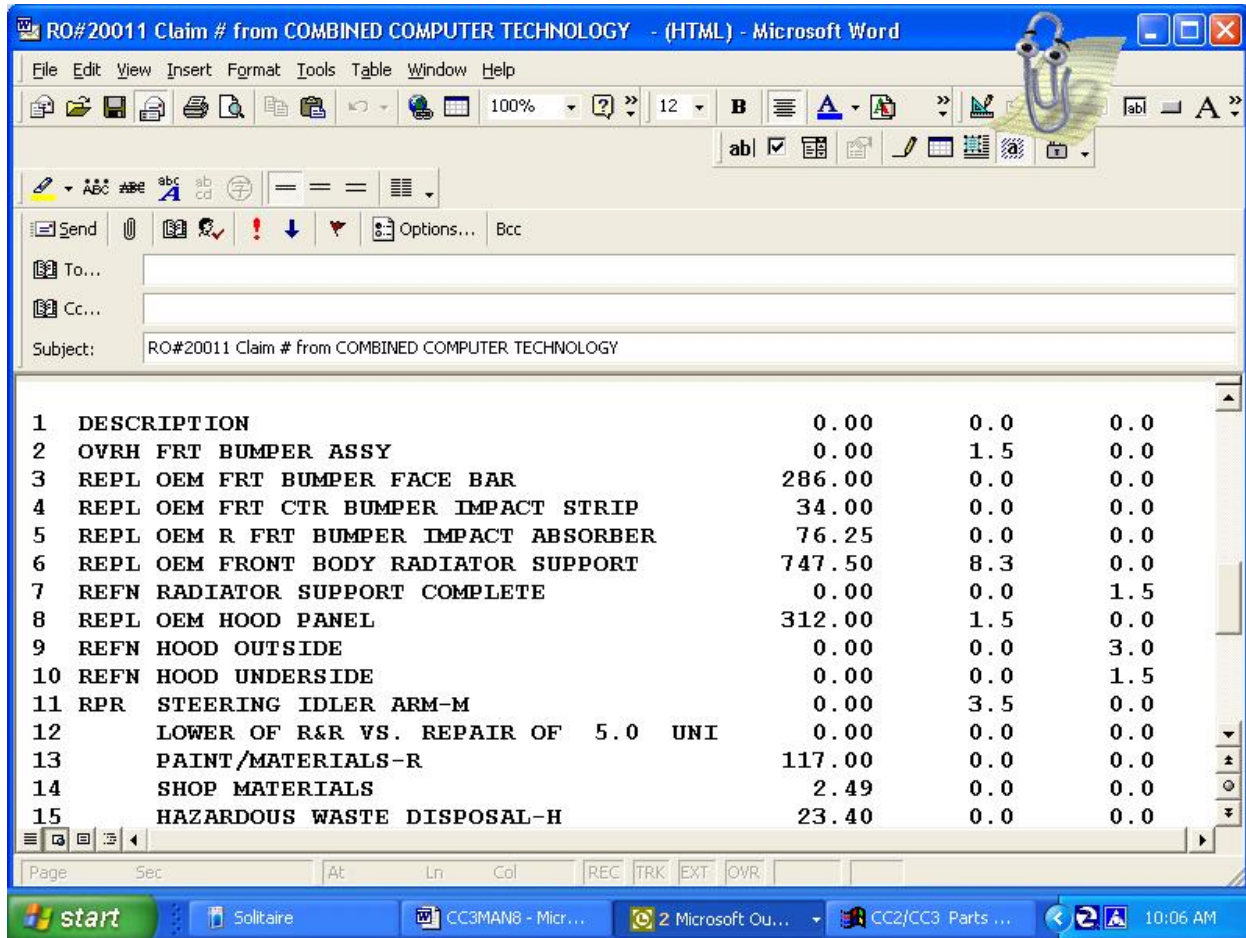
In CC3, the Parts Department's job relative to ordering parts has really been simplified. You merely select "PARTS ORDER" from the Main Menu, put in the RO# and the Parts List is displayed.

This is the RO Selection Screen for Parts Ordering.

This is the Parts Ordering Screen where you "TAG" and order the various parts lines. Note that items that are not really parts can show up on this screen. You can filter lines that don't have prices on them out with the F5-Filter On/Off button, that streamlines it down to just the parts.

From either of these PARTS Screens, you can order individual parts, or the whole list from any Vendor you desire. To "tag" all parts on the list, you merely press "F6" and you'll be asked if the want to order all unordered parts and from which vendor ? It seems the best way to go is to F6-Tag All everything first, then F4-Untag those lines that you don't want included on the "main" parts order. After you do that, you want to F8-Change the vendor, and then F3-Order the parts you want from that new vendor. The first F6 will tag everything with a "1", and the parts order that follow will be 2,3,4 etc. In the example above you see a column to the left of Part Number that shows "1" on 3 of the lines, and "2" on the other line for the stripes. You'll hit F7-Print to print the parts order as a whole, or as separately with only parts labeled with '1' on parts order 1, and "2" on parts order 2, etc. Below is a sample of what the emailable parts order looks like from Microsoft Outlook.

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1    DESCRIPTION                              0.00      0.0      0.0
2    OVRH FRT BUMPER ASSY                     0.00      1.5      0.0
3    REPL OEM FRT BUMPER FACE BAR           286.00      0.0      0.0
4    REPL OEM FRT CTR BUMPER IMPACT STRIP    34.00      0.0      0.0
5    REPL OEM R FRT BUMPER IMPACT ABSORBER   76.25      0.0      0.0
6    REPL OEM FRONT BODY RADIATOR SUPPORT   747.50      8.3      0.0
7    REFN RADIATOR SUPPORT COMPLETE           0.00      0.0      1.5
8    REPL OEM HOOD PANEL                    312.00      1.5      0.0
9    REFN HOOD OUTSIDE                        0.00      0.0      3.0
10   REFN HOOD UNDERSIDE                      0.00      0.0      1.5
11   RPR  STEERING IDLER ARM-M                0.00      3.5      0.0
12        LOWER OF R&R VS. REPAIR OF  5.0  UNI 0.00     0.0      0.0
13        PAINT/MATERIALS-R                 117.00      0.0      0.0
14        SHOP MATERIALS                      2.49      0.0      0.0
15        HAZARDOUS WASTE DISPOSAL-H         23.40      0.0      0.0
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PART LABELS – CC3 does a great job printing parts labels using the Dymo printer you can buy at Stables and just about everywhere. You can print the labels when you order the parts and then apply the labels to the parts once they arrive. They have the tech and painter code (from the Deliver report screen), part number, vendor, RO#, and invoice #. You can print the whole ream for the RO using F9, or just 1 label at a time using F11. It's just a USB printer that is easy to setup and inexpensive but really does a great job of keeping your parts organized.

Chapter 11, "Receiving, Posting, and Line Posting of Parts"

RECEIVING PARTS: To receive parts,you merely make sure the parts you are signing for are physically there and then you take the Vendor's Invoice in hand and open the "POST INVOICE " item from the Main Menu. You'd then select the RO that the parts are being received for.   You will see this screen: