



Executive Roundtables

Month End Reports – Data Preparation

On the last business day of each month, follow the steps below to capture the necessary data for participating in Car-Part Recycler Executive Roundtables.

Note: Some figures cannot be calculated for a prior date, once the time has passed. This means it is important to follow these steps at the end of each month.

Step 1: Build Part Evaluation Report

First, run the **Print Part Evaluation Report** according to the steps below. This compiles all of your data from the last year, which is used to build other reports.

To build the Part Evaluation Report, follow these steps:

1. In Checkmate Retro, go to the **Print Part Evaluation Report** function:

Checkmate Full: **5,4**

Checkmate Classic: **V3**

2. As each prompt displays, select the options as follows:

- a. Enter: (B)uild Report, (P)rint Report, or (Q)uit:

Type **B** and press **Enter**.

- b. Enter yard number(s) (separated by ',') to be included

Type the yard numbers, separated by commas, from where parts were sold. Leave blank to include all yards. Press **Enter**.

- If the **There is a Report on file, do you wish to continue** prompt displays, type **Y** and press **Enter** to continue building the report.

- c. Enter: (M)odel, (I)nterchange #, (S)ummary Only or any combination:

Type **MIS** and press **Enter**.

- d. Do you want to count Quantity on Hand:

Type **Y** and press **Enter**.

- e. Count quantity on the summary also:

Type **Y** and press **Enter**.

- f. Part (or Return for all), (N)one, or (Q)uit:

Leave blank and press **Enter**.

- g. Enter Start Date (MM/DD/YY):

Type **-365** and press **Enter**.

- h. Enter End Date (MM/DD/Y):

Leave blank and press **Enter** for today's date.

- i. If you receive this prompt: There is a Summary section Containing Sales Totals for each Part.

(R)

Type **R** and press **Enter** to rebuild the summary section.

- j. Count extra sales also?
Type **N** and press **Enter** (unless you sell a tremendous amount of un-inventoried items. If so, type **Y** and press **Enter**.)
 - k. Do you want to count net of Discounts:
Type **Y** and press **Enter**.
 - l. Do you want to apply Credits>Returns also?
Type **Y** and press **Enter**.
 - m. Do you want to include requests originated in your (O)wn Yard or from (A)ll requests made into your inventory:
Type **A** and press **Enter**.
 - n. Do you want to include C grade parts in your counts?
Type **N** and press **Enter**.
3. Progress bars display showing the data being built. When it's finished, a summary of the build displays and you'll be prompted to **Enter: (B)uild Report, (P)rint Report, or (Q)uit:**
Type **Q** and press **Enter**.

Step 2: Run Inventory Valuation Analysis

Next, run the **Inventory Valuation Analysis** according to the steps below.

If you have multiple yards, complete the steps below one time for each yard.

1. In Checkmate Retro, go to the **Inventory Valuation Analysis** function.
 - Checkmate Full: **5,12,14** Checkmate Classic: **V12,14**
2. As each prompt displays, select the options as follows:
 - a. Enter Yard:
Type your yard number and press **Enter**.
 - b. A report is on file for:
Enter: (D) Set Defaults, (B)uild Mgmt Report, (P)rint Mgmt Report, (Q)uit:
Type **D** and press **Enter**.
 - c. A report is on file for:
Enter: (P)rices, (D)ate Ranges, (A)geing, (S)pecial, or (Q)uit:
Type **A** and press **Enter**.
 - d. Aging Multipliers. Enter 1-2, (A)utomatic or (Q)uit:
Type **A** and press **Enter**. This uses the numbers from the last year to adjust the aging multipliers.
 - e. The screen displays the adjusted multipliers.
Type **Q** and press **Enter**.
 - f. Enter: (P)rices, (D)ate Ranges, (A)geing, (S)pecial, or (Q)uit:
Type **Q** and press **Enter**.
 - g. Enter Yard:
Press **Enter**.

- h. A report is on file for:
Enter: (D) Set Defaults, (B)uild Mgmt Report, (P)rint Mgmt Report, (Q)uit:
Type **B** and press **Enter**.
 - i. There is a Report on file. Do you wish to continue (Y or N):
Type **Y** and press **Enter**.
 - j. Part (return for ALL), (Q)uit:
Press **Enter**.
 - k. From Location (or Return for all Locations):
Press **Enter**.
 - l. Include Stock# (or Return for all Stock #'s):
Press **Enter**.
 - m. Enter Yard:
Type your yard number and press **Enter**.
 - n. A report is on file for:
Enter: (D) Set Defaults, (B)uild Mgmt Report, (P)rint Mgmt Report, (Q)uit:
Type **P** and press **Enter**.
 - o. What is your historic cost of goods percentage?
Type your historic cost of goods percentage and press **Enter**. (If you don't know your historic cost of goods percentage, use 45%. Be aware that cost of goods percentage can vary widely between businesses, so estimating this number will cause these reports to be less precise.)
 - p. What is the estimated yearly sales of uninventoried items sold from your stock?
Type the amount and press **Enter**.
 - q. Print (S)ummary or (D)etail?
Type **S** and press **Enter**.
 - r. Enter Printer #, (E)mail, (S)creen, or (Q)uit:
Type **S** and press **Enter**.
3. The evaluation displays on the screen. Press **Enter** repeatedly until you see a table called **Inventory Valuation – Estimated Remaining Inventory Valuation at Replacement Cost**.
Locate and write down the amount for **Blended Costing**. (You will need this amount in a later step.)

Inventory Valuation - Estimated Remaining Inventory Valuation at Replacement Cost (Includes Adjustment for Sales of Uninventoried Items Sold from Stock)		
	\$ Value	Turn Rate
Wholesale Costing:	\$385,771.19	0.02x
Retail Costing:	\$409,823.75	0.02x
Blended Costing:	\$397,797.47	0.02x

4. Press **Enter** repeatedly until you've returned to the menu.

Step 3: Enter Data in Yard Statistics

In Checkmate, the **Yard Statistics** function is designed to hold information about your business for multiple years for reporting purposes. Some of these reports utilize data from up to 3 years ago. The more consistent you are in entering this data, the better your reports will be. If you do not have the monthly figures needed below, you can use the information from your quarterly reports divided by 3. This should only be done as a last resort, if you cannot determine the exact monthly figures. This data is imperative for the Roundtable Reports to populate data correctly.

To complete this step, you will need to gather the following numbers for the month:

- **Overhead** – Total of all expenses you incurred (including payroll) except for vehicles and part(s) purchases.
- **# Emp total** – Number of people employed during the month (including salespeople). Use partial numbers to accommodate part-time employees or anyone who worked only part of the month. Include working owners in this number.
- **# Emp. Salespersons** – Number of salespeople employed during the month. Use partial numbers to accommodate part-time employees or anyone who worked only part of the month.
- **Total raw wages** – Gross payroll. For working owners, include a reasonable wage for the work performed. Obtain this number from your accounting or payroll system.
- **Inventory value** – This is the Blended Costing amount shown in the Inventory Valuation Analysis you ran above in **Step 2: Run Inventory Valuation Analysis**.
If you have multiple yards, you should have already run the Inventory Valuation Analysis one time for each yard, taking note of the **Blended Costing** amount for each yard. Then, add the amounts from each yard together and use the total amount in the steps below.

Once you've gathered each of the numbers listed above, follow the steps below to enter your data in Checkmate:

1. In Checkmate Retro, go to the **Yard Statistics** function.
Checkmate Full: **5,12,22** Checkmate Classic: **V12,22**
2. Enter Yard:
Type your yard number and press **Enter**. (If you have multiple yards, enter the main yard number that you use for reporting. If you're not sure which yard that is, contact your Roundtable facilitator.)
3. When the yard statistics table displays, type the current **Year** and press **Enter**.
4. Any data previously entered for the year displays. If necessary, press **Enter** repeatedly until the cursor reaches the month you just completed.
5. For the month you just completed, type the following amounts and press **Enter**.
 - a. **Overhead**
 - b. **# Emp Total**
 - c. **# Emp Salespersons**
 - d. **Total Raw Wages**
 - e. **Inventory Value**
6. When you've finished entering the figures for the month, press **Escape**.
7. At the **(E)dit, (F)ile, or (Q)uit:** prompt, type **F** and press **Enter**.

Congrats! You're done with your Roundtable data prep for the month! Be sure to complete these steps again next month!

Getting Help

For more information, please contact your Roundtable facilitator directly.

You can also call our main office at 859-344-1925.

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