

New Features in 2025R1

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Overview

This release to Checkmate improves data security, and we've also added several exciting new features:

- Checkmate now displays CO2e savings on invoices, quotes, and statements.
- Sales Pro tabs now display the customer and vehicle you are searching.
- There are additional options for opening tabs in Workstation.
- You can now manually resync your Checkmate inventory data with your eBay listings.
- Private Part Notes can now be viewed in Inventory Pro.
- New Excel reports help you track high-volume customers, track parts during the production process, ensure COD invoices are paid, track shipping charges, see what inventory is marked private, and more!

Sales Pro: CO2e Savings on Invoices, Quotes, and Statements

Checkmate now displays CO2e (carbon dioxide equivalent) savings on invoices, quotes, and statements! This is a super easy way to remind customers that you're a key provider when they're looking for a sustainable solution. It also strengthens the reputation of the recycled auto parts industry as a whole.

Displaying CO2e savings promotes your parts in a new way, and emphasizes that recycled parts are a sustainable solution. This goes hand-in-hand with CO2e data that we are now displaying to shoppers in in Car-Part.com marketplaces as they're making a buying decision.

By quantifying recycled parts' carbon savings in the internationally-recognized units of CO2e savings, we provide a valuable service especially to the collision repair/insurance sectors. Our parts help repairers meet net-zero targets that insurance companies are setting. We also tap into the global environmental trend, providing consumers with information so they can choose the more environmentally-friendly option.

Checkmate calculates how many kilograms of CO2e were saved by choosing each recycled part over a new part*, and includes the total in a note on the document.

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^{*} Checkmate bases these calculations on part code. For example, each recycled ENG (engine) is calculated as saving 1,194kg of CO2e, and each recycled TRA (transmission) is calculated as saving 1,047kg of CO2e. Car-Part is grateful to Ontario Automotive Recyclers Association (OARA), and other Car-Part industry partners for providing CO2e data!

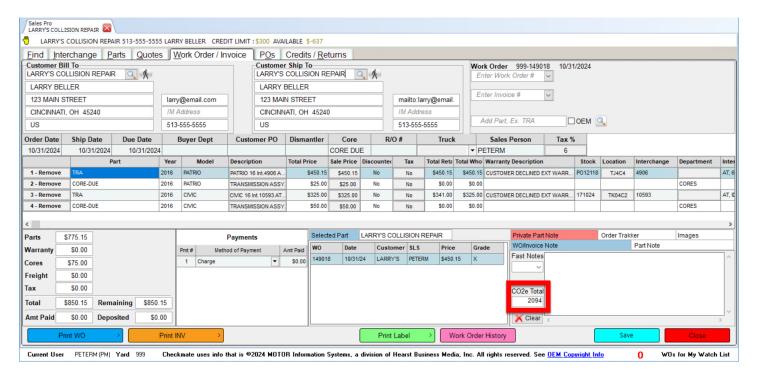
Here's an example of an Invoice that shows CO2e savings. In this example, an engine assembly was sold and **1194kg of CO2e** were saved by choosing recycled.



Statement FOREIGN AUTO SALVAGE FOREIGN AUTO SALVAGE 1980 HIGHLAND PIKE 1980 HIGHLAND PIKE FORT WRIGHT, KY. 41017 FORT WRIGHT, KY. 41017 859-341-1920 859-341-1920 **REMITTANCE STUB** MAUS MOTORS Account #: R002424 1 SMALLCAT LANE Phone #: 3309874561 VANTON, OH 44708 Fax #: USA Statement Date: 10/1/2024 Terms: Cash Page 1 of 1 Applied Original Amount Amount Pd Date Invoice # Type Invoice # Doc# Tο Amount Remain Remain 09/10/24 156283 156283 73191 INV 667.50 0.00 0.00 09/10/24 156283 PAY 156283 -667.50 0.00 156283 73192 0.00 09/12/24 156168 INV 107.00 0.00 156168 73198 0.00 -107.00 156168 73199 0.00 09/12/24 156168 PAY 156168 0.00 09/16/24 156302 INV/ 85.71 0.00 156302 73202 0.00 09/16/24 156302 PAY 156302 -85.71 0.00 156302 73203 0.00 09/16/24 156303 INV 75.11 0.00 156303 73204 0.00 -75.11 09/16/24 156303 PAY 156303 0.00 156303 73205 0.00 100.63 09/16/24 156310 INV 0.00 156310 73217 0.00 09/16/24 156310 PAY 156310 -100.63 0.00 156310 73218 0.00 0.00 156313 73223 0.00 09/16/24 156313 INV 184.90 09/16/24 156313 PAY 156313 -184.90 0.00 156313 73224 0.00 09/16/24 156315 INV 288.90 0.00 156315 73225 0.00 -288.90 73226 09/16/24 156315 PAY 156315 0.00 156315 0.00 09/17/24 156324 INV 337.05 0.00 156324 73233 0.00 PAY 09/17/24 156324 -337.05 0.00 156324 73234 156324 0.00 09/17/24 156326 INV 231.12 0.00 156326 73235 0.00 09/17/24 156326 PAY 156326 -231.12 0.00 156326 73236 0.00 INV 288 90 0.00 156330 73237 0.00 09/17/24 156330 09/17/24 156330 PAY 156330 -288.90 0.00 156330 73238 0.00 09/25/24 73267 DB 100.00 100.00 73267 73267 100.00 Balance Due: 100.00 Account #: R002424 Please remit total payment within 30 days Amount Included: For any questions regarding your account, please contact our office. We appreciate your business, Thank you! Please indicate on remittance the items and reason not included in payment. Thank you Last month, you chose recycled parts - and helped save 325 kgs CO2e (CO2 equivalent). Thanks for making a difference for our planet 0-30 days: 30-60 days: 60-90 days: 90+ days: Balance Due: Statement Balance Due: 0.00 0.00 0.00 100.00 100.00 100.00 Inv - Invoice Pay - Payment/Overpayment CR - Credit DB - Debit FIN - Finance Charge DIS - Disbursement Please Return with payment

CO2e Savings Display in Checkmate Sales Pro

When you're working in Sales Pro's **Work Order / Invoice tab**, the projected **CO2e Total** savings for the sale will now display, on the **WO/Invoice Note** tab. The number here will go change as parts are added/removed from the order.



Turning Off CO2e Savings Display

Upon upgrading to this version of Checkmate, the CO2e savings information will display on quotes, invoices, and statements, by default. If for any reason you *don't* want the CO2e savings to show on these documents, follow these steps:

- 1. In Checkmate Retro, go to **Change Sales Questions** (Checkmate Full: **6,10,4** or Classic: **S3,4** or Junior: contact support).
- 2. Press Enter until you see Print CO2e information on Checkmate Workstation quotes, invoices, and statements?
- 3. Enter N for No.
- 4. Exit Checkmate Retro. The CO2e savings information will no longer display.

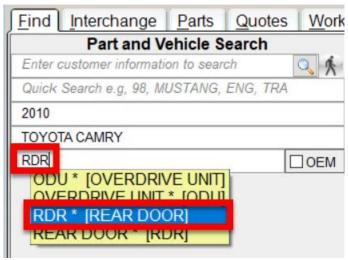
```
* Change Sales Questions *
Do you want to skip the Location Question in X-tra Sales ? <Yes> :
Do you want to prompt for Inventory Yard in X-tra Sales ? <No> :
Enter the # of days of current sales history you would like to keep on file and
then display during sales ? <365> :
Enter the yard numbers that you would like to display sales history for
  separated by commas <999>:
Include C grade parts in the quantity on hand <Y> :
Force entry of an invoice number when issuing a credit? <No> :
Treat non-exact inventory as exact in sales history? <No> :
Indent interchange choices? <Yes> :
Do you want to have the Tax ID print on the Invoice/Work Order? <No> :
When selling from a Quote have salesperson be the Quote creator? <Yes>:
when selling a part in Sales Pro use (R)etail, (W)holesale, or (M)y List
as the default price? <₩> :
when selling a part in Sales Pro what is the default
   customer account? Hit space to clear out account. <INF100> :
Require Owner or Supervisor approval to sell below lowest inventory price
  for the first 60 days part is in inventory? <No> :
Print CO2e information on Checkmate Workstation quotes
   invoices and statements? <Y> :
```

Sales Pro: View Part Name, Part Codes, and Interchange Availability While Searching

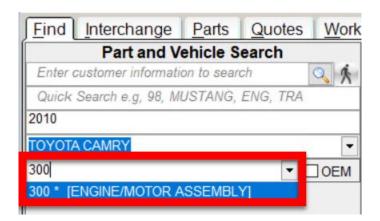
To make searching easier in Sales Pro, we've enhanced the **Part & Vehicle Search** section of the screen. Now, when you enter a part code or part name in the **Enter Part** field, your list of options includes both the part code *and* the part name. The list of options also indicates whether or not interchange is available for the part code.

Searching by Code: View Part Names

When you type a code in the **Enter Part** field, the part's name appears in brackets along with the code you entered.

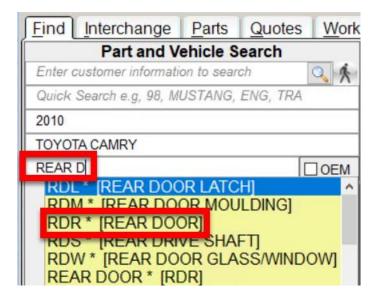


This works for both alphabetic and numeric part codes.



Searching by Name: View Part Codes

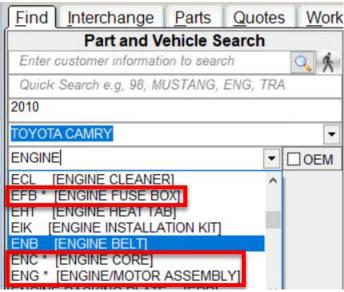
When you begin to type a part's name in the Enter Part field, the part's alphabetic code appears, as well.



See if Interchange is Available while Searching

When you're searching in Sales Pro, once you've typed in the **Enter Part** field, the list of parts will display an asterisk (*) for each part code that has interchange available.

In the example below, interchange is available for 3 part codes: **EFB**, **ENC**, and **ENG**. Therefore, each of these part codes is followed by an asterisk (*). Interchange is *not* available for the other part codes, which are not marked by an asterisk.



Mote:

The asterisk indicates that interchange is available for the part code you are searching for, *not* whether interchange is available for the specific year, make, and model you are searching for. For example, interchange is available for ENG (ENGINE/ MOTOR ASSEMBLY), so the asterisk will always display for engines—even if you're searching for an engine for a year, make, and model for which interchange isn't available.

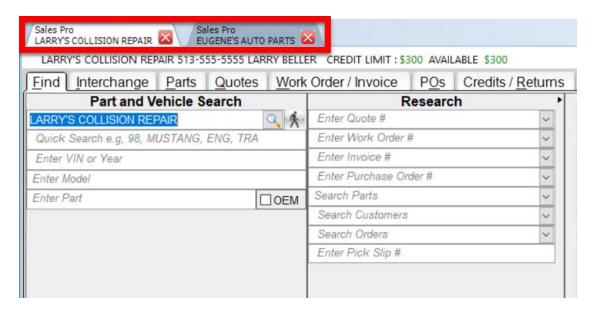
Workstation: New Displays and Options for Tabs

With this release,

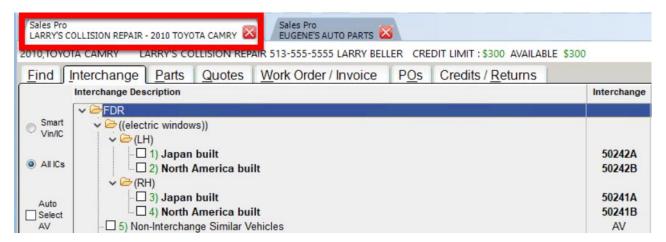
- Sales Pro tabs now display the name of your selected customer, and the vehicle you're searching.
- We've added options for closing all unused Sales Pro and Inventory Pro tabs.

Customer Name Displays on Sales Pro Tabs

In Sales Pro, once you've selected a customer, that customer's name will display on your Sales Pro tab.



When you run a search, the year, make, and model also display on the tab.



Sales Pro and Inventory Button Enhancements

We've enhanced the Sales Pro and Inventory Pro buttons, for improved speed.

Selecting Unused Tabs and Opening New Tabs

Now, when you click on either the Sales Pro button or Inventory Pro button, if you have an unused Sales Pro or Inventory Pro tab open, Checkmate will pull up that tab, instead of opening a new tab. This saves the time it would take to load a new tab.

To open a new tab instead (for example, if you want to simultaneously run 2 new Inventory Pro searches in separate tabs) simply click the plus sign button Pro button.



Close All Unused Tabs

In Sales Pro, if you haven't selected a customer or run a search, Checkmate will consider the tab unused. In Inventory Pro, if you haven't run a search, or begun adding a part or vehicle, Checkmate will consider the tab unused. You can close all unused Inventory Pro or Sales Pro tabs at once.

To close all unused Sales Pro or Inventory Pro tabs:

1. Right-click either the Sales Pro button or Inventory Pro button (be sure to right-click the button itself, not the plus sign button).



 A list of options appears. Click Close All Unused Sales Pro Tabs or Close All Unused Inventory Pro Tabs. The number of unused tabs displays in parentheses. (You won't see this option is you have no unused tabs.)



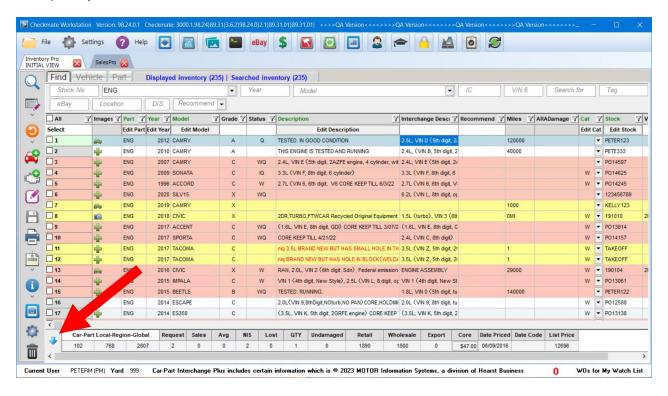
The unused tabs close.

Inventory Pro: View Private Part Notes

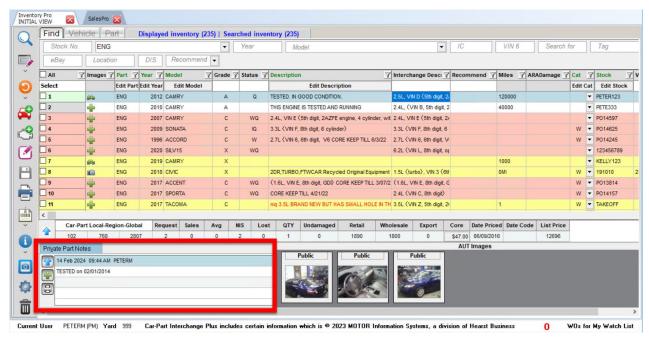
With this update, you can now view, print, and add **Private Part Notes** in your Inventory Pro **Find** tab (search results screen).

Accessing Private Part Notes

To view **Private Part Notes** for a part, the bottom of your screen must be expanded. Click the blue arrow button to expand your screen.



With the screen expanded, all **Private Part Notes** for the part display.



Buttons for Private Part Notes

While viewing Private Part Notes, you can use the following buttons.



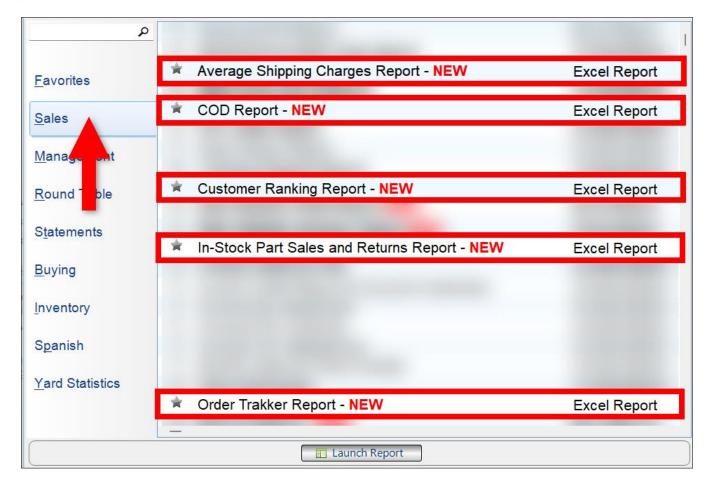
- A. Sort Click this button to sort your notes by either oldest or most recent.
- B. Add Click this button to add a new note.
- C. Print Click this button to print the **Private Part Notes** for this part.

New Sales Reports

There are 5 new Sales reports. Each of these reports opens and is used in Microsoft Excel.

- Average Shipping Charges Report see average line item freight charges per part code.
- COD Report see work orders and invoices that currently or previously had a method of payment of COD.
- Customer Ranking Report see high-volume customers by monthly sales volume.
- In-Stock Part Sales and Returns Report see sales, returns, and credits for in-stock parts.
- Order Trakker Report see parts that are in the production process in Order Trakker.

To access the new **Sales** reports, go to Checkmate Reports and click the **Sales** button. Double-click a report to open it.



Average Shipping Charges Report

On the Average Shipping Charges report, the Part Averages tab shows information for sales with shipping charges for a selected yard and date range. The total and average part price displays as well as the total and average freight charge amounts per part.

The **By Part** tab shows detailed shipping charge information for a selected part code.

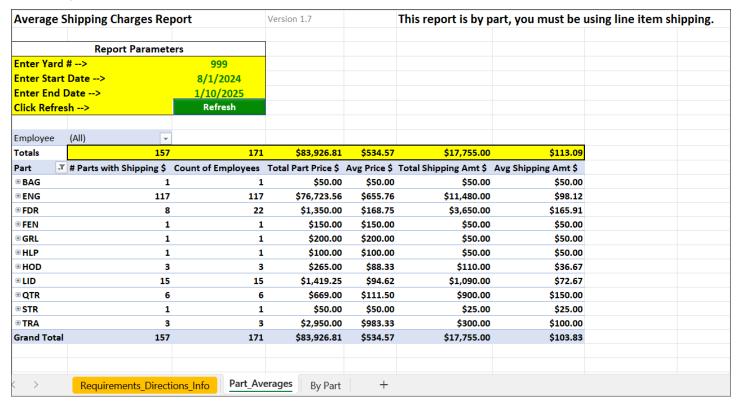
Use this report to track shipping charges.



Note: Only line item freight charges are included in this report.

There are two tabs on this report:

- **Part Averages**
- By Part

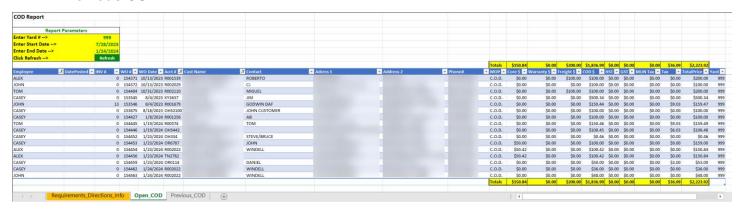


COD Report

The **COD Report** shows work orders and invoices for the selected yard and date range, that currently or previously have a method of payment of COD. Use this report to ensure COD invoices are paid.

This report has multiple tabs at the bottom:

- Open COD
- Previous COD



Customer Ranking Report

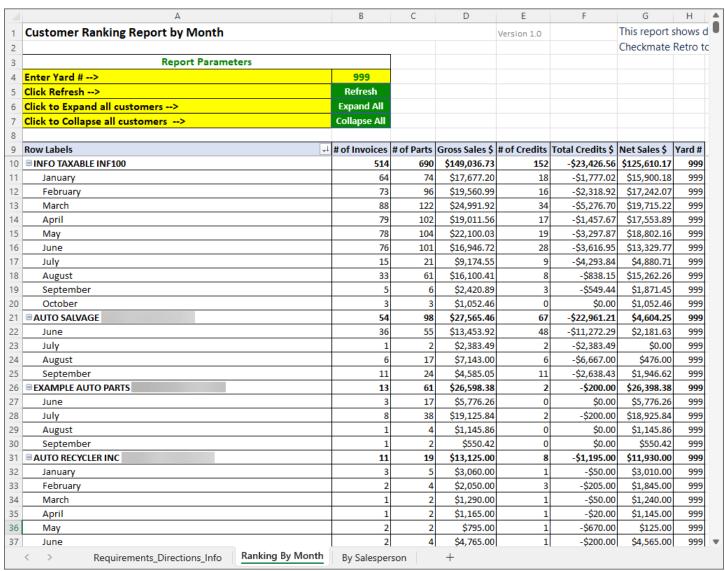
The Customer Ranking Report lists high-volume customers by monthly sales volume. For each customer, the number of invoices, credits, and parts sold display, as well as gross sales, credits, and net sales. Use this report to track high-volume customers.



This report shows data according to how customer activity information is currently built. Use the Print Customer Activity Report setting in Checkmate Retro to change the data (Full: 5,5 or Classic: V7 or Junior: 5,5).

This report has multiple tabs at the bottom:

- Ranking by Month
- By Salesperson



In-Stock Part Sales and Returns Report

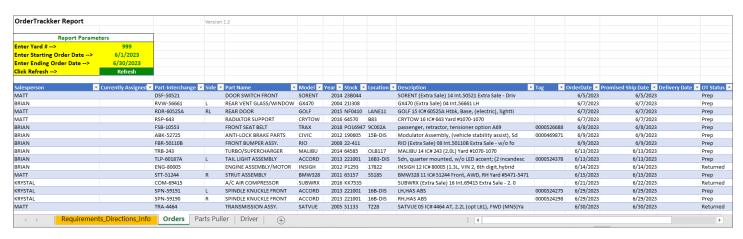
This new report shows sales, returns, and credits for in-stock parts, for the selected yard and date range. Data is shown by part code.

Extra sales are not included in this report.



Order Trakker Report

On this report, the **Orders** tab shows parts from work orders that have an **Order Date** in the selected date range and yard. The Order Trakker status (**OT Status**) displays for each part.



The Parts Puller and Driver tabs are designed to print out for production/delivery staff.

Printing recommendations:

On the tab you want to print, click **File**, and then **Print**. Set the following options:

- Set the orientation to Landscape.
- Set the margins to Narrow Margins.
- Set the scaling to Fit All Columns on One Page.

New Management Report – Towed By Report

This new report lists all vehicles in the selected yard that have a **Possession Date** that falls within the selected date range. Vehicles are sorted by who the vehicle was **Towed By**, and then by the **Possession Date**. (These fields are located on the **Vehicles** tab in Checkmate Inventory Pro.)



To access this report, go to Checkmate Reports and click the **Management** button. Double-click the report to open it.

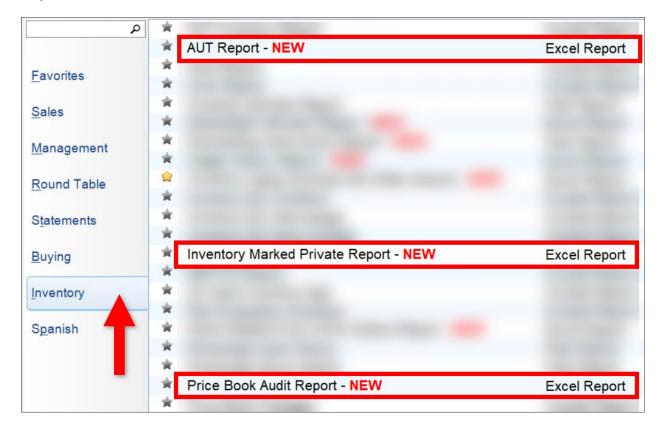


New Inventory Reports

There are 3 new **Inventory** reports.

- AUT Report see information about AUT (automobile) records.
- Inventory Marked Private Report see parts that are marked as Private.
- Price Book Audit Report see if part prices match Price Book prices.

To access the new **Inventory** reports, go to Checkmate Reports and click the **Inventory** button. Double-click a report to open it.

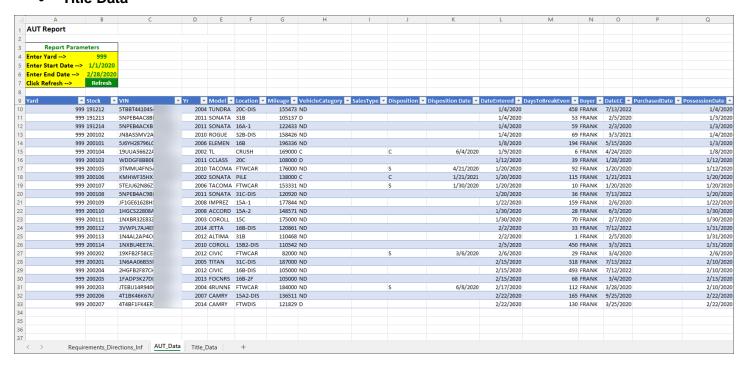


AUT Report

This report lists all AUT (automobile) records that were entered for the selected yard during the selected date range. It includes vehicles added in both Checkmate and Partmate. For each vehicle, the report displays information from the AUT record. Use this report to review vehicles entered within a date range.

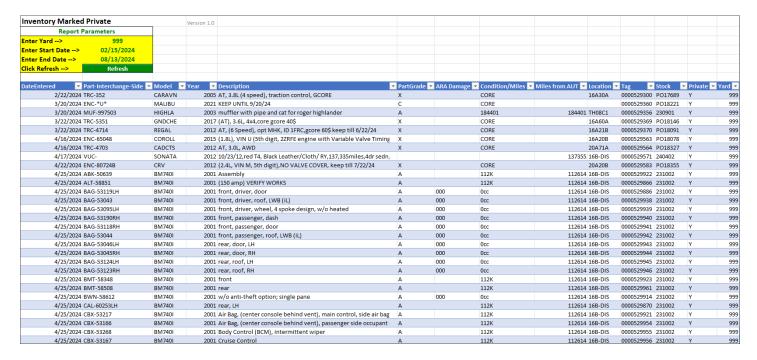
This report has multiple tabs at the bottom:

- AUT Data
- Title Data



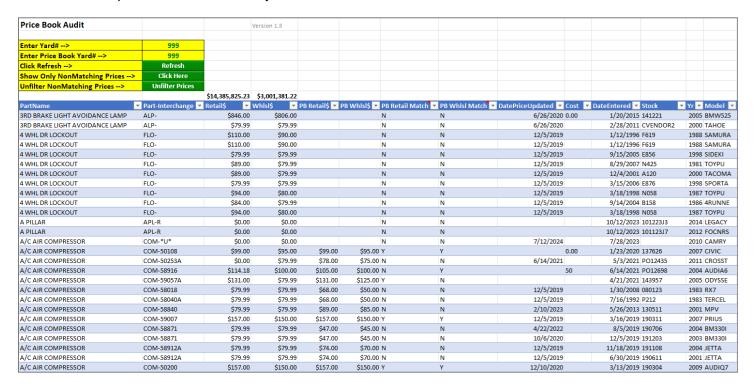
Inventory Marked Private Report

This new report shows parts that were entered in the selected yard and date range that are marked Private. Parts that are marked Private show in Checkmate, but do not show on Car-Part.com, Car Part Pro, Trading Partners, or Car-Part Exchange.



Price Book Audit Report

This report shows inventory for a selected yard and whether or not the Retail and Wholesale part prices match the Price Book prices from a selected yard's Price Book.



Enhancements to Existing Excel Reports

You asked, we responded! Because of customer requests, we made enhancements to several existing Excel reports.

Price Book Changes Report (Excel) – Color Coding, QOH, and Sales Statistics

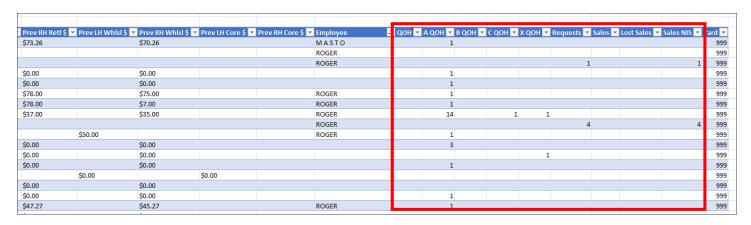
The **Price Book Changes Report** (Excel) lists interchange parts that have had updates made to the Price Book.

In this release, new color coding makes it easier to see, at a glance, if Price Book prices have increased or decreased:

- Green prices indicate the price increased from the previous price. Example: \$75.26
- Red prices indicate the price *decreased* from the previous price. Example: \$52.26
- Prices *without* red or green indicate the Price Book's **Verify** button was clicked, indicating the price was reviewed and approved with no changes. Example: \$36.34 or \$175.00



On the report, scroll to the far right to see several new columns that display quantity on hand amounts and sales statistics.



Find the **Price Book Changes Report** in Checkmate Reports, in the **Inventory** group of reports.

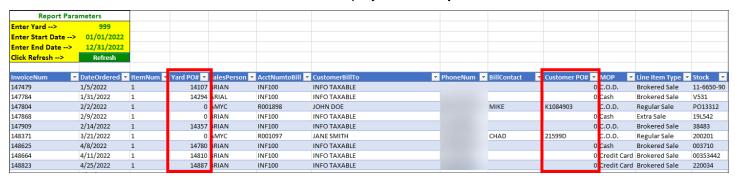
Unposted Invoices and Open Work Order Report – Yard PO and Customer PO Added

The **Unposted Invoices and Open Work Order Report** shows unposted invoices and open work orders that were entered for the selected yard and date range.

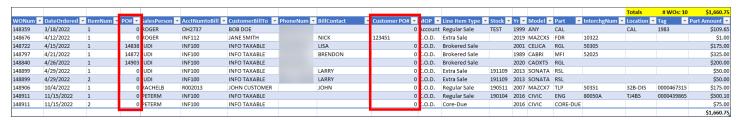
On two tabs, new columns have been added that show purchase order numbers:

- Yard PO# or PO# shows your business's purchase order number.
- Customer PO# shows the number entered in the Customer PO field on the work order.

The new Yard PO# and Customer PO# columns display on the Unposted Invoice Detail tab:



The new yard PO# and Customer PO# columns also display on the Open WOs Detail tab:

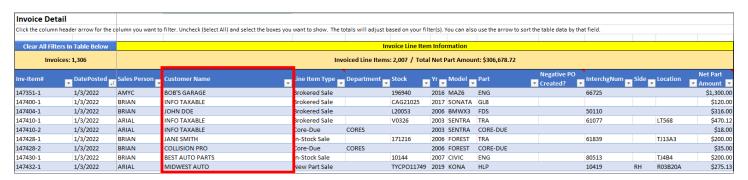


Find the **Unposted Invoices and Open Work Order Report** in Checkmate Reports, in the **Sales** group of reports.

Sales Commission Report - Customer Name Added

The **Sales Commission Report** shows commission amounts by salesperson using customizable commission rates.

In this release, the Customer Name column has been added on the Invoice Detail tab.



Find the Sales Commission Report in Checkmate Reports, in the Management group of reports.

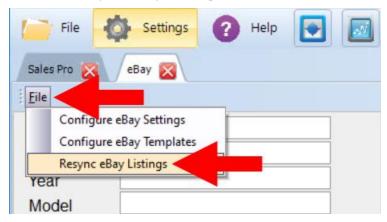
Listing Manager for eBay: Manually Resync eBay Listings

As a troubleshooting measure, we've added the ability to manually resync your eBay listings with your Checkmate inventory data. This is not a feature we expect you to need often. Checkmate automatically resyncs your inventory data with your eBay listings, on a regular basis. But in the situation where your inventory data and listings have become de-synced for any reason, you can use this manual resync feature.

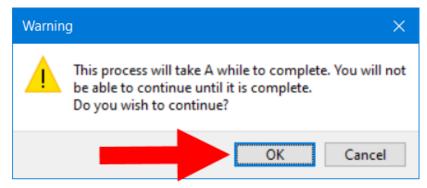
Resyncing ensures that your eBay listings don't include parts that you no longer have in stock. (Resyncing will not update the *information* on listings. For, example it will not update a part's description.)

To do so:

In the eBay tool, go to File > Resync eBay Listings.



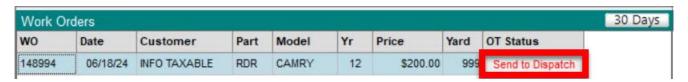
2. A pop-up appears, warning you that the resync may take a while, and that you will not be able to work in the eBay tool while the process is underway (you can still work in other Checkmate Workstation tabs). Click **OK** to continue.



When the resync is complete, a pop-up will appear to notify you.

Order Trakker: Send to Dispatch Button

Throughout Checkmate, we've changed the text of all **Send to OT** buttons to **Send to Dispatch**. This does not change their functionality.



Getting Help

For more information about this product, including access to online training videos and documentation, visit Products.Car-Part.com for our recycler resources.

Car-Part.com takes customer service seriously. We have a variety of support options available to help you if you have questions about our products or if you need help for any reason. Your questions are very important to us and we want your experience to be a positive one. Please contact us with any questions or concerns using any of the following methods.

Phone Support

If you have a question not covered in this guide, Car-Part.com offers phone support. Please call 859-344-1925 with your questions.

Online Support using Car-Part Messaging (iCPM)

Support technicians are available online using Car-Part Messaging (iCPM) support rooms. These technicians are available LIVE to help answer any questions you may have.

The support rooms are staffed Monday–Friday, 8:00AM–6:00 PM Eastern Time.

To enter an iCPM support room:

1. Double-click the **iCPM** icon on your desktop.



- 2. Car-Part Messaging opens.
- 3. Double-click the name of the **Support Room** from your bookmark list.
- 4. Type **HELP** and a brief explanation of your issue. A Car-Part.com support technician will answer and help with your issue.

Training

If you have ongoing training needs, Car-Part.com has a team of product training specialists to help you learn how to use our products quickly. If you are interested in product training, please call our training department at 859-344-1925 and a trainer in your area will call to schedule training.

Comments

We welcome your comments and suggestions concerning the content and organization of this guide as well as the accuracy and the usability of the instructions it contains. Email us at documentation@car-part.com. We're listening!

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