



P a r t s U p g r a d e

Reporting Instructions - Other DMS Systems

DMS Systems

This Document Includes Instructions for
Gathering Data From the Following Systems:

- ADAM
- ADP Web Suite 1000
- Arkona
- AutoSoft
- DDS

In Addition, the DMS Systems Below Have *Separate Instruction Documents*
Available on the Full Circle Gateway Website:

- ADP Elite, Web 2000, Web 2005
- Reynolds & Reynolds
- UCS 7000

**If your DMS System Is Not Included In These Lists,
Please Contact the Support Center for Assistance**

Support Center: (888) 231-6689

Hours: Monday – Friday 8:00 AM to 5:00 PM Eastern Time

Parts Upgrade Data Points

1. Stock Parts Off-Shelf Fill Rate %
2. 12+ Month Idle Capital Value \$
3. Closing Inventory Value \$
4. Lost Sales Value \$
5. Month End Net Sales
(Cost of Sales - Customer Returns)
6. Month End Receipts

Gathering Data

(1) Stock Parts Off-Shelf Fill Rate %

The Calculation:

Stock Parts OSF% =

Number of Stock Parts Filled Directly From Stock at the time of demand divided by the total number of stock parts requested by the service department

(1) Stock Parts Off-Shelf Fill Rate %

- **ADAM:** “Management Report”
- **ADP Web Suite 1000:** “Inventory Management Analysis” Report
- **Arkona:**
 - “Demand Fill Analysis” Report, or
 - “Sales Source Analysis” Report
 - **NOTE: Fill Rate for STOCK STATUS parts will not be available from these reports until Summer 2007**

(1) Stock Parts Off-Shelf Fill Rate %

- **AutoSoft: “Fill Rate” Report** (ADMI Reports)
 - **NOTE:** After initially running, remove the “S” status (Non-Stock) parts from the report, and re-run it.
- **DDS: “IMA Report”** – contact DDS for more information

If your computer does not provide a Part Line Off-the-Shelf Fill Rate report, use the daily tracking sheets shown on the following pages to manually calculate Off-The-Shelf Fill Rate for Stock Status parts.

Off-The-Shelf Fill Rate Daily Procedures

- **Do not enter special order parts you already have in stock to the sheet**
- **Add up the 'TOT NO. OF PART NUMBERS' and 'NO. PARTS FILLED OFF-THE-SHELF'**
- **Add total non-stock numbers and subtract from 'TOT NO. OF PART NUMBERS'**
- **Carry totals to the Off-The-Shelf Fill Rate Summary Sheet**

Off-The-Shelf Fill Rate Summary Sheet

Off-The-Shelf Fill Rate Summary Sheet

Dealership Name: _____ Date: _____

Day Of Month	Total Number Of Part Numbers	Number Of Parts Filled Off-The-Shelf
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Totals		
Columns	A	B

1. Each Day Enter the totals from the 'Service Drive Fill-Rate Detail Sheet'
2. At the end of the month, add up each column
3. Divide column 'B' by column 'A'
4. Multiple the fraction by 100
5. This is your Off-The-Shelf Fill Rate for IMA Reporting

- 1. Each day enter the totals from the 'Off-The-Shelf Drive Fill-Rate Detail Sheet'**
- 2. At the end of the month, add up each column and record on Totals line**
- 3. Divide column 'B' by column 'A'**
- 4. Multiply the fraction by 100**
- 5. This is your Off-The-Shelf Fill Rate for Reporting**



(2) 12+ Month Idle Capital \$

The Calculation:

12+ Month Idle Capital =

- **Determine the total dollar value (including core value) of Mazda parts aged over 12 months old from your computer system reports.**

(2) 12+ Month Idle Capital \$

- **ADAM:** “Management Report”
- **ADP Web Suite 1000:** “Inventory Management Analysis” Report
- **Arkona:** “Inventory Aging by Last Sold” Report

(2) 12+ Month Idle Capital \$

- **AutoSoft:** “Month End Analysis” Report
- **DDS:** Ask DDS to Activate Idle Capital Reporting

(3) Closing Inventory Value

The Calculation:

Report the Total Mazda Parts Inventory Value (including core value) at month-end

(3) Closing Inventory Value

- **ADAM:** “Inventory Management Allowance” Report
- **ADP Web Suite 1000:** “Inventory Management Analysis” Report
- **Arkona:** “Inventory Analysis Report” (Use the Total Inventory to Sell figure)

(3) Closing Inventory Value

- **AutoSoft:** “Month End Analysis” Report
- **DDS:** Use Financial Statement Figures

(4) Lost Sales Value

The Calculation:

Run your computer system's Lost Sales report.

- Enter the total Lost Sales dollar value for the month**

(4) Lost Sales Value

- **ADAM:** “Lost Sales” & “Inventory Management Allowance” Reports
- **ADP Web Suite 1000:** “Inventory Management Analysis” Report
- **Arkona:** “Lost Sales Analysis” Report

(4) Lost Sales Value

- **AutoSoft:** “Month End Analysis” Report
- **DDS:** “Lost Sales Report”

(5) Month End Net Sales

The Calculation:

Month-end cost of sales minus customer returns

For Example:

Monthly Sales (Cost) = \$50,000

Monthly Returns = \$10,000

Sales (Cost) – Returns = Net Sales

\$50,000 – \$10,000 = \$40,000

(5) Month End Net Sales

- **ADAM:** “Management Report” (Use the “Cost” Column)
- **ADP Web Suite 1000:** “Inventory Management Analysis” Report
- **Arkona:** “Sales Source Analysis” Report

(5) Month End Net Sales

- **AutoSoft:** Month End Analysis Report
- **DDS:** Use Financial Statement Figures

(6) Month End Receipts

The Calculation:

Month-end cost of Mazda parts receipts

(6) Month End Receipts

- **ADAM:** Management Report (Use the “Cost” Column)
- **ADP Web Suite 1000:** “Inventory Management Analysis” Report
- **Arkona:** “Stock Order Analysis” Report

(6) Month End Receipts

- **AutoSoft:** “Month End Analysis” Report
- **DDS:** Use Financial Statement Figures

Submitting Your Data

Full Circle Gateway Information Page



Mazda Full Circle Gateway



Mazda Advanced Parts Performance (MAPP) is a comprehensive in-dealership training program designed to increase parts sales, to improve your Dealership Management System's utilization and to implement processes that promote efficient inventory management practices.

[Learn more >>](#)

[Continue to Full Circle Gateway >](#)

MAPP & FCG Support Center • Mon-Fri 8am to 8pm Est • (888) 231-6689 • mapp@admi-usa.com

[RMI Dealership Pro-
forma \(Excel\)](#)

[FCG Reporting
Worksheets](#)

[FCG Instructions -
ADP](#)

[FCG Instructions -
R&R](#)

[FCG Instructions -
UCS](#)

[FCG Instructions -
Other](#)

[Contact ADMI](#)



Instructions & Worksheets

Mazda Full Circle Gateway

MAPP
A Full Circle Service Initiative

Mazda Advanced Parts Performance (MAPP) is a comprehensive in-dealership training program designed to increase parts sales, to improve your Dealership Management System's utilization and to implement processes that promote efficient inventory management practices.

[Learn more >>](#)

[Continue to Full Circle Gateway >](#)

MAPP & FCG Support Center • Mon-Fri 8am to 8pm Est • (888) 231-6689 • mapp@admi-usa.com

Additional Reporting and Parts Upgrade Information (Adobe® PDF File Format)

- [RMI Dealership Proforma \(Excel\)](#)
- [FCG Reporting Worksheets](#)
- [FCG Instructions - ADP](#)
- [FCG Instructions - R&R](#)
- [FCG Instructions - UCS](#)
- [FCG Instructions - Other](#)
- [Contact ADMI](#)

Continue To FCG Link

Mazda Full Circle Gateway

Select "Continue To Full Circle Gateway" To Begin the Reporting Process.

MAPP
A Full Circle Service Initiative

Mazda Advanced Parts Performance (MAPP) is a comprehensive in-dealership training program designed to increase parts sales, to improve your Dealership Management System's utilization and to implement processes that promote efficient inventory management practices.

[Learn more >>](#)

[Continue to Full Circle Gateway >](#)

MAPP & FCG Support Center • Mon-Fri 8am to 8pm Est • (888) 231-5689 • mapp@admi-usa.com

Navigation menu items:
[RMI Dealership Pro-Forma \(Excel\)](#)
[FCG Reporting Worksheets](#)
[FCG Instructions - ADP](#)
[FCG Instructions - R&R](#)
[FCG Instructions - UCS](#)
[FCG Instructions - Other](#)
[Contact ADMI](#)

Adobe Get Adobe Reader logo

Full Circle Gateway Main Menu

Full Circle Gateway

Terry Sans

Home Info

For MAPP program support, call (888) 231-6689, Monday - Friday 8 AM - 8 PM Eastern Time.

INBOX		
Date	Task	Drop
08/31/05	Data Received for 7 / 2005	Drop
06/08/04	Data Received for 5 / 2004	Drop
06/08/04	Data Received for 5 / 2004	Drop
06/08/04	Data Received for 5 / 2004	Drop

FORMS

MFC Reporting View

REPORTS

MFC Reporting History View

CALENDAR

To Begin the Reporting Process, Select **"MFC Reporting"** in the "Forms" Box, and Click on "View"

MFC Reporting

Date: March, 2006	
Stock Parts Off-Shelf Fill Rate %: (help)	<input type="text"/> %
12+ Month Idle Capital Value \$: (help)	<input type="text"/> \$
Month End Closing Inventory Value \$: (help)	<input type="text"/> \$
Lost Sales Value \$: (help)	<input type="text"/> \$
Month End Net Sales (Sales - Cust. Returns) \$: (help)	<input type="text"/> \$
Month End Receipts: (help)	<input type="text"/> \$
Comments:	<input type="text"/>
<input type="button" value="CLEAR"/> <input type="button" value="ENTER"/>	

If You Have a Question About a Particular Item, Click On “(help)”, and a Window Will Open.

There Are Help Messages Available for ADP, R&R and UCS.

Support Center Assistance

The ADMI Mazda Support Center is Available

Support Center: (888) 231-6689

Monday – Friday 8:00 AM to 5:00 PM Eastern Time.

Save Your Reports!

- From Time to Time, The Support Center May Call You Asking For Copies Of Your Reports and Worksheets To Verify That Your Data Is Accurate
- Please Retain Your Reports and Forms Until the Following Month