

# Commercial Inventory Spreadsheet Explanations

The spreadsheet is a management tool and has many uses. One is to see what units are aging and help to know what to do about it. Another is to provide a current inventory report to retail staff, desk managers, commercial staff, etc. By hiding some columns that are not needed, the sheet can be made to fit where needed. It is also a database. By cutting sold or traded units out and pasting them into a sold spreadsheet and then filling in a couple more blanks, this becomes a very powerful database to help a manager determine what is working, what is not, what to change, what not to change, to see opportunities that were hidden before, etc. For me, it was the most powerful tool at my disposal for managing a large commercial truck inventory.

If you are not using the sold spreadsheet, call me and I will send it to you. The simplicity is that you just cut the sold unit out of the inventory spreadsheet and paste it into the sold. You will then only have to add a few pieces of information.

As a group of partners, it is very important to all be doing the same thing when we are using the same tool. Below are some guidelines to help you understand the reasoning and to help each other remain compatible.

Please use upper and lower case letters in most cases, except in some of the abbreviations such as transmission, VIN, chassis options, etc. It is easier to read and takes up less space.

Please do not change or move columns. Consistent application with all the dealer group is in everyone's best interest. Please use this same type style and size as well for the same reasons. We are currently preferring Verdana type style and the size is 8. Cutting and pasting is a breeze with consistent application of information. Also very important for me to create the combined spreadsheet.

Stk# - Your stock number

NEW: Dealer. This is a new column that I have been adding to create the combined spreadsheet. I will be asking that all of you add this column in this position and the city your dealership is in goes in this column.

Year - 4 digit year

N/U - Whether the unit is new or used. You should put all your commercial inventory into the spreadsheet including used.

Make - Make. If you have more than one line of commercial trucks, they should all be in this spreadsheet. This allows for used and for other new lines.

VIN - Last eight digits only

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Model # - Use model # plus engine code with a dash between them, such as F46-R, F20-5, X35-Y, etc. This is the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> digits of the VIN. If it is a 4x4, I prefer to force it to the next line and put 4x4 under the model number (use ALT, Enter). I also like to put XLT there if it is, so that it really stands out early.

Body Type - Use consistent body types so that there is consistency with all the partners. As an example, we have agreed to call service bodies with roofs on them Workmaster. Stahl calls them USV, Knappheide calls them KUV, etc. You can put that info in the body options field but to allow best sorting, etc. we have used Workmaster consistently. All dumps go in the dump group whether flatbed dump, steel dump or whatever. We want this as simple as possible and consistent from dealer to dealer.

Length - This is the common length of the body without inches.

Body Co - Use consistent one word names

Body Options - This is meant to be the common options on the body such as rack, hitches, liftgates (with capacity), tarps, fold-down sides, underbed boxes, special hitches, Masterlock, etc. Gate height should be displayed. Van bodies should state aluminum or FRP, common height (84", 90", etc), and you might add ramp, slat info, etc. Consider a salesman at home selling off this list and what info they might need to help the customer.

GVWR - As stated by Ford.

Tare - Empty weight of completed body from weight slip.

GCWR - As stated by Ford.

Chassis Weight - This is the weight of the chassis from the factory invoice.

Cargo Capacity - **A calculated field** using GVWR - Tare.

Trailer Capacity - **A calculated field** using GCWR - Tare - 500#

Eng - Prefer it stated as 6.4 Dsl, 5.4 Gas with the word on the second line.

Axle - Prefer ratio number and if it is a Limited Slip Axle, add capital letters LS under on next line, so that it is easily recognized that this vehicle has a Limited Slip axle. The easiest way to do this is to type in 3.73 or whatever the ratio is, then hold down the ALT key and press enter, then it will shift to the next line. (I forget who taught me that, but Thank You!)

Trim - Prefer Grey Cloth, Flint Vinyl, Flint Weave, Tan Lthr, etc.

Chassis Options - We prefer as consistent an application of abbreviations here as possible. AC = Air Cond., TLT = Tilt Wheel, CC = Cruise Control, CD = CD radio, TC = Tow Command, TT Mir = Trailer

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Tow Mirrors, XLT = XLT uplevel trim, PW = Power Windows, PDL = Power Door Locks, etc. We are trying to make the major options known, but keep the space to the minimum.

Chassis MSRP - As stated on MSRP label.

Chassis Invoice - Dealer invoice including holdback, etc.

Holdback - As stated on invoice.

Body MSRP - **This is a (or should be) a calculated field.** We have agreed to use body cost plus 25% as a standardized body MSRP in the dealer group. The calculation would then be  $=(col\#row\#(body\ cost)*1.25)$ .

Body Cost - Actual body cost from supplier

Net Cost - **Is a calculated field** adding Chassis Invoice, Body Invoice, less holdback.

Invoice Cost - **Is a calculated field** adding Chassis Invoice and Body Invoice only.

List Price - **Is a calculated field** adding Chassis MSRP and Body MSRP. You may modify the calculation to add any additional pack to equal how you do your addendum stickers. This column is intended to match that label exactly.

Sale Price - This is up to the dealer to determine. My strategy was to utilize a one price selling format and have a discounted price that was published. I changed it at will and republished the spreadsheet accordingly. You are free to use this column or not, but please do not delete it.

Markup - It is a calculated field taking Sale Price less Invoice Cost to show you how much markup you have in it at the sale price. If no sale price is entered, this will show a negative number. Please do not delete this column.

Arrived - Date of arrival of unit to your lot from body company if upfitted or from Ford if empty.

Invoice Date - This date comes off the invoice.

Flooring Date - This date is manually entered and is calculated by taking the arrival date and adding 2 months if it is an empty chassis from Ford, adding 4 months if it came from the pool, and zero days (same date as arrival) if it came from another dealer.

Upfit Date - This field is used only when you have an empty chassis and then you upfit it at a later date. At that time, you would put in the date that it was upfitted so that you might see you had it in stock 100 days and then it has only been upfitted for 30 days, etc. This column will mostly be blank, but please do not delete it.

Days in Stock - **A calculated field** that takes today's date minus the date arrived to show how many days it has been in stock.

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Days in Flooring - **A calculated field** that takes today's date minus the flooring date to show number of days in flooring. This is not an accounting tool, but a management tool.

Chassis Source - Use consistent verbiage here such as, Pool = came from pool source, DT = Dealer Trade, = Fac = Factory

At the bottom of the spreadsheet with one row of blank for a gap, please type the word Average in the Upfit Date column and then these calculations in the Days in Stock and Days in Flooring spaces. For Days in Stock: =average(AL2:AL(the last row number with information in it)). For Days in Flooring: the easy way is to drag the calculation to the right one space. It is the same calculation with AM instead of AL). If you have any questions, I will be happy to help you.

The days in stock and days in flooring is not for the salespeople, but the manager to help manage the inventory.