

# UNITED AUTO SUPPLY STORE MANAGER

## DAILY REQUIRED TASKS

1. Run All Customer return credits the day they are brought in before close. NO EXCEPTIONS
2. Pick daily New, Core, Defective returns. Pack and have ready for return to Syracuse
3. Log into "OVERFLOW" in Avaya and answer overflow when possible.
4. Run "WARNING" list for location. Take proper steps to assure you have no accounts on the "Shut down" list.
5. Run location customer backorders
6. View transfer screen and make sure all transfers are cleared (report any unhandled issues) Acceptable days on open transfers are 7 day for RETURN transfer and TWO days for all others.
7. View and fix any Zero picks for that day's business. ( report any unhandled issues)
8. Pick you grids 100% daily before the location closes.
9. Your ODT grid is to be 100% filled in. Any deliveries without an arrival, delivery, signatures, or ETA time needs to be investigated and corrected by day end.
10. Receive all of your incoming freight for the day (transfers and or ASN) before close.
11. Run your cash out report and process your day's business.
12. Look at Paychex time clock, [www.timeandlabor.paychex.com](http://www.timeandlabor.paychex.com) and check accuracy of employee punches.
13. ALL Customer payments (checks) need to be deposited (scanned) immediately when received
14. View & Fix any "negative" inventories throughout the day; making sure there are no "negatives" at closing time

*For directions on how to perform any of these processes refer to manager guide posted on the website*

If you have any issues, or concerns with completing any of the tasks above please report them to [chipraven@unitedautosupply.com](mailto:chipraven@unitedautosupply.com) and [James@unitedautosupply.com](mailto:James@unitedautosupply.com) immediately.

These processes are expected to be done on a daily basis. Failure to do so will result in disciplinary action up to and including employment separation. No variations in these processes for any reason will be accepted by management.