SMS report request checklist

Pull reproducible reports from your shop management system so a buyer can test car count, margin and technician output against source records.

Shop / location

Review date

Prepared by

Set the export definitions

☐ Choose the revenue date

Use invoice-close or posting date consistently and record the location, time zone, reporting period and whether tax and shop fees are included.

Evidence / next action

☐ Count tickets and cars

Export closed order IDs and anonymized vehicle IDs. Split sublets, inspections, zero-dollar returns and reopened tickets before interpreting car count.

Evidence / next action

☐ Calculate ARO

Divide comparable net repair sales by included orders. Run the figure again without fleet work and explain the tickets removed.

Evidence / next action

☐ Separate labor and parts

Pull sold hours, gross labor dollars, parts sales, credits and parts cost. Note discounts and whether technician wages are posted to cost of sales.

Evidence / next action

Open item, responsible person and due date

SMS report request checklist

Pull reproducible reports from your shop management system so a buyer can test car count, margin and technician output against source records.

Shop / location

Review date

Prepared by

Reconcile and reproduce

☐ Trace tech hours

Export technician ID, sold hours, job-clock hours and attendance hours by pay period. Confirm how shared tickets and owner hours are split.

Evidence / next action

☐ Identify warranty returns

Use linked original order, reason code, uncompensated hours and parts cost. Review ambiguous callbacks with your service writer.

Evidence / next action

☐ Bridge to the books

Reconcile invoiced net sales by month to GL revenue. Explain timing, cash receipts, fleet receivables, refunds, sales tax and merchant deductions separately.

Evidence / next action

☐ Deliver reusable files

Save the raw export, field definitions, filter screenshot and extraction date. Keep customer details out of the working copy shared for preliminary review.

Evidence / next action

Open item, responsible person and due date