CORE BANK

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Version 2.0.
Autopower University Documentation Series.
Printed in the United States of America.

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ABOUT THIS GUIDE

This section provides guidance on how to best use this manual. This manual is intended for users of the Autopower Core bank management users. This guide will answer basic processing questions about many phases of the Autopower Core bank System and menu options. This core bank system is the most complete and complicated portion of all software written for the Heavy Duty Truck Parts Industry.

This user guide contains a complete description of each field in each report. This will assist in assuring that you are using the right report to get the desired results. You will find a section or chapter on each part of the core bank menu so that you can go immediately to the right informational source. Our support desk may refer your staff to the proper sections in this guide when referencing their questions. In addition, as the system is updated we will provide enhancements to the basic user guide that will answer new questions about the latest version.

We support your efforts and using current technology to bring to your fingertips the necessary documentation to speed your team along successfully. Use this copy of the guide for day-to-day processing challenges.

Chapter 1 INTRODUCTION

Section 1.1 OVERVIEW

Today's truck parts distribution companies must purchase, sell and rebuild parts that have a residual value which can be reclaimed multiple times. The reclaiming of the product valued after the customer has used the original part is traditionally identified in our industry as the "core" value. The core value of a product may represent many thousands of dollars within a distributor's inventory, maintaining and managing the product core value is tantamount to operating a successful and profitable business in the truck parts marketplace.

Knowing how many items (cores) are purchased from manufacturers and later sold to customers can become a massive paperwork logjam in any accounting department. With thousands of cores purchased and returned by customers, controlling the movement of cores and the large inventory investment associated with cores without a computerized management system would be literally impossible.

Throughout the warehouse, nearly every department gets involved; cores are handled at the receiving dock, placed on the shelf for sale, pulled off the shelf and shipped to the customer, received back from the customer and eventually shipped back to the supplier. The path a core takes within the distributor's business touches the hands of at least five individuals and the paperwork created by each can be overwhelming if mismanaged.

Controlling purchased and returned cores from one month to the next for several hundred or thousands of customers is difficult for many computerized systems. However, the Autopower System, through years of proven experience, has mastered the discipline and procedures required for maintaining control over purchased, sold and rebuilt cores.

The Autopower Core Management System consists of three specific software modules. Each module defines and controls cores for very specific functions performed on a routine basis. These are Vendor Core Management, Customer Core Management and Remanufacturing Core Management.

Section 1.2 VENDOR CORE MANAGEMENT

Distributors purchase product from suppliers and manufacturers. Some of the product purchased has a core value, which requires accountability. The Autopower Vendor Core Bank System can now manage purchasing products that have a core value. Knowing to which supplier cores are owed is very important. The distributor must always know where to return cores for credit against previously purchased products involving cores. The supplier or manufacturer will then rebuild the core and recycle the item back into the distribution channel.

CHAPTER 1 – INTRODUCTION

Section 1.3 CUSTOMER CORE MANAGEMENT

Core activity among hundreds or thousands of customers creates a multitude of problems that often defy the best intentions of the most disciplined managers. Sales, returns to stock, warranty returns, core returns, and damaged core transactions occur continuously at the front counter, back loading dock, in and out of the delivery truck as well as the salesman's trunk. When these transactions are conducted miles away at the distributor's branches, the very thought of "core control" seems like a dream.

The Autopower System provides the widest range of capabilities for managing the different types of core transactions, maintain vast history files, and guarantee accountability.

Section 1.4 REMANUFACTURING CORE MANAGEMENT

Distributors operating a remanufacturing facility as part of their business will require a constant incoming flow of cores that can be rebuilt and then resold. The Autopower System maintains the Core Inventory by specific part number or core class. The perpetual availability of accurate core inventory information provides the Remanufacturing Department the controls required to efficiently manage production.

As customers return cores back to the distributor for credit, those cores, which can be rebuilt by the distributor's Remanufacturing Department, are logged into the Core Inventory File.
Once these cores are identified as belonging to the Remanufacturing Department, the shop foreman is able to determine the number of cores that are now in the "dirty" core inventory, signifying they are available to be cleaned and rebuilt. Cores not required by the distributor's own remanufacturing shop are set aside and are flagged for return to the manufacturer for credit.

The Autopower Rebuilding and Production System relies on the Core Inventory File for information on cores that are available for rebuilding. Available cores will be pulled, cleaned and rebuilt for resale by the distributor. The cycle is repeated until the core eventually wears out and is scrapped.

Sales demand information, provided by the Autopower System, will assist the shop foreman to decide how many of a specific item should be rebuilt. Having adequate cores on hand in the Core Inventory File is very important for meeting future sales demands. Should there be an insufficient quantity of quality cores, the system will advise the distributor to procure cores from a secondary source.

By constantly reviewing various reports, and utilizing the information, management is able to maintain proper inventory levels, control the rebuilding process, and become more profitable when competing with other heavy duty distributors who routinely purchase rebuilt product.

Only the Autopower System provides all the tools necessary to properly manage cores in the rebuilding environment.

Chapter 2 - CORE TYPES

Section 2.1 OVERVIEW

There is a great deal of money tied up in cores, and the better we manage them, the better off we'll be. In the Autopower system we have two kinds of cores, Clean Cores and Dirty Cores. This chapter will help explain each type of core.

Objective

After completing this section you will be able to do the following:

- Understand the two types of cores
- Know the source of the cores
- The affects of Core Classes
- Life Cycle of a core

Section 2.2 WHAT ARE CLEAN CORES?

Clean cores are those cores, which do not exist physically, but have an inherent value by riding along with the new sellable parts that are sitting in the warehouse waiting to be sold. These cores have already been purchased from the same supplier who provided the parts to you, and are, in fact inseparable from the parts themselves. As long as there are new or reconditioned parts on the shelf that have these physical characteristics that allow them to be rebuilt and sold again, the value of the core is included with them.

The gain or loss of the value of these cores is just as valuable as the gain or loss of dirty cores, and in some cases, more costly than the loss of the parts themselves.

Clean Cores are acquired through the purchase order receiving process.

Purchase orders are the most common method to add cores into your core inventory. Buyouts are also a source of update for this file. It is important, therefore, that the purchase order and buyout costs be correct in order to assure that the core supplier records be updated correctly.

Section 2.3 WHAT ARE DIRTY CORES?

Dirty cores come from those parts whose serviceable life have reached an end and through some processes are allowed to rejoin the ranks of the sellable parts. Typical sources of these parts are core returns from your customers, core brokers, and the purchase of "new" cores (caused by the lack of dirty cores).

When we deal with dirty cores, the supplier is not an issue. The most common method of updating these files is by cores returned from customers. Another source of dirty cores is the core broker and or buy new product to replace damaged cores or cores that are in short supply.

This practice is more common in companies that remanufacture some of their own products, particularly brake shoes.

Section 2.4 WHAT ARE CORE CLASSES?

Core classes are used to group like parts together. These parts are interchangeable, not with respect to the application that they are used on when new, but in regard to the value that they have to the manufacturer. A simple change of position of one of the components can create an entirely new part number, but the inherent core value remains the same. Typically, most of the components used to manufacture a part number in a core class can be used to create another part number of the same class.

The core class is not usually the same as the part number. The system can have several inventory part numbers that belong to the same core class. Autopower will enable you to enter a part number or core class via Order Entry module when returning a core. The system will cross-reference them. IE: A customer purchases part# ABC1234, it belongs to core class COR222. The customer brings a dirty core in for credit but it is actually part number ABC9876. However, it is in the same core class, the user can then enter the part# the customer is returning and the system will allow this.

If core classes are to be used, each class must have a representative part number in the inventory master file, with the core class, core price and core cost fields, as well as a description. The core class would be the same as the part number. This part number or core class would then be used to populate the core class field of the "real" part numbers that they represent. It is recommended using the vendor code "COR" as it is easy to recognize that you are working with a core part number or core class.

Review:

Setup each part number with a core class. Of course, this only applies to part numbers that have core charges associated with them and are capable of being classed. This core class will preferably begin with COR. After this, it is necessary to build an inventory part number for each core class. The part number need only contain a description, such as "Dirty Core" and the core cost and core price fields. The reason this is helpful is so that a core return may be done by class rather than by specific part number. The negative to this is that when a price change is done, one must remember to change the COR part numbers as well.

Section 2.5 THE "LIFE CYCLE" OF A CORE.

A core part is sitting in the warehouse waiting to be sold. Once it's sold it becomes a valuable contributor to society by helping some piece of machinery to function. Its core is still with it and will remain with it until it gets replaced.

The core of the replaced part now becomes the object of attention as it is returned to seller. Upon its return it will either be sent back to the supplier for rebuilding or be rebuilt in your shop. Either way, its ultimate destination is to once again arrive at the point where it began – a core part sitting in the warehouse waiting to be sold.

Section 2.6 HOW DOES A CORE AFFECT THE INVENTORY VALUE?

Clean cores ride along with any new parts by virtue of the new part having a core charge. When you receive a part into inventory, whether or not you use the normal purchase order receiving software, or the receive parts without a PO software, the core value in inventory is only affected by whether or not there is a core cost in the inventory master file. And even then, if the price you paid for the core is not the same as what is in the inventory master file record, your core inventory value will be mis-stated. If you paid $100.00 for a core and at the end of the month you changed your core cost for that part to $50.00, the core value would be determined by the quantity on hand times $50.00, not the $100.00 you paid. When a part is received that has a core associated with it, there is a record written to a file called IN-CORESUPP. This file records that fact that you now have the right to return a core to the supplier listed on the purchase order.

The other type of core is a dirty core. These cores are updated into a file called IN-COREINV upon returns made by your customers. They too are valued using the number of dirty cores on hand times the current inventory master file core cost. Any changes to the inventory master screen have an impact on the value of dirty cores. When returns are made to the supplier, the file IN-CORERET is used as a work area to edit and print the return report from. When the return is updated, the number of cores on the return reduces the dirty core inventory file.

Chapter 3 CORE BANK MENU

Section 3.1 OVERVIEW

The figure shown below represents the menu displayed as the result of selecting the option for Core Bank Menu, from the Inventory Main Menu. Each option will be discussed in detail in the following pages. The following is a general overview of each menu item and its use within the AutoPower System.

```
AccuTerm 7 - [AUTOPOWER]
File  Edit  View  Tools  MultiValue  Window  Help
11/09/2015 (P99)          AUTOPOWER PARTS & SERVICE              10:22AM

Mail                      CORE BANK MENU
Waiting
  1.  Core Inventory Inquiry            9.  Cust Core Pickup Report
  2.  Core Inventory F/M               10.  Cust Outstanding Core Value Report
  3.  Core Inventory Value Report
                                       11.  Customer Core Exceptions F/M
  4.  Cust Core Bank: F/M
  5.  Cust Core Bank: Trans Report     12.  Vendor Core Pull Report
  6.  Cust Core Bank: Eligibility Report 13. Vendor Core Returns: Enter
                                       14.  Vendor Core Returns: Print
  7.  Cust Core Bank Inquiry           15.  Vendor Core Returns: Update
  8.  Cust Banked Cores Report

        Enter Selection:


TC=Clock  S=Spooler        R=ACCESS  X=Log Off  N=NoteCards  A=AutoMail  V=VSI-Fax
```

Figure 1. Core Bank Menu Screen.

To access the Core Bank Menu, go to the **Inventory Main Menu> Core Bank Menu**

CORE INVENTORY INQUIRY Allows user to inquire on the number of cores that presumably sitting in the dirty core area of your warehouse, by part number or class code. When you input the part number you will see the description, the date of last update, core cost, core price and the total dirty core QOH.

CORE INVENTORY FILE MAINTENANCE This program gives you the capability to update the core inventory file. When you input the part number you will then be able to update the quantity on hand. The total on hand is then recalculated and updated. You can also add new parts to the core inventory using this program.

CORE INVENTORY VALUE REPORT This procedure produces a report detailing the value of undamaged, one part and two-part damaged cores in your warehouse with the corresponding dollar values associated with each which is the Dirty Core Inventory. Some systems do not use the one part and two-part damaged logic.

CUSTOMER CORE BANK – FILE MAINTENANCE This program will allow you to update the customer's core bank records. When you enter the customer number you will be allowed to update the part number or core class, if used. In addition, you may update the invoice date, purchase quantity, purchase price, return quantity, return price, core balance and core bank balance.

CUSTOMER CORE BANK – TRANSACTION REPORT This procedure will generate a report of the customer's core bank transactions. The open core transactions will be generated along with any corresponding returns.

CUSTOMER CORE BANK – ELIGIBILITY REPORT This report will generate a listing of outstanding cores by customer for a specific salesman and a range of customers.

CUSTOMER CORE BANK – INQUIRY This is an Inquiry only screen. It will allow you to view a customer's core purchases, returns and Core bank balances.

CUSTOMER BANKED CORE -REPORT This program will generate a report of the customer's cores that have been banked with no core credit given. These banked cores will show any purchases that have been made against them. These cores have not been returned by the customer.

CUSTOMER CORE PICK UP - REPORT This procedure will generate a report of the cores that must be returned by the customer. You have the option of printing the report for all customers, those customers in a specific city or those customers not in a specific city.

CUSTOMER OUTSTANDING CORE VALUE - REPORT This procedure will generate a value report of the outstanding cores. You may select the specific branch location and a specific vendor, or all vendors. This report will print the cores that a customer has paid for but hasn't returned them to you.

CUSTOMER CORE EXCEPTIONS F/M This procedure will allow you to enter the part numbers with core charges and but the customer will never be charged a core charge.

VENDOR CORE PULL REPORT This procedure will generate a report for a specific supplier of all the cores purchased from that supplier.

VENDOR CORE RETURNS - ENTER This program will allow the inventory manager to modify the recommended vendor core return.

VENDOR CORE RETURNS - PRINT This program will generate a listing of all cores that are currently marked to be returned to the supplier.

VENDOR CORE RETURNS - UPDATE This program will update the inventory files after the vendor core return has been finalized.

CHAPTER 3 – CORE BANK MENU

The clean (NEW) core values are included on the Inventory Value Report that reflects your stocked inventory. The core value is included in the whole part value.

Section 3.2 CORE INVENTORY INQUIRY

This screen only allows you to inquire on the number of cores that are presumably sitting in the dirty core area of your warehouse. The total number of Dirty Core quantity on hand.

Core Inventory Inquiry Screen

To access the Core Inventory Inquiry, go to the **Inventory Main Menu> Core Bank Menu > Core Inventory Inquiry**

PART NUMBER: Type the Part number and the current information will display
>   The part number always consists of the Vendor Code plus the part number. (I.e.: Vendor Code BWC+ Part number ECC49 = BWCECC49)
>
>   The screen displays the following information:
>   - Part Number and Description
>   - Date of Last Update in the Core Inventory File Maintenance
>   - Core Cost
>   - Core Price
>   - Current Dirty Core QOH

Should the quantities on this screen be incorrect; you can easily modify them by using the Core File Maintenance Screen.

CHAPTER 3 – CORE BANK MENU

Section 3.3 CORE INVENTORY FILE MAINTENANCE

This program is used to update the core inventory file. When you input the part number or class you will then be able to manually update the quantity on hand. You can also add new part numbers using this program.

```
AccuTerm 7 - [AUTOPOWER]                                              _  □  x
File  Edit  View  Tools  MultiValue  Window  Help
 11/09/2015              Core Inventory File Maintenance      IN-COREINVFM

   Part Number: COR69              Description: CORE CLASS

   Core Price....: 20.00
   Core Cost.....: 5.00
   Core Class....:                 Serialized.......: No

                          Q-O-H        Ext.Core Value
                          -----        --------------

   Dirty Cores.......:      10             50.00




   (Last Update: 11/09/2015)


              Options: (U)pdate, (E)dit, (C)ancel:
```
<p align="center">Core Inventory File Maintenance Screen</p>

To access the Core Inventory File Maintenance, go to the **Inventory Main Menu> Core Bank Menu > Core Inventory File Maintenance**

PART NUMBER: Type the part number OR core class you wish to update. When you enter a valid part number the system will respond with a description, date of last update, core cost, core class and core price. You can only edit the QOH for the part number or core class in this screen.

> If the part number is not valid then the system will return to the entry field for a valid input. A valid input is a part number that has already been setup in the inventory file maintenance.

If the part number is valid but has not been previously entered here in the Inventory File Maintenance file, then the system will display the following warning at the bottom of the screen:

 INV-MAST item "COR1390" not found, try another. <Enter>:

CHAPTER 3 – CORE BANK MENU

After adding it to the Inventory File Maintenance Screen then you can add it to the Core Inventory File Maintenance screen.

QUANTITY ON HAND This is a display only field and represents the total of Dirty Core QOH.

EXTENDED CORE VALUE This is the number of dirty cores for the part number multiplied by the core cost.

Options: (U)pdate, (E)dit, (C)ancel

Update = to update the entry and save input. This will change the date of last update to today's date.

Cancel = No you do not want to save any changes.

Edit = Will allow you to edit the QOH for this part number or core class.

Section 3.4 CORE INVENTORY VALUE REPORT

This procedure will generate a report detailing the dirty cores in your warehouse with the corresponding dollar values associated with each.


```
AccuTerm 7 - [AUTOPOWER]
File  Edit  View  Tools  MultiValue  Window  Help
11/11/2015                  CORE INVENTORY VALUE REPORT                IN-CRINV


        This procedure will generate a Core Inventory Value Report for a
        specific product line, or all lines, specific branch location or all
        locations and specific product line code or all product line codes.


        Branch Location, or ALL ....:  █

        Product Line, or ALL .......:

        Do you wish to proceed?(Y,N):
```

Core Inventory Value Report

To access the Core Inventory Value Report, go to the **Inventory Main Menu> Core Bank Menu > Core Inventory Value Report.**

Location (W1, W2,) Type in a specific branch location, or the word **ALL** for all Branch locations.

Product Line Code Type the 3-character Vendor/Product Line Code or the word **ALL.**

Do you wish to proceed? (Y, N)

> **Y** = Yes if you want to proceed If you choose **Y** for yes the system will display the following: Core Inventory Value Report in progress

> **N** = No if you want to stop and exit out of program without running it. The system will take you back to the menu.

The following page will display a sample of how the report will print.

CORE INVENTORY VALUE REPORT [VIEW]

```
AUTOPOWER
12-10-2015          AUTOPOWER PARTS & SERVICE          Page:    1
                    CORE INVENTORY VALUE REPORT
                        FOR LOCATION W1
                        FOR ALL VENDORS

                                        Tot                    Ext
Loc Vn  Part Number                     OOH       Cost        Cost
-----------------------------------------------------------------
W1  COR 160                               2      10.00       20.00
W1  COR 48                                1       5.00        5.00
W1  COR 69                               12       5.00       60.00
                                      ------              ---------
                                         15                  85.00

W1  MAC CA-1909                           1       5.00        5.00
                                      ------              ---------
                                          1                   5.00

W1  MON 34983                            45       5.00      225.00
                                      ------              ---------
                                         45                 225.00

                                      ------              ---------
Location Totals:                         61                 315.00

                                      ------              ---------
Report Totals:                           61                 315.00
                    Last Page... Press ENTER█
```

Core Bank Inventory Value Report

Chapter 4 CUSTOMER CORE BANK – FILE MAINTENANCE

This program will allow you to update the customer's core bank records. When you enter the customer number you will be allowed to update part number or core class, if used. In addition you may update the invoice date, purchase quantity and price, return quantity and price, core balance and core bank balance.

```
AUTOPOWER
12/10/2015          Customer Core Bank File Maintenance          IN-NCBFM

  Customer: 999999 - AUTOPOWER CUSTOME   Part/Core Class: ALL

                                          Purchases    Returns          Bank
 Ln   Loc Invoice  Part Number      Date    Qty  Extnd   Qty   Extnd  Bal  Bal

 1    W1   320782  AUTL4339M      07/31/15    1  75.00                  1
 2    W1   320782  COR48         07/31/15    1  69.30    1    5.20      0
 3    W1   320782  COR69         07/31/15    1  22.00    1   22.00      0
 4    W1   320782  MON34983      07/31/15    1  10.00    1    5.00      0
 5    W1   320784  COR69         07/31/15    1  22.00    1    4.40      0
 6    W1   320788  MON34983      08/03/15    1  10.00    1   10.00      0
 7    W1   320813  COR69         11/03/15                                  4
 8    W1   320814  COR48         11/06/15    1  69.30    1   10.00      0
 9    W1   320816  COR48         11/06/15    1  69.30                  1
 10   W1   320817  COR48         11/06/15    1  69.30                  1
 11   W1   320827  MON34983      11/09/15   10 100.00   10   95.00      0
 12   W1   320836  COR69         11/10/15                                  1
 13   W1   320837  MON34983      11/10/15   10 100.00              10
 14   W1   320838  MON34983      11/10/15   40 400.00   11  110.00     29
 15   W1   320839  MON34983      11/10/15                                  0

                 Options: (F,B,L,E,A,#): █
```

Customer Core Bank File Maintenance

To access the Customer Core Bank File Maintenance, go to the **Inventory Main Menu> Core Bank Menu > Customer Core Bank File Maintenance**

CUSTOMER NUMBER Type the customer number and press enter.

PART/CORE CLASS NUMBER Type a part number or core class that you want to maintain. When you enter a part number the system will respond with detailed information on the one particular part or core class. You may also type in the word **ALL**, when entering the word ALL the system will respond by displaying all Core transactions for the specified customer number.

The system will automatically display the Location; Invoice, Part number, Invoice Date, Purchased Quantity and Extended Price, Returns Quantity and Extended price, Core Balance that can be returned and a BANKED balance, if any.

The system will then display **Options: (F, B, L, E, A, #):**

F	= Forward the current viewed page
B	= Backup the current viewed page
L	= Locate a specific item to update, the system will prompt to enter a Location, Invoice number and part/core class.
E	= will Exit and return you to the Customer number prompt.
#	= Enter an item number to view any invoice.
A	= Allows you to add a new item to this file. The system will take you to a separate screen that will allow you to add each of the following fields, see below for screen view and a listing of items that you will be able to add to this record.

```
AccuTerm 7 - [AUTOPOWER]
File  Edit  View  Tools  MultiValue  Window  Help
11/09/2015              Customer Core Bank Maintenance           IN-NCBFM

  Location: W1      Invoice Number: 320788        Part Number: MON34983

        1. Bill to Account....: 999999
        2. Ship to Account....: 999999-2
        3. Invoice Date.......: 08/03/15
        4. Core Class.........: MON34983
        5. Core Cost..........: 5.00

        6. Qty Purchased......: 1
        7. Core Price.........: 10.00
        8. Credit Memo Dates..: 08/03/15
           Credit Quantities..: 1
           Credit Memo Number.: 320789
           Credit Amounts.....: 10.00

        9. Qty Banked.........:
       10. Corebank Used Dates:
           Corebank Quantities:
           Corebank Invoices..:


                     Accept? (Y,N,D,E,#):
               F1=Help   F2=FFwd   F3=Bkup   F4=Eras
```

The system will allow you to add or edit the following information, majority of the time; these fields are updated via the order entry module.

When you select a line item core transaction from the Customer Core Bank File Maintenance screen you can view the source transaction. The Location, Invoice # and the part number will automatically display.

- **Bill to Account** Bill To account number.

- **Ship to Account** Ship to account number.

- **Invoice Date** Original invoice date.

- **Core Class** Core class, only if you are using Core Class numbers

- **Core Cost** Core Cost for this part number

- **Qty Purchased** Quantity purchased on invoice

- **Core Price** Core Price billed on invoice

- **Credit Memo Dates** If any Credit Memos were applied to this invoice, this field is multi valued and you will need to press enter to view and/or edit individual numbers. This field can have more than five entries.

- **Credit Quantities Enter** Credited Core Quantities: This field is multi valued and can have more than five entries.

- **Credit Memo Number** Type the Credit Memo number, this field is multi valued and can have more than five entries.

- **Credit Amounts** Credited dollar amounts for this field is multi-valued and can have more than five entries.

- **Qty Banked** Banked Balance, if the core was banked for future use.
- **Core Bank Used Dates** Core bank used dates, these are the dates that the Core bank was used, if there are banked cores, see above.
- **Core Bank Quantities** Core bank quantity amount used.
- **Core Bank Invoices** Invoices that these Core banks were used against.

After editing and/or adding to this record, the system will prompt.

Accept? (Y, N, D, E, #):

- **Y** Yes accept entry
- **N** No do not accept entry
- **D** Delete the Core Bank record
- **E** Exit out of program
- **#** Enter Line Item to change

In addition, you have four function keys that can be used accordingly.

- **F1=Help** Help screen for each individual field
- **F2=FFwd** Forward cursor to bottom of screen
- **F3=Bckup** Backup cursor to previous field
- **F4=Erase** Erase Data in field

Section 4.1 CUSTOMER CORE BANK – TRANSACTION REPORT

This procedure will produce a report of the customer's core bank transactions. The open core transactions will be printed along with any corresponding returns.


```
11/10/2015          CUSTOMER CORE BANK TRANSACTION REPORT              IN-NOCR

        This procedure will generate a report of the customer's core
        refund eligibility transactions showing the open core transactions
        along with any corresponding refunds.


        Branch (W1,W2) ..............:   W1

        Beginning customer number ...:   1

        Ending customer number ......:   ZZZZZ

        Do you wish to proceed? (Y,N):   Y
```

Customer Transaction Report

To access the Customer Cores Banked Report, go to the **Inventory Main Menu> Core Bank Menu > Customer Core Bank – Transaction Report**

Location (W1, W2...): Type W# where "#" is the location.

Beginning Customer Number: Type the beginning customer number.

Ending Customer Number: Type the ending customer number.

Do you wish to proceed? (Y/N):

The system will display the following:

```
— Document Options —

        (D)isplay
        (P)rint
        (X)port
    Output Choice:  ▊
```

Core Bank Transaction Report [VIEW]

```
AUTOPOWER
12-10-2015                                    ICE Truck Parts                                    Page:   1
                                              525 Technology Park
                                              Lake Mary, FL 32746

                                        Customer Core Bank Transaction Report

Invoice    Invoice    Part                 Order    Price    Amount    Return   Amount    Return    Credit     Core
Number     Date       Number               Qty      Each     Purch     Qty      Return    Date      Memo #     Balance
-------------------------------------------------------------------------------------------------------------------------

1002 - BOB JONES PARTS CENTER
9845 MAINTENANCE ST
LAKE MARY, FL 32746
305580 - ALTSCHULER TRUCK AND EQUIPMENT
184 SHERWIN BLVD
FAYETTEVILLE, NC 28301
320754    02-10-2015  COR1300               1       330.00   330.00             0.00                           330.00
                                                                                                             ----------
Customer Total:                                                                                                330.00
-------------------------------------------------------------------------------------------------------------------------
999999 - AUTOPOWER CUSTOMER
400 S TECHNOLOGY PARK
LAKE MARY, FL 32746
320782    07-31-2015  AUTL4339H             1       75.00    75.00              0.00                           75.00

320816    11-06-2015  COR48                 1       69.30    69.30              0.00                           69.30

320817    11-06-2015  COR48                 1       69.30    69.30              0.00                           69.30

320837    11-10-2015  NON34983              10      10.00    100.00             0.00                           100.00

320838    11-10-2015  NON34983              40      10.00    400.00    1        10.00     11-11-15   320842     390.00
                                                                       2        20.00     11-11-15   320843     370.00
                                                                       2        20.00     11-11-15   320844     350.00
                                                                       2        20.00     11-11-15   320845     330.00
                                                                       2        20.00     11-11-15   320846     310.00
                                                                       2        20.00     11-11-15   320847     290.00

Note: If a * Appears before a Part Number, Eligibility for Credit will be lost if not returned by the 25th of the following month.
                       Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:
```

Section 4.2 CUSTOMER CORE REFUND ELIGIBILITY REPORT

This report will print a listing of refundable cores by customer for a specific salesman and a range of customers.

Branch Location or ALL (W1, W2...) Type W plus the branch location number or the word ALL and press ENTER.

Salesman Code or ALL: Type Salesman Code or the word ALL and press ENTER.

Beginning Customer Number: Type the beginning customer number and press ENTER.

Ending Customer Number: Type the ending customer number and press ENTER.

Do you wish to proceed? (Y/N):

> **Y** = Yes if you wish to proceed with generating the report. It can be displayed, printed or exported.

> **N** = No if you wish to stop and exit out of program without running it. The system will take you back to the menu.

CHAPTER 4 – CUSTOMER CORE BANK F/M

Customer Core Eligibility Report [VIEW]

```
AUTOPOWER

-------------------------------------------------------------------------------------------
   10 Dec 2015                  CUSTOMER CORE REFUND ELIGIBILITY REPORT                  PAGE:   1
                                         FOR BRANCH:  W1
                                       FOR SALESMAN:  ALL
                                    FOR ACCOUNTS:  1  TO  ZZZZZ

             SHIPTO            INVOICE              PART                          QTY  ELIG FOR   UNIT
LOC SALESMAN ACCOUNT # INVOICE #  DATE    PONO     NUMBER     PART DESCRIPTION  PURCH  REFUND   PRICE    EXT PRICE
--- -------- --------- --------- -------- ---------- ---------------- ---------------- -----  --------  --------  ----------

W1       0 1002-1     320664 03/04/14 3463    NON34983      GAS MAGNUM SHOCK     3      3     10.00        30.00
W1       0 999999-1   320683 04/07/14         COR1511       BRAKE 102           21     21     15.00       315.00
W1       0 999999-1   320716 11/04/14         COR1511       BRAKE 102           20     20     13.50       270.00
W1       0 999999-1   320719 11/05/14 3258    COR1          BRAKE                2      2     25.00        50.00
W1       0 999999-2   320782 07/31/15         AUTL4339M     AUTOLINE CALIPER     1      1     75.00        75.00
W1       0 999999-2   320816 11/06/15         COR48         CORE CLASS           1      1     69.30        69.30
W1       0 999999-2   320817 11/06/15         COR48         CORE CLASS           1      1     69.30        69.30
W1       0 999999-2   320837 11/10/15         NON34983      GAS MAGNUM SHOCK    10     10     10.00       100.00
W1       0 999999-2   320838 11/10/15         NON34983      GAS MAGNUM SHOCK    40     29     10.00       290.00
W1       0 999999-2   320841 11/11/15         NON34983      GAS MAGNUM SHOCK    20     20     10.00       200.00
W1       0 999999-2   320854 11/12/15         NON34983      GAS MAGNUM SHOCK     1      1     10.00        10.00
W1       0 999999-2   320855 11/12/15         NON34983      GAS MAGNUM SHOCK    43     43     10.00       430.00
W1       0 999999-2   320856 11/12/15         NON34983      GAS MAGNUM SHOCK    93     93     10.00       930.00
W1       0 COR1001    320609 08/20/13         COR49         CORE CHARGE          1      1     59.40        59.40
W1       0 COR1001    320618 08/29/13         COR1405       CORES                2      2     20.00        40.00
                                                                                                       ----------
         ***                                                                                            2,938.00

W1    TIHS 305580     320754 02/10/15 3121    COR1300       TRANSMISSION         1      1    330.00       330.00
                                                                                                       ----------
         ***                                                                                              330.00
                                                                                                       ----------
***                                                                                                     3,268.00

                                                                                                        3,268.00

16 records listed.
                                       Last Page... Press ENTER
```

Customer Core Eligibility Report

Chapter 5 CUSTOMER CORE BANK INQUIRY

The Customer Core Bank Inquiry will allow you to view the status of a Customer's Core purchases, returns, remaining core balance to be returned and if the customer has a banked core balance. Banked cores are cores that have been returned but no credit or refund was given for the cores. These cores are banked for future use.

CHAPTER 5 – CUSTOMER CORE BANK INQUIRY

Section 5.1 CUSTOMER BANKED CORES REPORT

This program will generate a report of the customer's cores that have been banked and are currently opened. The report can be printed by range of customers or a single customer.

```
AUTOPOWER
12/10/2015              CUSTOMER BANKED CORES REPORT              IN-NBCR


     ┌────────────────────────────────────────────────────────────┐
     │ This procedure will generate a report of the customer's cores. │
     │ Banked cores will show any purchases that have been applied against │
     │ them.                                                          │
     └────────────────────────────────────────────────────────────┘

       Branch Location or ALL........:  █

       Beginning customer number.....:

       Ending customer number........:

       Do you wish to proceed? (Y,N).:
```

Customer Cores Banked Report

To access the Customer Cores Banked Report, go to the **Inventory Main Menu> Core Bank Menu > Customer Cores Banked Report**

Location (W1, W2...) Type in the Branch Location and press ENTER.

Beginning Customer Number Type the beginning customer number and press ENTER.

Ending Customer Number: Type the ending customer number and press ENTER.

The system will display the following:

Core bank data extraction in progress...

CHAPTER 5 – CUSTOMER CORE BANK INQUIRY

Customer Banked Cores Report [VIEW]

```
AUTOPOWER
                                        ICE Truck Parts
12/10/15                          Customer Banked Cores Statement                          Page:    1

Order      Invoice   Invoice   Part                        Qty       Qty     Date    Invoice          Core
Number     Number    Date      Number                      Banked    Used    Used    Number        Balance
-----------------------------------------------------------------------------------------------------------
Customer Name: 1001 - AUTOPOWER CORP

365853     320865    12/10/15  NON34983                      2         1   12/10/15   320866            1

                                                                                                 ----------
Customer Total:                                                                                           1
                          Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:
```

Customer Banked Core Report

CHAPTER 5 – CUSTOMER CORE BANK INQUIRY

Section 5.2 CUSTOMER CORE PICK UP - REPORT

This procedure will produce a report of the cores that must be returned by the customer. You have the option of printing the report for all salesmen, all customers, specific product line code or all product line codes.

Core Pickup Report Screen

To access the Customer Core Pickup Report, go to the **Inventory Main Menu> Core Bank Menu > Customer Core Pick Up Report**

Salesman Number or ALL: Type in the Salesman Number or the word ALL and press **ENTER**.

This will generate a report selected by a particular salesman or for all salesmen for cores that need to be returned.

ShipTo Customer Number or ALL: Type in the ShipTo Customer Number or the word ALL and press **ENTER**.

This will generate a report of all cores that need to be returned by a specific customer number or for all customers.

Product Line Code or ALL: Type in the Product Line Code or the word ALL and press **ENTER**.

This will generate a report of all cores for a particular product line or for ALL product lines that need to be returned.

Core Class, or ALL: Type in the Core Class or the word ALL and press **ENTER**.

This will generate a report by core classes only or by ALL cores.

Only Cores not charged for? (Y,N): Type in **Y** and press **ENTER** if only cores that were not charged for in order entry should be picked up.

This will generate only the cores that should be picked up that were not charged for in Order entry.

Only Cores w/refund eligibility? (Y,N): Type in **Y** and press **ENTER** if only cores with refund eligibility should be picked up.

Do you wish to proceed? (Y,N):

Customer Core Pick Up – Report [VIEW]

The Customer Outstanding Core Pickup Report will list the Salesman name, salesman number, customer number, customer name and detail. Also, the part number, description, invoice number, date, PO-number, serial number, qty of cores outstanding, core price per part and the extended core price.

The report will subtotal by customer and by salesman. Then an overall total of all outstanding cores will print.

```
AUTOPOWER
                                  AUTOPOWER PARTS & SERVICE
                  12-10-2014        CUSTOMER OUTSTANDING CORE PICKUP REPORT        PAGE:   1
                                 For eligible Cores purchased All Cores
                                    All Salesmen will be selected
                        All Customers will be selected & All Product Lines selected
--------------------------------------------------------------------------------------------
Part Number        Description            InvoiceNo   Date     PO-Number  Serial-No    QTY  CorePrice  ExtCorePr
--------------------------------------------------------------------------------------------
0 - JOHN SMITH
--------------
1001 - AUTOPOWER CORP   Ph:   LAKE MARY, FL
-------------------------------------------
MON34983          GAS MAGNUM SHOCK ABSORBERS     320863  12-10-15                10      10.00     100.00
                                                                               ------            ---------
Customer Sub-Total:                                                              10                100.00

1002-1 - JONES GARAGE   Ph:   ALTAMONTE SPRINGS, FL
---------------------------------------------------
MON34983          GAS SHOCK                      320664  03-04-14      3463        3      10.00      30.00
                                                                               ------            ---------
Customer Sub-Total:                                                               3                 30.00

999999-1 - AUTOPOWER CUSTOMER #2   Ph:   LAKE MARY, FL
------------------------------------------------------
COR1511                                          320683  04-07-14               21      15.00     315.00
COR1511                                          320716  11-04-14               20      13.50     270.00
COR1                                             320719  11-05-14      3258       2      25.00      50.00
                                                                               ------            ---------
Customer Sub-Total:                                                              43                635.00

999999-2 - AUTOPOWER CUSTOMER  Ph: 407-695-7300  LAKE MARY, FL
--------------------------------------------------------------
AUTL4339M         AUTOLINE CALIPER               320782  07-31-15                1      75.00      75.00
COR48                                            320816  11-06-15                1      69.30      69.30
COR48                                            320817  11-06-15                1      69.30      69.30
MON34983          GAS MAGNUM SHOCK ABSORBERS     320837  11-10-15               10      10.00     100.00
MON34983          GAS MAGNUM SHOCK ABSORBERS     320838  11-10-15               29      10.00     290.00
MON34983          GAS MAGNUM SHOCK ABSORBERS     320841  11-11-15               20      10.00     200.00
MON34983          GAS MAGNUM SHOCK ABSORBERS     320854  11-12-15                1      10.00      10.00
MON34983          GAS MAGNUM SHOCK ABSORBERS     320855  11-12-15               43      10.00     430.00
                       Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit: █
```

```
AUTOPOWER
--------------------------------------------------------------------------------------
           12-10-2014      CUSTOMER OUTSTANDING CORE PICKUP REPORT        PAGE:    2
                          For eligible Cores purchased All Cores
                              All Salesmen will be selected
               All Customers will be selected & All Product Lines selected
--------------------------------------------------------------------------------------
Part Number     Description           InvoiceNo   Date    PO-Number  Serial-No   QTY  CorePrice  ExtCorePr
--------------------------------------------------------------------------------------
NON34983        GAS MAGNUM SHOCK ABSORBERS    320856  11-12-15                    93    10.00     930.00
NON34983        GAS MAGNUM SHOCK ABSORBERS    320862  12-10-15                     3    10.00      30.00
                                                                               ------            ----------
Customer Sub-Total:                                                               202            2,203.60

COR1001 - CUST CHARGES FOR CORES   Ph:    , FL
-----------------------------------------------------
COR49                                 320609  08-20-13                             1    59.40      59.40
COR1405        CORES                  320618  08-29-13                             2    20.00      40.00
                                                                               ------            ----------
Customer Sub-Total:                                                                 3               99.40

COR1002 - CUSTOMER DON'T CHARGE FOR CORE   Ph:   ORLANDO, FL
-------------------------------------------------------------------
COR215                                320599  08-19-13                             1     0.00       0.00
CORY4                                 320610  08-20-13                             1     0.00       0.00
COR47                                 320612  08-20-13                             1     0.00       0.00
                                                                               ------            ----------
Customer Sub-Total:                                                                 3                0.00

                                                                               ------            ----------
Salesman Sub-Total:                                                               264            3,068.00

TIHS - T&H INSIDE HOUSE
------------------------
305580 - ALTSCHULER TRUCK AND EQUIPMENT  Ph: 3825552557  FAYETTEVILLE, NC
---------------------------------------------------------------------------
COR1300                               320754  02-10-15     3121                     1   330.00     330.00
                                                                               ------            ----------
Customer Sub-Total:                                                                 1              330.00

                                                                               ------            ----------
           Options: Page (F)orward, (B)ackward, (R)eset, (L)ast, (S)earchText, (Q)uit:
```

```
AUTOPOWER
           12-10-2014      CUSTOMER OUTSTANDING CORE PICKUP REPORT        PAGE:    3
                          For eligible Cores purchased All Cores
                              All Salesmen will be selected
               All Customers will be selected & All Product Lines selected
--------------------------------------------------------------------------------------
Part Number     Description           InvoiceNo   Date    PO-Number  Serial-No   QTY  CorePrice  ExtCorePr
--------------------------------------------------------------------------------------
Salesman Sub-Total:                                                                 1              330.00

                                                                               ------            ----------
REPORT Total:                                                                     265            3,398.00

           Last Page Options: Page (B)ackward, (R)eset, (S)earchText, (Q)uit: ▮
```

Section 5.3 CUSTOMER OUTSTANDING CORE VALUE - REPORT

This procedure will generate a value report of the outstanding cores. You may select the specific branch location and a specific vendor, or all vendors.

```
AUTOPOWER
 12/10/2015              OUTSTANDING CORE VALUE REPORT              IN-OCIR


   ┌──────────────────────────────────────────────────────────────────────┐
   │  This procedure will produce value report of the outstanding cores.  You │
   │  may select the specific branch location and a specific vendor, or all │
   │  vendors.                                                              │
   └──────────────────────────────────────────────────────────────────────┘



          Branch Location (W1,W2):  W1  CHARLOTTE

          Vendor Code or ALL. ┌─ Document Options ─┐ RS

          Do you wish to proc │    (D)isplay       │
                              │    (P)rint         │
                              │    (X)port         │
                              │  Output Choice:  ▌ │
                              └────────────────────┘



                    ███ Select Document Output Choice, or (C)ancel ███
```

To access the Core Outstanding Inventory Value Report, go to the **Inventory Main Menu> Core Bank Menu > Core Outstanding Inventory Value Report.**

Branch Location (W1, W2...)
Type in the branch location, or the word **ALL** for all branches and press **ENTER**.

Enter Product Line
Type in the 3-character Vendor Code or ALL for all products lines and press **ENTER**.
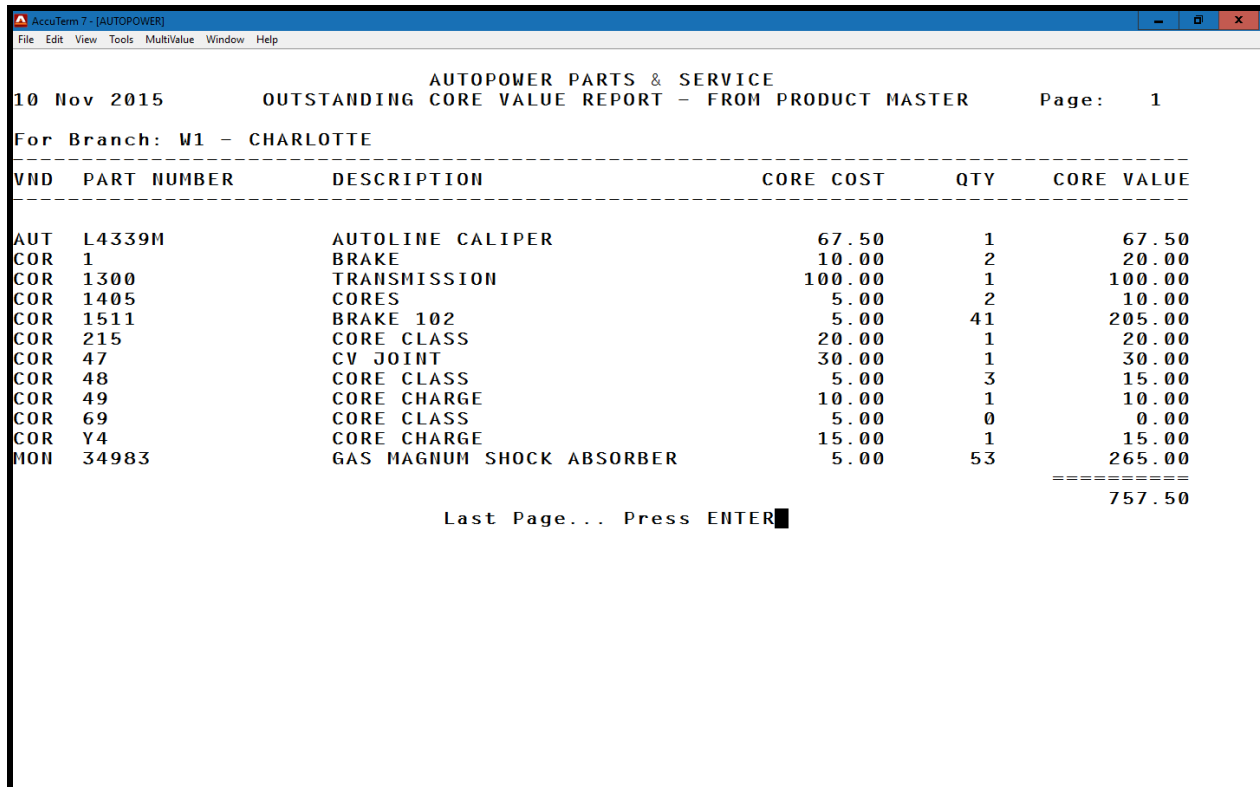
Do you wish to proceed? (Y, N):
Type in Y to proceed or N to cancel the report request if by chance you decide not to generate the report.

CHAPTER 5 – CUSTOMER CORE BANK INQUIRY

Outstanding Core Value – Report [VIEW]

The Outstanding Core Value Report will print the location, vendor code, part number, core class description, quantity, core cost, and the extended cost for multiple quantities. The report is also summarized with the Total Core Value of all quantities.

```
 AccuTerm 7 - [AUTOPOWER]                                                    _  □  x
 File  Edit  View  Tools  MultiValue  Window  Help

                              AUTOPOWER PARTS & SERVICE
 10 Nov 2015           OUTSTANDING CORE VALUE REPORT - FROM PRODUCT MASTER    Page:   1

 For Branch: W1 - CHARLOTTE
 -----------------------------------------------------------------------------------
 VND   PART NUMBER          DESCRIPTION                    CORE COST    QTY    CORE VALUE
 -----------------------------------------------------------------------------------

 AUT   L4339M               AUTOLINE CALIPER                   67.50      1        67.50
 COR   1                    BRAKE                              10.00      2        20.00
 COR   1300                 TRANSMISSION                      100.00      1       100.00
 COR   1405                 CORES                               5.00      2        10.00
 COR   1511                 BRAKE 102                           5.00     41       205.00
 COR   215                  CORE CLASS                         20.00      1        20.00
 COR   47                   CV JOINT                           30.00      1        30.00
 COR   48                   CORE CLASS                          5.00      3        15.00
 COR   49                   CORE CHARGE                        10.00      1        10.00
 COR   69                   CORE CLASS                          5.00      0         0.00
 COR   Y4                   CORE CHARGE                        15.00      1        15.00
 MON   34983                GAS MAGNUM SHOCK ABSORBER           5.00     53       265.00
                                                                              ==========
                                                                                 757.50

                         Last Page... Press ENTER█
```

Chapter 6 CUSTOMER CORE EXCEPTIONS F/M

Section 6.1 CORE CHARGE EXCEPTION F/M

Enter the part numbers that are not to have a core charge billed to the customer. Even though the Charge Cores field in the customer master file may be set to Y, these part numbers are the exceptions and will not be charged to the customer.

```
AUTOPOWER
12/10/2015          Core Charge Exception File Maintenance          IN-CEFM

  Customer Number: 999999 - AUTOPOWER C Exception:

   COR123
   MON123













        (U)pdate, (A)dd, (DELETE), (R)edisplay, (P)revious Page, (E)xit:
```

To access the Core Charge Exception File Maintenance, go to the **Inventory Main Menu> Core Bank Menu > Core Charge Exception File Maintenance.**

Customer Number:
Type in the Customer number and press **ENTER**.

Core Exception Number:
Type in the Core Exception Number and press **ENTER**. This can be the word ALL, part number, vendor code, vendor/line code or core class.

(U)pdate:
Type in the letter **U** to update what you have typed in. If you do not update then your changes will not be saved.

CHAPTER 6 – CUSTOMER CORE EXCEPTIONS F/M

(A)dd:
Type in the letter **A** to add a new core exception part number and press **ENTER**.
(D)elete:
Type in the word **DELETE** to delete a core exception part number. After you delete the core part number then the customer will be charged for the core of the part in the future.

(R)edisplay:
Type in **R** and press **ENTER** to redisplay the screen. If you should have more than one page of core exception part numbers and you would like to refresh, redisplay the screen.

(P)revious Page:
Type in **P** and press **ENTER** to go back to the previous page of core exception part numbers.

(E)xit:
Type in **E** and press **ENTER** to exit the screen. This will not save your changes. You must type in the letter **U** to update your changes. The letter **E** will just exit the screen.

Chapter 7 VENDOR CORE PULL REPORT

This program will print a Core Pull Report of the parts to be pulled from the dirty core inventory for return to specific supplier. This report will show cores purchased from this supplier that are now eligible for return.

```
AUTOPOWER
12/10/2015                 CORE RETURN PULL REPORT                    IN-VCSR


        ┌─────────────────────────────────────────────────────────────┐
        │ This procedure will generate a Core Pull Report of the parts  │
        │ to be pulled from the dirty core inventory for return to a    │
        │ specific supplier.                                            │
        └─────────────────────────────────────────────────────────────┘


            Branch Location.........................:  █

            Vendor Code or Supplier Number; or ALL...:

            Print report (S)ingle or (D)ouble spaced?:

            Do you wish to proceed? (Y,N)............:
```

To access the Vendor Core Pull Report, go to the **Inventory Main Menu> Core Bank Menu > Vendor Core Pull Report.**

  ➢ **Branch Location (W1, W2...)**
    Type in the Branch Location number and press **ENTER**.

  ➢ **Vendor Code or Supplier No or ALL**
    Type in the vendor code, supplier number or the word ALL to be updated. The system responds with the name of the supplier.

  ➢ **Print Report (S) ingle or (D) ouble spaced?**
    S will print the report single-spaced and **D** will produce the report double-spaced. Double spacing will aid you in writing notes on the report for editing purposes. If you do not plan to write on the report, option **S** will save some printing time and paper.

Do you wish to proceed? Y/N

Section 7.1   VENDOR CORE PULL – REPORT [VIEW]

```
AUTOPOWER
10 Dec 2015                 CORE RETURN PULL REPORT - LOCATION = W1                    PAGE:    1

LOC SUPPLIER VND    PART NUMBER         DESCRIPTION       DATE     QTY   CORE COST  EXTEND-COST   QTY
--- -------- --- ------------------ -------------------- -------- PURCH ---------- ------------ AVAIL
                                                                  -----                         -----

W1  BEN        COR 48               CORE CLASS           08/24/15    1    63.00        63.00       1
                                                                  -----            ------------ -----
       ***                                                           1                63.00       1

W1  MON        MON 34983            GAS MAGNUM SHOCK ABS 11/10/15  150     5.00       750.00      59
W1  MON        MON 34983            GAS MAGNUM SHOCK ABS 11/12/15  100     5.00       500.00      59
W1  MON        MON 34983            GAS MAGNUM SHOCK ABS 12/10/15   20     5.00       100.00      59
                                                                  -----            ------------ -----
       ***                                                         270              1,350.00     177
                                                                  =====            ============ =====
***                                                                271              1,413.00     178

4 records listed.
                              Last Page... Press ENTER
```

The report generated includes: Supplier, Vendor, Part Number, Description, Date of Purchase, Quantity Purchased, Core Cost, Extended Cost, Quantity Available.

> ➢ The Date of Purchase is updated via the Purchase Order module
> ➢ The Quantity Available is updated via Order Entry Core Returns unless changed via the Core bank F/M discussed in the previous chapters.

NOTE:

If you have multiple branch locations and one or all of your locations sends their dirty cores back to you to be returned to the vendor (instead of each location doing dirty core returns to the vendors) these are the steps that are needed to handle it.

Example: W2 returns all their dirty cores to W1. This is so that W1 can return all dirty cores to vendor.   W2 would use a stock guide to return the cores to the W1. The sending location W2 would open a stock guide for the receiving location W1. They would add the core class or the core part # on the order with a positive quantity and a C option. The stock guide will remove the dirty cores from the sending location (this example W2) dirty core inventory and put the dirty cores into the receiving location's dirty core inventory (this example W1). Then W1 can return all dirty cores to the vendor.

Section 7.2 VENDOR CORE RETURNS – ENTRY

This program will allow you to edit or create a core return for a specified supplier. When you enter the location along with the supplier code you may then specify the part number and quantity to be returned.

```
AUTOPOWER

 12/10/2015              VENDOR CORE RETURN ENTRY              IN-VCRE

  Loc:      Suppler/VND:                            RGN#:

  Item  VNDPartNumber      Description              Qty Core Cost







            Enter Branch Location the Cores are being returned from
```

To access the Vendor Core Returns Update, go to the Inventory Main Menu> Core Bank Menu > Vendor Core Returns Update.

> ➢ **Location (W1, W2...)**
>   Type in the Branch Location and press **ENTER**.

> ➢ **Supplier/VND**
>   Type the supplier number or the vendor number that you wish updated. The system responds with the name of the supplier or vendor.

> ➢ **R.G.N. Number**
>   The system now allows you to enter all the valid returned goods numbers for this supplier. If you enter an incorrect RGN Number, the system responds with "No such number." Once all the returned goods numbers for this supplier have been entered, press the **ENTER** key to begin the update process. This is equivalent to a RMA number you would receive from the supplier.

➢ **Vendor Code**
Type in the Vendor Code or (E) to Exit. The system responds with Is this Vendor Correct? (Y, N): Enter **Y** if you do not want to change the Vendor Code. Enter **N** to change the vendor code or **E** to exit.   Enter the same vendor/supplier used to print the vendor pull report.

☑ **NOTE: If you use the supplier code from the Core Return Pull Report, the list of items will automatically be displayed on the screen above for quantities to be entered**

➢ **RGN#**
Type the Returned Goods Number (RGN) or (N) for Next Available Number.
The system will respond with a computer-generated number. Should you enter a vendor assigned RGA Number, the system responds with Options: (S, F, B, M, or E)

S   Start will take you to the beginning of the returned goods list
F   Forward will move forward to the next page
B   Backward will move back one page
M   Modify allows you to modify quantity
E   Exit will exit without making any changes.

➢ **PART NUMBER**
Type in a valid part number and the system responds with description of the part and the core cost.

➢ **QTY**
Type in the number of cores that you wish returned. When finished with this vendor and all the part numbers you wish returned, press return for the following prompt.

When done the system will prompt you to accept this transaction, answer accordingly.

Correct? (Y)es, (D)elete, (E)xit, (A)dd):

➢ Type **Y**es to save the data and return you to the Location prompt.

➢ Type **DELETE** to delete the entire RGN not just an item or line number.

➢ Type **E**xit to exit without saving.

➢ Type **A** to add another part number to this RGN.

☑ **NOTE: On this screen, the parts printed/displayed on the vendor core supplier report are automatically brought into the part number field. The operator need only key the quantities entered by the picker on the report.**

```
AUTOPOWER

 12/10/2015                 VENDOR CORE RETURN ENTRY              IN-VCRE

  Loc: W1    Suppler/VND: MON - MONROE              RGN#: 106

  Item   VNDPartNumber        Description              Qty Core Cost

    1.   MON34983             GAS MAGNUM SHOCK ABSORBERS            5.00




                            Enter quantity
```

Section 7.3 VENDOR CORE RETURNS - PRINT

This procedure will allow you to print core returns for a specified vendor.

```
AUTOPOWER
12/10/2015                 Core Return Packing List               IN-VCRP

  LOC: W1    Supplier No: MON - MONROE

             R.G. Number                            Copies   Printer #

          1. 106                                       2        99
```

To access the Vendor Core Returns Print, go to the **Inventory Main Menu> Core Bank Menu > Vendor Core Returns Print.**

> **Location (W1, W2...)**
> Type in the Branch Location and press .

> **Supplier No**
> Type the supplier number that you wish to update. The system responds with the name of the supplier.

> **R.G. Number**
> The system now allows you to enter all the valid returned goods numbers for this supplier. If you enter an incorrect RG Number, the system responds with "No such number." Once all the returned goods numbers for this supplier have been entered, press the **ENTER** key to begin the update process.

> **Copies**
> The system defaults to 2 copies. To override, type the number of copies you prefer. Enter the printer # you prefer. Normally this will be 0 for the system printer.

Section 7.4 VENDOR CORE RETURNS – REPORT PACKING LIST [VIEW]

The Core Return Packing List prints the following information: Issued to, Issued from, Account number, Phone, Fax no., Return date, Item number, Part number, Quantity returned, Unit of measure, Description, Core Cost, and Extended Cost.

The Issued to field will be the supplier's information from the Vendor Master File. The From field will be populated from the information in the Vendor Master File for your Branch location, W1, W2 and so forth.

```
AUTOPOWER
            C O R E   R E T U R N   P A C K I N G   L I S T     PAGE: 1
=================================================================
ISSUED TO: MON                 FROM:
                                    VEND-MAST W1(W1)


           ,                         ,
-----------------------------------------------------------------
Account No...:
Phone........:

Return Date..: 12-10-2015
                   ****************************
OK'D BY:_____    *  OUR RGN NUMBER:  106    *
                   ****************************


         =================================================
                   QTY   UNIT OF                 CORE    EXTENDED
          PART NUMBER  RETURNED MEASURE  DESCRIPTION   PRICE    PRICE
         =================================================

1.   34983            2    EA     GAS MAGNUM SHOC   5.00    10.00
-----------------------------------------------------------------
TOTAL PIECES = 2        TOTAL RETURN VALUE = $10.00
>
```

Section 7.5 VENDOR CORE RETURNS - UPDATE

This program updates the core returns for each vendor that you entered in the Enter Vendor Core Returns procedure. This is the final step. Make sure that you have entered the core returns prior to processing this step.

```
AUTOPOWER
12/10/2015                    Update Returned Cores                    IN-VCRU

  Operator No.....: 0 - JOHN SMITH
  Branch..........: W1 - CHARLOTTE
  Supplier No.....:

          R. G. Number              Supplier Name

          1. 106                    MONROE              1 items.














            Enter the Supplier these cores are being sent to
```

To access the Vendor Core Returns Update, go to the **Inventory Main Menu> Core Bank Menu > Vendor Core Returns Update**

> ➢ **Operator No:** Type in your Operator Number and press **ENTER**.

> ➢ **Location (W1, W2...)** Type in the Branch Location and press **ENTER**.

> ➢ **Supplier No** Type the supplier number and press **ENTER**. The system responds with the name of the supplier.

> ➢ **R.G. Number**
> The system now allows you to enter all the valid returned goods numbers for this supplier. If you enter an incorrect RG Number, the system responds with "No such number." Once all the returned goods numbers for this supplier have been entered, press the ENTER key to begin the update process.

Chapter 8 ORDER ENTRY PROCEDURES - HOW TO'S

Section 8.1 HOW TO DO A CUSTOMER CORE EXCHANGE

Core exchange is just one of the core options available in the AutoPower Order Entry program. The system is programmed by default to charge for the core. To enter a core exchange, enter "E" immediately following the quantity. The system will then remove the charge for the core from this invoice. This is used when the customer is making a purchase and bringing a core for exchange. Therefore, there will be no charge for this core on this invoice.

Section 8.2 HOW TO DO A CORE SALE

Core Sale, the option to invoice a Customer Core Sale in the Autopower system is to immediately enter a "C" following the QOH. (I.e. 1C for a sale of one core.) The system will automatically add the core $amount to the invoice.

Section 8.3 HOW TO DO A CUSTOMER CORE RETURN

Core Return is another option available. To return a core, by entering a "C" immediately following the minus "–"(negative) QOH. (I.e. –1C for a return of one core.) The system will then prompt you with three options:

> ➢ **A = no credit - add to Core bank** Choosing option **A** for no credit means that the system will automatically add the credit return to the customer Core bank.

> ➢ **C = issue credit - do not affect Core bank** Choosing the **C** option will automatically credit the core to the customers invoice and **will not** affect the customers Core bank.

> ➢ **R = issue credit - reduce Core bank** Choosing the **R** option the system will issue a credit to the invoice **and will** reduce the customers Core bank.

Section 8.4 HOW TO DO A CORE PURCHASE

The final core order entry option is a Core Purchase. This option is exactly the same as the code used for Core Return (I.e. –1C for a return of one core.), except the customer never purchased a core. This is useful for the purchase of "dirty" cores to be returned to the manufacturer or supplier.

When the system prompts the counterman with the three options:

> ➢ **A = no credit - add to Core bank**
> ➢ **C = issue credit - do not affect Core bank**
> ➢ **R = issue credit - reduce Core bank**

The option to choose is **C Issue credit and do not affect Core bank.**

"Accept?" Options in Order Entry for Cores.

When processing a core return and the customer has cores eligible for return, the countermen enters -1C to process the return. If the customer has any cores eligible to return, the screen will display the verb Accept? with options and a listing of invoices that the user can apply this return to.

- **?**   To determine the most appropriate option at this point.
- **D**   To display detail for any one of the transactions displayed.
- **A**   To have the system automatically apply this return against the oldest transaction.

Section 8.5 HOW TO MANUALLY ADJUST THE CORE VALUE

In order to update or adjust the core value, you will use the inventory maintenance screen enter the part number, you may select the Core Class option and go into the Pricing option to change or add the Core Cost and Core Price.

Section 8.6 HOW TO PROPERLY HANDLE PURCHASING DIRTY CORES FROM A SUPPLIER

Create a PO for the COR Part Number that is being purchased from a supplier.

When the dirty cores arrive – Cancel the PO, DO NOT receive the PO because you don't want them to post to the wrong inventory account and inventory file.

In the Core Inventory File Maintenance Screen enter the Dirty Cores that were shipped to you. The value will post to the Dirty Core Inventory GL Account and the offset will post to the Inventory Adjustment – COGS account. Additionally, the QTY will post to the Dirty Core Inventory File.

Select option #2 – Core Inventory F/M

```
AUTOPOWER
04/18/2016 (P99)        AUTOPOWER PARTS & SERVICE              11:51AM

Mail                         COREBANK MENU
Waiting
  1.  Core Inventory Inquiry          9.  Cust Core Pick Up Report
  2.  Core Inventory F/M             10.  Cust Outstanding Core Value Report
  3.  Core Inventory Value Report
                                     11.  Customer Core Exceptions F/M
  4.  Cust Core Bank: F/M
  5.  Cust Core Bank: Trans Report   12.  Vendor Core Returns Report
  6.  Cust Core Bank: Eligibility Report 13.  Vendor Core Returns: Enter
                                     14.  Vendor Core Returns: Print
  7.  Cust Core Bank Inquiry         15.  Vendor Core Returns: Update
  8.  Cust Banked Cores Report

          Enter Selection:  █



 TC=Clock  S=Spooler        R=ACCESS  X=Log Off  N=NoteCards  A=AutoMail  V=VSI-Fax
```

Type in E for Edit to add the cores into the Dirty Core Inventory File that you purchased from the Supplier.   Any File Maintenance done in this screen will affect the Dirty Core Inventory and the COGS Inventory Adjustment General ledger accounts based on the G/L account numbers setup in the Sales/AR/GL Interface table.   The G/L will show the postings with the source code of DCI for Dirty Core Inventory.

```
AUTOPOWER
 04/18/2016           Core Inventory File Maintenance        IN-COREINVFM

  Part Number: MON34983        Description: GAS MAGNUM SHOCK ABSORBERS

  Core Price....: 10.00
  Core Cost.....: 5.00
  Core Class....:                  Serialized.......: No

                            Q-O-H      Extended Core Value
                            -----      -------------------

  Dirty Cores.......:         57                 285.00






     (Last Update: 08/03/2015)


               Options: (U)pdate, (E)dit, (C)ancel: █
```

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