AUTOPOWER

CORE RETURNS TO VENDOR
&
"DIRTY" CORE PHYSICAL INVENTORY
How-To Workbook

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Overview

About This Guide: The purpose of this guide is to explain how the Core Returns to Supplier Software Module functions and how it affects the General Ledger. This guide will answer processing questions about every phase of the AutoPower "Dirty" Core Returns to Vendor System and its menu options. Additionally, Chapter 2 of this guide will explain in detail how to conduct a "Dirty" Core Physical Inventory Count.

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Contents

CHAPTER 1 – PROCESSING VENDOR "DIRTY" CORE RETURNS

Introduction

In Chapter 1 we will be discussing how to process the return of the "Dirty" Cores inventory to the vendor for credits. Returning "Dirty" Cores to the vendor is not a trivial process. When the Core Returns to Vendors process is not well managed, it can delay you receiving the credits due from the vendors for "Dirty" Cores affecting your bottom-line. There is value in the "Dirty" Cores sitting on the warehouse floor or bins that are waiting to be returned to the vendor.

Using the AutoPower "Dirty" Core Returns to Vendor module can streamline this process of getting the "Dirty" Cores back to the vendor and you receiving the credit memos from the vendor quickly.

```
11/25/2016 (P0)              TRUCK PARTS & REPAIR                08:40AM  ^

                              COREBANK MENU

    1.   Core Inventory Inquiry          12.   Cust Outstanding Core Value Report
    2.   Core Inventory F/M              13.   Core Class Desc F/M
    3.   Core Inventory Value Report     14.   Cust Corebank: Pre-Purge Report
    4.                                   15.   Cust Corebank: Purge
    5.   Cust Corebank: F/M              16.   (Rebuild Corebank X-Ref)
    6.   Cust Corebank: Trans Report     17.   Customer Core Exceptions
    7.   Cust Core Return Report         18.
    8.                                   19.   Vendor Core Pull Report
    9.   Cust Core Bank Inquiry          20.   Vendor Core Returns: Enter
   10.   Cust Banked Cores Report        21.   Vendor Core Returns: Print
   11.   Cust Core Pickup Report         22.   Vendor Core Returns: Update

         Enter Selection:



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

To process "Dirty" Cores and return them to a vendor: **From the Inventory Main Menu--> Core Bank Menu --> Options 19, 20, 21, & 22**

The manual will talk about the G/L postings in relation to the value of the "Dirty" Cores returned to the vendor using the programs discussed in this chapter. Throughout this chapter references to the General Ledger will be made (GL#).

To ensure that your postings are correct and can be verified appropriately we require that the following G/L accounts are setup in your General Ledger Chart of Accounts.

Below is an example of suggested Chart of Accounts with Descriptions in relation to returning "Dirty" Cores to a vendor. All other accounts are not included such as freight, sales tax etc.

Balance Sheet Accounts

Assets
- Parts Inventory (new parts on the shelf)
- Core Inventory (Core portion of the new parts on the shelf)
- **"Dirty" Core Inventory**
- **"Dirty" Cores Returned to Vendor, Not Reimbursed**
- **Adjustment to "Dirty" Cores Returned to Supplier**

Liability
- **Accounts Payable**

Income Statement Accounts

Sales
- Part Sales
- Core Sales

Cost of Sales
- Part Cost of Sales
- Core Cost of Sales
- **"Dirty" Core Inventory Adjustment Cost Change**

Other Income:
- Vendor Reimbursements (Gain/Loss)

SECTION 1.1 - VENDOR CORE PULL REPORT

To begin the process of returning the "Dirty" Cores to the appropriate vendor, you must produce the Vendor Core Return Pull Report.

This program will print a Core Pull Report of the parts to be pulled from the "Dirty" Core inventory for return to a specific vendor. This report will show cores purchased from this supplier that are now eligible for return. **This report should be reasonably in agreement with what the Vendor states is returnable.**
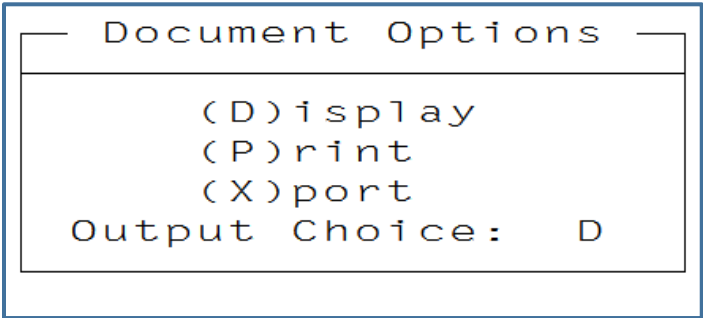
```
10/31/2016                   CORE RETURN PULL REPORT                 IN-VCSR^

          ┌──────────────────────────────────────────────────────────┐
          │    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.........................:  W1

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

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

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

To access the Vendor Core Pull Report, **from the Inventory Main Menu--> Core Bank Menu --> Vendor Core Pull Report.**

 ➢ **Branch Location (W1, W2…)**
    Type in the Branch Location number

 ➢ **Vendor Code or Supplier No or ALL**
    Type in the vendor code or supplier number. This will identify those cores to be selected for gathering up to be returned. If **ALL** is entered, then all of the "Dirty" Cores will be selected for the report.

➢ **Print Report (S) ingle or (D) ouble spaced?**
  S - will print the report in a single-spaced format.
  D - will produce the report in a double-spaced format. Double spacing will aid you in writing notes on the report for editing purposes or to include part number and quantity to be returned that did not appear on the report.

➢ **Do you wish to proceed? Y/N**
  Y - will print report
  N - will you will return to the Core Bank Menu

The Vendor Core Pull Report will sort in supplier number and part number sequence. The option to **Display, Print,** or **Xport** will be available.

```
┌── Document  Options ──┐
│                       │
│      (D)isplay        │
│      (P)rint          │
│      (X)port          │
│ Output  Choice:   D   │
│                       │
└───────────────────────┘
```

- **D**isplay – Displays report to screen immediately.
- **P**rint – Will print report to User Default Printer
- **X**port – Exports this report to your PC. To export the returnable cores, chose the X option.

Document Export Path & File Name
Export to my (P)C or my (S)erver: **P**
Path & Filename: **C:\TEMP\MYREPORT.XLS**
Enter Path & File name (ex: C:\TEMP\MYREPORT.XLS); or, to select Path: File

SECTION 1.2 - VENDOR CORE PULL – REPORT

```
31 Oct 2016                    CORE RETURN PULL REPORT - LOCATION = W1                    PAGE:    1

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


W1  GPN      GPN RK6204707Q        TUFFLINE Q PLUS 4707 10/22/14    4     24.00         96.00  2
W1  GPN      GPN RK6304707Q        ROCKWELL EXT SERVICE 04/11/16    4     24.00         96.00  2
W1  GPN      GPN RK6304709E2       EATON EXT SVC 2ND GE 05/13/15    8     32.00        256.00  1
W1  GPN      GPN RK6304709E2       EATON EXT SVC 2ND GE 04/11/16    2     32.00         64.00  2
W1  GPN      GPN RKD20004515Q      DON 20K ROCKWELL 7   10/25/12   16     22.00        352.00  5
W1  GPN      GPN RKD20004707Q      DON 20K ROCKWELL Q P 05/05/14    4     24.00         96.00  1
W1  GPN      GPN RKD23001308P      PIN STYLE 15 X 4     02/12/14    2     32.00         64.00  1
W1  GPN      GPN RKD23004515Q      QUICK CHANGE 16 1/2  02/07/14   54     24.00      1,296.00 10
W1  GPN      GPN RKD23004707Q      MERITOR EXT SVC 16 1 02/25/15    4     24.00         96.00  1
W1  GPN      GPN RKEN4710Q         6008SHOE KIT MERITOR 03/31/14    3     36.00        108.00  1
W1  GPN      GPN RKEN4710Q         6008SHOE KIT MERITOR 10/20/14    2     36.00         72.00  1
W1  GPN      GPN RKEN4710Q         6008SHOE KIT MERITOR 10/22/14    4     36.00        144.00  1
W1  GPN      GPN RKEN4720QM        6008SHOE KIT MERITOR 11/01/13    5     48.00        240.00  1
W1  GPN      GPN RKEX4514Q         685SHOE KIT QUICK CH 03/04/15    1     24.00         24.00  1
W1  GPN      GPN RKEX4715Q         685SHOE KIT MERITOR  02/20/14    1     28.00         28.00  1
W1  GPN      GPN RKSDA4514QM       6098SHOE KIT QUICK C 09/16/13    4     32.00        128.00  2
W1  GPN      GPN RKSDA4515Q        6098SHOE KIT QUICK C 10/17/13    7     24.00        168.00  2
W1  GPN      GPN RKSDA4515Q        6098SHOE KIT QUICK C 11/01/13    7     24.00        168.00  2
W1  GPN      GPN RKSDA4707Q        6098SHOE KIT MERITOR 11/06/13   11     24.00        264.00  2
                                                                -----              ------------ ----
    ***                                                            143                 3,544.00  49
```

The Report Generated includes the **Supplier, Vendor, Part Number, Description**, **Date of Purchase**, **Quantity Purchased**, **Core Cost**, **Extended Cost** and <u>**Quantity Available**</u> to return to Supplier.

When a part is received from the supplier via the PO Receiving Module, with a core the system automatically keeps track of the core purchased and how many where received.

- **Purchase Date** - Is updated via the Purchase Order Receiving Module.
- **Quantity Purchased -** is updated via the Purchase Order Receiving Module, (how many received)
- **Core Cost** and **Extended Cost -** is updated via the Purchase Order Receiving Module.
- **Quantity Available** - is updated via <u>Order Entry Core Returns</u> (order entry <u>options E & C</u>), when the customer returns or exchanges the core. This Quantity is the "Dirty" Core available in inventory to return to the supplier.

SECTION 1.3 - VENDOR CORE RETURNS – ENTRY

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

```
10/31/2016              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 Entry, from the **Inventory Main Menu--> Core Bank Menu --> Vendor Core Returns Entry.**

> **Location (W1, W2…)**
  Type in the Branch Location where the cores are being returned from

> **Supplier/VND**
  Type the Supplier Number or the Vendor Code that you need updated. The system will display the name of the supplier or vendor and it will respond with a question.

> **Is this Supplier Correct? (Y, N)**
       Y - will move you to the RGN# field. **N** - will return you to the Supplier/VND field.

NOTE: If you use the supplier code from the **Vendor Core Pull Return Report**, the list of items will automatically display on the screen with the quantities available to return. The operator will only need to key the actual quantities being returned as indicated on the **Vendor Core Pull Report.**

> ➢ **RGN#**
> Type the Returned Goods Number **(RGN#)** <u>provided by the Supplier</u>, **N** for Next available number or **(?)** to edit an existing /RGN# that has not been updated.

Typing the letter **N** for next available RGN# will automatically fill in a computer generated RGN#.

Typing in the **RGN#** representing the core return to edit, or typing the **?** for a listing of existing RGN# available to edit, will give the following results and options.

```
10/31/2016              VENDOR CORE RETURN ENTRY                  IN-VCRE

 Loc: W1   Suppler/VND: GPN - GLOBAL PARTS NETWORK        RGN#: 220

 Item   VNDPartNumber        Description              Qty Core Cost

   1.   GPNRKD20001308Q      QUICK CHANGE 15 X 4        2     15.00
   2.   GPNRKD20004515Q      DON 20K ROCKWELL 7         2     15.00
   3.   GPNRKD20004707Q      DON 20K ROCKWELL Q PLUS 7  1     10.00
   4.   GPNRKD23001308P      PIN STYLE 15 X 4           2     10.00
   5.   GPNRKD23004515Q      QUICK CHANGE 16 1/2 X 7    1     10.00
   6.   GPNRKD23004709E2     EATON EXT SVC 2ND GEN 16 1/2 X  1  10.00
   7.   GPNRKEN4710Q         6008SHOE KIT MERITOR EXT SVC 1  1  10.00
   8.   GPNRKEN4720QM        6008SHOE KIT MERITOR EXT SVC 1  1  12.00
   9.   GPNRKENP4702Q        6008SHOE KIT MERITOR EXT SVC 1  1  15.00
  10.   GPNRKEX4715Q         685SHOE KIT MERITOR EXT SVC 16  1  25.00
  11.   GPNRKSDA4514QM       6098SHOE KIT QUICK CHANGE MACK  1   3.00
  12.   GPNRKSDA4515Q        6098SHOE KIT QUICK CHANGE 16 1  2  10.00
  13.   GPNRKSDA4707Q        6098SHOE KIT MERITOR EXT SVC 1  2  13.00
  14.   GPNRKSDA4709E2       6098SHOE KIT EATON EXT SVC 2ND  2  12.00
  15.   GPNRS6234692DFC2     LOW BOY BRAKE SHOE         4     25.00

        OPTIONS: (S)tart (F)orward (B)ackward (M)odify (E)xit:
```

OPTIONS: (S)tart (F)orward (B)ackward (M)odify (E)xit:

- **S**tart – to take you to beginning of item no. 1 page 1.
- **F**orward – to advance to next page
- **B**ackward – to display the previous page.
- **M**odify – To Modify an unposted RGN'#s Qty Or Core Cost Fields. When modifying the Return and you get to the last item number on the list. You will be prompted the following:
- **E**xit – Exit the RGN# and return to the Core Bank menu.

When finished entering the "Dirty" Cores to be returned, the system will prompt the operator to accept the transaction with the following question:

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

  - **Y** – YES Save changes and continue with RGN# procedures.
  - **D** – DELETE by typing the word **DELETE,** the RGN# will be deleted and not updated to the "Dirty" Core file.
  - **E** – Exit and not Save data changes.
  - **A** – Add additional parts to the RGN# and proceed to enter a part not found on the original Pull Report. The cursor will shift to the following fields.

> **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 are being returned.

> **Core Cost**
> The system will display the core cost assigned to the core of the part keyed.   Press the enter key to accept the core cost or type in the correct core cost.

```
10/31/2016                VENDOR CORE RETURN ENTRY                  IN-VCRE

 Loc: W1    Suppler/VND: GPN — GLOBAL PARTS NETWORK          RGN#: 220

  Item   VNDPartNumber        Description               Qty Core Cost

   16.   GPNRSEX4471C         685CAST 18 X 7              3     188.00
   17.   GPNRSEX4661DXPQ      685DEXTER PQ 12 1/4 X 5     0      24.00












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

SECTION 1.4 - VENDOR CORE RETURN PACKING LIST

This procedure will allow you to Print Core Return Packing Lists for a specified vendor.

```
10/31/2016              Core Return Packing List              IN-VCRP

  LOC: W1    Supplier No: GPN — GLOBAL PARTS NETWORK

             R.G. Number                        Copies   Printer #

        1. 220                                     2        02
```

To access the Vendor Core Returns Packlist, **from the Inventory Main Menu--> Core Bank Menu --> Print Core Return Packing Lists.**

- ➢ **Location (W1, W2…)**
  Type in the Branch Location

- ➢ **Supplier No**
  Type the supplier number that you need to update. The system responds with the name of the supplier.

- ➢ **R.G. Number**
  The system prompts you for a valid returned goods number for this supplier, each time an RGN# is entered the system will prompt you for number of Copies and default to your login assigned printer. The printer number can be changed if needed.

Warning:
If an incorrect RG Number has been entered, the system responds with
"### Is Not a Valid Return Goods#; Re-Enter"

➢ **Copies**
The system defaults to 2 printed copies. To override, type the number of printed copies you prefer. Then enter the printer # you prefer. Typically, the printer # will default to the printer your login is associated with.

When you are finished entering RGN#'s just press enter one last time and the system will immediately print the Packing Lists.

SECTION 1.5 - VENDOR CORE RETURNS – PACKING LIST DOCUMENT.

```
                        TRUCK PARTS & REPAIR

             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: GPN                      FROM:
       GLOBAL PARTS NETWORK, LLC          TRUCK PARTS & REPAIR(W1)
                                          444 EAST 100 NORTH
         ,                                PAYSON, UT 84651
--------------------------------------------------------------------------------
Account No...: 123TPR
Phone........: 407-555-1212

Return Date...: 11-29-2016
                         ****************************
OK'D BY:_____    *  OUR RGN NUMBER:  220    *
                         ****************************


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

1.   1443E              5      EA     BRAKE CORE      12.00       60.00
2.   4702Q              4      EA     BRAKE CORE      14.00       56.00
3.   4707Q            119      EA     BRAKE CORE      12.00     1428.00
4.   4709E2            22      EA     BRAKE CORE      16.00      352.00
--------------------------------------------------------------------------------
          TOTAL PIECES = 150              TOTAL RETURN VALUE = $1,896.00
```

The Core Return Packing List prints the following information

- **Issued to -** this field is populated with information from the Vendor F/M.
- **Issued from -** is the branch location address that is returning the cores**.**
- **Account Number –** Your factory Account number that is in the Vendor F/M
- **Return Date** – Date the "Dirty" Cores are returned.
- **Part Number** – "Dirty" Core Part Numbers
- **Quantity Returned** – Quantity that is being returned.
- **Unit of Measure** – Unit of Measure of the part. Information is found in the Inventory
- **F/M Description** – Description of the part. Information is found in the Inventory F/M.
- **Core Cost** – Core cost of the part.
- **Extended Cost** – A calculation of the Qty being returned multiplied by the Core Cost.
- **Total Pieces** – Total items being returned to Vendor.
- **Total Return Value** – The sum total of the Extended Core Cost.

SECTION 1.6 - VENDOR CORE RETURNS - UPDATE (MANDATORY)

This program updates the core returns for each vendor that you entered in the Enter Vendor Core Returns procedure.

NOTE:
Prior to Updating a Vendor Core Return, it is important to make sure that you have entered and printed a pack slip for the core returns prior to processing this update.

This final step is performed to update the G/L and also reduce the "Dirty" Core quantity on hand in the "Dirty" Core inventory file.   The "Dirty" Core inventory is updated immediately while the G/L is updated during tonight's EOD.

```
11/01/2016                 Update Returned Cores              IN-VCRU ^

  Operator No.....: 0 — HOUSE
  Branch..........: W1 — FORT LAUDERDALE
  Supplier No.....: GPN

        R. G. Number            Supplier Name
        _____

        1. 220                  GLOBAL PARTS NETWO  20 items.


        Ok to proceed with updating these Core Returns? (Y,N):
```

To access the Vendor Core Returns Update, **from the Inventory Main Menu--> Core Bank Menu --> Vendor Core Returns Update**

> ➢ **Operator No:**
> Type in your Operator Number

> ➢ **Location (W1, W2…)**
> Type in the Branch Location.

> ➢ **Supplier No**
> Type the supplier number that you need to update. The system responds with the name of the supplier and the total items that are being returned.

➢ **R.G. Number**
Enter a valid returned goods numbers for this branch and this supplier.

Warning:
If an incorrect RG Number has been entered, the system responds with **"### Is Not a Valid Return Goods#; Re-Enter".**

When finished entering RGN#'s the user presses enter and proceeds to update the core returns by answering the final question.

➢ **Ok to proceed with updating these Core Returns? (Y, N):**
Y – Yes, will update file and reduce the "Dirty" Core quantity.
N – No, will take you back to the Core Bank Menu.

The Next Section Explains in detail how these steps affect the G/L postings in relation to the value of the "Dirty" Cores returned to the vendor. Postings of this type **(Vendor Core Returns)** will have a **G/L transaction source code of VCR.**

SECTION 1.7 - "DIRTY" CORE RETURN TO SUPPLIER POSTINGS TO G/L EXAMPLE

Please Note: The Chart of Accounts Used in These Examples Are Examples Only. Please Refer to Your "own" Business Chart of Accounts.

The next business day, you can view in the General Ledger Inquiry and you will see postings made with a **G/L transaction** source code of **VCR.** You will see a **debit amount** in the G/L account for **"Dirty" Cores Returned to Supplier, not reimbursed yet** and a **credit amount** in the G/L account for **"Dirty" Core Inventory** return.

For the purpose of this illustration, we will assume 60 "dirty" cores of GPN4707Q are to be returned to the supplier. The cost of each of these cores is 9.00. Therefore, the total cost of the cores being returned is 540.00.   The transaction flow will be as follows.

Description	GL Account#	Debit Amount	Credit Amount
Part Sales	4000		
Part Cost of Sales	5000		
Parts Inventory	1300		
Core Sales	4010		
Core Cost of Sales	5010		
Core Inventory	1305		
"Dirty" Core Inventory	1310		540.00
Overstock Parts + Cores Value Returned to the Supplier	1320		
Warranty Parts Returned from Customer	4020		
Warranty Core Returned from Customer	4030		
Warranty Parts Inventory from Customer	1330		
Warranty Core Inventory from Customer	1340		
Warranty Parts + Core Value Returned to Supplier	1350		
Warranty Credit from Supplier	1000		
"Dirty" Cores Returned to Supplier, not reimbursed yet	1325	540.00	
Core Credit from Supplier	1000		
Overstock Parts & Core Value Returned to Supplier	1305		
Overstock Credit from Supplier	1000		
A/R	1200		
A/P	2200		
Rebuild Finished Goods Inventory	1360		
General Wages	6500		
Shop Labor used on WO	6520		
Balanced G/L Net Total		540.00	540.00

Postings related to the "Dirty" Core Return to Supplier are based on having the proper G/L accounts setup and the completed procedures for returning "Dirty" Cores to a supplier.

The cost value of the cores is moved from the: **"Dirty" Core Inventory** GL Account to the GL account **"Dirty" Cores Returned to Supplier, not Reimbursed yet**. This value will remain in this GL account until the Supplier submits the credit for those returned cores to be discussed in the next section.

SECTION 1.8 - RECEIPT OF SUPPLIER'S CREDIT FOR RETURNED CORES WITH NO DISCREPANCIES.

This section explains the G/L Distribution flow of the credit memo received and processed in A/P via Invoice Entry with no discrepancies. Prior to entering the credit into the system, you should review the Vendor Core Return Packing List to verify the expected credit amount.   The credit amount should be the same as the total expected on your packing list.

Using the previous example on a return of 60 "Dirty" Cores with a total cost of 540.00. We have received the credit memo from the supplier and it shows that the supplier has agreed to give us full credit for 60 cores at 9.00 totaling 540.00.

A credit memo has been issued from the supplier to A/P. The supplier reimburses the full credit amount of 540.00.   There are no discrepancies in this example and the supplier credited 100% of the returns.

Description	GL Account#	Debit Amount	Credit Amount
Part Sales	4000		
Part Cost of Sales	5000		
Parts Inventory	1300		
Core Sales	4010		
Core Cost of Sales	5010		
Core Inventory	1305		
"Dirty" Core Inventory	1310		
Overstock Parts + Cores Value Returned to the Supplier	1320		
Warranty Parts Returned from Customer	4020		
Warranty Core Returned from Customer	4030		
Warranty Parts Inventory from Customer	1330		
Warranty Core Inventory from Customer	1340		
Warranty Credit from Supplier	1000		
"Dirty" Cores Returned to Supplier, not reimbursed yet	1325		540.00
Adjustment to "Dirty" Cores Returned to Supplier	1325		
Core Credit from Supplier	1000		
Overstock Parts & Core Value Returned to Supplier	1305		
Overstock Credit from Supplier	1000		
A/R	1200		
A/P – Credit Memo entered	2200	540.00	
Rebuild Finished Goods Inventory	1360		
General Wages	6500		
Shop Labor used on WO	6520		
Vendor Reimbursements (Gain/Loss)	7000		
Balanced G/L Net Total		540.00	540.00

Programs related to this transaction: A/P Invoice Entry

The A/P clerk enters the invoice and distributes the credit memo to the **"Dirty" Cores Returned to Supplier, not reimbursed yet** G/L account number. This G/L account is increased by the value of the initial return of the "Dirty" Cores and reduced when the credit memo is received and posted via A/P.

SECTION 1.9 - RECEIPT OF SUPPLIER'S CREDIT FOR RETURNED CORES WITH DISCREPANCIES.

When the credit memo is received from the supplier and there is a discrepancy, the invoice should be processed in A/P via Invoice Entry in the following manner. The supplier's credit memo is not the same as the expected credit amount that posted to the G/L account for **"Dirty" Core Inventory** of 540.00. The credit variance will need to be expensed to the G/L account for **Adjustment to "Dirty" Cores Returned to Supplier.**

Using the example from the previous section. A return of 60 "Dirty" Cores with a total cost of 540.00. We now have received the credit memo from the supplier and it shows that the supplier has agreed to give us credit for 55 cores at 9.00 totaling 495.00, instead of 60 cores. Leaving the difference of the 5 damaged cores. **We consider this a discrepancy.**

The 45.00 discrepancy should be accounted for in the G/L as a loss. How should we enter this type of a transaction?

This section explains the G/L Distribution flow of the posting transaction when a discrepancy from a supplier has taken place.

A credit memo has been issued from the supplier to A/P and the amount of the credit memo is for 495.00, a discrepancy of 45.00. Our Core Return Packing List total was 540.00. The supplier issued a credit for only 495.00.

Description	GL Account#	Debit Amount	Credit Amount
Part Sales	4000		
Part Cost of Sales	5000		
Parts Inventory	1300		
Core Sales	4010		
Core Cost of Sales	5010		
Core Inventory	1305		
"Dirty" Core Inventory	1310		
Overstock Parts + Cores Value Returned to the Supplier	1320		
Warranty Parts Returned from Customer	4020		
Warranty Core Returned from Customer	4030		
Warranty Parts Inventory from Customer	1330		
Warranty Core Inventory from Customer	1340		
Warranty Parts + Core Value Returned to Supplier	1350		
Warranty Credit from Supplier	1000		
"Dirty" Cores Returned to Supplier, not reimbursed yet	1325		495.00
Adjustment to "Dirty" Cores Returned to Supplier	1325		45.00
Core Credit from Supplier	1000		
Overstock Parts & Core Value Returned to Supplier	1305		
Overstock Credit from Supplier	1000		
A/R	1200		

Description	GL Account#	Debit Amount	Credit Amount
A/P – Credit Memo entered	2200	495.00	
Rebuild Finished Goods Inventory	1360		
General Wages	6500		
Shop Labor used on WO	6520		
Vendor Reimbursements (Gain/Loss)	7000	45.00	
Balanced G/L Net Total		540.00	540.00

Programs related to this transaction: A/P Invoice Entry.

The A/P clerk enters the credit memo from the supplier and distributes the credit memo to the **"Dirty" Cores Returned to Supplier not reimbursed yet** G/L account in the amount of 495.00. The 45.00 difference between the core cost value (540.00) returned to the supplier versus the credit the supplier issued represents a 45.00 loss in Core Inventory. This Loss is to be posted to **Vendor Reimbursements (Gain/Loss)** G/L account in the *Other Income* section of the Income Statement.

The **"Dirty" Cores Returned to Supplier not reimbursed yet** G/L account is increased by the initial return of the "Dirty" Cores, the difference is credited to **Vendor Reimbursement (Gain/Loss)** for a total distribution amount of 540.00.

CHAPTER 2 – "DIRTY" CORE PHYSICAL INVENTORY MENU

Introduction

Chapter 2 reviews the step-by-step procedures on how to conduct a physical count of the "Dirty" Core inventory using the "Dirty" Core Physical Inventory Module. We recommend that you perform a "Dirty" Core physical inventory count at least once a year.

IMPORTANT

Maintaining an accurate record of customer returned cores to be returned later to the vendor is important and **assures the "Dirty" Core inventory value is up to date** for both "Dirty" Core parts and accounting.

Returning "Dirty" Cores to a Vendor procedures were discussed in Chapter 1 of this manual.

```
11/25/2016 (P0)              TRUCK PARTS & REPAIR (AUTOPOWER)(DEFAULT) 11:42AM ^

                        PHYSICAL INVENTORY MAIN MENU

                1....Cycle Count Selections MENU
                2....
                3....Physical Inventory MENU
                4....Dirty Core Physical Inventory MENU
                5....Warranty Parts Physical Inventory MENU


        Enter Selection:













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

To access the "Dirty" Core Physical Inventory Menu, **from the Inventory Main Menu--> Physical Inventory Menu--> Physical Inventory "Dirty" Cores MENU.**

This chapter will also talk about the G/L postings in relation to the "Dirty" Core Physical Inventory Counts. As in Chapter 1, throughout the chapter references to the General Ledger will be made (GL#).

To ensure that your postings are correct and can be verified appropriately we require that the following G/L accounts are setup in your General Ledger Chart of Accounts.

Below is an example of suggested Chart of Accounts and descriptions in relation to a Physical Inventory on "Dirty" Core parts. All other accounts are not included such as freight, sales tax etc.…

Balance Sheet Accounts

Assets
- o   Parts Inventory (new parts on the shelf)
- o   Core Inventory (Core portion of the new parts on the shelf)
- o   **"Dirty" Core Inventory**
- o   "Dirty" Cores Returned to Vendor, Not Reimbursed

Liability
- o   Accounts Payable

Income Statement Accounts

Sales
- o   Part Sales
- o   Core Sales

Cost of Sales
- o   Part Cost of Sales
- o   Core Cost of Sales
- o   **"Dirty" Core Inventory Adjustment Cost Change**
- o   Adjustment to "Dirty" Cores Returned to Supplier

Other Income:
- o   Vendor Reimbursements (Gain/Loss)

SECTION 2.1 – "DIRTY" CORE PHYSICAL INVENTORY MENU

```
11/01/2016 (P102)           TRUCK PARTS & REPAIR        (AUTOPOWER) 03:35PM ^

                    Dirty Cores Physical Inventory Menu

                 1....Print Dirty Core Inventory Take Sheets
                 2....Reset Inventory QOH Prior To Count
                 3....
                 4....Enter Physical Counts
                 5....Print Physical Count Exception Report
                 6....Print Physical Count Variance Report
                 7....
                 8....Post Counts to Inventory
                 9....Core Inventory Value Report


         Enter Selection:




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

To access the "Dirty" Core Physical Inventory Menu, **from the Inventory Main Menu--> Physical Inventory Menu--> Physical Inventory "Dirty" Cores MENU.**

Print "Dirty" Core Inventory Take Sheets: The Print "Dirty" Core Inventory Take Sheet will generate a report that lists "Dirty" Core Part Numbers by specific vendor or ALL vendors, to be counted.   The quantities counted of these core part numbers are written on the take sheet, which will then be used to input those counts into the computer

Reset Inventory QOH Prior to Count: The Reset Inventory QOH Prior to Count will take the current QOH and copy it to a separate file on the system, which will then be used later to compare and produce the Physical Count Variance Report.   Additionally, the current QOH will also be reset to five zeros' (00000).

Enter Physical Counts: The Enter Physical Counts enables you to enter the quantity of each "Dirty" Core that was counted. These are the quantities that were recorded on the Inventory Take Sheets.

Print Physical Count Exception Report: After entering the physical counts it is recommended to print the Exception Report. This report will print a listing of all "Dirty" Core Part Numbers that still have a QOH of five zeros' (00000). Parts that print on the

exception report are parts that were not counted, either missed when entering the counts, or there were none to be counted.

Physical Count Variance Report: This report compares the new QOH with the original QOH that was saved during the Reset Inventory process that was run. The variance report will show the discrepancies between the two values displaying both unit and dollar variance for each "Dirty" Core part number.

Post Counts to Inventory: This process allows the operator to update the new quantities entered.   This procedure will generate postings to the General Ledger with a **G/L transaction source code of DCI.**

Core Inventory Value Report: This report will contain the final "Dirty" Core value after posting the new counts to your "Dirty" Core inventory. You can print the report for a specific vendor or **ALL vendors**

IMPORTANT COUNTING TIPS ON "DIRTY" CORES

All "Dirty" Cores that have not been returned to its supplier for credit and are still on the warehouse floor, should be counted and included in the physical count of "Dirty" Cores.

Additionally, if a core return was started and not updated prior to the count and the returns have not left the warehouse, it is recommended that you cancel the core return and include these parts with the physical "Dirty" Core count you are about to conduct.

If "Dirty" Cores have been pulled and are on an RGN# to be returned to the vendor and they have been updated using the Vendor Core Returns Update and are still sitting in the warehouse: DO NOT COUNT these parts, they have already been reduced from the "Dirty" Core Inventory and updated to the G/L.

SECTION 2.2 – "DIRTY" CORE INVENTORY TAKE SHEETS

The "Dirty" Core Inventory Take Sheet is a listing of "Dirty" Cores in the warehouse that are to be counted. The report provides a space for the inventory counter to write the quantity counted for each part. The quantity values written on these sheets will be used for entry of the physical count into the system.

```
11/01/2016              Dirty Core Inventory Take Sheets      PI-TAKESHEET-CORE

    This procedure will print a report of a specific product line for the
    purpose of counting the dirty core inventory.


    Branch Location (W1,W2,W3)...........
    Vendor Code or (ALL)................
    Include Quantity on Hand (Y,N)?......
    Double Space the Report (Y,N)?.......
    Print for Recount (Y,N)?.............
    Minimum Variance Amount..............
    Printer Number.......................

    Proceed (Y,N)?.......................
```

To access Print "Dirty" Core Inventory Take sheets: **From the Physical Inventory Menu --> Physical Inventory "Dirty" Cores menu -->** select **Print "Dirty" Core Inventory Take Sheets.**

Field Descriptions:

> **Branch Location (W1, W2, W3):**

Enter the branch location where the "Dirty" Core inventory is being counted. You should only do physical counts for one branch location at a time.

> **Enter Vendor Code or (ALL):**

Enter a 3-character vendor code if you are printing the take sheet for only one vendor. To print a take sheet for all vendors, enter **ALL**.

➢ **Include Quantity on Hand (Y, N)?**

Enter a **Y** if you want to print the current Q-O-H values on the take sheets. Enter **N** if you do not want the Q-O-H values to print on the report.

➢ **Double Space the Report (Y, N)?**

Enter **Y** if you would like the take sheets to be double-spaced. Enter **N** if you would want the print the take sheet in single space.

➢ **Print for Recount (Y, N)?**
*(The system will prompt you this question if '***Reset Inventory QOH Prior to Count'** *was reset and you are reprinting take sheets to recount missing or skipped parts. Otherwise, it skips this question.)*

Enter **Y** if you are printing the Take Sheets for the purpose of a recount. If this is the case, then only parts with a variance will be printed. If **N** is entered at this prompt, you will proceed to the Printer Number prompt.

➢ **Minimum Variance Amount:**
This field requires a dollar amount in conjunction with the **Print for Recount question** and will only accept input if you are printing for recount. If you enter $5.00 as the minimum variance amount, only parts with a variance greater than $5.00 will print on the recount take sheets.

➢ **Printer Number:**

The system will default to your assigned printer number. A selection box will display the available printer numbers where you would like the take sheets to print.

➢ **Correct (Y/N):**

If you are ready to print the Take Sheets, enter a **Y**. If you answer **N**, the system will return you to the Physical Inventory "Dirty" Cores Menu and cancel the request to print the take sheets.

When the user has entered **Y** to process the take sheets, the screen will indicate that the records are being selected and the Take Sheets will print at the designated printer.

Once the Take Sheets have been printed the parts can be counted.

SECTION 2.3 – "DIRTY" CORE TAKE SHEETS REPORT

Below is a display of the "Dirty" Core Take Sheet as it prints to the printer.

```
29 NOV 2016              "Dirty" Core Inventory Take List          Page:    1
                              TRUCK PARTS & REPAIR
                        Vendor: GPN - GLOBAL PARTS NETWORK
Counted By:  _____
Checked By:  _____
--------------------------------------------------------------------------
  QOH   VND Part                       NewQOH   Description
--------------------------------------------------------------------------
   45   GPN RSD23004707Q              _____   4707Q BRAKE SHOE

    2   GPN RSD23004709E2             _____   4709E BRAKE SHOE EATON

    1   GPN RSEN4515E                 _____   4515E CAST SHOE

    0   GPN RSEN4536SF                _____   600 8STD FORGE PIN 12 1/4 X 5 1

    4   GPN RSEX4505LG                _____   685 LUCAS GIRLING 15 X 7

    2   GPN RSEX4661DXPQ              _____   685 DEXTER PQ 12 1/4 X 5

    3   GPN RSEX4700DPQ               _____   685 DEXTER PQ 12 1/4 X 4

    3   GPN RSFT4515C                 _____   BRAKE SHOE AND LINING

   20   GPN TLA-109994                _____   BRAKE SHOE 16 1/2
```

The "Dirty" Core Inventory Take sheets includes the following information

- **QOH –** Shows the old shelf count.
- **Vendor Code –** 3-character vendor code.
- **Part –** Stocked part number of the "Dirty" Core part.
- **New QOH –** A blank lined space to be used for the 'counter' to write the new quantity counted.
- **Description -** The "Dirty" Core part number description.

SECTION 2.4 – RESET INVENTORY QOH PRIOR TO COUNT ENTRY

The purpose of resetting the "Dirty" Core Inventory prior to count is to move the current quantities on hand from all of the "Dirty" Cores into another file. This program will also set the current quantities on hand to five zeros (00000) in preparation for the entry of the new counts. This snapshot of the original QOH is used for later comparison with the new count (variance report)

```
11/30/2016      Reset Dirty Core Inventory QOH Prior to Count    PI-RESET.CORE

    ┌──────────────────────────────────────────────────────────────┐
    │ This program will set the dirty core QOH to zero before doing a │
    │ physical inventory count.  The Q-O-H will be saved for later    │
    │ comparison with the new count.                                 │
    └──────────────────────────────────────────────────────────────┘

    Branch Location.............................: W1 - LAKE MARY

    Enter Vendor or 'ALL' for All vendors.........: GPN

    OK to Reset the Dirty Core QOH? (Y,N).........: Y
```

To access Reset Inventory QOH Prior to Count: **From the Physical Inventory Menu --> Physical Inventory "Dirty" Cores menu -->** select **Reset Inventory QOH Prior to Count.**

➢ **Branch Location:**

   Enter the warehouse branch location where the "Dirty" Core Physical Inventory is being reset.

➢ **Enter Vendor or ALL for All Vendors:**

   Enter a Vendor Code, or **ALL** if you are counting the entire core inventory. Entering a specific Vendor code will reset QOH for only those "Dirty" Core parts with that vendor code to five zeros (00000).   **If you enter ALL,** it will reset the QOH of all of the "Dirty" Core part numbers in that file to five zeros (00000).

➢ **OK to Reset The "Dirty" Core QOH? (Y, N):**

   This will be your last chance to change your mind. If you answer **N**, you will return to the "Dirty" Core Physical Inventory Menu. **To continue and complete the process, answer Y**. This will proceed with resetting the quantities on hand to five zeros (00000).

NOTE:
Once you enter **Y** the reset will begin. You must continue with the count entry and update. There is no ability to restore the original QOH values!

As the system zero's out the Q-O-H values, the following message will display on the screen as shown below:

CORE INVENTORY RESET IN PROGRESS **## ITEMS PROCESSED**

Core part numbers will flash at the bottom of the screen as their quantities are being reset to zero.

Note:
This process will lock down the Physical "Dirty" Core Count and will warn you if you try to reset the QOH again.

THIS LOCATION IS LOCKED FOR A PHYSICAL **CORE COUNT BY USER NAME ON MM/DD/YYYY** **at HH:MM: am or pm** **Press ENTER to return to the menu**

SECTION 2.5 – ENTER PHYSICAL COUNTS

Now that the preparation steps have been completed, it is time to actually enter the count values that were written on the Take Sheets. To begin entry of the counts, select Enter Physical Counts option on the "Dirty" Core Inventory Menu.

```
11/01/2016 (P102)          TRUCK PARTS & REPAIR          (AUTOPOWER) 03:35PM ^

                     Dirty Cores Physical Inventory Menu

                  1....Print Dirty Core Inventory Take Sheets
                  2....Reset Inventory QOH Prior To Count
                  3....
                  4....Enter Physical Counts
                  5....Print Physical Count Exception Report
                  6....Print Physical Count Variance Report
                  7....
                  8....Post Counts to Inventory
                  9....Core Inventory Value Report


        Enter Selection:




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

To access Enter "Dirty" Core Physical Counts: **From the Physical Inventory Menu --> Physical Inventory "Dirty" Cores menu -->**select **Enter Physical Counts**.

The following screen will display:

Tuesday, November 1, 2016 01:29pm

Branch Location: W1   Correct? (Y, N, E):

➢ **Branch Location:**
Enter the warehouse branch location where the "Dirty" Core Physical Inventory is being counted.

> ➢ **Correct? (Y, N, E):**

- **Y** Yes – Branch Location entered is correct.
- **N** No – Entering **N** will bring the cursor back to the Branch Location prompt.
- **E** Exit – The program will Exit and you will be returned to the "Dirty" Core Physical Inventory Menu.

If the Reset Inventory QOH Prior to the Count has not been performed yet, the message below will display and the user will not be allowed to enter the core counts.

```
A reset inventory has not been performed
for this branch location.

Press ENTER to return to the menu.
```

If the reset was properly processed, then the following screen will display.

```
11/25/2016              Enter Dirty Core Counts          PI-ECOUNT.CORE^

Enter Vendor Save List:
Enter Starting Part Number:

                              Present   New
Item    Part Number          Q-O-H    Q-O-H    Descripton
```

```
11/25/2016                 Enter Dirty Core Counts          PI-ECOUNT.CORE^

  Enter Vendor Save List:          GPN      9 part(s) selected.
  Enter Starting Part Number:         Starting at the first part number

                               Present   New
  Item    Part Number            Q-O-H   Q-O-H    Descripton

  1.     GPN RSD23004707Q        00000             4707Q BRAKE SHOE

















          Options:  F11=Previous Part    F12=Next Part    E=Exit
```

Field Descriptions:

➢ **VENDOR CODE OR 'ALL'.:**

Enter the Vendor Code of the "Dirty" Cores you are counting, or the word **ALL** if you are counting ALL of the "Dirty" Cores.

The system will prompt you with the following message.

ENTER STARTING PART NUMBER OR 'E' TO ENTER PARTS MANUALLY

Pressing **ENTER** will **present the first part number of the list being counted**. The system creates a part number list automatically when take sheets are initially printed.

The first part number in this list will display with its current Q-O-H. The cursor will be at the New Q-O-H field awaiting input.

If the user decides to enter parts manually and not use the Take Sheet parts list previously created, then at the **New Q-O-H** prompt enter the letter '**E**' to begin manually entering the part numbers with a 3-character vendor code and part number.

Once the New Q-O-H has been entered, the system will advise that the part has been **_Updated_** and will continue displaying the next part number on the list.

If you skip past the New Q-O-H field, the system will advise that there has been **_No Change_** made to this part's QOH.

```
11/29/2016              Enter Dirty Core Counts          PI-ECOUNT.CORE

  Enter Vendor Save List:        GPN     9 part(s) selected.
  Enter Starting Part Number:    Starting at the first part number


                        Present  New
  Item   Part Number    Q-O-H    Q-O-H   Descripton

  1.     GPN RSD23004707Q    45      45    4707Q BRAKE SHOE       Updated
  2.     GPN RSD23004709E2    2       2    4709E BRAKE SHOE E     Updated
  3.     GPN RSEN4515E        1       1    4515E CAST SHOE        Updated
  4.     GPN RSEN4536SF   00000            6008STD FORGE PIN      No change
  5.     GPN RSEX4505LG   00000            685LUCAS GIRLING 1     No change
  6.     GPN RSEX4661DXPQ     2       2    685DEXTER PQ 12 1/     Updated
  7.     GPN RSEX4700DPQ      3       3    685DEXTER PQ 12 1/     Updated
  8.     GPN RSFT4515C        3       3    BRAKE SHOE AND LIN     Updated
  9.     GPN TLA-109994      20      20    BRAKE SHOE 16 1/2      Updated







  You are now at the end of the Parts List. Do you want to enter a Part? (Y,N):
```

Notes:
- You must key in a quantity for each "Dirty" Core part number displayed on the screen even if it is zero (If you counted zero, then you must enter a zero 0).

- If you have to re-enter a quantity for a part number that you have passed on the list, press the **F11** key at the New Q-O-H field, to go to the Previous Part until the "Dirty" Core item you are looking for appears. If you want to go forward to a "Dirty" Core item on the list, press the **F12** key at the New Q-O-H field to go to the Next Part.

- If you need to add an additional quantity to a previously entered quantity (other than 00000) to account for items found elsewhere in the warehouse, you must enter the sum total for that "Dirty" Core item. **_Never_** key in the difference between the existing QOH and the new quantity but instead key in the sum of the existing QOH plus the new quantity.

Once all the parts have been displayed from the parts list, the following message will appear at the bottom of the screen:

You are now at the end of the Parts List. Do you want to enter another Part? (Y, N):

When there are additional part numbers that were handwritten on the Take Sheet and counted you can enter **Y** at this prompt to add the additional part numbers. The cursor will advance to a blank screen page to allow you the opportunity to manually enter the part number and its New QOH (see below).

If all the counts have been entered, answer **N** and the cursor will advance to the Enter Vendor Code prompt. At this point continue to enter a new Vendor code to continue entering QOH values or ***ENTER*** to exit and return to the "Dirty" Core Physical Inventory Menu.

SECTION 2.6 – "DIRTY" CORE PHYSICAL COUNT EXCEPTION REPORT

Upon completion of the entry of the physical counts for the "Dirty" Core inventory, you should print a listing of all the items that were not counted. This report will show all the "Dirty" Cores that still have an original QOH of 00000.   The "Dirty" Core Exception Report contains all "Dirty" Core parts that did not have a new QOH value entered (still have a QOH of 00000) during the **Physical "Dirty" Core Counts Entry.**

```
11/25/2016          DIRTY CORE PHYSICAL COUNT EXCEPTION REPORT      PI-EXRPT.CORE^

      This procedure will print a report of any Dirty Core part number that
      has not been updated with a physical inventory entry.


      Branch Location (W1,W2,W3).............:  W1

      Do you want to print the Q-O-H? (Y,N).:  Y

      Double space the report? (Y,N)........:  Y

      Vendor Code, or 'ALL' for all lines...:  GPN

      Ok to proceed with this report? (Y,N).:  Y
```

To access "Dirty" Core Physical Count Exception Report: **From the Physical Inventory Menu --> Physical Inventory "Dirty" Cores menu ---> "Dirty" Core Physical Count Exception Report.**

Field Descriptions:

➢ **Branch Location (W1, W2…):**
   Enter the warehouse branch location where the counts were entered.

➢ **Do you want to print Q-O-H (Y, N)?**
   Enter a **Y** to print the current Q-O-H values on the exception report. Enter **N** if you do not want the Q-O-H values to print on the report.

- ➢ **Double Space Report (Y, N):**
  Enter **Y** for yes; the report will print a blank line between each part record. If you answer **N** for No, the report will print single-spaced.
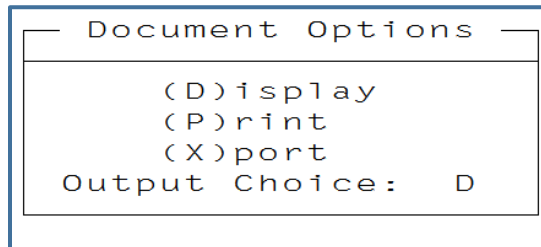
- ➢ **Enter Vendor Code or ALL**:
  The Exception report will print for a particular vendor, or all vendors.
  To print the Exception report for one vendor, enter the 3--character vendor code. To print the report for all vendors, enter the word **ALL**.

- ➢ **Ok to proceed with this report? (Y, N):**
  - **Y – to print**
  - **N – to not print and return to Dirty**
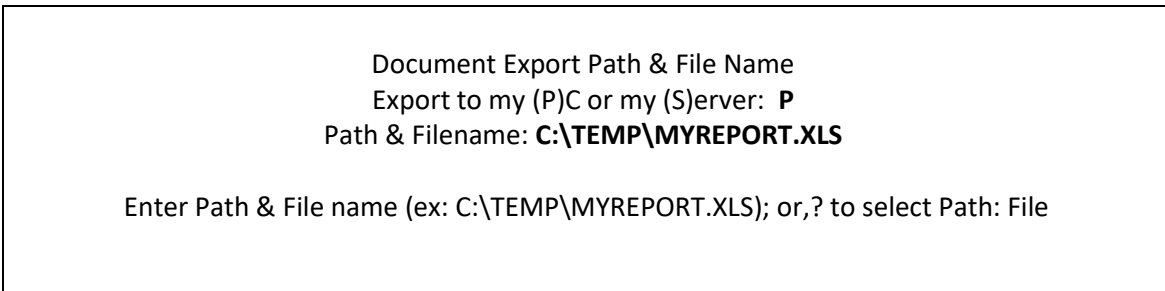
The option to **D**isplay, **P**rint, or **X**port will be available.

```
┌─ Document Options ─┐
│                    │
│      (D)isplay     │
│      (P)rint       │
│      (X)port       │
│   Output Choice:  D│
│                    │
└────────────────────┘
```

- **D**isplay – Displays report to screen immediately.
- **P**rint – Will print report to User Default Printer
- **X**port – Exports this report to your PC. The system will prompt the following.

```
                Document Export Path & File Name
             Export to my (P)C or my (S)erver:  P
             Path & Filename: C:\TEMP\MYREPORT.XLS

    Enter Path & File name (ex: C:\TEMP\MYREPORT.XLS); or,? to select Path: File
```

As the report is being sent to the printer, the following message will display:
"Inventory Exception List in Progress…. Please Wait"

SECTION 2.7 - "DIRTY" CORE INVENTORY EXCEPTION LIST

```
                    "DIRTY" CORE INVENTORY EXCEPTION LIST FOR LOCATION: W1      Counted By: _____

Page:   1                                                                     Checked By: _____

                                    OLD              CORE     QOH DIFF
VN       PART NUMBER       QOH       QOH    QOH DIFF  COST     EXTENDED        Description
---    -------------------  ------   ------ --------  -------- ------------    --------------------

GPN RSEN4515E              00000         1       -1   195.00      -195.00      4515E CAST SHOE

GPN RSEN4536SF            00000     00000         0    24.00         0.00      6008STD FORGE PIN 12

GPN RSFT4515C             00000         3       -3   188.00      -564.00      BRAKE SHOE AND LININ
                                               --------         ------------
***                                                 -4             -759.00

                                                    -4             -759.00

3 records listed.
```

Once the report has printed the cursor will return to the Enter Location field. The Exception Report will print the following information about each part number listed:

> **VN –** The 3-character vendor code.

> **PART NUMBER –** "Dirty" Core Part Number.

> **QOH** – The part's current "Dirty" Core quantity on hand.

> **OLD QOH** – Original QOH at the time of the QOH snapshot.

> **QOH DIFF** – The difference between the parts New QOH and the original QOH at the time of the QOH Snapshot

> **CORE COST** – The core cost.

> **QOH-DIFF EXTENDED** – The dollar amount that represents the cost of the difference.

> **Description** - The "Dirty" Core part number description.

Validate the exceptions listed on this report, whether it is a negative value or other questionable QOH Dollar value difference, the user must go back into Enter Physical "Dirty" Core Counts and manually correct the discrepancies.

SECTION 2.8 – "DIRTY" CORE PHYSICAL COUNT VARIANCE REPORT

The "Dirty" Core Physical Inventory Variance Report will report all variance by Totals Only for all parts that have a variance after the Inventory Reset was done and the counts were entered. This procedure should be printed following the "Dirty" Core Physical Inventory count of a product line or of the complete "Dirty" Core inventory.

The Variance report compares the New quantity on hand against the original shelf QOH and computes the unit and dollar variance of each inventory item.

```
11/18/2016              DIRTY CORE COUNT VARIANCE REPORT              PI-VR-CORE^


        This procedure should be printed following the physical inventory
        count of returned Dirty Cores.  This Inventory Variance Report
        will compare the Quantity on Hand against the actual shelf count
        that was entered and compute the unit and dollar variance of each
        Dirty Core inventory item.



        Branch Location...............................:  W1
        Product Line or ALL...........................:  GPN
        Print Totals Only? (Y,N)......................:  N
        Print Variance items only? (Y,N)..............:  N  All items to print.

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

To access "Dirty" Core Physical Count Variance Report: **From the Physical Inventory Menu --> Physical Inventory "Dirty" Cores menu ---> "Dirty" Core Physical Count Variance Report.**

Field Descriptions:

➢ **Branch Location:**

Enter the Branch location for the variance report.

➢ **Product Line or ALL**:

Enter the Product Line of the count that was completed. If you counted ALL "Dirty" Cores, then enter the word **ALL**.

➢ **Print Totals Only? (Y, N):**
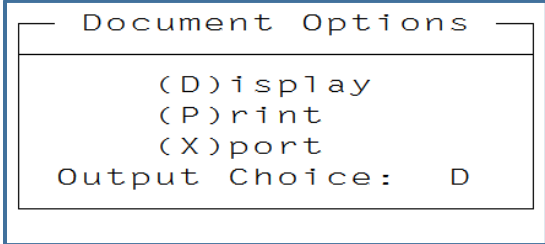
To print a variance summary with totals only enter **Y**. This summary will include <u>ALL Items on the Variance Report in Summary format</u>. It will include vendor code, total parts, number of parts counted, unit variance, percent variance, amount plus variance, amount minus variance, value before count and the value after the count. Choosing option **Y** will skip the next option to Print Variance Items Only.

➢ **Print Variance Items Only? (Y, N):**

Enter **Y** to print a report that shows only parts with a variance. Enter **N** if you want all parts to print, even if there is no variance between the before Q-O-H values and the current shelf count values.

➢ **Do you wish to proceed? (Y, N):**

If you answer **N**, you will return to the "Dirty" Core Physical Inventory Menu. If you answer **Y** to continue, you will be presented with the option to **D**isplay, **P**rint or e**X**port the report.

```
┌─ Document Options ─┐
│                    │
│     (D)isplay      │
│     (P)rint        │
│     (X)port        │
│  Output Choice:  D │
│                    │
└────────────────────┘
```

- **D**isplay – Displays report to screen immediately.
- **P**rint – Will print report to User Default Printer
- **X**port – Exports this report to your PC. The system will prompt the following.

Document Export Path & File Name
Export to my (P)C or my (S)erver: **P**
Path & Filename: **C:\TEMP\MYREPORT.XLS**

Enter Path & File name (ex: C:\TEMP\MYREPORT.XLS); or,? to select Path: File

---

SECTION 2.9 - "DIRTY" CORE INVENTORY COUNT VARIANCE REPORT

```
                                                    LAKE MARY
18 Nov 2016                      "DIRTY" CORE INVENTORY COUNT VARIANCE REPORT            Page:    1
                                                    All Items
Vendor:  GPN - GPN
------------------------------------------------------------------------------------------------------
                            Q-O-H Shelf    Unit     Core   Ext-Core
Part Number   Description   Before Count   Variance  Cost   Variance
------------------------------------------------------------------------------------------------------

*---- GPN ----*
RSD23004707Q  MERITOR EXT SVC 16 1   44    45     +1    12.00    +12.00
RSD23004709E2 EATON EXT SVC 2ND GE    3     2     -1    16.00    -16.00
RSEN4515E     4515E CAST SHOE         1     1      0   195.00
RSEN4536SF    6008STD FORGE PIN 12    3     0     -3    24.00    -72.00
RSEX4505LG    685LUCAS GIRLING 15     3     4     +1    18.00    +18.00
RSEX4661DXPQ  685DEXTER PQ 12 1/4     3     2     -1    24.00    -24.00
RSEX4700DPQ   685DEXTER PQ 12 1/4     3     3      0    24.00
RSFT4515C     4515C FIRE APPARATUS    3     3      0   188.00
------------------------------------------------------------------------------------------------------
      Total  Parts    Unit    Percent   Amount    Amount   T.Amount   Unt Value   Unt Value   Core Value
VND   Parts  Counted  Variance Variance Plus Var  Minus Var Variance  Before Count After Count Before    After
------------------------------------------------------------------------------------------------------
GPN     9      9       -6      -6.9%     0.00      0.00      0.00      0.00        0.00      1605.00  1523.00
======================================================================================================

------------------------------------------------------------------------------------------------------
COR    52     52      -38     -34.8%     0.00      0.00      0.00      0.00        0.00      1904.00  7075.00
======================================================================================================
```

The following information will be included on the report:

Part Number: The part number will print but will not include the vendor code.

Description - The "Dirty" Core part number description.

Q-O-H Before: The quantity on hand prior to the count.

Shelf Count: This is the counted quantity that was entered.

Unit Variance: The quantity shown here is the difference between the QOH Before and the Shelf Count. The Unit Variance will be a positive number if the Shelf Count was more than the QOH Before; and a negative number if the Shelf Count is less than the QOH Before. If the QOH Before equals the Shelf Count than the Unit Variance will be a zero.

Core Cost: Amount of Core

Ext-Core Variance: The extended Core Variance is the Unit Variance x the Core Cost.

At the bottom of the report are the Summary Totals.

SECTION 2.10 - "DIRTY" CORE INVENTORY COUNT VARIANCE REPORT 'TOTALS ONLY'

If you answered **Yes** to the prompt **Print Totals Only?** The "Dirty" Core Inventory Variance Report will print a summary version (see below) with the following information:

```
                                          LAKE MARY
18 Nov 2016                    "DIRTY" CORE INVENTORY COUNT VARIANCE REPORT                    Page:    1
                                          All Items
Vendor:  GPN - GPN
-----------------------------------------------------------------------------------------------------
       Total    Parts      Unit    Percent   Amount    Amount   T.Amount   Unt Value   Unt Value    Core Value
VND    Parts   Counted   Variance  Variance  Plus Var  Minus Var Variance  Before Count After Count  Before     After
-----------------------------------------------------------------------------------------------------
GPN      9        9         -6      -6.9%     0.00      0.00      0.00        0.00        0.00     1605.00   1523.00
```

VND: The vendor code

Total Parts: This quantity is the total Before Q-O-H for all parts combined. (i.e.: if you counted 14 parts, and each part had a Before Q-O-H of 10 then this number would be 140).

Parts Counted: This is the total shelf count for all parts combined. (i.e.: if you count 14 parts, the shelf count for each part was 9, the total that will print in the Parts Count column is 126.

Unit Variance: The quantity here represents the difference between Total Parts and the Parts Counted.

Percent Variance: This is the percent difference between the Total Parts and the Parts Counted.

Amount Plus Var: This amount will reflect a dollar total if the Parts Counted is greater than the Total Parts.

Amount Minus Var: This amount will reflect a dollar total if the Parts Counted is less than the Total Parts.

T. Amount Variance: This is the total dollar figure of the variance between the Total Parts and the Parts Counted.

Value Before Count: This will reflect the cost in dollars, for the parts included in the Total Parts figure before the shelf counts were entered.

Value After Count: This will reflect the dollar cost of the parts included in the Parts Counted Value after the shelf count was entered.

SECTION 2.11 - POST COUNTS TO INVENTORY

This process will update the "Dirty" Core Physical Inventory Counts entered to the Quantity on Hand of the "Dirty" Core part number.

<u>IMPORTANT:</u> Do Not run this process if you have additional counts to enter.

```
11/18/2016          Post Dirty Core Inventory Counts          PI-POST.CORE ^

 This process will post the Core Inventory counts entered to the Quantity
 on Hand and the General Ledger.  All parts in the work file for the location
 entered will be posted.  Do not run this process if you have additional
 counts to enter.  A Detailed Inventory Value Report will be printed.



          Branch Location......: W1     LAKE MARY
          Printer Number.......: 0
          OK to Continue? (Y,N): Y
```

To access Post "Dirty" Core Inventory Counts: **From the Physical Inventory Menu --> Physical Inventory "Dirty" Cores menu ---> Post "Dirty" Core Inventory Counts.**

If the Reset "Dirty" Core Inventory QOH Prior To Count **has not** been performed, the operator will receive the following error message immediately after entering the **Branch Location** and will be prevented from posting counts.

```
 A reset inventory has not been performed
 for this branch location.

 Press ENTER to return to the menu.
```

If the reset was properly processed, then the user will be allowed to continue entering the following information.

Field Descriptions:

- ➢ **Branch Location**:

  Enter the branch location for the "Dirty" Core Inventory that will be updated.

- ➢ **Printer Number:**

  Enter the printer number where the report should print.

- ➢ **OK to Continue? (Y, N):**

  Enter **Y** if you are ready to start the posting process and update the counted quantities on hand. Additionally, the system will print the Core Inventory Value Report. If an **N** has been entered, you will be taken back to the "Dirty" Core Inventory menu and the posting process will be cancelled and no update will be performed.

SECTION 2.12 – CORE INVENTORY VALUE REPORT

This procedure will produce a "Dirty" Core Inventory Value Report for a specific product line, or all lines.

```
11/18/2016                 CORE INVENTORY VALUE REPORT                IN-CRINV^


        ┌─────────────────────────────────────────────────────────────┐
        │ This procedure will produce a Core Inventory Value Report for a │
        │ specific product line, or all lines.                           │
        └─────────────────────────────────────────────────────────────┘


        Branch Location or ALL (W1,W2, or ALL)..:  W1

        Product Line or ALL....................:  GPN

        Do you still wish to produce this report? (Y,N):  Y
```

To access the "Dirty" Core Inventory Value Report: **From the Physical Inventory Menu -->
Physical Inventory "Dirty" Cores menu ---> "Dirty" Core Inventory Value Report.**

Field Descriptions:

➢ **Branch Location, or ALL**:
Enter the branch location of the "Dirty" Core Counts that were counted and updated or ALL if the count was for all branch locations.

➢ **Product Line or ALL**
Enter the Product Line of the count that was updated. If you counted ALL "Dirty" Cores, then enter the word **ALL**.

The Core Inventory Value report will prompt for Output Choices.   **D**isplay, **P**rint or e**X**port:

```
 ┌─ Document  Options ─┐
 │                     │
 │      (D)isplay      │
 │      (P)rint        │
 │      (X)port        │
 │ Output Choice:   D  │
 └─────────────────────┘
```

- **D**isplay – Displays report to screen immediately.
- **P**rint – Will print report to User Default Printer
- **X**port – Exports this report to your PC. The system will prompt the following.

Document Export Path & File Name
Export to my (P)C or my (S)erver: **P**
Path & Filename: **C:\TEMP\MYREPORT.XLS**

Enter Path & File name (ex: C:\TEMP\MYREPORT.XLS); or,? to select Path: File

For each "Dirty" Core that is listed on the report there will be a column for the **Location, Vendor, Part Number**, **Total QOH**, **Extended Cost, Total Cost Value of all cores.**

SECTION 2.13 - "DIRTY" CORE INVENTORY VALUE REPORT

```
   11-18-2016              TRUCK PARTS AND REPAIRS              Page:   1
                           CORE INVENTORY VALUE REPORT
                               FOR LOCATION W1
                               FOR VENDOR GPN

                                    Tot                      Ext
   Loc Vn  Part Number              QOH       Cost          Cost
   -------------------------------------------------------------
   W1  GPN RSD23004707Q              45       12.00        540.00
   W1  GPN RSD23004709E2              2       16.00         32.00
   W1  GPN RSEN4515E                  1      195.00        195.00
   W1  GPN RSEX4505LG                 4       18.00         72.00
   W1  GPN RSEX4661DXPQ               2       24.00         48.00
   W1  GPN RSEX4700DPQ                3       24.00         72.00
   W1  GPN RSFT4515C                  3      188.00        564.00
   W1  GPN TLA-109994                20                      0.00
                                 ------    ---------
                                     80                   1523.00

                                 ------    ---------
   Location Totals:                 80                   1523.00

                                 ------    ---------
   Report Totals:                   80                   1523.00
```

The Physical Count for "Dirty" Core Inventory creates a Source Code Transaction in the General Ledger of DCI. The next business day of your "Dirty" Core Count, you can view in the General Ledger Inquiry and see postings made with a **G/L transaction <u>source code</u>** of **<u>DCI.</u>**   The G/L adjusting entries typically would affect the "Dirty" Core Inventory and the "Dirty" Core Inventory Adjustment Clearing Account.

<u>NOTE:</u>
Upon completion of the "Dirty" Core Inventory processes, compare the Total "Dirty" Core Value Report for the Branch with the ending balance of the "Dirty" Core Inventory Account. If there is a difference, Journal entries to adjust the GL Account is recommended as illustrated in Section 2.14. On a daily basis, the "Dirty" Core Inventory G/L is being affected by "Dirty" Core Returns or Exchanges and Adjustments to correct the "Dirty" Core Inventory.

SECTION 2.14 –"DIRTY" CORE PHYSICAL INVENTORY COUNT G/L POSTING EXAMPLE

Please Note: The Chart of Accounts Used in These Examples Are Examples Only. Please Refer to Your "own" Business Chart of Accounts.

The next business day, you can view in the General Ledger Inquiry and you will see postings made with a **G/L transaction source code of DCI.** You will see a **debit amount** in the G/L account for **"Dirty" Cores Inventory and a credit to the "Dirty" Core Inventory Adjusting Clearing Account.**

For the purpose of this illustration, we will use the physical count that was created in this chapter and use the "Dirty" Core Inventory Value Report in the previous section. We will simulate a Physical Count on "Dirty" Cores for vendor GPN at year end. The inventory value report for the "Dirty" Cores shows a total value of cores counted as 1523.00

The General Ledger Inquiry for "Dirty" Cores shows an ending balance of a debit of $1723.00. As indicated by these two reports, the variance is <250.00>.

The variance between the GL account and the Physical Count Report, can be the result of "Dirty" Core returns/exchanges and or adjustments to the "Dirty" Core Inventory.   The variance will need to be adjusted as follows via a journal entry so that the "Dirty" Core Inventory Value Report is in sync with the "Dirty" Core Inventory G/L account. Please review the adjustment with your accountant.

| Description	GL Account#	Debit Amount	Credit Amount
Part Sales	4000		
Part Cost of Sales	5000		
Parts Inventory	1300		
Core Sales	4010		
Core Cost of Sales	5010		
Core Inventory	1305		
"Dirty" Core Inventory	1310		250.00
Overstock Parts + Cores Value Returned to the Supplier	1320		
Warranty Parts Returned from Customer	4020		
Warranty Core Returned from Customer	4030		
Warranty Parts Inventory from Customer	1330		
Warranty Core Inventory from Customer	1340		
Warranty Parts + Core Value Returned to Supplier	1350		
Warranty Credit from Supplier	1000		
"Dirty" Cores Inventory Adjustments Clearing Account	3550	250.00	
Core Credit from Supplier	1000		
Overstock Parts & Core Value Returned to Supplier	1305		
Balanced G/L Net Total		250.00	250.00

CHAPTER 3 – "DIRTY" CORE INVENTORY FILE MAINTENANCE

Introduction

Chapter 3 reviews the step-by-step procedures on how to maintain your "Dirty" Core Inventory using the "Dirty" Core inventory File Maintenance.   "Dirty" Core Physical Inventory Module. We recommend that you perform a "Dirty" Core physical inventory count at least once a year.

Maintaining the integrity of the "Dirty" Core Inventory is crucial when accounting for value of "Dirty" Cores. The **"Dirty" Core Inventory Value Report** list the "Dirty" Core returns that have been made via the Order Entry Module when a customer Returns or Exchanges a "Dirty" Core. When you are reconciling your "Dirty" Cores at month end or year end, this report is key to reconciling the General Ledger "Dirty" Core Inventory account.

When Cores are adjusted or maintained from these options a **G/L Transaction Source code of DCA** is created.

```
APCAssistant - APCHQ - DevServer
11/25/2016 (P0)              TRUCK PARTS & REPAIR              08:35AM  ^

                            COREBANK MENU

 1.   Core Inventory Inquiry        13.  Core Class Desc F/M
 2.   Core Inventory F/M            14.  Cust Corebank: Pre-Purge Report
 3.   Core Inventory Value Report   15.  Cust Corebank: Purge
 4.                                 16.  (Rebuild Corebank X-Ref)
 5.   Cust Corebank: F/M            17.  Customer Core Exceptions
 6.   Cust Corebank: Trans Report   18.
 7.   Cust Core Return Report       19.  Create Store Core Return
 8.                                 20.
 9.   Cust Core Bank Inquiry        21.  Vendor Core Pull Report
10.   Cust Banked Cores Report      22.  Vendor Core Returns: Enter
11.   Cust Core Pickup Report       23.  Vendor Core Returns: Print
12.   Cust Outstanding Core Value Report 24.  Vendor Core Returns: Update


        Enter Selection:


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

To maintain and adjust the "Dirty" Cores from **The Inventory Main Menu--> Core Bank Menu --> Options 1, 2 & 3**

Additionally, to ensure that your postings are correct and can be verified appropriately we require that the following G/L accounts are setup in your General Ledger Chart of Accounts.

Following is an example of suggested Chart of Accounts and descriptions in relation to a Physical Inventory on "Dirty" Core parts. All other accounts are not included such as freight, sales tax etc.…

Balance Sheet Accounts

Assets
- o Parts Inventory (new parts on the shelf)
- o Core Inventory (Core portion of the new parts on the shelf)
- o **"Dirty" Core Inventory**
- o "Dirty" Cores Returned to Vendor, Not Reimbursed

Liability
- o Accounts Payable

Income Statement Accounts

Sales
- o Part Sales
- o Core Sales

Cost of Sales
- o Part Cost of Sales
- o Core Cost of Sales
- o **"Dirty" Core Inventory Adjustment Cost Change**
- o Adjustment to "Dirty" Cores Returned to Supplier

Other Income:
- o Vendor Reimbursements (Gain/Loss)

SECTION 3.1 —"DIRTY" CORE INVENTORY INQUIRY

The "**Dirty**"**Core Inventory Inquiry** screen allows you to view at a glance by core part number the QOH and the Value.   No adjustments can be done from this option. The user will only be allowed to inquire on the part number entered.

When the user accesses this option #1, they are immediately prompted to enter a Branch Location then a Part Number.

<div align="center">

TRUCK PARTS & REPAIR

Wednesday, November 30, 2016 10:16am

</div>

Branch Location: W1 LAKE MARY	Correct? (Y,N,E): Y

```
 11/30/2016                 Core Inventory Inquiry                    IN-CINQ ^

  Part Number: GPN RSD23004707Q     Description: 4707Q BRAKE SHOE

  Date of Last Update: 11/30/2016

  Core Cost: 12.00                       Core Price: 14.00

                                                        Quantity On Hand

          Total Dirty Core Quantity on Hand.............     45




                              Enter the part number
```

To access the "Dirty" Core Inventory Inquiry, **From The Inventory Main Menu--> Core Bank Menu --> Core Inventory Inquiry.**

Branch Location - Enter the Branch Location you are inquiring on.
Part Number - Enter the part number of the Core.

The system will automatically display based on the Part Setup in Inventory F/M the:
- o **Description –** Description Of The Part
- o **Date of Last Update** - This Date Reflects the Date of The Last Manual Update **on** This Part using the "Dirty" Core Inventory F/M.
- o **Core Cost and Core Price**
- o **Quantity on Hand** – The Shelf count.

SECTION 3.2 –"DIRTY" CORE INVENTORY F/M

The "**Dirty"Core Inventory Inquiry** screen allows you to manually adjust the "Dirty" Cores.

When the user accesses this option #2, they are immediately prompted to enter a Branch Location.

<div align="center">

TRUCK PARTS & REPAIR
Wednesday, November 30, 2016 10:16am

</div>

Branch Location: W1 LAKE MARY	Correct? (Y,N,E): Y

```
11/30/2016              Core Inventory File Maintenance            IN-COREINVFM ^

 Part Number: GPNRSD23004707Q      Description: 4707Q BRAKE SHOE

 Core Price....: 14.00
 Core Cost.....: 12.00
 Core Class....:                        Serialized.......: No

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

 Dirty Cores.......:          45                540.00




    (Last Update: 11/30/2016)




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

To access the "Dirty" Core Inventory File Maintenance **From The Inventory Main Menu--> Core Bank Menu --> Core Inventory F/M**

Field Descriptions.
- **Branch Location - Enter the Branch Location you are inquiring on.**
- **Part Number - Enter the part number of the Core.**

The system will automatically display based on the Part Setup in Inventory F/M the:
   - o **Description** – Description Of The Part
   - o **Core Cost and Core Price**
   - o **Serialized** – If Part Number Is A Serialized Part It Will Indicate The Word **"Yes"**
   - o **Quantity On Hand** – The Current Shelf Count.

Options: (U)pdate, (E)dit, (C)ancel:
- **(U)pdate** – Press **U** to update the transaction after Editing and making Q-O-H Changes. The system will use the Date of the Update as the 'Date of Last Update' as discussed in previous chapter.
- **(E)dit** – press **E** to edit the Q-O-H and enter new Quantity.
- **(C)ancel** – press **C** to Cancel any changes made and return to the menu.

When the "Dirty" Cores have been manually adjusted using this program Core Inventory File Maintenance, the next business day you can view in the General Ledger Inquiry and you will see postings made with a **G/L transaction** source code **of** DCA .

If "Dirty" Cores were increased in the "Dirty" Core Inventory as a result of the EDIT, the transactions will created by the program will create a **debit amount** in the G/L account for **"Dirty" Core** Inventory and a **credit amount** in the G/L account for **"Dirty" Cores Inventory Adjustment Cost Change**.

```
11/30/2016            Core Inventory File Maintenance         IN-COREINVFM ^

 Part Number: GPNRSD23004707Q    Description: 4707Q BRAKE SHOE

 Core Price....: 14.00
 Core Cost.....: 12.00
 Core Class....:                        Serialized.......: No

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

 Dirty Cores.......:         55             660.00




    (Last Update: 11/30/2016)




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

In this scenario, the "Dirty" Cores were increased by 10 units and the cost of the cores were 12.00/ea. The system creates a **G/L transaction** source code **of** DCA and posts to the GL the variance of 120.00.

| Description	GL Account#	Debit Amount	Credit Amount
Part Sales	4000		
Part Cost of Sales	5000		
Parts Inventory	1300		
Core Sales	4010		
Core Cost of Sales	5010		
Core Inventory	1305		
"Dirty" Core Inventory	1310	120.00	
Overstock Parts + Cores Value Returned to the Supplier	1320		
"Dirty" Cores Inventory Adjustments Cost Change	3550		120.00
Core Credit from Supplier	1000		
Overstock Parts & Core Value Returned to Supplier	1305		
Balanced G/L Net Total		120.00	120.00

If "Dirty" Cores were reduced in the "Dirty" Core Inventory as a result of the EDIT, the transactions created by the program will create a **credit amount** in the G/L account for **"Dirty" Core Inventory** and a **debit amount** in the G/L account for **"Dirty" Cores Inventory Adjustment Cost Change**.

```
 11/30/2016           Core Inventory File Maintenance         IN-COREINVFM

   Part Number: GPNRSD23004707Q      Description: 4707Q BRAKE SHOE

   Core Price....: 14.00
   Core Cost.....: 12.00
   Core Class....:                   Serialized.......: No

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

   Dirty Cores.......:         35               420.00




      (Last Update: 11/30/2016)


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

In this scenario, the "Dirty" Cores were Reduced by 20 units and the cost of the cores were 12.00/ea. The system creates a **G/L transaction source code of DCA** and posts to the GL the variance of 240.00.

| Description	GL Account#	Debit Amount	Credit Amount
Part Sales	4000		
Part Cost of Sales	5000		
Parts Inventory	1300		
Core Sales	4010		
Core Cost of Sales	5010		
Core Inventory	1305		
"Dirty" Core Inventory	1310		240.00
Overstock Parts + Cores Value Returned to the Supplier	1320		
"Dirty" Cores Inventory Adjustments Cost Change	3550	240.00	
Core Credit from Supplier	1000		
Overstock Parts & Core Value Returned to Supplier	1305		
Balanced G/L Net Total		240.00	240.00

SECTION 3.3 - "DIRTY" CORE INVENTORY VALUE REPORT

The "Dirty" Core Inventory, a Core Inventory Value Report can be printed, from Option #3 Dirty Core Inventory Value report.

```
11/30/2016                 CORE INVENTORY VALUE REPORT              IN-CRINV

    ┌──────────────────────────────────────────────────────────────┐
    │ This procedure will produce a Core Inventory Value Report for a│
    │ specific product line, or all lines.                           │
    └──────────────────────────────────────────────────────────────┘

     Branch Location or ALL (W1,W2, or ALL)..:  W1

     Product Line or ALL.....................:  GPN

     Do you still wish to produce this report? (Y,N):
```

Field descriptions:
- **Branch Location** – Enter the Branch Location
- **Product Line or ALL** – Vendor Code or All
- **Do you still wish to produce this report?** Yes will produce the Report.

The Core Inventory Value report will prompt for Output Choices. **D**isplay, **P**rint or e**X**port:

```
┌─────────────────────────────────┐
│   ┌─ Document Options ─┐         │
│   │                    │         │
│        (D)isplay                 │
│        (P)rint                   │
│        (X)port                   │
│   Output Choice:   D             │
│                                  │
└─────────────────────────────────┘
```

- **D**isplay –Displays report to screen immediately.
- **P**rint – Will print report to User Default Printer
- **X**port – Exports this report to your PC. The system will prompt the following.

```
                    Document Export Path & File Name
                    Export to my (P)C or my (S)erver:  P
                    Path & Filename: C:\TEMP\MYREPORT.XLS


         Enter Path & File name (ex: C:\TEMP\MYREPORT.XLS); or,? to select Path: File
```

SECTION 3.3 - "DIRTY" CORE INVENTORY VALUE REPORT

```
11-30-2016           TRUCK PARTS & REPAIR          Page:   1
                   CORE INVENTORY VALUE REPORT
                       FOR LOCATION W1
                       FOR VENDOR GPN

                                   Tot                    Ext
Loc Vn  Part Number                QOH      Cost         Cost
-------------------------------------------------------------
W1   GPN RSD23004707Q               35     12.00       420.00
W1   GPN RSD23004709E2               2     16.00        32.00
W1   GPN RSEN4515E                   1    195.00       195.00
W1   GPN RSEX4661DXPQ                2     24.00        48.00
W1   GPN RSEX4700DPQ                 3     24.00        72.00
W1   GPN RSFT4515C                   3    188.00       564.00
W1   GPN TLA-109994                 20                   0.00
                                 ------            ---------
                                   66               1331.00


                                 ------            ---------
Location Totals:                   66               1331.00
```

For each "Dirty" Core that is listed on the report there will be a column for the **Location, Vendor, Part Number**, **Total QOH**, **Extended Cost, Total Cost Value of all cores.**