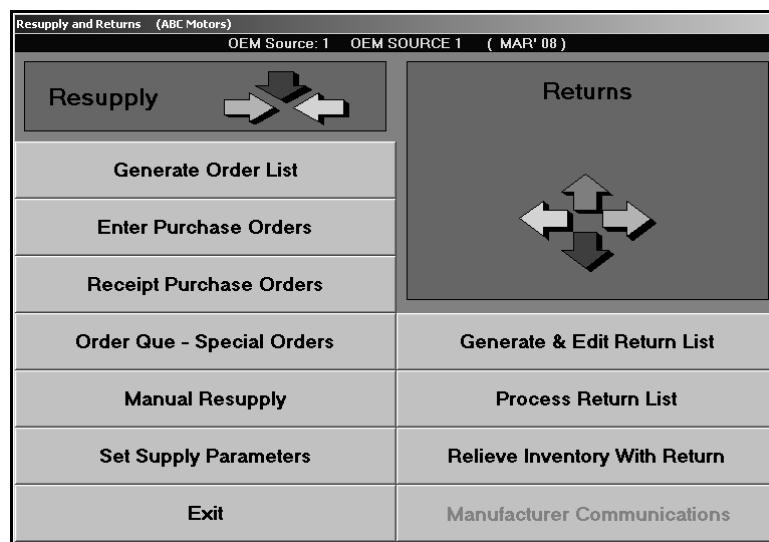


Chapter 11 Parts Returns

The right side of the Resupply and Returns menu is used to generate and process parts returns. Preparing a parts return list is similar to preparing an inventory resupply list. You begin by generating a suggested list of parts that are eligible for return and that are no longer needed in your inventory. The process affects only the current source. You can add to or edit the suggested list as needed.

Next, the finished list is converted into a return document. Transmit the document to the manufacturer using your manufacturer's Dealer Communications System (DCS). When you receive approval for the return, you edit the lists as needed. Finally, you update the return document to relieve your inventory of the returned parts.



You can have only one generated return list in the system at a time, but you can have any number of return documents on file. If you plan to generate more than one return list at a time, you must turn the first list into a return document before you generate the next list. Each list overwrites the previously generated list.

A return document remains on file until you update the document to relieve the returned parts from your inventory. This update should be done *after* the parts have been physically removed from your inventory and shipped to the OEM supplier.

Tip: The label on last button on the Returns side of the menu changes depending on the parts inventory source you select. The button displays the name of the manufacturer communications available for the current parts source. If an interface with your manufacturer is available through Autosoft FLEX DMS, you can access it using this button. This way, you can transfer the parts return document to the manufacturer right from this menu.

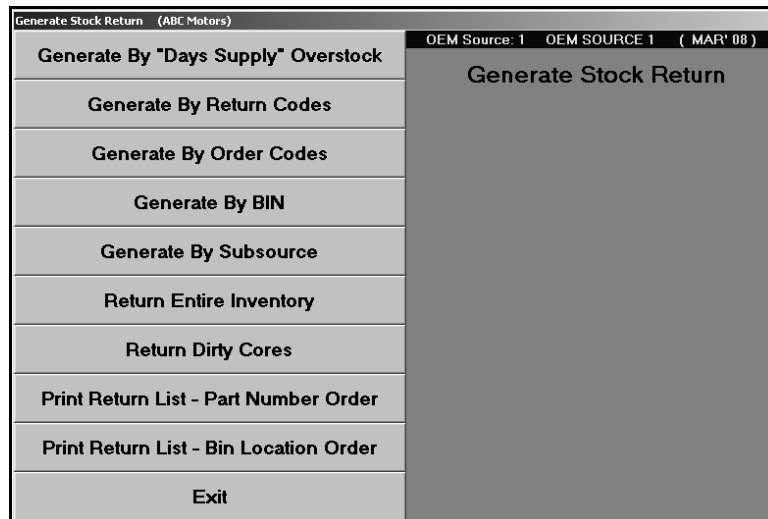
Generate & Edit Return List

This button advances you to the Generate Stock Return menu. You use this menu to generate a return list. You have the option to scan your inventory to generate the list, manually enter a return list, or use a combination to generate the return list.



Scan Inventory For Return List

This button advances you to the Generate Stock Return submenu. You use this menu to scan the inventory to generate a suggested return list. The first three buttons provide your scanning options. The last two buttons allow you to print the generated list in either part order or bin order.



Tip: The system pulls any parts currently in the manual return list to the generated list. Before generating the list, you should verify that you do not need to delete a manual return list or remove parts from the list. See pages 11:12-11:13 for information about the manual return list.

Generate By 'Days Supply' Overstock

Use this button to generate a list based on overstock. This scan identifies parts that have not sold for a specific period and parts that are selling but have an excessive quantity in stock. This information is determined by the "High" days supply level. The days supply is determined by the resupply method you selected for each inventory source using the **Set Supply Parameters** button. The Pearson algorithm automatically calculates this level. If you are using Micro-Management, you set these parameters on the second parameters screen. In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Generate By 'Days Supply' Overstock**.
2. Type the return codes and the "cost over" amount you want to use to generate the list. The first **Return Codes** field defaults to **R** for "Returnable" parts. The second field defaults to ***** for "Last Time Returnable." You can edit these fields as needed. If you want to generate a list for all of the return codes, type **++++**.
3. Type the cost over amount you want to use to generate the return list.
4. The **Max Return Value** allows you to specify the maximum value of the return. If you set a maximum return value, the system will find all parts that qualify for the return. Starting with the oldest part, the system will then add the parts to the suggested return and will stop adding parts when the value of the return reaches the maximum value set. If you do not specify a maximum return value, the system will include all parts that qualify.
5. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))

If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.

6. Click **OK** when prompted to verify you want to generate the list.
7. The system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Generate By Return Code

Use this button to generate a list based solely on the last date of sale (obsolescence). In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Generate Return List By Return Code**.
2. Type the last date of sale. You must enter the date in an eight-character format with or without slashes (MM/DD/YYYY or MMDDYYYY). If you do not use slashes, press ENTER to continue.
3. Type the return codes you want the system to scan. The first **Return Codes** field defaults to **R** for returnable parts. The second field defaults to ***** for last time returnable. You can edit these fields as needed. If you want to generate a list for all return codes, type **+ + + + +**.

Important: Any part that is flagged ***** for last time returnable will be included on the generated return list regardless of its last sale date.

4. Type the cost over amount you want to use to generate the return list.
5. The **Max Return Value** allows you to specify the maximum value of the return. If you set a maximum return value, the system will find all parts that qualify for the return. Starting with the oldest part, the system will then add the parts to the suggested return and will stop adding parts when the value of the return reaches the maximum value set. If you do not specify a maximum return value, the system will include all parts that qualify.
6. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))

If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.

7. Click **OK** when prompted to verify you want to generate the list.
8. The system displays the progress of the scan as it works. The time required to complete the scan depends on the size of your inventory. When the scan is complete, the system displays a "Did That" message indicating the list has been generated. Click **OK** to acknowledge the message.

Generate By Order Code

Use this button to generate a list based on the order code. In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Generate Return List By Order Code**.
2. Type the order codes you want to use to generate the list. If you want to generate a list for all of the order codes, type **+ + + + +**.
3. Type the return codes you want to use to generate the list. The first **Return Codes** field defaults to **R** for "Returnable" parts. The second field defaults to ***** for "Last Time Returnable." You can edit these fields as needed. If you want to generate a list for all of the return codes, type **+ + + + +**.
4. Type the cost over amount you want to use to generate the return list.
5. The **Max Return Value** allows you to specify the maximum value of the return. If you set a maximum return value, the system will find all parts that qualify for the return. Starting with the oldest part, the system will then add the parts to the suggested return and will stop adding parts when the value of the return reaches the maximum value set. If you do not specify a maximum return value, the system will include all parts that qualify.
6. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))

If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.
7. Click **OK** when prompted to verify you want to generate the list.
8. The system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Generate By BIN

Use this button to generate a list based on the bin location. In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Generate Return List By BIN**.
2. Type the bin(s) you want to use to generate the list. If you want to generate a list for every bin, type + + + + +.
3. Type the return codes you want to use to generate the list. The first Return Codes field defaults to **R** for "Returnable" parts. The second field defaults to ***** for "Last Time Returnable." You can edit these fields as needed. If you want to generate a list for all of the return codes, type + + + + +.
4. Type the cost over amount you want to use to generate the return list.
5. The **Max Return Value** allows you to specify the maximum value of the return. If you set a maximum return value, the system will find all parts that qualify for the return. Starting with the oldest part, the system will then add the parts to the suggested return and will stop adding parts when the value of the return reaches the maximum value set. If you do not specify a maximum return value, the system will include all parts that qualify.
6. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))

If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.

7. Click **OK** when prompted to verify you want to generate the list.
8. The system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Generate By Subsource

Use this button to generate a list based on subsource. The list will include the parts in the subsources specified. In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Generate By Subsource**.
2. Type the subsource you want to use to generate the list. Leave the field blank if you want to generate a list for every subsource.
3. Type the last sale date you want to use to generate the return list.
4. The **Max Return Value** allows you to specify the maximum value of the return. If you set a maximum return value, the system will find all parts that qualify for the return. Starting with the oldest part, the system will then add the parts to the suggested return and will stop adding parts when the value of the return reaches the maximum value set. If you do not specify a maximum return value, the system will include all parts that qualify.
5. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))
6. If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.
7. Click **OK** when prompted to verify you want to generate the list.
8. The system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Return Entire Inventory

Use this button to generate a list that contains all of the parts in the current inventory source (regardless of obsolescence, overstock, or return code). This option is generally used with dealer buyouts or special factory returns where the entire inventory will be liquidated. In addition, any entries in the manual return list are automatically pulled to the generated list.

1. Click **Return Entire Inventory**.
2. The **Maximize Return Value** option works in conjunction with the **Max Return Value** field.

If set to **N** for no, the system will end the scan when it reaches a part whose value exceeds the remaining return value. (Value = On-hand Quantity * (Cost + Core))

3. If set to **Y** for yes, when the system reaches a part whose value exceeds the remaining value, it will adjust the quantity to return as many pieces possible. The system will then proceed to the next number by age and try to return as many pieces as possible while still keeping below the maximum return value. The system will continue doing this for all qualified parts by age until the maximum value is reached.
4. Click **OK** when prompted to verify you want to return the inventory.
5. The system displays the progress of the scan as it works. The time required to complete the scan depends on the size of your inventory. When the scan is complete, the system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Return Dirty Cores

Use this button to generate a list of dirty cores for return. This is based on the Dirty Cores field on the Master Inventory screen. Dirty Cores are added to the inventory through the C field on the Counter Sales and Service Sales screens. The Dirty Core inventory can be manually adjusted on the Master Inventory screen.

1. Click **Return Dirty Cores**.
2. Click **OK** when prompted to verify you want to generate the list.
3. The system displays a message indicating the list has been generated. Click **OK** to acknowledge the message.

Print Return List

The last two buttons on this menu allow you to specify how you want the return document to print. You can select to print the list in part number order or bin order. Simply click the button that corresponds to the list you want to print, and select your print criteria.

For each part on the list, the printout lists the part number, bin, sales for the last 12 months, on-hand quantity, suggested return quantity, cost per part, extended cost, package quantity, number of days in stock, number of days since the last sale, and the return code. (A return code of M indicates a missing return code.) The bottom of the printout lists the total number of parts on the list and the cost of the total return.

Note: Unlike the resupply process, the scan for the return list ignores the minimum package quantity. Although this quantity is a requirement to purchase a part, this minimum may not apply to returns. The printed return list and editing screens include the package quantity (as applicable for any part) for your reference.

Tip: If the list contains parts that do not fit the criteria you selected to generate the list, check to see if there are any old entries in the manual return list. You may need to delete the old manual list and regenerate the return list to resolve the problem. Please refer to “Build Manual Return List” on page 11:12 for instructions on deleting a manual return list.

View Generated Return List

Use this button to view the generated return list. You can toggle between viewing information in bin order, part order, or base order. As you click the toggle button, the description changes to indicate the current sort order.

Part No.	Location	On/H	Ret	12HS	Desc.	S/S	R/C	Cage	Last	Sal
10037380 [09]	025	1		0	COIL	Y	R		(N/A)	
10053182 [04]	280		13	1	0 RETAINER	S	R		04/17/06	
10068819 [09]	630	1		0	SWITCH A	S	R		06/14/06	
10105939 [04]	032	1		0	GASKET-U	S	R		11/06/06	
10115741 [09]	160	3		0	GASKET	Y	R		03/13/06	
10118742 [09]	020	1		0	TUBE ASM	Y	R		(N/A)	
10127410 [09]	012	1		0	GASKET-C	S	R		05/01/06	
10128329 [09]	016	1		0	SEAL-W/P	S	R		06/13/06	
10134407 [09]	180	14	1	0	RETAINER	Y	R		(N/A)	
10136767 [09]	128	1		0	ANTENNA	S	R		12/12/06	
10141924 [04]	016	1		0	ADAPTER-	S	R		08/28/06	
10159418 [09]	011	1		0	GASKET U	S	R		(N/A)	
10159525 [09]	370	1		0	FILTER,E	S	R		(N/A)	
10165023 [09]	208	1		0	HOSE ASM	S	R		01/06/06	
10193489 [09]	067	1		0	EMBLEM A	S	R		04/05/06	
10199277 [09]	040	1		0	INSULATO	S	R		04/19/06	
10217886 [04]	016	1		0	SEAL ASM	S	R		08/22/06	
10239238 [04]	054	1		0	HOSE	Y	R		10/25/06	
10241518 [04]	690	10	1	0	RET HDLN	S	R		11/13/06	
10246503 [04]	067	1		0	PLT F/S/	S	R		08/29/06	
10246504 [04]	067	1		0	PLT F/S/	S	R		08/29/06	
10247755 [04]	068	1		0	REFLECTO	S	R		02/08/06	
10257988 [04]	640	1		0	STABILIZ	S	R		09/18/06	
10262225 [09]	055	1		0	INSULATO	Y	R		01/12/06	
10262226 [09]	055	2		0	INSULATO	S	R		01/13/06	
10262227 [09]	055	1		0	INSULATO	Y	R		01/12/06	
10264036 [09]	530	1		0	BRACKET	S	R		04/20/06	

Edit/Add to Generated Return List

Use this button to open the Edit/Add To Generated List screen to edit parts on the list or to add parts to the list. The parts in the current list are automatically displayed in a list on the right side of the screen.

Edit/Add To Generated List (ABC Motors)		"Click" From List	
OEM Source: 1 OEM SOURCE 1 (MAR' 08)		1	10037380 [09] COIL
Part: 10068819		13	10053182 [04] RETAINER
Description: SWITCH A		1	10068819 [09] SWITCH A
Last Sale: 06/14/2006 643		1	10105939 [04] GASKET-U
Prev Sale: 1: 4: 7: 10:		3	10115741 [09] GASKET
Last Stok: 06/08/2006 649		1	10118742 [09] TUBE ASM
3-Months Sales: 0 3: 6: 9: 12:		1	10127410 [09] GASKET-C
12-Months Sales: 0 Lost: Lost: Lost: Lost:		14	10128329 [09] SEAL-W/P
Bin: 630		1	10134407 [09] RETAINER
Age: 00 96		1	10141924 [04] ADAPTER-
Return Code: R		1	10159418 [09] GASKET U
Cost: 43.21		1	10159525 [09] FILTER,E
Pkg Qty: 1		1	10165023 [09] HOSE ASM
Extension: 43.21		1	10193489 [09] EMBLEM A
On Hand: 1		1	10199277 [09] INSULATO
Return Quantity: 1		1	10217886 [04] SEAL ASM
Cage:		1	10239238 [04] HOSE
		10	10241518 [04] RET HDLN
		1	10246503 [04] PLT F/S/
		1	10246504 [04] PLT F/S/
		1	10247755 [04] REFLECTO
		1	10257988 [04] STABILIZ
		1	10262225 [09] INSULATO
		2	10262226 [09] INSULATO
		1	10262227 [09] INSULATO
		1	10264036 [09] BRACKET
		1	10279491 [09] DEFLECTO
		1	10279496 [09] DEFLECTO

Editing Part Information

1. Click **Edit/Add to Generated Return List**. The Edit/Add to Generated List screen appears.
2. A list of parts on the list is displayed on the right side of the screen, and the information for the first part on the list automatically fills in on the screen.
3. By default, the list is in part number order. Click **Toggle Sort** to sort the list based on bin location or base/group order. The current sort order is displayed on the label under the part list window.
4. Verify or edit the return quantity as needed, and press the ENTER key.
5. If applicable, type the cage for the part, and press the ENTER key.
6. The part information is saved, and the information for the next part on the list fills in on the screen.
7. When you reach the end of the list, the system displays a "That's All" message. Click **OK** to acknowledge the message.
8. Click **Exit** to close the screen.

Adding a Part to the List

1. Type the part number, and press the ENTER key. The part information fills in on the screen.
2. The cursor advances to the **Return Quantity** Field. Type the return quantity, and press the ENTER key again.
3. If applicable, type the cage for the part, and press the ENTER key.
4. The part information is saved, and the screen clears so you can add another part.

Deleting a Part from the List

1. Select the part from the list.
2. Click **Delete Part**.
3. Click **OK** when prompted to verify you want to delete the record.

Build Manual Return List

Use this button to open the Build Manual Return List screen to manually generate a return list. This feature allows you to bypass the inventory scan. However, parts entered in the manual list are automatically pulled to the return list when the system scans to generate a list. If you are only going to only use the manual return list, you *must* use the **Replace Return List With Manual List** menu option to save the list/pull the list to the resupply list.

Adding Parts to the List

1. Click **Build Manual Return List**. The Build Manual Return List screen appears.
2. Type the part number, and press the ENTER key. The part information fills in on the screen.
3. The cursor advances to the **Return Quantity** Field. Type the return quantity, and press the ENTER key again.
4. If applicable, type the cage for the part, and press the ENTER key.
5. The part information is saved, and the part is added to the list on the right side of the screen.
6. Continue to add parts as needed.
7. When you are finished adding parts to the list, click **Exit**.

Deleting a Part

1. Select the part from the list on the right side of the screen.
2. Click **Delete Part**.
3. Click **OK** when prompted to verify you want to delete the part.

Deleting the Entire List

1. Click **Delete Entire List**.
2. Click **OK** when prompted to verify you want to delete the list.

Delete Generated Return List

Use this button on the Generate stock Return menu to delete the generated list.

1. Click **Delete Generated Return List**.
2. Click **OK** when prompted to verify you want to delete the list.

Replace Return List with Manual List

Use this button to replace the system-generated list with the manually generated list. Only parts entered on the manual return list will remain on the list. If you are only going to only use the manual return list, you *must* use this option to save the list/pull the list to the resupply list.

3. Click **Replace Return List With Manual List**.
4. Click **OK** when prompted to verify you want to replace the list.

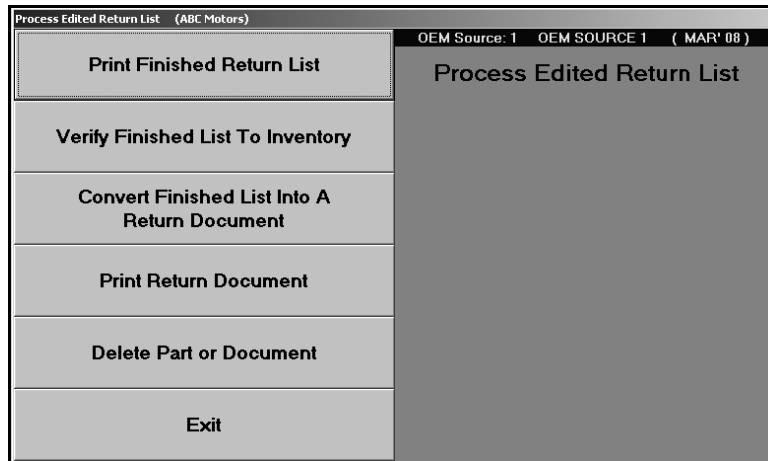
FasTrial of Current List

Use this button to run a FasTrial of the current return list. The FasTrial identifies the total number of parts on the list and the total value of the return.

1. Click **FasTrial Of Current List**.
2. Click **OK** when prompted to verify you want to view the FasTrial.
3. The screen displays the FasTrial. Click **OK** to continue working.

Process Return List

This button advances you to the Process Edited Return List menu. You use this menu to convert the finished return list into a return document. Once you create the return document, use your manufacturer's DCS to send the file to the manufacturer.



Print Finished Return List

Use this button to print a copy of the list you generated. This includes any editing that you did to the list. For each part, the printout lists the part number, description, quantity, cost, extended cost, balance/quantity in inventory after the return, bin, cage, and subsource. The end of the printout lists the total number of parts on the list and the total value of the return.

1. Click **Print Finished Return List**.
2. When prompted to verify your printer is ready, select your print criteria.

Verify Finished List To Inventory

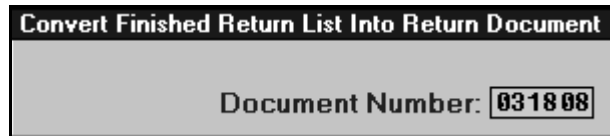
Use this button to print a list of any discrepancies between the return list and the Master Inventory. This identifies parts on the list that have a return quantity that is not equal to the on-hand quantity. The report can be used to further edit the return list. For each part, the printout lists the part number, description, bin, return quantity, and on-hand quantity.

1. Click **Verify Finished List To Inventory**.
2. When prompted to verify your printer is ready, select your print criteria.

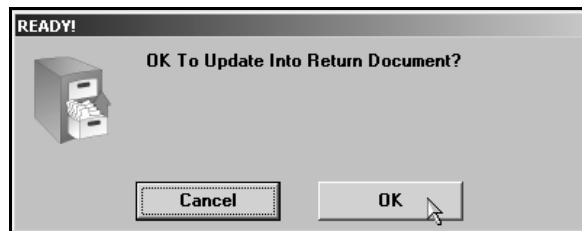
Convert Finished List Into A Return Document

Use this button to turn the finished list into a return document in preparation for the inventory update.

1. Click **Convert List Into A Return Document**.
2. Type the document number you want to use. You can enter up to six alphanumeric characters.



3. Click **OK** when prompted to verify you want to update the document.



Tip: If a manual return list exists but you have not convert edit to a finished list, the system will display a warning indicating the manual return list will be lost if you continue. Click **Cancel** to cancel the action or **Continue** to continue converting the list.

Print Return Document

Use this button to print a copy of the return document you just created. For each part on the document, the printout lists the part number, description, return quantity, cost, and extended cost. The O/H Balance column identifies what the on-hand quantity for each part will be **after** the return is updated to inventory. The last column identifies the part subsource. The end of the printout lists the total number of parts on the document and the total value of the return.

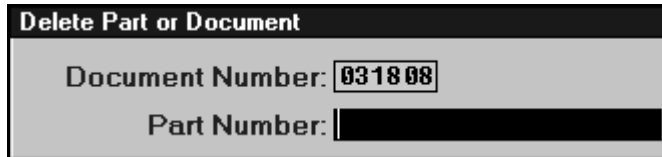
1. Click **Print Return Document**.
2. Type document number.
3. When prompted to verify your printer is ready, select your print criteria.

Delete Part or Document

Use this button to delete a part from a return document or an entire document.

Deleting a Document

1. Click **Delete Part Or Document**.
2. Type the document number.

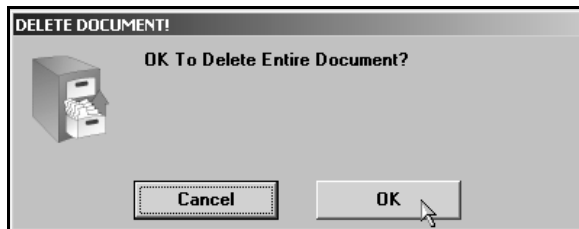


Delete Part or Document

Document Number:

Part Number:

3. Press the ENTER key to advance through the **Part Number** field, leaving the field blank.
4. Click **OK** when prompted to verify you want to delete the entire document.

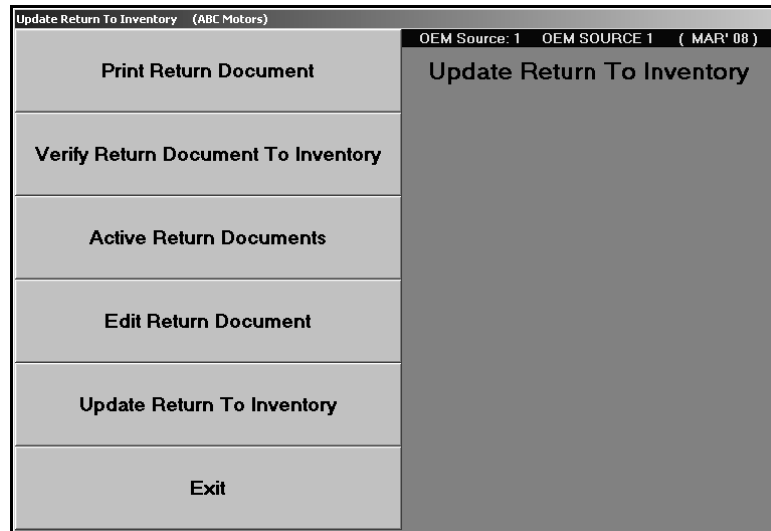


Deleting a Part

1. Click **Delete Part Or Document**.
2. Type the document number that contains the part.
3. Type the part number for the part you want to delete.
4. Click **OK** when prompted to verify you want to delete the part.

Relieve Inventory With Return

This button advances you to the Update Return To Inventory menu. Once you receive approval for the return, you use this menu to make any adjustments to the return document and to update the return document to inventory. This is the final step in the returns process.



Print Return Document

Use this button to print a copy of the return document. This is the same document available on the Process Edited Return List menu.

1. Click **Print Return Document**.
2. Type the document number.
3. When prompted to verify your printer is ready, select your print criteria.

Verify Document To Inventory

Use this button to print a list of any discrepancies between the return list and the Master Inventory. This will identify parts on the list that have a return quantity that is not equal to the on-hand quantity. The report can be used to further edit the return list. The same report is available on the Process Edited Return List menu. This gives you another chance to ensure all of the discrepancies have been caught.

1. Click **Verify Document To Inventory**.
2. Type the document number you want to verify.
3. Click **OK** when prompted to confirm you want to verify the document.
4. When prompted to verify your printer is ready, select your print criteria.

Active Return Documents

Use this button to view an on-screen version a return document.

1. Click **Active Return Documents**. The View Return Documents screen appears.
2. The window on the left side of the screen displays all the active return documents. Click the document you want to view. A list of parts on the document displays on the right side of the screen. For each part, the screen lists the part number, inventory source, date added to the return document, quantity returned, and part description.

View Return Documents		Part Number	Src	Date	Ret.	Description
Active Return Documents						
031808	03/18/08	10037380 [09]	1	03/18/08	1	COIL
		10053182 [04]	1	03/18/08	13	RETAINER
		10068819 [09]	1	03/18/08	1	SWITCH A
		10105939 [04]	1	03/18/08	1	GASKET-U
		10115741 [09]	1	03/18/08	3	GASKET
		10118742 [09]	1	03/18/08	1	TUBE ASH
		10127410 [09]	1	03/18/08	1	GASKET-C
		10128329 [09]	1	03/18/08	1	SEAL-W/P
		10134407 [09]	1	03/18/08	14	RETAINER
		10136767 [09]	1	03/18/08	1	ANTENNA
		10141924 [04]	1	03/18/08	1	ADAPTER-
		10159418 [09]	1	03/18/08	1	GASKET U
		10159525 [09]	1	03/18/08	1	FILTER,E
		10165023 [09]	1	03/18/08	1	HOSE ASH
		10193409 [09]	1	03/18/08	1	EMBLEM A
		10199277 [09]	1	03/18/08	1	INSULATO
		10217886 [04]	1	03/18/08	1	SEAL ASH
		10239238 [04]	1	03/18/08	1	HOSE
		10241518 [04]	1	03/18/08	10	RET HDLN
		10246503 [04]	1	03/18/08	1	PLT F/S/
		10246504 [04]	1	03/18/08	1	PLT F/S/
		10247755 [04]	1	03/18/08	1	REFLECTO
		10257988 [04]	1	03/18/08	1	STABILIZ
		10262225 [09]	1	03/18/08	1	INSULATO
		10262226 [09]	1	03/18/08	2	INSULATO
		10262227 [09]	1	03/18/08	1	INSULATO
		10264036 [09]	1	03/18/08	1	BRACKET
		10279491 [09]	1	03/18/08	1	DEFLECTO
		10279496 [09]	1	03/18/08	1	DEFLECTO
		10283641 [04]	1	03/18/08	1	GRILLE

3. If necessary, click **Delete This Document** to delete the return document. Click **OK** when prompted to verify you want to delete the document.
4. Click **Close** to return to the Update Return To Inventory menu.

Edit Return Documents

Use this button to open the Edit/Add To Generated List screen to edit any discrepancies between what you submitted, what your OEM supplier agreed to accept, and what you actually shipped for return.

Editing Part Information

1. Click **Edit Return Document**. The Edit/Add To Generated List screen appears.
2. Type the document number, or click the document in the list on the right side of the screen.
3. A list of parts on the document is displayed on the right side of the screen, and the information for the first part on the list automatically fills in on the screen.
4. By default, the list is in part number order. Click **Sort Order** to sort the list based on bin location or base/group order. The current sort order is displayed on the label under the part list window.
5. Type the part number. The part information fills in on the screen.
6. Edit the return quantity as needed, and press ENTER.
7. The part information is saved, and the information for the next part in the list fills in on the screen.
8. When you reach the end of the list, the system displays a "That's All" message. Click **OK** to acknowledge the message.
9. Click **Exit** to return to the Update Return To Inventory menu.

Tip: At any time, you can click **Document List** to view the complete list of return documents.

Deleting a Part

1. Select the part from the list on the right side of the screen.
2. Click **Delete Part**.
3. Click **OK** when prompted to verify you want to delete the record.

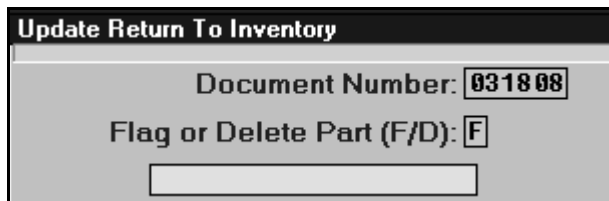
Update Return Document

Use this button to update the return document to the inventory. All other workstations must be out of the Parts module during the update.

1. Click **Update Return Document**.
2. Type the document number.
3. Specify if you want to flag the part record or delete the part record.

If you enter **F** for flag part record, the on-hand quantity is relieved by the return quantity, and the stocking status is set to **R** (returned within the last year) for each part.

If you select **D** for delete record, the inventory record and all of the data associated with it will be removed from the Master Inventory file. If you have returned less than the on-hand quantity, only the return quantity will be deducted for each part, and its inventory will remain in place.



The screenshot shows a dialog box titled "Update Return To Inventory". It contains two input fields: "Document Number: 031808" and "Flag or Delete Part (F/D): F". Below these fields is an empty rectangular box.

4. Click **OK** when prompted to verify you want to update the inventory.

Manufacturer Communications

The label on this button changes depending on the parts inventory source you select. The button displays the name of the manufacturer communications available for the current parts source. When you click the button, you will go to the screen or menu used to interface with your Dealer Communications System (DCS). The same menus and screens open from the Parts Utilities menu.