

MONTHLY PARTS RECONCILIATION REPORT

FOR MONTH: _____ PARTS INVENTORY LINE: _____

PREPARED BY: _____ DATE PREPARED: _____

1. COMPUTER GENERATED INVENTORY FROM PARTS IVENTORY PAD: \$ _____
2. CORES IN STOCK (IF NOT ON THE PAD UNDER A SPECIAL PART NUMBER): \$ _____
3. CORES RETURNED - NOT CREDITED (ANY CORES ALREADY SENT BACK FOR WHICH CREDIT HAS NOT BEEN ISSUED): \$ _____
4. RETURNED PARTS NOT CREDITED: (ANY DEFECTIVE, DAMAGED OR WRONG PARTS ORDERED THAT HAVE BEEN RETRURNED TO THE MANUFACTURER, BUT HAVE NOT BEEN CREDITED): \$ _____
5. WORK IN PROCESS: (ANY PARTS AND/OR CORES PENDING ON SERVICE OR BODY SHOP REPAIR ORDERS WHICH HAVE YET TO BE CLOSED OUT): \$ _____
6. CORES WAITING TO BE SHIPPED: (ANY CORES THAT ARE SITTING IN A HOLDING AREA AWAITING SHIPMENT TO THE FACTORY): \$ _____
7. NPN MISCELLANEOUS PARTS: (PARTS NOT FOUND ON THE SYSTEM THAT ARE REPLENISHED MONTNLY, SUCH AS NUTS, BOLTS, WIRE TIES, ETC.): \$ _____
8. PACKING SLIPS PENDING: (PAY PARTS THAT ARE ON THE PAD FOR WHICH YOU HAVE NOT YET BEEN BILLED): \$(_____)
9. PRE-PAID SPECIAL ORDER PARTS (ANY PART THAT HAS NOT BEEN RECEIVED BUT THE CUSTOMER PRE-PAID BEFORE IT WAS ORDERED): \$(_____)
10. ADJUSTED INVENTORY BALANCE
(TOTAL # 1 THRU #7 MINUS #8 & #9): \$ _____
11. GENERAL LEDER BALANCE: \$ _____
12. APPRECIATEION: (TOTAL YEAR'S APPRECIATION SINCE LAST PHYSICAL INVENTORY): \$ _____
13. DEPRECIATION: (TOTAL YEAR'S DEPRECIATION SINCE LAST PHYSICAL INVENTORY): \$ _____
14. ADJUSTED LEDGER BALANCE: (# 1 I + # 12 - # 13): \$ _____
15. PARTS DEPARTMENT OVERAGE (PARTS DEPARTMENT SHORGAGE): \$ _____
16. PRIOR MONTH'S INV. VALUE: \$ _____
17. CURRENT MONTH RECEIPTS: \$ _____
18. CURRENT MONTH COST OF SALES: \$(_____)