

**Month End Parts Inventory Reconciliation Form**

Month \_\_\_\_\_ Year \_\_\_\_\_ Prepared By \_\_\_\_\_

Date \_\_\_\_\_

**Parts**

Line	Description	Value	Value
<b><u>Physical Value from MGR / 2213 Report</u></b>			
1*	Month End Inventory Report	\$	Add
2*	Cores in Stock (New)	\$	Add
3*	Cores in Stock (Used) *Still in Stock	\$	Add
<b><u>Work / Credits In Process</u></b>			
4*	Claims (i.e. shortages, damages, sent back but credit not issued)	\$	Add
5*	Manufacturer Scheduled Returns (parts sent back but credit not issued)	\$	Add
6*	Core Returns Outstanding (cores sent back but credit not issued)	\$	Add
7*	Invoice and Repair Orders in Process	\$	←
7a*	Customer Pay Repair Orders		\$
7b*	Internal Repair Orders		\$
7c*	Warranty Repair Orders		\$
7d*	Counter Tickets Retail & Wholesale		\$
	Add 7a; 7b; 7c; 7d and put total in Box 7	Total All =	\$
<b>8</b>	<b>Total Parts Adjusted Inventory Value (Lines 1-7) PUT TOTAL IN LINE 16</b>	\$	

**Accounting**

	Description	Value	Value
<b><u>Accounting / Business Office Information</u></b>			
9	Accounting General Ledger	\$	Plus
10*	Manufacturer Packing Slips (In Inventory Not Invoiced)	\$	Plus
11*	Miscellaneous Vendor Purchases Outstanding (In Inventory Not Invoiced)	\$	Plus
12*	Prepaid Special Orders NOT RECEIVED (Invoiced and Posted to Accounting)	\$	Plus
13*	Parts Invoiced NOT RECEIVED	\$	minus
14*	Appreciation / Depreciation	\$	+ or -
<b>15</b>	<b>General Ledger Adjusted Total (Lines 9 through 14)</b>	\$	
<b>16</b>	<b>Total Parts Adjusted Inventory Value (Line 8)</b>	\$	minus
<b>17</b>	<b>Parts Inventory Difference (Subtract Line 15 from Line 16)</b>	\$	

- \* = Supplied from Parts Department Files, Records, and Reports
- It is assumed that Accounting has posted all outstanding information in Office on Line 9

Inventory Notes:

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