How to Track Core Charges

Tracking Cores:

1. *Add both the individual part and the core as separate parts in the Inventory Table.*
   > **Note:** Add a C or CORE to the end of the part number to differentiate but maintain the 20 character limit (e.g. DL3626-16-10, DL3626-16-10CORE)
2. *Receive both the part and the core through Purchase Order Entry. The core should have its own detail line on the vendor receipt.*
3. *Disburse both the part and the core on a Repair Order.*
4. *Issue Repair Order credits after returning the core via the following:*

Current Period Repair Orders:

1) Find the original Repair Order.
2) Create a new detail line with the Group-System, Repair Reason, and Repair Site codes from the original Repair Order and indicate the core return in the Job Notes field.
3) Add the core part to this job but adjust the quantity disbursed to a negative amount based on cores returned.
4) Post the repair order.

Merged Repair Orders:

1) Create a new repair order.
   > **Note:** Suggestion to use the original RO number and add a 'C' to the end.
2) Identify the RO as a return in the Repair Order Notes section in the Header.
3) Create a new detail line with the Group-System, Repair Reason, and Repair Site codes from the original Repair Order and indicate the core return in the Job Notes field.
4) Add the core part to this job but adjust the quantity disbursed to a negative amount based on cores returned.
5) Post the repair order.

5. *Create a new Stock Transfer for the quantity of cores credited and use Stockroom 00 "Return to Vendor" to remove the cores from inventory.*