

Company Name
Monthly Parts Department Reconciliation Form

Balance per Parts Pad:

Parts Pad	_____
Non-Stock Inventory	_____
New Cores	_____
Dirty Cores	_____
Wip - Service	_____
Open Parts Tickets	_____
Parts on General Ledger not on Parts Pad	_____
Parts on Parts Pad not on General Ledger (enter as a negative)	_____
Pending Credits:	
Factory Returns	_____
Claims	_____
Cores	_____
Miscellaneous Adjustments	_____
Total Parts Pad Balance	=====

Balance Per General Ledger:

Inventory Parts	_____
Inventory Accessories	_____
Gas, Oil, and Grease	_____
Tires	_____
Appreciation/Depreciation	_____
Total GL balance	=====

Difference - Plus or Minus _____

Comptroller _____
Parts Manager _____

Date _____
Date _____