The processes to finalize returned defectives and cores are nearly identical. First, create a list by product **Line** to update your on-hand inventory to 0. Then verify the return quantities. Once finalized, TAMS generates a report listing the defectives or cores that were removed from on-hand inventory to be returned for credit. You can then package and stage for pickup.

1 Select **Inventory** > **Returned defectives/Cores**.

2 Select the **Selection criteria** tab to build the list of defectives and cores you want to return.
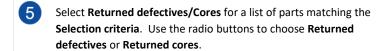
3 Enter the product **Line** of the defectives and cores you want to return.

- To remove a **Line**, enter the **Line** a second time.
- To find a **Line**, **Select (1)** to open the **Select – product line** window.
- You can also enter the **Group code**, **Store department**, **Class**, **Supplier location**, or **Part prefix** to refine the selection criteria, or leave the **All** checkbox selected.
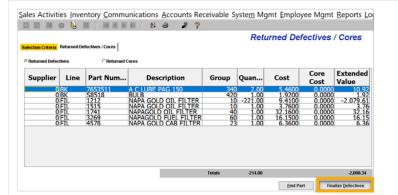- To exclude non-stocking parts, clear **Include non-stocking parts**.

💡 *Press the **Enter** key to add another product **Line**.*

4 Select **Submit**. The number of **Records returned** displays.

5 Select **Returned defectives/Cores** for a list of parts matching the **Selection criteria**. Use the radio buttons to choose **Returned defectives** or **Returned cores**.

6 Verify quantities, then select **Finalize defectives** . . .

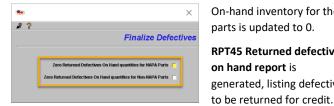or select **Finalize cores.**

7 To finalize defectives, select **Zero returned defectives on-hand quantities for NAPA parts**, and select **Zero returned defectives on-hand quantities for Non-NAPA** parts if there were Non-NAPA parts. Then select **Ok**.
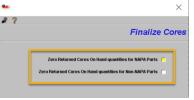
On-hand inventory for these parts is updated to 0.

RPT45 Returned defectives on hand report is generated, listing defectives to be returned for credit.

To finalize cores, select **Zero returned cores on-hand quantities for NAPA parts**, and select **Zero returned cores on-hand quantities for Non-NAPA parts** if there were Non-NAPA cores. Then select **Ok**.

On-hand inventory for these cores is updated to 0.

RPT44 Returned cores on hand report is generated, listing cores to be returned for credit.