

## The Illinois Reconciliation Report

The Reconciliation Report is used to help pair pieces of inventory together that might otherwise not be apparently related to one another. Contact your account representative or inventory control specialist for its application to inventory concerns.

### **To use the Reconciliation Report:**

1. The Reconciliation Report is accessed through the CIM program in Illinois EVR (*CIM:Central Inventory Management*). If you are unsure how to enter the CIM program, please reference our CIM Guide.
2. Once in CIM, go to the **Reports** Tab.
3. Once in the **Reports Tab**, select the link to the left labeled **IL Reconciliation**.
4. After selecting **IL Reconciliation** a screen similar to the one below will appear:

The screenshot shows the 'IL Reconciliation' screen. At the top, there are tabs for 'Purchase Orders', 'Inventory', and 'Reports'. The 'Reports' tab is active. On the left, a 'Reports' sidebar lists various report types, with 'IL Reconciliation' highlighted. The main content area is titled 'II Reconciliation'. It features a 'Control/Serial Selection' section with two input fields: 'Control:' and 'Serial:'. To the right is a 'Dealers' table with columns for 'Dealer Number', 'Name', and 'CMF'. The first row contains 'DL0000', 'CVR MOTORS', and '12345678'. Below the table, there are radio buttons for 'Dealers' selection, with 'Selected' chosen. At the bottom right, there are two buttons: 'Print Preview' and 'Print...'.

5. In the area labeled **Control/Serial Selection** you may enter either a **Control Number** from a transaction or a **Serial Number** from a piece of inventory. Make sure **your account is selected on the right hand side**, and lastly select the **Print Preview** Button to view the report before sending it to your default printer.

### **The 'Serial Number' is the unique number on a piece of inventory.**

- For a license plate, it is the license plate number.
- For a registration certificate, it is the certificate number that was preprinted on the form upon arrival, **NOT** what is printed at the Pend.
- For a sticker number, it is the sticker number printed on the expiration sticker that is neither the expiration date or license plate number.