

# **INVENTORY**

## **SEARCH FOR A PART DEFINITION**

You can search for a specific part and view the transactional history for that part.

**Ribbon Access:** Inventory > Parts

	Ŧ					BPO: Version	2.1.0.69 - T	EST ALPHA - JU	JDITH P	C LOCAL					1		$\times$
E E	quipment a	nd Locations	contrac	t Finan	ce and HR	Inventory	Maintenan	ce and Projects	Manu	ufacturing	Procur	ement	Sales	Service	Reporting	Utilities	
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Categories	Parts	BOMs /	Adjustments	Deliveries	Part Requ	ests Request	Return	Revaluations	Stock	Stock	InTransit	Quarar	itine				
М	aster					Approvai	Processing	2	Idke								
Open Wind	ows 🕶														11 Mar	2019	

• The *Part Listing* screen will be displayed.



				Part Listing	- BPO: V	ersion 2.1.0.69 - TE	ST ALPHA - JUDITH PC	LOCAL		5	- 0
Home Equipm	ent an	d Lo	cations Contract	Finance and HR Ir	ventory	Maintenance and P	rojects Manufacturing	Procurement	Sales Service	e Reporting U	tilities — 🗗
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iter text to search	Q		Deuto de	Description	Chabus	DestTores	ColDensiderer	0001002	Walking	Madalhia	11-10-24-1-1-1
Functions			PartCode	Description	Status	Partiype	CatDescription	weight	volume	Modelino	UnitOrmeasure
runctions		F	E 2020.055	CD 20 20 Do		2		40	<i>co</i>	2020.055	
Items Supplied			E 2020-856	SP2020 Drum	A	B C	Accessories	40	60	2020-856	ea
			E 2020-147K	SP2020 Black Toher	A	c	Toners				
			E 2020-147C	SP2020 Cyan toner	A	C	Toners				
Substitutes			E 2020-147M	SP2020 Magenta	A	C	Teners				
Substitutes		-	E 2020-14/1	SP2020 Tellow To	A .		Handware			CD2020ALT	
		Ľ	E SP2020ALT	SP2020 Alternate	A	A	Hardware			SP2020ALT	
Trees as			E 2020-586A	SP2020 Drum Alt	A	6	Accessories			5P2020-854A	
Documents			E 2020-147KA	SP2020 Black Ton	A	C	Toners				
			2020-147CA	SP2020 Cyan Ton	A	C	Toners				
			C 2020-147MA	SP2020 Magenta	A	C	Toners				
BOMs			E 2020-14/YA	SP2020 Yellow To	A	C	Toners				
			E 2020-987561Y	SP2020 Multi Fun	A		Hardware			146789	ea
			E SP1/1/-14/K	Black toner for SP	A	C	Consumables	0.5	0	14/K	
Stock Control			H SP1717MFC	SP1717 Multi Fun	A	A	Hardware	35.7	0	171717	ea
				Drum for SP1717-	A	В	Spare Parts	1.5	0		ea
			⊞ A4NB78	A4 Bound Notebo	A	C	Stationery				
		4		Ad Close Blacks C	4	6	Chatianany				

### **SEARCH VIA PART CODE OR PART DESCRIPTION**

- 1. Type in the
  - i. *Part Code* or
  - ii. *Part Description* that you are searching for in the *filter row*.
- 2. As you type, the system will search for and display the *row* that contains the details of that part.



	Ŧ				Pa	rt Listing	- BPO: Vers	ion 2.1.0.69 - TES	ST ALPHA - JUDITH PO	LOCAL			- 1	
Hon	me Equipr	nent an	d Loca	itions Contrac	t Finance and	HR Inv	ventory M	aintenance and Pr	ojects Manufacturing	Procurement	Sales Service	Reporting	Utilities -	. & x
c (	2 ×			2		427	RISE	1						
Add E	dit Delet	e Vi	ew	Save Layout	Workspaces	Refres	h Expo	ort Reports						
Pr	rocessing		4	Forma	it "	Current	. Print	, Reports	4					
Links		ц			1	Ĭ		Applied Filter :	Contains([PartCode	], 'sp2020alt')				
Enter text to	o search	Q		a column head	here to group	by the c	olumn							1
Function	ns		P	artCode 🗡	P Description	1	Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfM	easure
			9 5	p2020alt		- Ú								
Items Si	upplied		►	SP2020ALT	SP2020 Alt	ernate	Α	A	Hardware			SP2020ALT		
Substitu Docume	utes ents													
BOMs Stock Co	Control		+ = X	✔ Contains([Pa	rtCode], 'sp202	20alť)								Edit Filter
Open Windo	ows 🕶												11 Mar 201	9 1

#### **VIEW THE PART STOCK FRAME**

• Click on the *expand* button in the row of the part.

		Part Listing - BPO: Ve	ersion 2.1.0.69 - TEST	ALPHA - JUDITH PC	LOCAL		1	- 0	×
Home Equipment and	Locations Contract Financ	e and HR Inventory	Maintenance and Pro	jects Manufacturing	Procurement	Sales Service	Reporting L	Itilities —	8 ×
🚯 🔂 🗙 🗎	1 <u>8</u>								
Add Edit Delete Vie	w Save Layout Workspace	es Refresh E	kport Reports						
Processing	Format	, Current , Pr	int Reports	4					
Links 4			Applied Filter : 0	Contains([PartCode],	'sp2020alt')				
Enter text to search	Drag a column header here to g								1
Functions	PartCode 📍 Descrip	otion Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfMeas	ure
	🕈 sp2020alt								
Items Supplied	▶ 🗄 SP2020ALT SP202	0 Alternate A	A	Hardware			SP2020ALT		
Substitutes Documents BOMs									
Stock Control	✓ ✓ ✓ Contains([PartCode], 's	p2020alť)						11 Mar 2019	Edit Filter



- 1. The *Stock* frame will be expanded.
- 2. You can view the
  - i. **Quantity** and
  - ii. *Location* of items for the selected part code.

<b>→ P</b>	art Listing - BPO: Version 2.1.	0.69 - TEST ALPHA - JUDITH F	PC LOCAL		ł.	- 🗆	×
Home Equipment and Locations Contract Finance ar	d HR Inventory Maintenar	nce and Projects Manufacturin	g Procurement S	Gales Service	Reporting L	Itilities —	₽ X
Add Edit Delete View Save Layout Workspaces	Refresh Export	Reports					
Links 4	Applie	ed Filter : Contains([PartCod	e], 'sp2020alt')				
Enter text to search  P Drag a column header here to grou	p by nat column	2					1
Functions PartCode	n Status Pari	Type CatDescription	Weight	Volume	ModelNo	UnitOfMea	sure
₹ sp2020alt							
Items Supplied	ternate A A	Hardware			SP2020ALT		
Stock 🗡	4		1				
WarehouseName	BinName	BatchSerialNo	Quantity				
Substrates							
<ul> <li>DBN Assets Whse</li> </ul>	DBN Assets Bin	2020-8821	1.00				
DBN Assets Whse	DBN Assets Bin	2020-8840	1.00				
DBN Assets Whse	DBN Assets Bin	856A-10102	1.00				
PTA Main Warehouse	PM-A1	2020-2536AL	1.00				
PTA Main Warehouse	PM-A1	2020-6785AL	1.00				
Stock Control		∋,					Þ
× 🗹 Contains([PartCode], 'sp20	20alt")						Edit Filter
Open Windows 🕶					15	11 Mar 2019	- 1

#### **VIEW PART DETAILS**

• To view the part *details* of the selected part, click on *View*.



#### Search for a Part Definition

	Ŧ			Par	t Listing	- BPO: Vers	ion 2.1.0	).69 - TEST	ALPHA - JUDITH PC	LOCAL			- 🗆 ×
U He	lome Equipmen	t and Lo	cations Contract	Finance and	HR In	ventory M	laintenan	ce and Proj	ects Manufacturing	Procurement	Sales Service	Reporting U	tilities — 🗗
<b>(</b>	🖌 🗶		2		6			Ê					
Add	Edit Delete	View	Save Layout V	Vorkspaces	Refre	sh Exp	ort	Reports					
	Processing		J Format		Current	Print	R	eports 🎴					
inks		4 D											
inter text	t to search	9	PartCode	Description		Status	Part	Туре	CatDescription	Weight	Volume	ModelNo	UnitOfMeasure
Functio	ons	٩											
			E SP2020MFC	SP2020 Spri	int MFC	A	A		Hardware	80	120	SP2020	ea
Items			2020-856	SP2020 Dru	m	A	в		Accessories	40	60	2020-856	ea
			± 2020-147K	SP2020 Blac	k Toner	A	С		Toners				
				SP2020 Cya	n toner	A	С		Toners				
Substi	itutes			SP2020 Mag	jenta	A	С		Toners				
				SP2020 Yell	ow To	A	С		Toners				
		•	E SP2020ALT	SP2020 Alte	rnate	A	A		Hardware			SP2020ALT	
Docum	ments		1 2020-586A	SP2020 Dru	m Alt	A	в		Accessories			SP2020-854A	
			1 2020-147KA	SP2020 Blac	k Ton	A	С		Toners				
			3020-147CA	SP2020 Cya	n Ton	Α	С		Toners				
POMe			E 2020-147MA	SP2020 Mag	jenta	A	С		Toners				
DOMS			3020-147YA	SP2020 Yell	ow To	Α	С		Toners				
			3020-98756TY	SP2020 Mul	ti Fun	A			Hardware			146789	ea
	S. 11. 15		🗄 SP1717-147K	Black toner	for SP	A	С		Consumables	0.5	0	147K	
Stock	Control		SP1717MFC	SP1717 Mul	ti Fun	Α	Α		Hardware	35.7	0	171717	ea
			⊞ 17-856	Drum for SP	1717-	A	в		Spare Parts	1.5	0		ea
			A 4510 70	A 4 Pound N	otobo	٨	0		Ctationary				

• The *View Part* screen will be displayed and from this screen you can view more detailed information concerning the selected part.

	View	Part - SP2020ALT - BPC	D: Version 2.1.0.	69 - TEST ALPHA - JUDIT	H PO	C LOCAL			1			×
Home Equipment an	d Locations Contract Finance	and HR Inventory M	laintenance and	Projects Manufacturing	Pro	curement	t Sales Ser	vice Reporting	) Utilitie	es —	8	
Back Save Layout Wor	kspaces											
o "Format	<b>*</b>											
nks 4					De	faults					4	
iter text to search 🖌	Part Code	SP2020ALT	1			Select	SiteDescription	h WhseName	6	BinName		I
functions	Description	SP2020 Alternate Copie	r - I		•	$\checkmark$	Pretoria	DBN Main W	areh (	M-A1		
runctions							Durban	DBN OTC Iss	ue		-	,
Items Supplied		CD2020417	(W.)		4	C					×	l
	Model No	SP2020AL1			BO	M Alloca	stion				4	
	Part Type	A Class Part	ст. Т			Select	BOMCode	Description				
Substitutes	Taxable	15.00			+		SP2020MF	SP2020 Part L	st		+	
	Tax Kate	13.00					SP2020ALTPL	SP2020 Altern	ate Copie	er Part Li	st 🗸	,
	Category	naruware	0.00		4	6					*	
Documents	weight				Pa	rt Meter	rs				4	
	volume	2				Select	MeterDefCode	e Meter	escription	n M	leterTy	n
	Unit of Measure					$\checkmark$	Colour	Colour	Meter	C	YCLE	
BOMs	Single Supplier				•	$\checkmark$	Mono	Mono r	neter	С	YCLE	
1999 gradeou	Shell Life	60			4	C		0			+	1
	Shelt Life Period	Months			Yie	eld Confi	g				4	
Stock Control	Depreciation Method	5 Year Straight Line	ा. स			Select	MeterDesc	Yield	YieldFac	tor	Service	2
	Wear and Tear Method	3 Year Straight Line	Ŧ		+		Mono meter	0.00		0.00		
	Maintenance Craft		- T				Colour Meter	0.00		0.00		
	Manufacturer				4	C		2				1



#### **VIEW THE FUNCTIONS TILES**

- You can view the *functional* data of the selected part by clicking on any of the *Functions* tiles.
  - Item Supplied: Suppliers of the part.
  - Substitutes: Linked alternate part numbers.
  - **Documents**: Documents related to the part.
  - **BOMs**: Bill of materials linked to the part.
  - Stock Control: Stock control method for the part.

	Viev	/ Part - SP2020ALT - E	PO: Version 2.1.0	0.69 - TEST	ALPHA - JUDIT	HPC	LOCAL			_	E	1
Home Equipment and Loc	ations Contract Financ	and HR Inventory	Maintenance and	d Projects	Manufacturing	Pro	curement	Sales Se	rvice Repor	ting Utili	ties –	8
ck Save Layout Workspace	tes											
ks 4	4	#1				De	faults					
er text to search P	Part Code	SP2020ALT		*			Select	SiteDescriptio	on WhseNan	ne	BinNam	e
	Description	SP2020 Alternate Co	pier 🔺	*			$\checkmark$	Pretoria	DBN Main	Wareh	DM-A1	4
unctions								Durban	DBN OTC	Issue		
Items Supplied	1275	e	· · · ·			-						F
Model No Part Type		SP2020ALT				BO	M Alloca	ition				4
		A Class Part	7				Select	BOMCode	Description			
Substitutes	Taxable			12				SP2020MF	SP2020 Par	t List		
	Tax Rate	15.00	Ψ.					SP2020ALTP	SP2020 Alt	ernate Cop	oier Part	ist ,
	Category	Hardware				4						- F.
Documents	Weight	-				Pa	rt Meter	5				. ņ
	Volume						Select	MeterDefCoo	le Met	erDescripti	on	MeterT
	Unit of Measure						$\checkmark$	Colour	Cold	our Meter		CYCLE
BOMs	Single Supplier			ni i			$\checkmark$	Mono	Mor	o meter		CYCLE
	Shelf Life	60				4	¢			0		
	Shelf Life Period	Months				Yie	ld Confi	g				ų
Stock Control	Depreciation Method	5 Year Straight Line					Select	MeterDesc	Yield	YieldFi	actor	Servic
Stock Corta or	Wear and Tear Method	3 Year Straight Line	1					Mono meter	0.	00	0.00	
	Maintenance Craft		17					Colour Meter	0.	00	0.00	
	Manufacture					4						

#### **VIEW THE PROCESSING TILES**

- You can view the *transactional* data of the selected part by clicking on any of the *Processing* tiles.
  - *Requisitions*: Purchase requisitions raised for the part.
  - Purchase Orders: Purchase orders raised for the part.



- *Requests*: Part requests raised for the part.
- *Transactions*: Transactional data for the part for a selected period.

	View	Part - SP2020ALT - E	3PO: Version 2.1.0.69 - TES	T ALPHA - JUDITH	PC	LOCAL			8	- 1		×
Home Equipment and Loc	ations Contract Finance	and HR Inventory	Maintenance and Projects	Manufacturing	Pro	curement	Sales Serv	vice Rej	porting Uti	lities -	- 8	1
Back Save Layout Workspace	es											
o Format	4											
inks 4					Dei	faults						4
iter text to search P	Part Code	SP2020ALT	•		1	Select	SiteDescription	Whsel	Name	BinNan	ne	I
	Description	SP2020 Alternate Co	pier 🔺 🕈		•	$\checkmark$	Pretoria	DBN M	lain Wareh	DM-A1		*
			-				Durban	DBN C	TC Issue			Ŧ
	Model No	SP2020ALT		L	-4.0						F	
Processing	Part Type	A Class Part	- *		BOI	M Alloca	tion	v				4
10-10-10-10-10-10-10-10-10-10-10-10-10-1	Taxable	V			3	Select	BOMCode	Descript	ion			
Requisitions	Tax Rate	15.00	· *	-	•		SP2020MF	SP2020	PartList			î
	Category	Hardware	+ *				SP2020ALTPL	SP2020	Alternate Co	pier Part	List	*
	Weight			L								
Purchase Orders	Volume			-	Par	rt Meter	5					4
	Unit of Measure			-		Select	Colour	: 1	olour Mater	uon	CYCLE	YP
	Single Supplier					×	Mono		Anno meter		CYCLE	
Requests	Shelf Life	60			4.0						CICLL	Þ
	Shelf Life Period	Months	-		100	La casa pa	-					
Terror	Depreciation Method	5 Year Straight Line	· +		He	Select	MeterDesc	Vield	Yield	Factor	Servi	T
Transacuons	Wear and Tear Method	3 Year Straight Line	-				Mono meter	rine di	0.00	0.00	1	-
	Maintenance Craft		-		100		Colour Meter		0.00	0.00		
	Manufacturer				4 0	-						*

 For detailed information on the *view* part process, refer to Introduction to Inventory

MNU.026.037