

# **INVENTORY**

# PARTS - ADD PART DEFINITION ADDITIONAL DATA

An Additional Data panel has been added to the Part Maintain screens: the *Add new part* screen and the *Edit Part* screen. The fields in this panel are available to add and track custom data relevant to the part definition. These fields can hold extra information that is not covered by the static fields already in this screen.

Ribbon Access: Inventory > Parts



- 1. The *Part Listing* screen will open.
- 2. The data grid will display a list of all the part definitions currently on the system.
- 3. Click on Add.



#### Parts - Add Part Definition Additional Data

<b>\$</b> =		1-	Part Listin	g - BPO: V	ersion 2.5.	0.0 - Example Cor	npany v2	2.5.0.0						x
Ho	me Equ	ipment / Locations Con	tract Finance / HR Inventor	y Main	tenance / Pr	ojects Manufac	turing	Procurem	ent Sales	Service R	eporting	Utilities	_ 8	×
Add Processin	View 3	Save Layout Workspace	s Refresh Export Re	oorts		2								\$
Links		Drag a column header				•	1							
Enter text to se	arch	PartCode	Description	Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfMeasure	ShelfLife	PeriodType	PeriodTypeDe	sc
Functions		Y 100	A D C	8 <b>8</b> 0	R C	n 🖬 c	R <b>B</b> C	R C	R C	R C	-	R <b>I</b> C	REC	*
		CHA001	Chair	A	С	Toner Part Site					0.00			
Items Supp		26789-101	101 Black Toner	A	С	Toners					0.00			
		20-753	SP2020 Fuser Unit	A	С	Spare Parts					0.00			
			Microsoft Mouse	A	A	Accessories			1454		0.00	m	Months	U
Substitutes		I SP500	Sprint Colour Copier	Α	A	Hardware					0.00			
		∃ 500-147K	SP500 Black Toner	A	С	Toners					0.00			
		🗉 SB	Stationery Box	A	C	Stationery					0.00			
Documents		PCMON001	PC Monitor - Samsung	A	A	Accessories					0.00			
		TAB001	Table	Α	С	Toner Part Site					0.00			
		WHEEL01	Wheels	A	С	Toner Part Site					0.00			
BOMs		MOU001	Mouse	Α	C	Toner Part Site					0.00			
0010		KEYB001	Keyboard	A	C	Toner Part Site					0.00			
		A4NB78	A4 Bound Notebook - 78 pages	A	C	Stationery					0.00			
		1717-147K	Black Toner SP1717	A	C	Toners	0.5		147K		0.00	уууу	Years	
Stock Contr	ol	SP1717MFC	SP1717 Multi Functional Copier	Α	A	Hardware					0.00			
			Drum for SP1717	A	В	Spare Parts	1.5			ea	0.00			
		ACR 11111	Acer Copier	A	A	Hardware					0.00			
			Acer copier outer shell	A	В	Accessories					0.00			
			Acer rollers	A	C	Spare Parts					0.00			
Processing	1	DR111111	Drum	A	В	Accessories					0.00			
Design of the second			Drum Component 1	A	С	Accessories					0.00			
Réquisitions			Drum C omponent 2	A	С	Accessories					0.00			

- 1. The *Add new Part* screen will be displayed.
- 2. Once the following information has been added to this screen:
  - Part definition Details
  - Part definition Defaults
  - Part definition BOM Allocation (if applicable)
  - Part definition Part Meters (if applicable)
  - Part definition Yield Config (if applicable
- 3. Click on the *Additional Data* tab.



<b>\$</b> =				Add new Part - BPO: V	ersion 2.5.0.	3 - Ex	ample O	Company v2.	.5.0.0								х
Home	Equipment	/Locations	Contract	Finance / HR Inventory I	Maintenance /	Projec	ts M	lanufacturing	Pro	ocurement	Sales	Service	Reporting	Utilities	-	Ð	х
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Process 4	Form	at 4					_										$\diamond$
Links	4		_			De	faults									4	2
Enter text to search	h P		Part Code	AM-Copier	*		Selecti	SiteDescript	tion \	WhseName		BinName	IsPrimary	SiteWhse	AmendDate		ditio
Functions			Description	AB Marv Multi Copier 1001 Series	* *		$\checkmark$	Durban	1	Main Wareho	use	DBN-A1	No		17/07/2021	<b>^</b>	nal
Tunctions						Þ	$\checkmark$	Durban	0	George_Whs	e	George_Bin	Yes	•	17/07/2021	U	)ata
Items Supplied	t i			1001.01	×			Durban	1	JohnS_Boot			No		01/01/1900		
			Model No	1001-A1			$\checkmark$	Pretoria		PTA Main Wa	rehouse	PM-A1	No		17/07/2021		ser
			Part Type	Serialised Equipment				Durban		OTC_Whse_[	DBN		No		01/01/1900	Ŧ	Jefin
Substitutes Ta		Tax Bate	15.00	- *	BC	M Alloca	ation								μ,	Ded	
			Tax Rate	15.00	-		Selecti	BOMCode	Descr	iption		BOMType	BOMTypeDes	c	Quantity		
			Category	Sprint Copiers	•	Þ		MCL	Machi	ine service - (	deaning	TASK	Maintenance I	Part List	0.00	<u>^</u>	
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			Volume	645mm x 770mm x 1220mm				KM147	KM 14	7 Part List		PARTS	Part List		0.00		
		Uni	t of Measure	kg	2			K21123	K7NI 1	172 Dart Liet		DADTC	Dartlict		0.00		4
BOMs		Sin	gle Supplier		_	Pa	Colocti	rs MotorDofCo	udo	MaterDe	raintion	MotorTuno	Unsit	Acti	an Turne	4	-
Sons			Shelf Life	3			Selecu	ACCYC	Jue	AC Cycle	e	CYCLE	Cycle	ALU	ontype		
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		Maint	enance Craft	Technician	-		-									Ŧ	1
		P	lanufacturer	Sprint	Q	Yi	eld Confi	ig								û	
			Default Fee		•		Selecti	MeterDefCo	ode Yi	ield Yield	Factor	ServiceCode	ServiceDesc		PriceType		
Processing			Duty Cycle	0 💲		•		Mono		0.00	0.00					- n	
rocessing			Life Cycle	0 🗘				Colour		0.00	0.00					U	
Requisitions						-		MonoA3		0.00	0.00						
								ColourA3		0.00	0.00					-	
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## **ADD ADDITIONAL DATA**

- 1. The *Additional Data* panel will *expand*.
- 2. There are 10 *Custom Fields* for you to type in additional information, as required.
- 3. Click in the field where you wish to type in information. Note that the cursor is auto placed in the 1st Custom Field.

Note: These additional data labels (e.g. *Field 1*, *Field 2* etc.) can be <u>re-named</u> as per your company requirements.



	Add new Part - BPO: Vers	ion 2.5.0.3 - Examp	e Company v2.5.0.0						_ <b>•</b> ×
Home Equipment / Locations Contr	act Finance / HR Inventory	Maintenance / Projec	s Manufacturing	Procurement	Sales	Service	Reporting	Utilities	_ & ×
Save Back Save Layout Workspaces									
Process Format	1								
Links a		Additi	nalData						
Enter text to search P	t Code AM-Copier	* Custo	m Fields :						Addit
Functions	ription AB Marv Multi Copier 1001 Serie	is field 2	3						ional Data
Items Supplied Mo	odel No 1001-A1	Field 3							Use
Par	t Type Serialised Equipment	<ul> <li>Field 4</li> </ul>							Def
Dub alf haben	axable 🗸	Field 5							ned
Ta	x Rate 15.00	• •			-2				
Ca	tegory Sprint Copiers	• * [Field C							
Degimenta	Weight 45	Field							
Documents	folume 645mm x 770mm x 1220mm	Field 8							
Unit of Ma	easure kg	Field 9							
BOMs Single St	ıpplier 🗌	Field 1	0						
Shib	elf Life 3								
Shelf Life	Period Years	-							
Depreciation N	1ethod 3 Year straight line	-							
Wear and Tear N	1ethod 3 Year straight line	-							
Maintenanc	e Craft Technician	-							
Manufa	icturer Sprint	<mark>م</mark>							
Defa	ult Fee	-							
Processing	V Cycle 0 📮								
Life	e Cycle 0 📮								
Requisitions									

### SAVE ADDITIONAL DATA

When you have added the desired information to the Custom Data fields, click on *Save*.

<b>\$</b> =		Edit Part - CodeAM	1-Copier - BPO:	Version 2.5	0.3 - Example Co	mpany v2.5.0	0.0					x
Home Equipmen	t / Locations Contract	Finance / HR Inventory	Maintenance	e / Projects	Manufacturing	Procuremen	t Sales	Service	Reporting	Utilities	- 8	×
Save Back Save Layout	Workspaces											
Process Form	nat 4											$\sim$
Links #		1111 A.		Additional	Data						÷	Ģ
Enter text to search P	Part Code	AM-Copier	· · · · · 🍾	-Custom F	ields :							Ser D
Functions	Description	AB Marv Multi Copier 1001	Series 🔺 *	Update fro	m the 1000 series							efined
			-	Field 2								
Items Supplied	Model No	1001-A1		Field 3								dditi
	Part Type	Serialised Equipment	~ *	Field 4								onal
	Taxable	$\checkmark$		Field 5		_						Data
Substitutes	Tax Rate	15.00	•	le: 11 c								
	Category	Sprint Copiers	•	Field 6								
	Weight	45		Field 7								
Documents	Volume	645mm x 770mm x 1220mm	1	Field 8								
	Unit of Measure	kg		Field 9								
	Single Supplier			Field 10								
BOMS	Shelf Life	3		,								
	Shelf Life Period	Years	•									
dial distant	Depreciation Method	3 Year straight line	•									
Stock Control	Wear and Tear Method	3 Year straight line	•									
	Maintenance Craft	Technician	•									
	Manufacturer	Sprint	٩									
	Default Fee		•									
Processing	Duty Cycle	0 ‡										
	Life Cycle	0 ‡										
Requisitions												



The information will be *saved* and you will return to the *Part Listing* screen.

#### **Related Topics**

- Add Part Definition Details
- Add Part Definition Defaults
- Add Part Definition BOM Allocation
- Add Part Definition Part Meters
- Add Part Definition Yield Config
- Add Part Definition User Defined

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