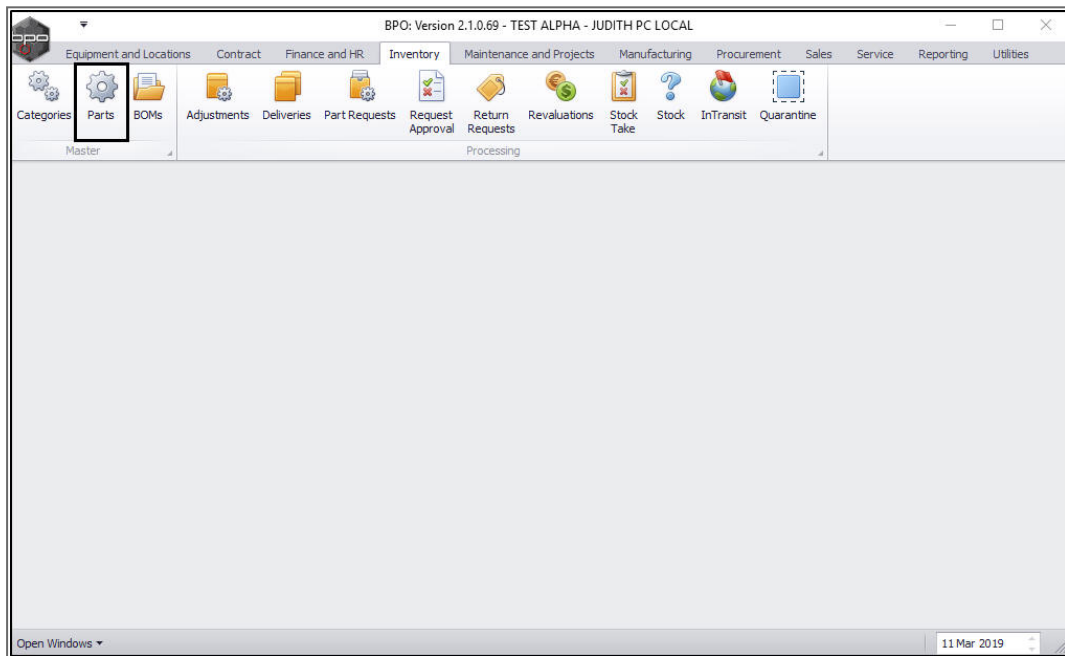


# INVENTORY

## SEARCH FOR A PART DEFINITION

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

**Ribbon Access:** *Inventory > Parts*



- The **Part Listing** screen will be displayed.

Part Listing - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Refresh Export Reports

Processing Format Current Print Reports

Links

Enter text to search...

Functions

- Items Supplied
- Substitutes
- Documents
- BOMs
- Stock Control

Drag a column header here to group by that column

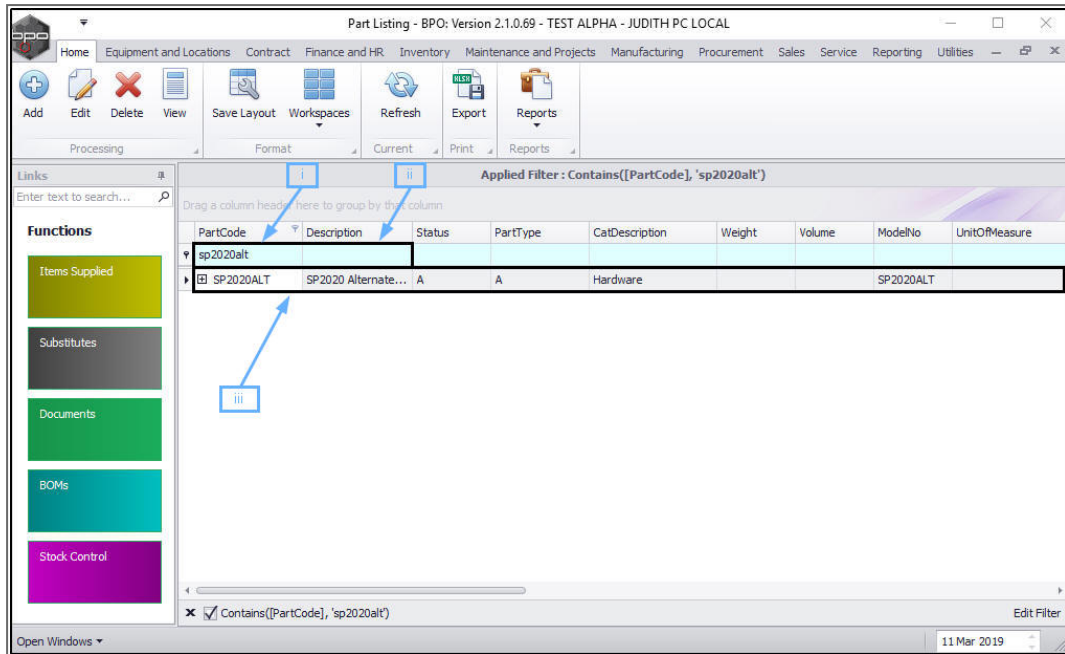
PartCode	Description	Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfMeasure
2020-856	SP2020 Drum	A	B	Accessories	40	60	2020-856	ea
2020-147K	SP2020 Black Toner	A	C	Toners				
2020-147C	SP2020 Cyan toner	A	C	Toners				
2020-147M	SP2020 Magenta ...	A	C	Toners				
2020-147Y	SP2020 Yellow To...	A	C	Toners				
SP2020ALT	SP2020 Alternate...	A	A	Hardware			SP2020ALT	
2020-586A	SP2020 Drum Alt...	A	B	Accessories			SP2020-854A	
2020-147KA	SP2020 Black Ton...	A	C	Toners				
2020-147CA	SP2020 Cyan Ton...	A	C	Toners				
2020-147MA	SP2020 Magenta ...	A	C	Toners				
2020-147YA	SP2020 Yellow To...	A	C	Toners				
2020-98756TY	SP2020 Multi Fun...	A		Hardware			146789	ea
SP1717-147K	Black toner for SP...	A	C	Consumables	0.5	0	147K	
SP1717MFC	SP1717 Multi Fun...	A	A	Hardware	35.7	0	171717	ea
17-856	Drum for SP1717-	A	B	Spare Parts	1.5	0		ea
A4#B78	A4 Bound Notebo...	A	C	Stationery				
A4#C	A4 Copy Book C...	A	C	Stationery				

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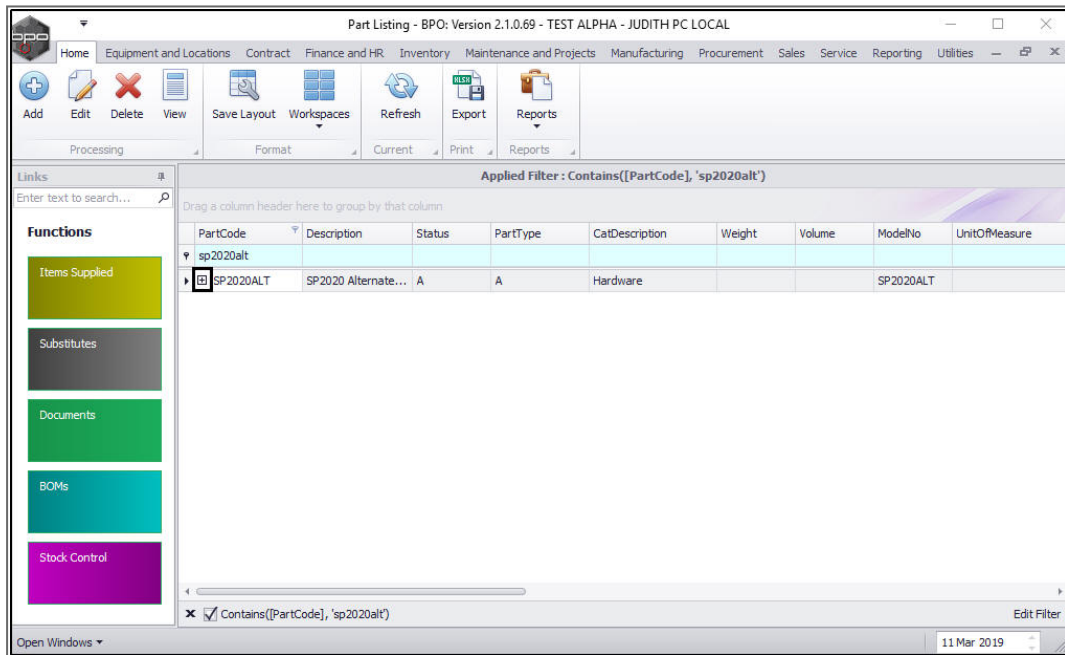
## SEARCH VIA PART CODE OR PART DESCRIPTION

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

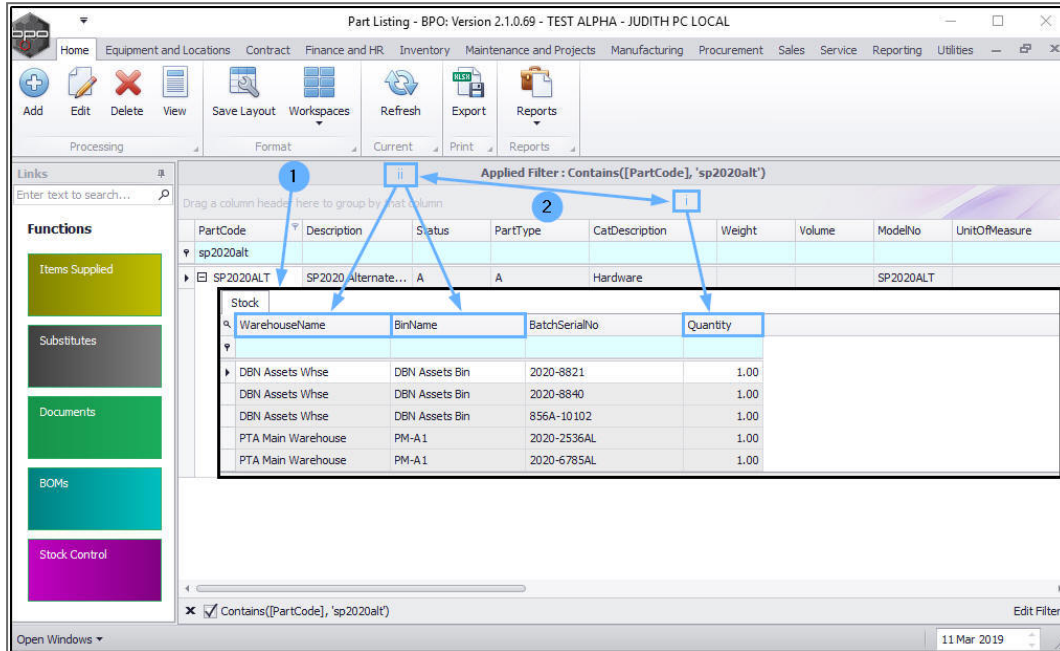


## VIEW THE PART STOCK FRAME

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

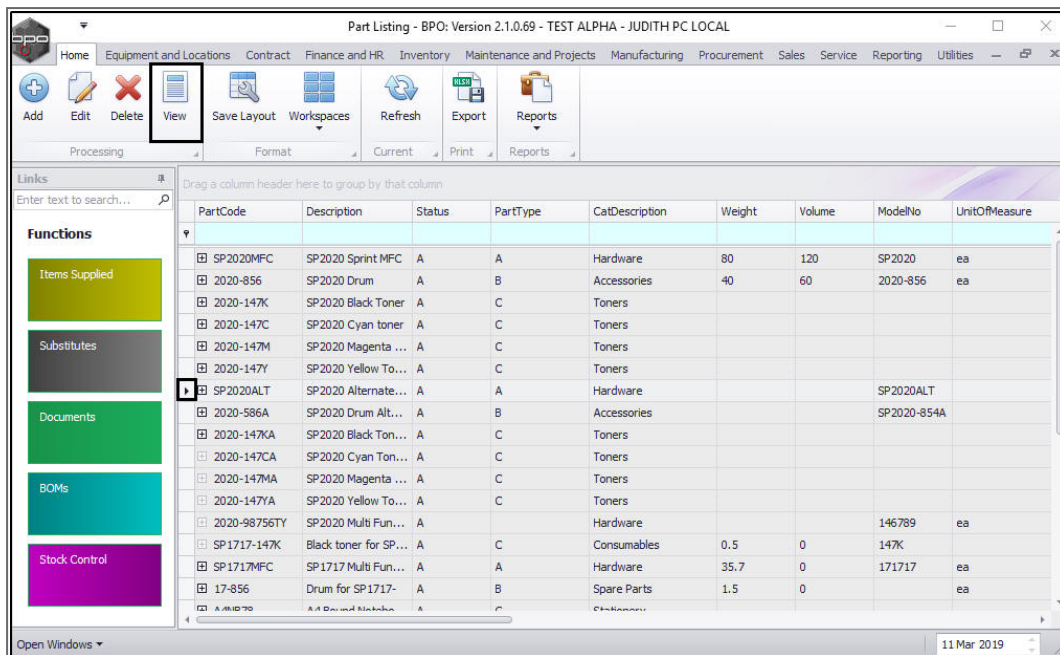


1. The **Stock** frame will be expanded.
2. You can view the
  - i. **Quantity** and
  - ii. **Location** of items for the selected part code.

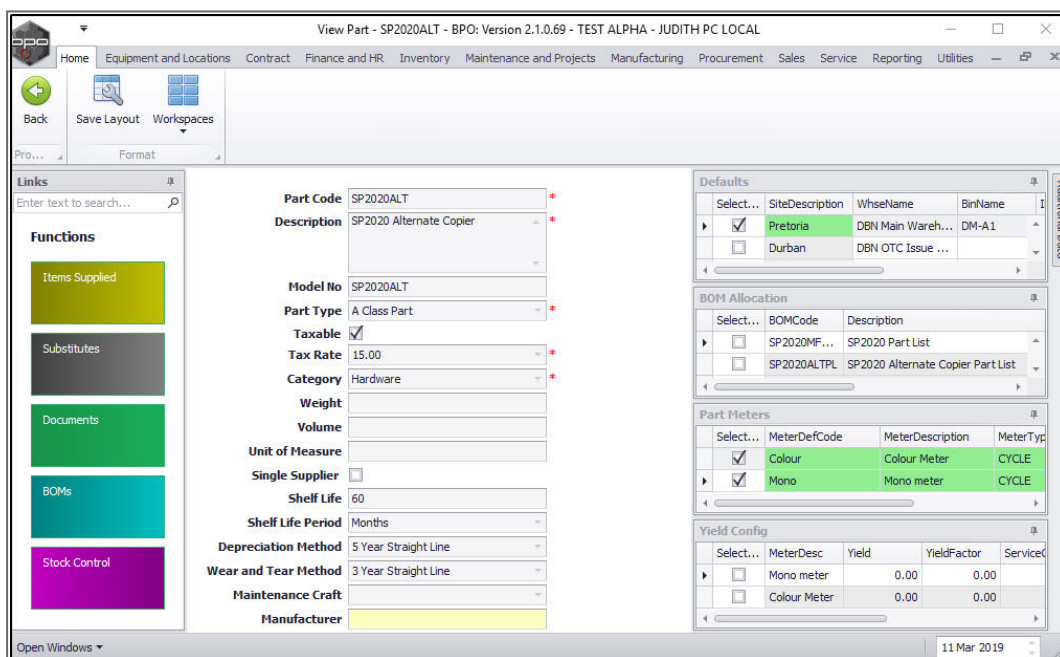


## VIEW PART DETAILS

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

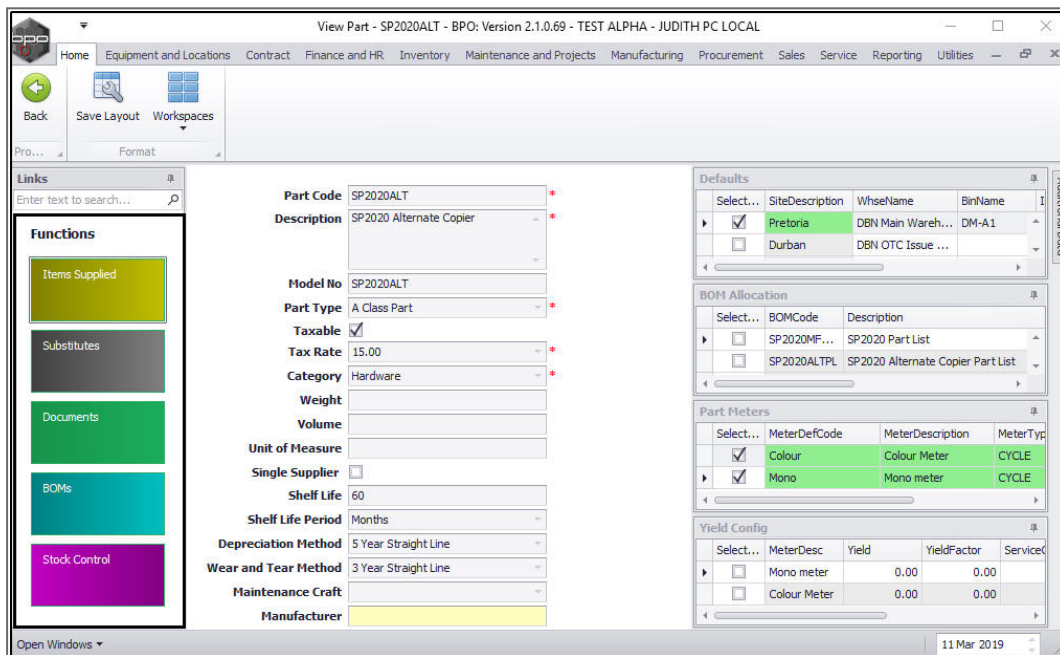


- The **View Part** screen will be displayed and from this screen you can view more detailed information concerning the selected part.



## 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.



View Part - SP2020ALT - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Back | Save Layout | Workspaces

Pro... | Format

Links  
Enter text to search...

**Functions**

- Items Supplied
- Substitutes
- Documents
- BOMs
- Stock Control

**Part Code:** SP2020ALT

**Description:** SP2020 Alternate Copier

**Model No:** SP2020ALT

**Part Type:** A Class Part

**Taxable:** ☒

**Tax Rate:** 15.00

**Category:** Hardware

**Weight:**

**Volume:**

**Unit of Measure:**

**Single Supplier:** ☐

**Shelf Life:** 60

**Shelf Life Period:** Months

**Depreciation Method:** 5 Year Straight Line

**Wear and Tear Method:** 3 Year Straight Line

**Maintenance Craft:**

**Manufacturer:**

**Defaults**

Select...	SiteDescription	WhseName	BinName
<input checked="" type="checkbox"/>	Pretoria	DBN Main Wareh...	DM-A1
<input type="checkbox"/>	Durban	DBN OTC Issue ...	

**BOM Allocation**

Select...	BOMCode	Description
<input type="checkbox"/>	SP2020MF...	SP2020 Part List
<input type="checkbox"/>	SP2020ALTPL	SP2020 Alternate Copier Part List

**Part Meters**

Select...	MeterDefCode	MeterDescription	MeterType
<input checked="" type="checkbox"/>	Colour	Colour Meter	CYCLE
<input checked="" type="checkbox"/>	Mono	Mono meter	CYCLE

**Yield Config**

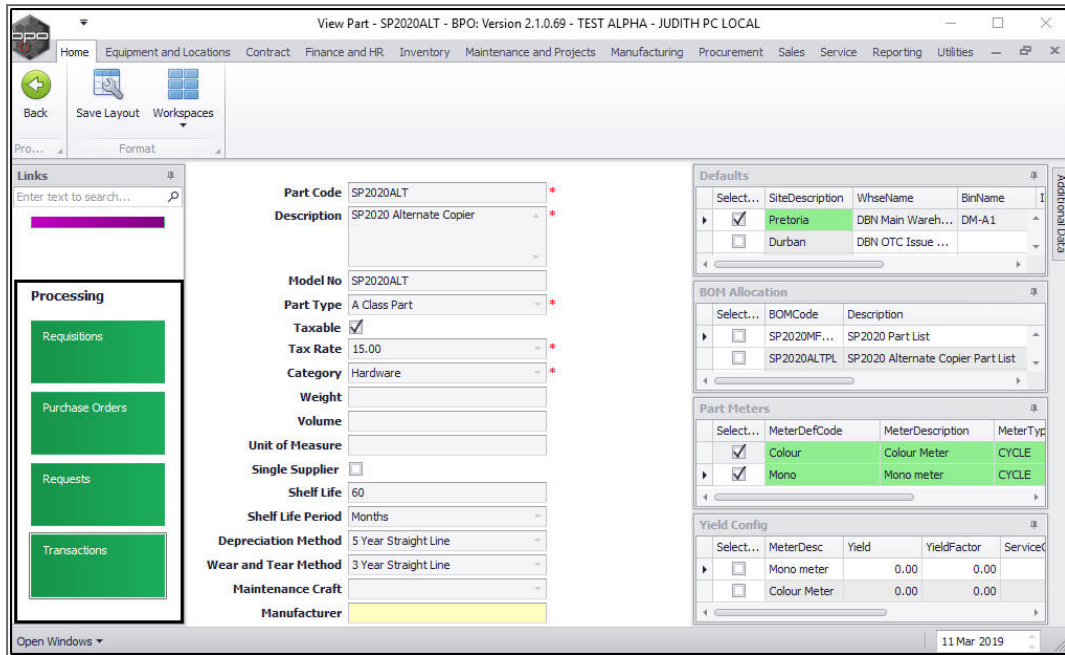
Select...	MeterDesc	Yield	YieldFactor	ServiceC
<input type="checkbox"/>	Mono meter	0.00	0.00	
<input type="checkbox"/>	Colour Meter	0.00	0.00	

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## 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 - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Workspaces

Pro... Format

Links

Enter text to search...

Processing

Requisitions

Purchase Orders

Requests

Transactions

Part Code: SP2020ALT

Description: SP2020 Alternate Copier

Model No: SP2020ALT

Part Type: A Class Part

Taxable: ☒

Tax Rate: 15.00

Category: Hardware

Weight:

Volume:

Unit of Measure:

Single Supplier: ☐

Shelf Life: 60

Shelf Life Period: Months

Depreciation Method: 5 Year Straight Line

Wear and Tear Method: 3 Year Straight Line

Maintenance Craft:

Manufacturer:

Defaults

Select...	SiteDescription	WhseName	BinName
<input checked="" type="checkbox"/>	Pretoria	DBN Main Wareh...	DM-A1
<input type="checkbox"/>	Durban	DBN OTC Issue ...	

BOM Allocation

Select...	BOMCode	Description
<input type="checkbox"/>	SP2020MF...	SP2020 Part List
<input type="checkbox"/>	SP2020ALTPL	SP2020 Alternate Copier Part List

Part Meters

Select...	MeterDefCode	MeterDescription	MeterType
<input checked="" type="checkbox"/>	Colour	Colour Meter	CYCLE
<input checked="" type="checkbox"/>	Mono	Mono meter	CYCLE

Yield Config

Select...	MeterDesc	Yield	YieldFactor	ServiceC
<input type="checkbox"/>	Mono meter	0.00	0.00	
<input type="checkbox"/>	Colour Meter	0.00	0.00	

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- For detailed information on the **view** part process, refer to [Introduction to Inventory](#)

MNU.026.037

