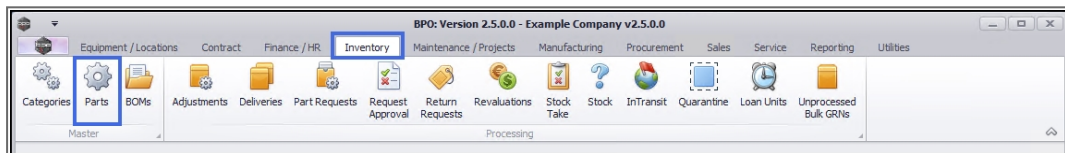


INVENTORY

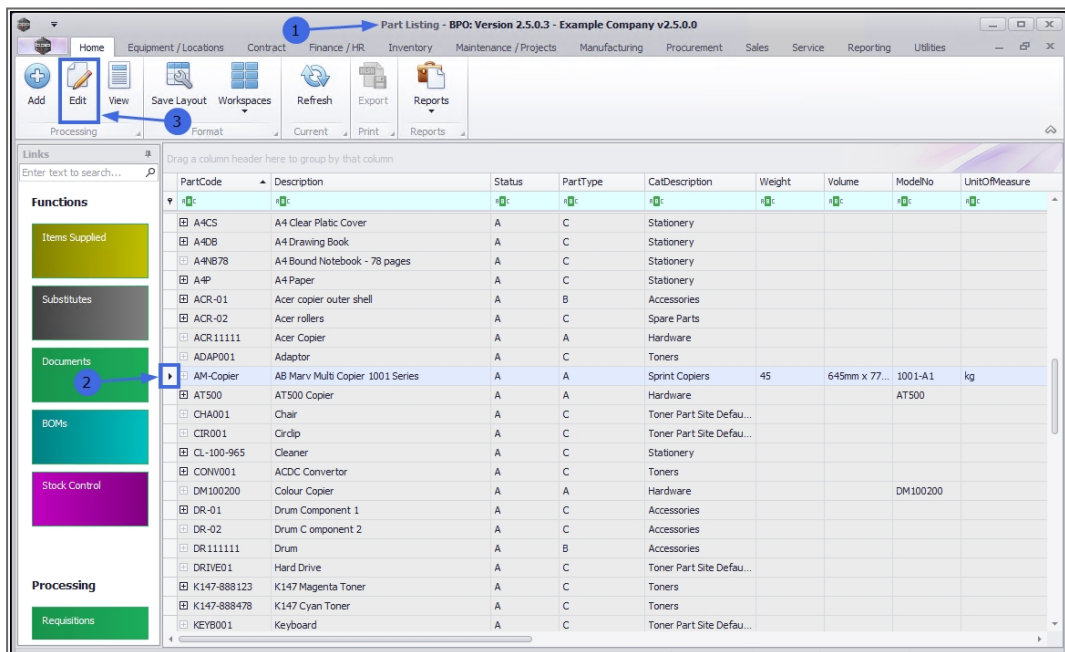
PARTS - EDIT PART DEFINITION DETAILS

A part definition's **details** may need to be edited after it has been added and saved to the system.

Ribbon Access: *Inventory > Parts*



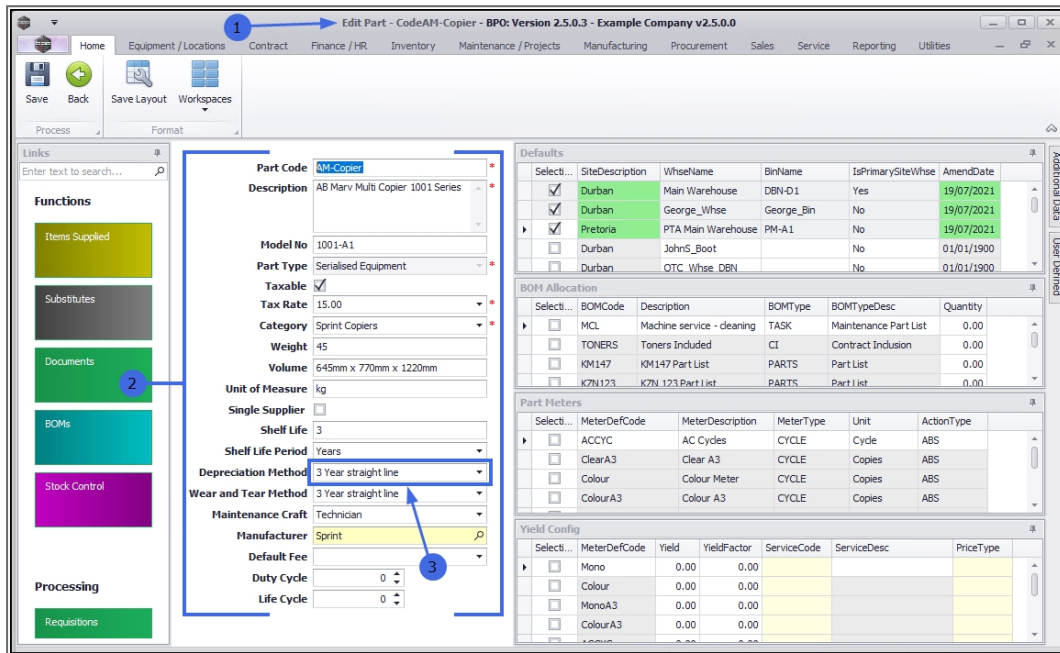
1. The **Part Listing** screen will display.
2. Select the **row** of the part definition where you wish to edit the details.
3. Click on **Edit**.



1. The **Edit Part - []** screen will open.
2. Make the required changes to the relevant part definition **details** fields.

Note: The **Part Type** field is greyed out and uneditable in this screen.

3. In this example, the **Depreciation Method** is to be changed from **3 Year** straight line to **5 Year** straight line.



The screenshot shows the 'Edit Part' screen for 'AM-Copier'. The 'Part Code' is 'AM-Copier' and the 'Description' is 'AB Marv Multi Copier 1001 Series'. The 'Model No' is '1001-A1'. The 'Part Type' is 'Serialised Equipment'. The 'Taxable' checkbox is checked. The 'Tax Rate' is '15.00'. The 'Category' is 'Sprint Copiers'. The 'Weight' is '45'. The 'Volume' is '645mm x 770mm x 1220mm'. The 'Unit of Measure' is 'kg'. The 'Single Supplier' checkbox is unchecked. The 'Shelf Life' is '3'. The 'Shelf Life Period' is 'Years'. The 'Depreciation Method' is '3 Year straight line'. The 'Wear and Tear Method' is '3 Year straight line'. The 'Maintenance Craft' is 'Technician'. The 'Manufacturer' is 'Sprint'. The 'Default Fee' is '0'. The 'Duty Cycle' is '0'. The 'Life Cycle' is '0'. The 'Save' button is in the top left corner. The 'Manufacturer' field is highlighted with a blue box and a blue arrow points to it. The 'Depreciation Method' field is highlighted with a blue box and a blue arrow points to it.

1. When you finished editing the required fields,
2. Click on **Save**.

Part Code: AM-Copier
Description: AB Marv Multi Copier 1001 Series
Model No: 1001-A1
Part Type: Serialised Equipment
Taxable: ☒
Tax Rate: 15.00
Category: Sprint Copiers
Weight: 45
Volume: 645mm x 770mm x 1220mm
Unit of Measure: kg
Single Supplier: ☐
Shelf Life: 3
Shelf Life Period: Years
Depreciation Method: 5 Year Straight Line
Wear and Tear Method: 3 Year straight line
Maintenance Craft: Technician
Manufacturer: Sprint
Default Fee:
Duty Cycle: 0
Life Cycle: 0

Defaults:

Select...	SiteDescription	WhseName	BinName	IsPrimarySiteWhse	AmendDate
<input checked="" type="checkbox"/>	Durban	Main Warehouse	DBN-D1	Yes	19/07/2021
<input checked="" type="checkbox"/>	Durban	George Whse	George_Bin	No	19/07/2021
<input checked="" type="checkbox"/>	Pretoria	PTA Main Warehouse	PM-A1	No	19/07/2021
<input type="checkbox"/>	Durban	Johns Boot		No	01/01/1900
<input type="checkbox"/>	Durban	OTC Whse DBN		No	01/01/1900

BOM Allocation:

Select...	BOMCode	Description	BOMType	BOMTypeDesc	Quantity
<input type="checkbox"/>	MCL	Machine service - cleaning	TASK	Maintenance Part List	0.00
<input type="checkbox"/>	TONERS	Toners Included	CI	Contract Inclusion	0.00
<input type="checkbox"/>	KM147	KM147 Part List	PARTS	Part List	0.00
<input type="checkbox"/>	K7N123	K7N 123 Part List	PARTS	Part List	0.00

Part Meters:

Select...	MeterDefCode	MeterDescription	MeterType	Unit	ActionType
<input type="checkbox"/>	ACCVC	AC Cycles	CYCLE	Cycle	ABS
<input type="checkbox"/>	ClearA3	Clear A3	CYCLE	Copies	ABS
<input type="checkbox"/>	Colour	Colour Meter	CYCLE	Copies	ABS
<input type="checkbox"/>	ColourA3	Colour A3	CYCLE	Copies	ABS

Yield Config:

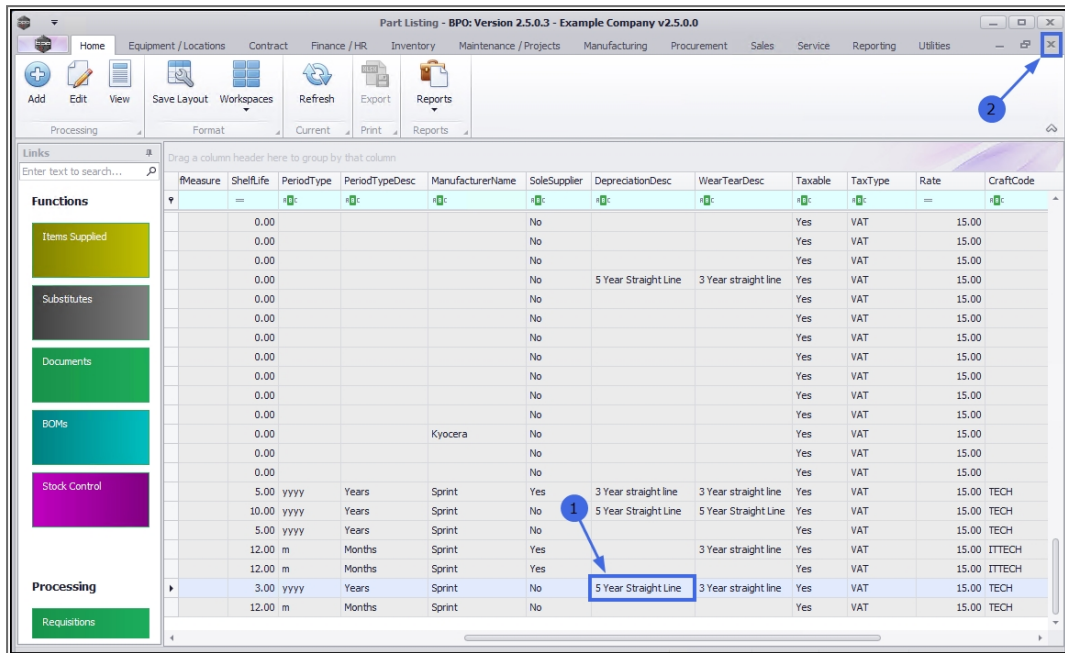
Select...	MeterDefCode	Yield	YieldFactor	ServiceCode	ServiceDesc	PriceType
<input type="checkbox"/>	Mono	0.00	0.00			
<input type="checkbox"/>	Colour	0.00	0.00			
<input type="checkbox"/>	MonoA3	0.00	0.00			
<input type="checkbox"/>	ColourA3	0.00	0.00			

1. The edited details will be **saved** and you will return to the **Part Listing** screen.
2. The part definition **row** will be selected.
3. Scroll across the screen to find the **column** that reflects the edited details.

Part Listing - BPO: Version 2.5.0.3 - Example Company v2.5.0.0

PartCode	Description	Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfMeasure	ShelfLife	PeriodType	PeriodTypeDesc	Manufac
A40B	A4 Drawing Book	A	C	Stationery					0.00			
540-147K	Compatible black toner	A	C	Toners					0.00			
SAN	Sanitizer	A	C	Spare Parts					0.00			
SP1020	Copier	A	A	Hardware			SP1020		0.00			
1020-478	Staple Unit	A	B	Accessories			1020-4...		0.00			
1020-147K	Toner Black	A	C	Toners					0.00			
1020-147C	Toner Cyan	A	C	Toners					0.00			
1020-147M	Toner Magenta	A	C	Toners					0.00			
1020-147Y	Toner Yellow	A	C	Toners					0.00			
2020-147Y	Yellow toner SP2020	A	C	Toners					0.00			
ADAP001	Adaptor	A	C	Toners					0.00			
SABS001	Testing for Kame	A	A	Hardware			SABS		0.00			Kyoc
SABS002	Testing for Kame	A	B	Spare Parts					0.00			
SABS003	Test for Kame	A	C	Toners					0.00			
MASPCP060	Sprint Copier SP060	A	A	Sprint Copiers	21	2000	SP060	ea	5.00	yyyy	Years	Sprint
SP-ABI-COP-1...	Sprint Copier ABI 100 Series	A	A	Sprint Copiers	10		ABI 10...	ea	10.00	yyyy	Years	Sprint
SP-ABI-DRU-1...	Sprint Drum ABI 100 Series	A	B	Accessories	3		ABI 10...	ea	5.00	yyyy	Years	Sprint
MASPDRO060	Drum for SP060 Copier	A	B	Accessories	6	10 x 24	SP060-1	ea	12.00	m	Months	Sprint
MASPTON060	Black Toner SP060	A	C	Toners	6	10 x 24	BLACK...	ea	12.00	m	Months	Sprint
AM-Copier	AB Marv Multi Copier 1001 ...	A	A	Sprint Copiers	45	645mm x ...	1001-A1	kg	3.00	yyyy	Years	Sprint
SP-ABI-TON-B...	Sprint Toner Black ABI 100 ...	A	C	Toners	1		ABI 10...	ea	12.00	m	Months	Sprint

1. In this example, the **Depreciation Description** column reflects the change made in the **Edit Part - []** screen.
2. **Close** the screen when you are done.



Measure	ShelfLife	PeriodType	PeriodTypeDesc	ManufacturerName	SoleSupplier	DepreciationDesc	WearTearDesc	Taxable	TaxType	Rate	CraftCode
	0.00				No			Yes	VAT	15.00	
	0.00				No			Yes	VAT	15.00	
	0.00				No			Yes	VAT	15.00	
	0.00				No	5 Year Straight Line	3 Year straight line	Yes	VAT	15.00	
	0.00				No			Yes	VAT	15.00	
	0.00				No			Yes	VAT	15.00	
	0.00				No			Yes	VAT	15.00	
	0.00				No			Yes	VAT	15.00	
	0.00				No			Yes	VAT	15.00	
	0.00				No			Yes	VAT	15.00	
	0.00			Kyocera	No			Yes	VAT	15.00	
	0.00				No			Yes	VAT	15.00	
	0.00				No			Yes	VAT	15.00	
	5.00	yyyy	Years	Sprint	Yes	3 Year straight line	3 Year straight line	Yes	VAT	15.00	TECH
	10.00	yyyy	Years	Sprint	No	5 Year Straight Line	5 Year Straight Line	Yes	VAT	15.00	TECH
	5.00	yyyy	Years	Sprint	No			Yes	VAT	15.00	TECH
	12.00	m	Months	Sprint	Yes		3 Year straight line	Yes	VAT	15.00	ITTECH
	12.00	m	Months	Sprint	Yes			Yes	VAT	15.00	ITTECH
	3.00	yyyy	Years	Sprint	No	5 Year Straight Line	3 Year straight line	Yes	VAT	15.00	TECH
	12.00	m	Months	Sprint	No			Yes	VAT	15.00	TECH

Related Topics

- [Edit Part Definition Defaults](#)
- [Edit Part Definition BOM Allocation](#)
- [Edit Part Definition Part Meters](#)
- [Edit Part Definition Yield Config](#)
- [Edit Part Definition Additional Data](#)
- [Edit Part Definition User Defined](#)

MNU.026.040