INVENTORY

PARTS - INTRODUCTION TO PARTS

There are some terms that are useful to know when managing inventory:

PART DEFINITIONS

A part definition (also know as inventory definition), describes and defines a part.

You can link the following to a part:

- default supplier (and multiple other suppliers)
- supplier warranty which automatically comes in to effect when the part is received into stock.
- meter definitions
- toner yields

PART CLASSIFICATION

Inventory is divided into **3** classes:

A-CLASS PARTS

- These items would be the main unit e.g. a **copier** machine.
- These are serialised **single-line** items.

B-CLASS PARTS

- These are serialised **single-line** items.

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- These are like **C-Class** items, in that a **B-Class** stock item can be issued out and not billed. However, they are generally more expensive than C-Class parts.
- These items would not be a main unit/machine but an **accessory** e.g. a **drum** for a copier machine.

C-CLASS PARTS

- These are (non-serialised) stock items.
- These are stored in the system with a **weighted average unit cost** per warehouse and bin.
- These items can be managed in batches if batch tracking is enabled.

A, **B** and **C-Class** items can further be classified as **stock** or **assets**.

STOCK

- Stock is a store of **A**, **B**, and **C**-class items, ready for sale or servicing purposes.

ASSET DEFINITION

- Assets are **A** or **B**-class (serialised) non-stock items (e.g. a **copier** machine), which could require a maintenance schedule and has traceability records.
- These items are stored as 'single-line' items. Each item will have it's own unique serial number, unit cost and traceable history.

Ribbon Access: *Inventory > Parts*

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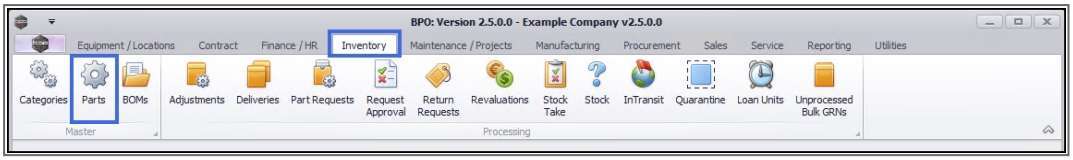
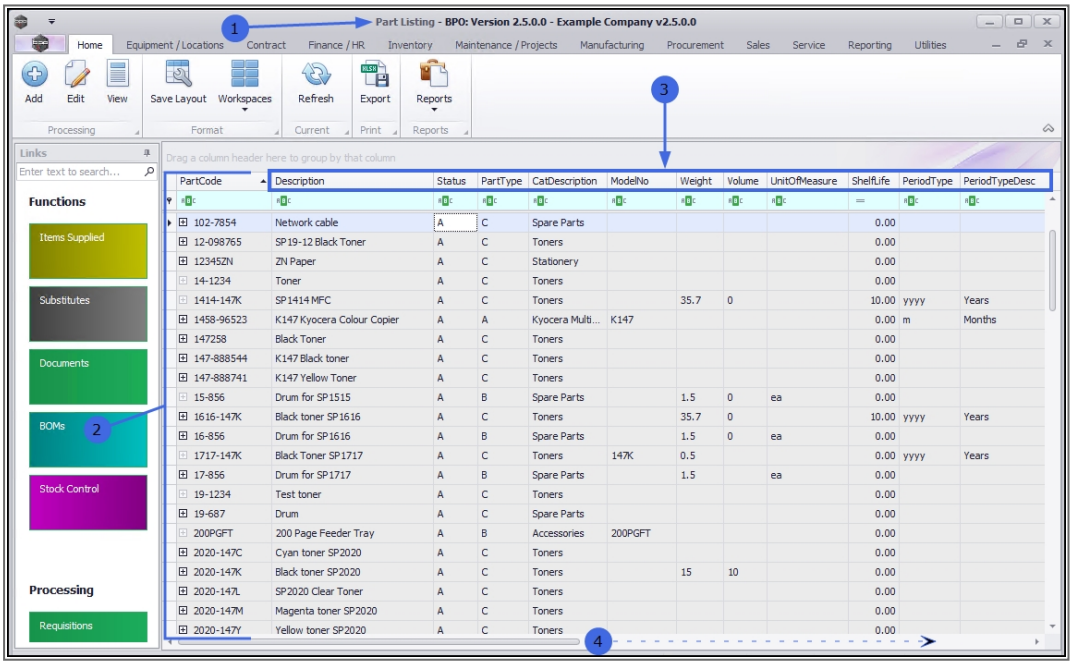


THE PART LISTING SCREEN

1. The ***Part Listing*** screen will display.
2. Here you can view a list of the ***part definitions*** that have been set up on the system.
3. These part definitions store information relevant to the part, including:
    i. the part type,
    ii. the part category,
    iii. the part unit of measure,
    iv. the part shelf life
4. ***Scroll*** across the data grid to view all the columns containing the part definition information.



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VIEW STOCK - A OR B-CLASS PARTS

1. Click on the ***expand button*** in the row of an **A** or **B**-class part definition to open the **Stock** frame.

Here you can:

2. View the **Serial Numbers**[1] (**A** and **B**-class items only) of the current stock.
3. View the current stock ***Quantity*** for each warehouse and bin where the **A** or **B**-class stock item exists. Each **A** or **B**-class item will be on a single line, so the ***Quantity*** column will always register **1**.
4. View the **Unit Cost**[2] of each individual single line **A** or **B**-**class** item.

Collapse the Stock frame when you are done.

[1]A serial number is a unique character string (it can be letters, numbers or a combination of both) that is given to an A or B-class item to distinguish it from other similar items.

[2]Generally, unit costs represent the total expense involved in creating one unit of a product or service. A unit cost forms the base level for a market offering price. A unit cost can be lowered through economies of scale.

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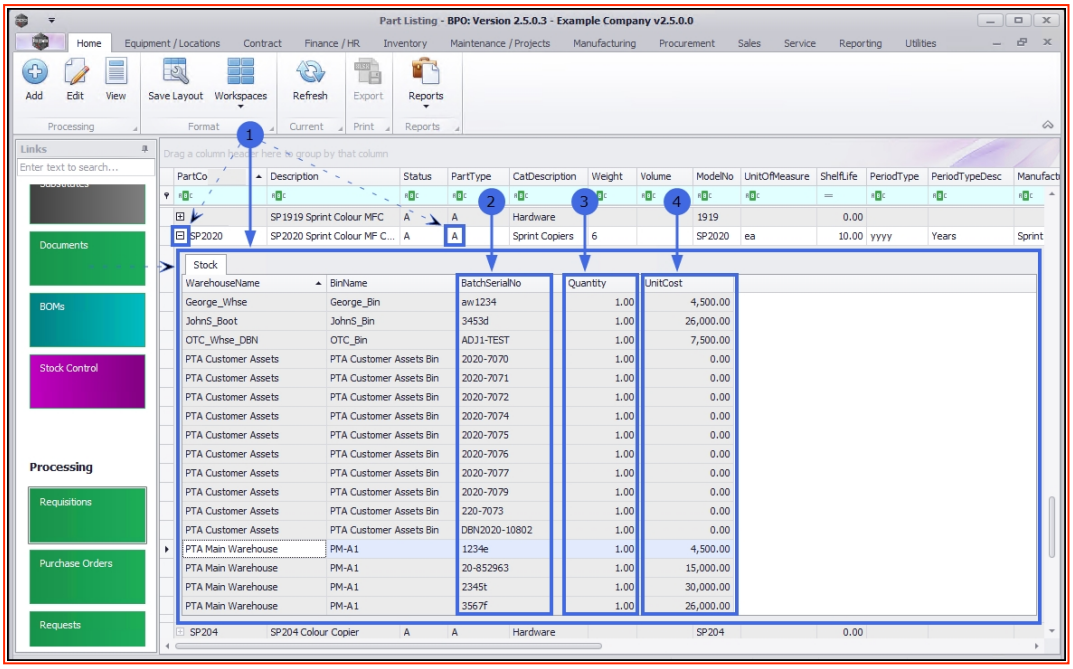

VIEW STOCK - C-CLASS PARTS

1. Click on the ***expand button*** in the row of a **C**-class part definition to open the **Stock** frame.

Here you can:

2. View the **Batch Numbers** (**C**-class items only *and* if **batch tracking**[1] is enabled) of the current stock.
3. View the current stock ***Quantity*** for each warehouse and bin where that **C**-class stock item exists. You will note that there can be several items in a batch.

[1]Batch Tracking is a system that allows you to group and monitor a set of stock that share similar properties. Batch tracking enables a company to monitor it's inventory with advanced traceability.

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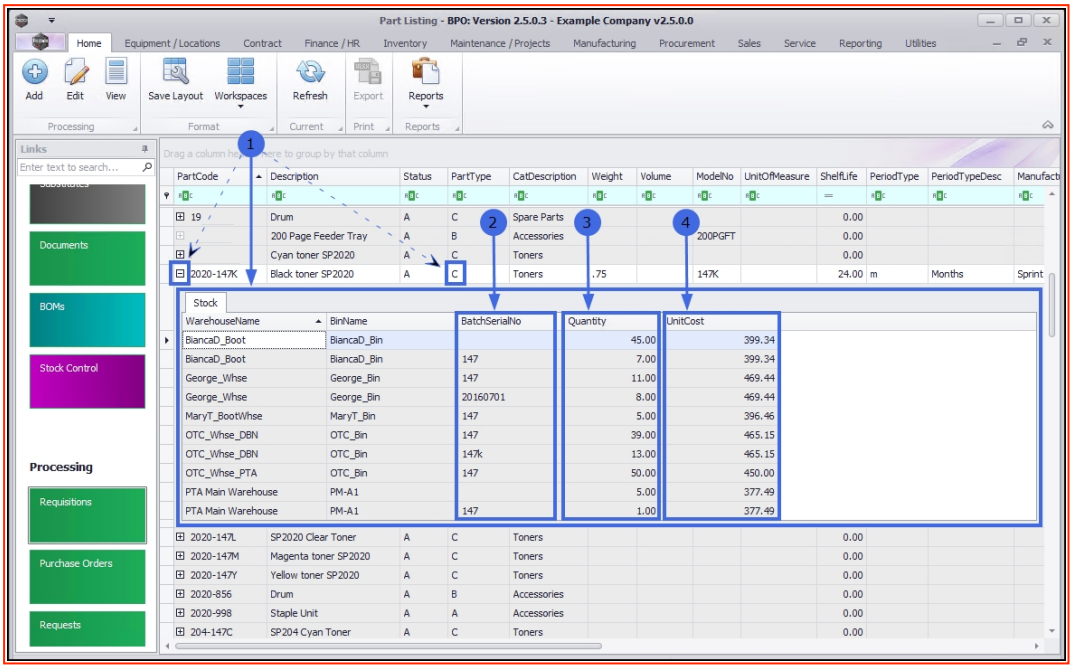
4. View **weighted average**[1] **Unit Cost** across each batch (for **C**-class items only). This is calculated over multiple batches, within the same bin location.



PARTS RIBBON ACTION BUTTONS

1. From this screen you can Add, Edit, and View a part definition.
2. This screen supports the Save Layout and Workspaces functionality.
3. **Export** allows you to export the part definition list to Microsoft Excel.
4. **Reports** allows you to print ***Inventory*** reports directly from this screen. For more information on selecting and running a report refer to All Reports.

[1]The weighted average method divides the cost of an item available for sale (in stock) by the number of units of that item available for sale. This gives the weighted average cost per unit. This weighted average figure is then used to assign a cost to all of these items in stock.

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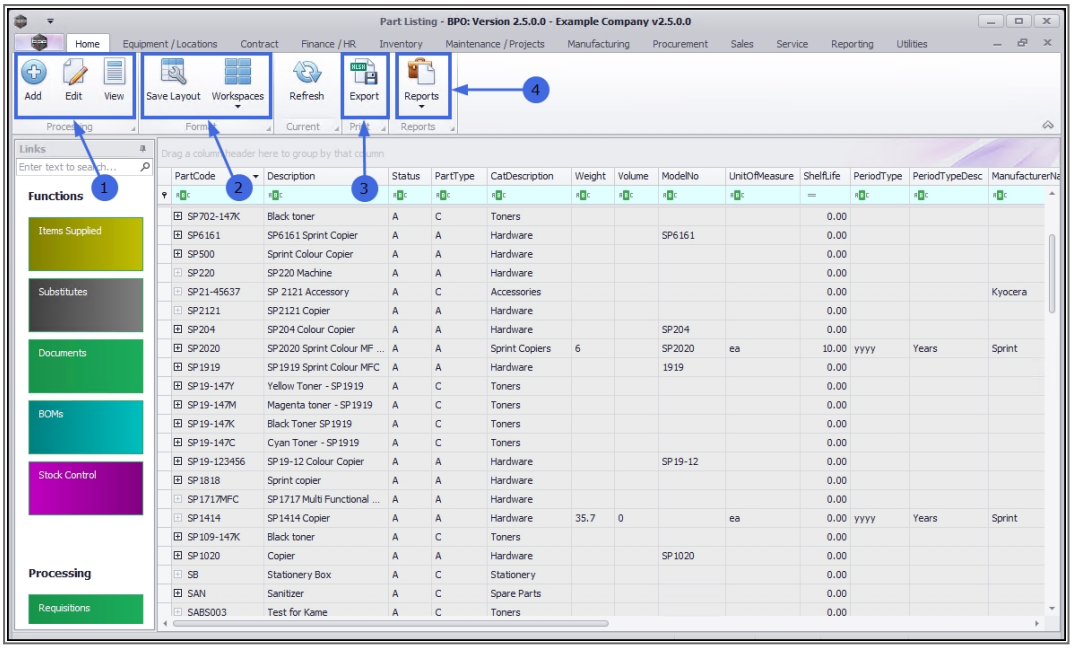

FUNCTIONS AND PROCESSING TILES

On the left side of the Part Listing screen is the **Links** panel which contains the part definitions ***Functions*** and ***Processing*** tiles. Each tile, when clicked on, will take you to further information concerning the selected part definition. These tiles are also available in the ***View Part*** and ***Edit Part*** screens.

FUNCTIONS TILES

Items Supplied	The **Items Supplied** tile will direct you to the Suppliers for Part screen. From here you can *Add*, *Edit* and *Delete* linked item suppliers.
Substitutes	The **Substitutes** tile will direct you to the Substitute Items for Part screen. Here you can *Add*, *Edit* and *Delete* linked alternative, substitute items.
Documents	The **Documents** tile will direct you to the Documents for Part screen. Here you can *Add*, *Edit*, *Delete* and *View*

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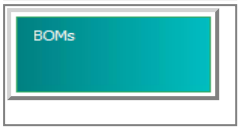
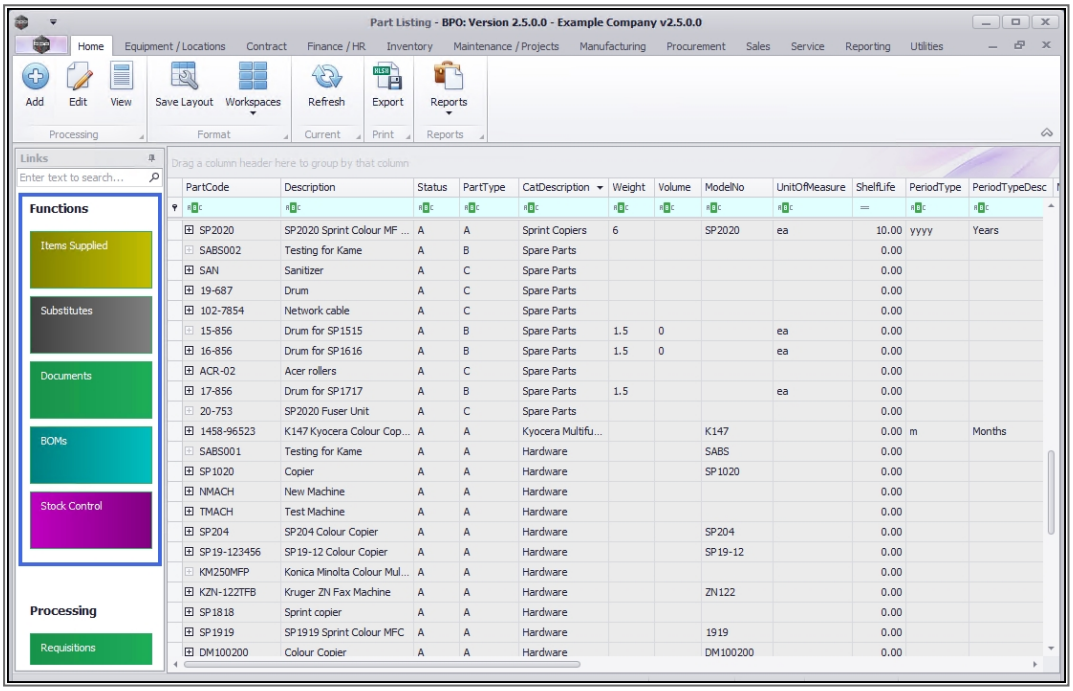
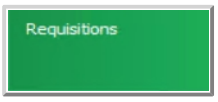
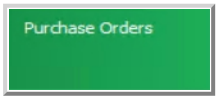
	linked digital documents.
	The **BOMs** tile will direct you to the BOM Listing for Part screen. Here you can *Add*, *Delete* and *View* linked BOMs.
	The **Stock Control** tile will direct you to the Stock Control for Part screen. Here you can *Add*, *Edit* and *Delete* a part stock control Reorder Point Method and a part stock control Min/Max Reorder Method.



PROCESSING TILES

	The **Requisitions** tile will direct you to the ***Purchase Requisitions for Part*** screen. Here you can Add, Edit, Delete, View, Hold, Release, Approve, Decline and Clone linked purchase requisitions.
	The **Purchase Orders** tile will direct you to the ***Purchase Orders for Part*** screen. Here you can View, Delete and

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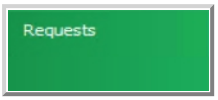
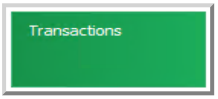
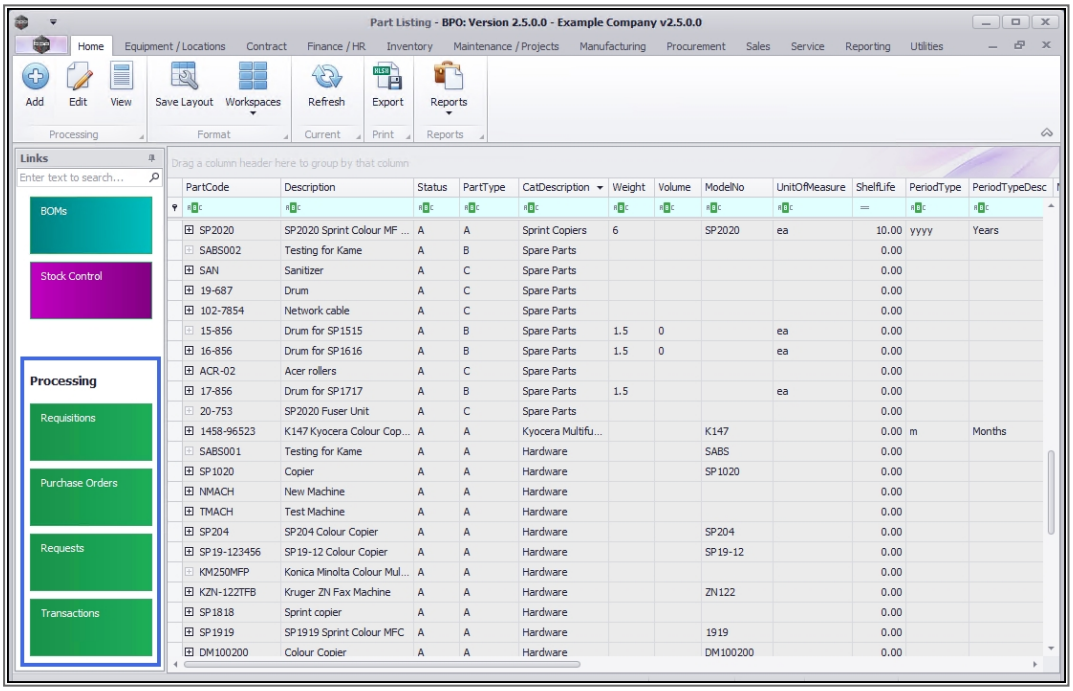
Print linked purchase orders, as well as add Notes, Addresses, and Delivery Instructions to linked purchase orders.



The **Requests** tile will direct you to the ***Part Requests for Part*** screen. Here you can Add, Edit and Delete a linked part request. You can also raise a Requisition for, Issue, and Transfer a part. A Note can be linked, the requesting warehouse can be changed and the requested part can be Remapped to another part. A Picking Slip can also be printed from this screen.



The **Transactions** tile will direct you to the ***Transactions for Part*** screen where you can view a data grid of transactional information relating to the part.



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