INVENTORY

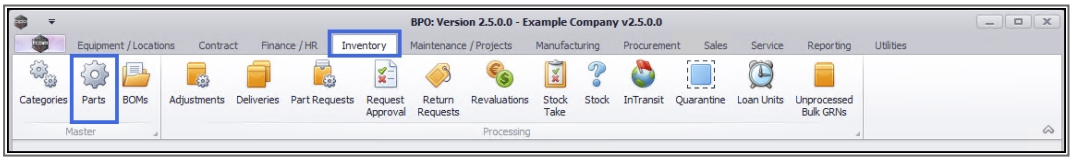
PARTS - ADD PART DEFINITION DETAILS

Part Definition (or Inventory Definition) describes and defines a part. A Part Definition is a way of classifying a part when dealing with inventory. Keeping good records of parts is critical to inventory management.

When adding a new part definition to the system, it is important to include as much information as possible about the part to differentiate it from other similar parts.

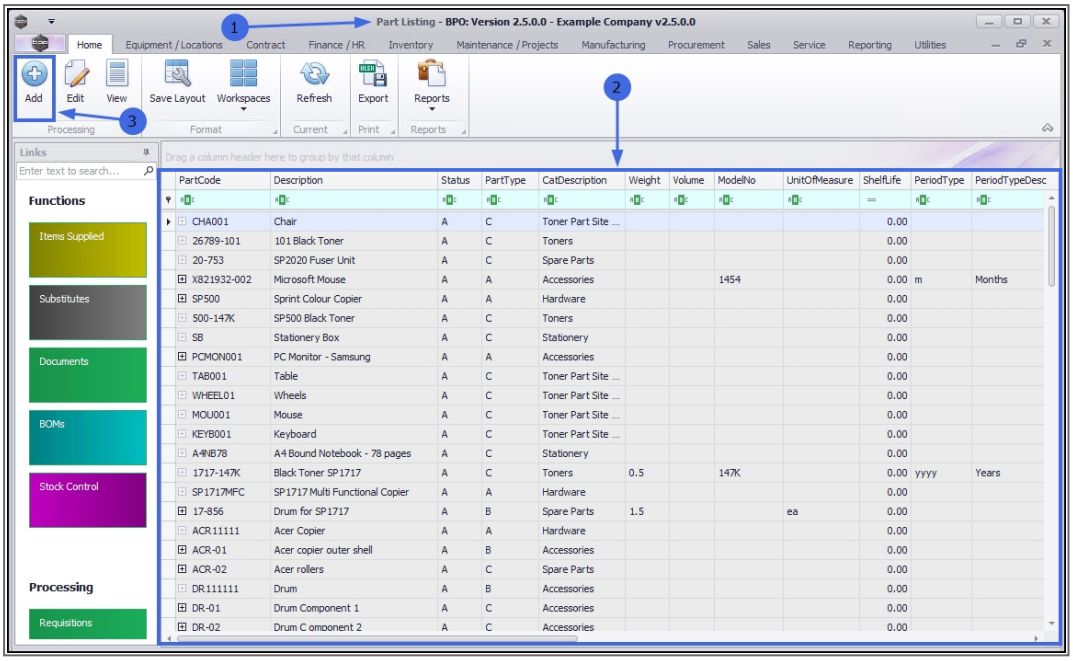
The **Add new Part** screen details fields will differ slightly for a **C**-class part definitions compared to an **A** or **B**-class part definition. The differences are set out below.

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***.

CO3 Technologies (Pty) Ltd © Company Confidential



1. The ***Add new Part*** screen will be displayed.
2. The part definition ***details*** section is on the left-hand side of the screen.

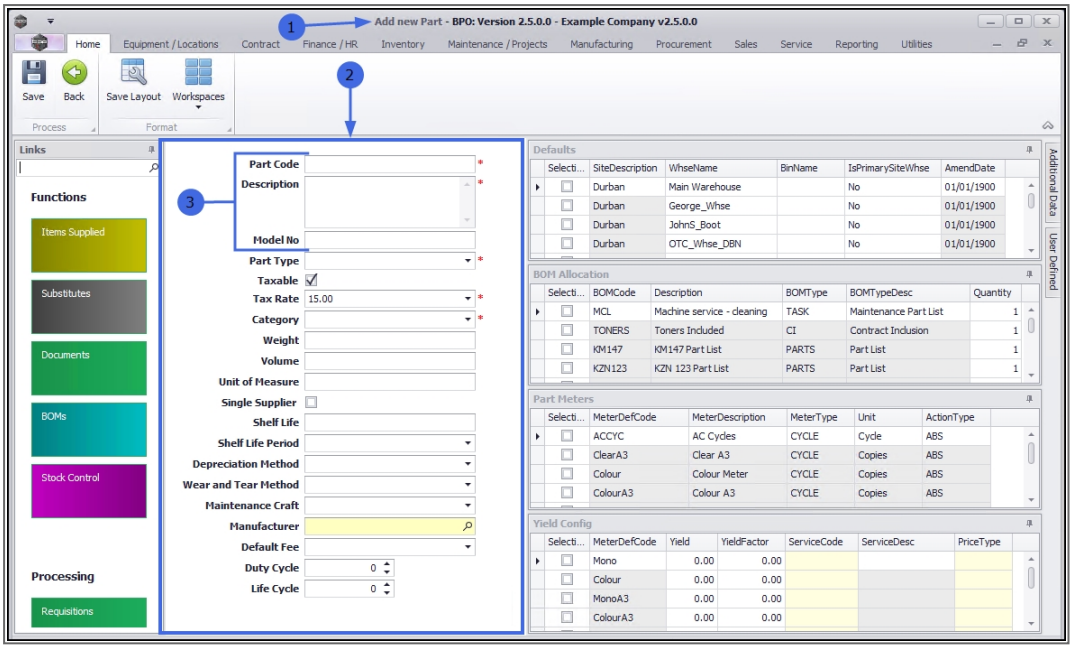
ADD A-CLASS PART DEFINITION DETAILS

In this example, an **A**-class part definition will be added to the system.

3. Type directly in the fields to enter the following information:

    - **Part Code**: Type in the unique **A**-class part definition number.
    - **Description**: Type in a text description for this **A**-class part definition.
    - **Model No**: Type in a valid supplier model number for this **A**-class part definition, if applicable.

CO3 Technologies (Pty) Ltd © Company Confidential

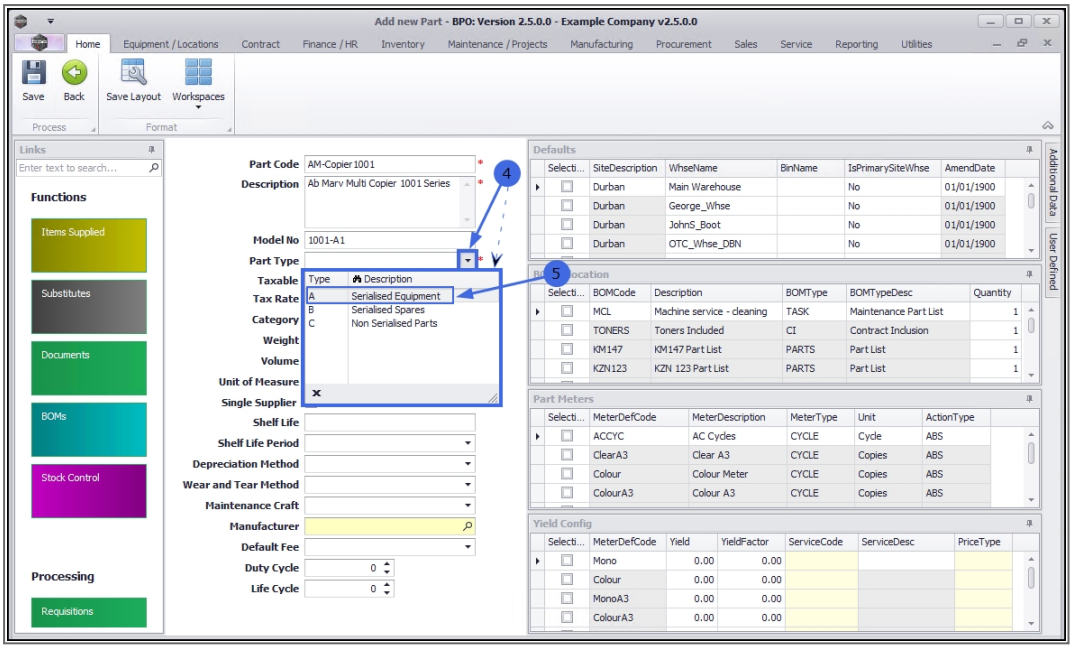


4. **Part Type**: Click on the drop-down arrow to display the part definition ***Type*** menu:
    - **A** - Serialised Equipment[1]
    - **B** - Serialised Spares[2]
    - **C** - Non Serialised Parts[3]
5. In this example, **Type A** will be selected as an **A**-class part is being added.

---

[1]Serialised or A-Class refers to a uniquely identified inventory item. Generally sold at a higher price than B and C-Class items.
[2]These are serialised single-line items 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.
[3]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.

CO3 Technologies (Pty) Ltd © Company Confidential



6. ***Select*** the check box, ***type in*** or use the ***drop-down arrows*** to add the the required information to the following fields:

    - **Taxable**: Select this check box if this part is taxable.
    - **Tax Rate**: Click on the drop-down arrow and select from the list, the tax code applicable to this part. These tax rates are set up in the Configurator.
    - **Category**: Click on the drop-down arrow and select from the list, the category applicable to this part.

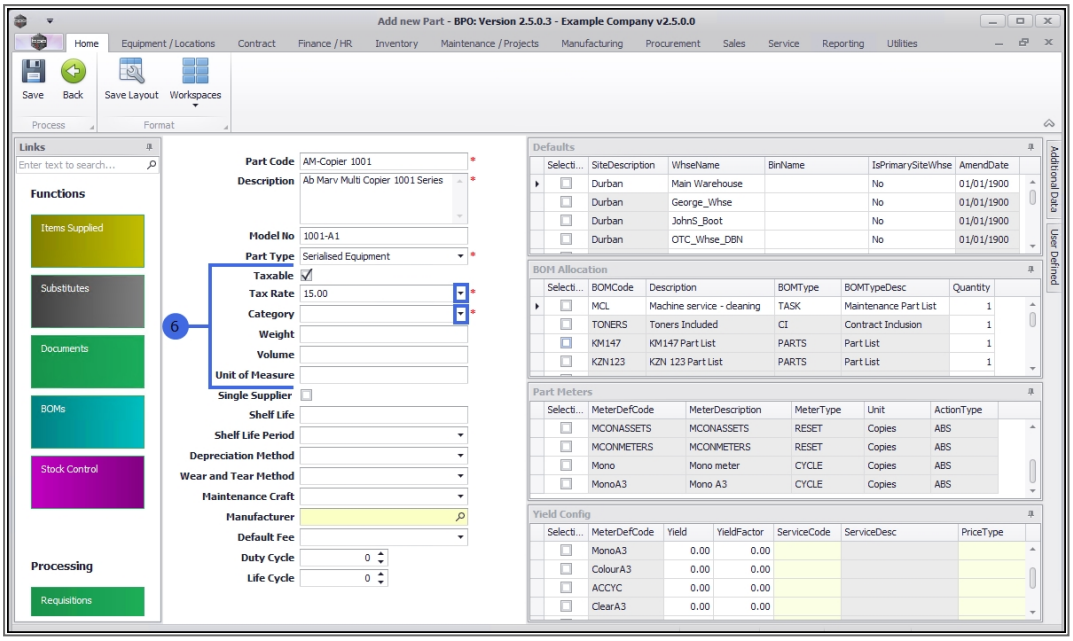
> **Note**: The Category selected here will affect the Sites and Warehouses that are available for selection in the Defaults panel. See Add and Edit a Category for more information.

    - **Weight**: Type in the weight of the part, if required.
    - **Volume**: Type in the volume[1] of the part, if required.

[1] This is the amount of space that this item occupies. This three dimensional space is measured in length, height and width.

CO3 Technologies (Pty) Ltd © Company Confidential

- **Unit of Measure**: Type in the unit used to measure the part, for example: kilograms, pounds.



7. ***Select*** the check box, ***type in*** or use the ***drop-down arrows*** to add the required information to the following fields:

   - **Single Supplier**: Select this check box if the part is procured from only one supplier.
   - **Shelf Life**: Type in the shelf life or life expectancy of this part.
   - **Shelf Life Period**: Click on the drop-down arrow and select from the list, the unit of time applicable to the shelf life period e.g. months, years.

CO3 Technologies (Pty) Ltd © Company Confidential

- **Depreciation Method**: Click on the drop-down arrow and select from the list, a depreciation[1] method (e.g. 3/5 Year **Straight Line**[2]).

> **Note**: You will only be able to add a depreciation method here, if this is serialised equipment item (**Class-A**) or a serialised spares item (**Class B**). Otherwise the field will be greyed out (inactive).

- **Wear and Tear Method**: Click on the drop-down arrow and select a **wear and tear method**[3] from the list (e.g. 3/5 year straight line).

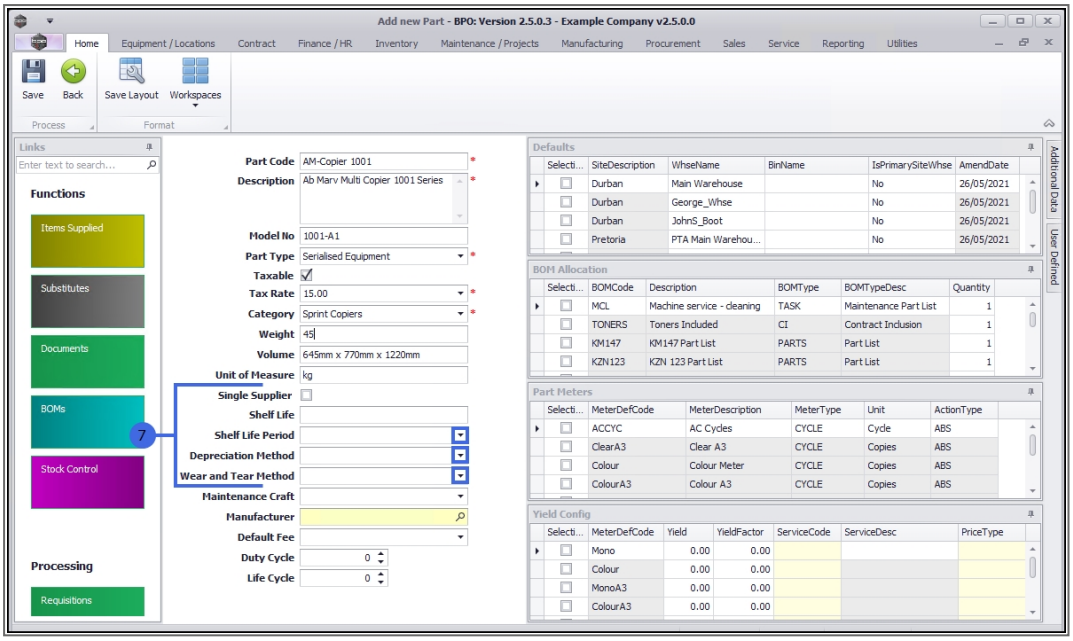
---

[1]Depreciation refers to the decline in the value of this item due to it's usage, passage of time or obsolescence.

[2]This is the most commonly used method to calculate depreciation. It is also known as fixed instalment method. Under this method, an equal amount is charged for depreciation of every fixed asset in each of the accounting periods. This uniform amount is charged until the asset gets reduced to nil or its salvage value at the end of its estimated useful life. This method derives its name from a straight line graph. This graph is deduced after plotting an equal amount of depreciation for each accounting period over the useful life of the asset.Thus, the amount of depreciation is calculated by simply dividing the difference of original cost or book value of the fixed asset and the salvage value by useful life of the asset. The formula for annual depreciation under straight line method is: Annual Depreciation Expense = (Cost of an asset – Salvage Value)/Useful life of an asset

[3]Wear and tear tracks the total asset life from it's first conversion from stock to asset as it would be determined by Inland Revenue. If an internal asset is converted back to stock, the wear and tear will pause until such time as the item becomes an asset again and will catch up any wear and tear not calculated while the item was deemed to be stock.

CO3 Technologies (Pty) Ltd © Company Confidential



8. Click on the ***search*** icon, ***type in*** or use the ***drop-down arrows*** to add the required information to the following fields:

    - **Maintenance Craft**: Click on the drop-down arrow and select from the list, the default **craft**[1] (skill) utilised when maintaining this part.
    - **Manufacturer**: Click on the search button and select the **manufacturer**[2] of this part.
    - **Default Fee**: Click on the drop-down arrow and select from the list, the default fee[3] associated with this part, if applicable.
    - **Duty Cycle**: The cycle of operation of an item that operates intermittently rather than continuously. This is generally expressed as a percentage.

---

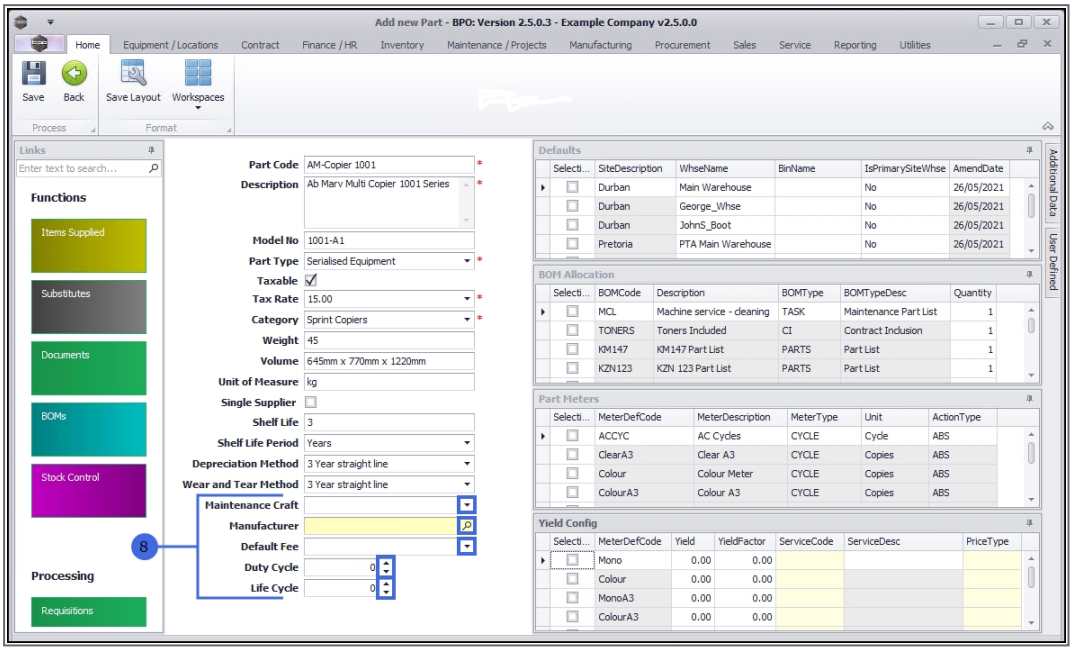
[1] A craft is the skill set or qualification(s) linked to an employee.

[2] A manufacturer is a company that produces goods in large numbers often by converting raw materials into finished products.

[3] For an A-class part, you can use this field to note what the default fee is for a specific type of item at part level, instead of at contract level.

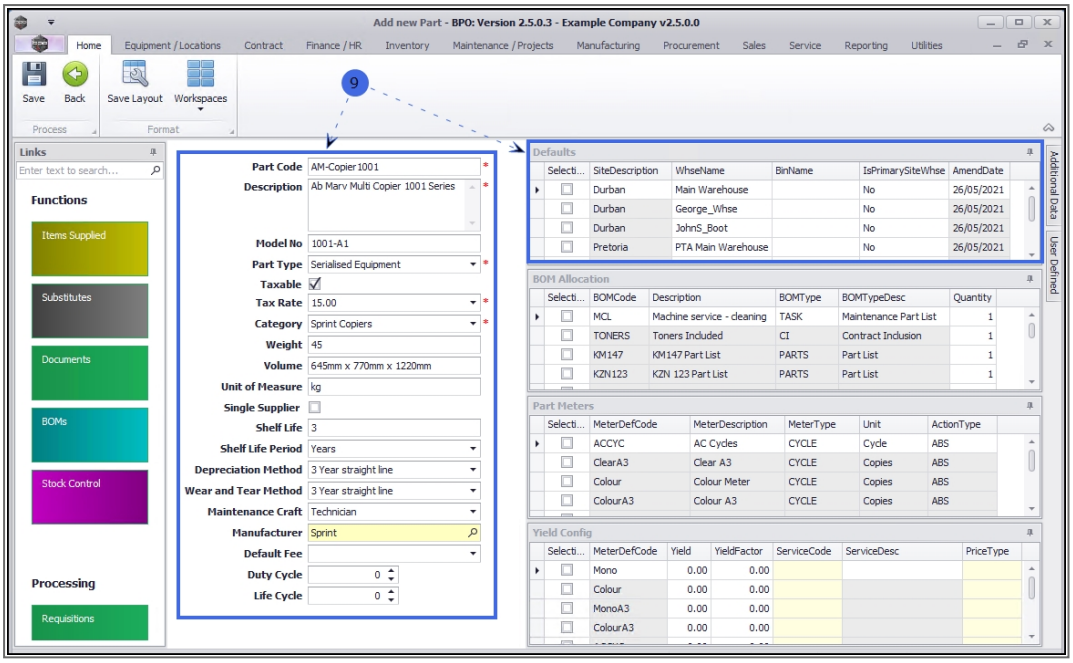
CO3 Technologies (Pty) Ltd © Company Confidential

- **Life Cycle**: The full lifespan of the item, generally from commission through acquisition, operation and maintenance to decommission.



9. Once you have filled in the mandatory details and the optional details, as required, you can follow the process to Add the Part Definition Defaults.

CO3 Technologies (Pty) Ltd © Company Confidential



Note: A part definition must have at least one site selected in the Defaults panel. If none are linked you will not be able to ***Save*** the part definition details.

ADD C-CLASS PART DEFINITION DETAILS

In this example, **C**-class part definition details will be added to the system. The process to add C-class[1] part definitions differs in that, by selecting the ***Part Type*** as **C** - **Non Serialised Parts**:

i. The ***Depreciation Methods*** field will automatically grey out (become inactive). Depreciation does not apply to **C**-class parts.

ii. The ***Part Meters*** panel will automatically grey out (become inactive). **C**-class parts do not have meters linked to them.

1. Navigate to the ***Add new Part*** screen.
2. Type directly in the fields to enter the following information:

[1] These are low cost, non-serialised items that can be received in batches.

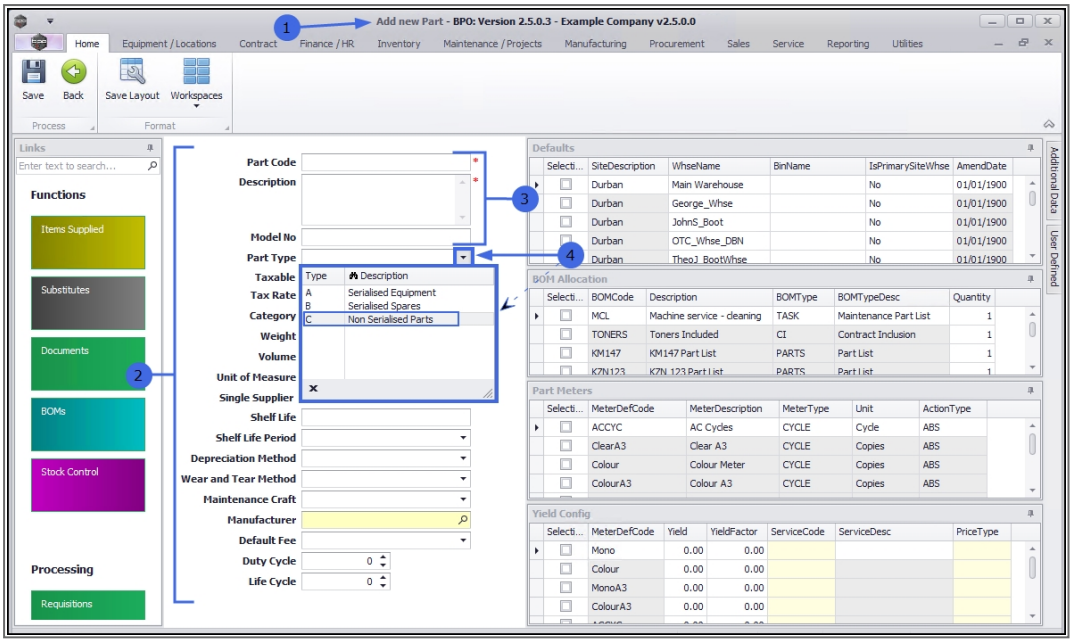
CO3 Technologies (Pty) Ltd © Company Confidential

- **Part Code**: Type in the **C**-class part definition number.
- **Description**: Type in a text description for this **C**-class part definition.
- **Model No**: Type in a valid supplier model number for this **C**-class part definition, if applicable.

3. **Part Type**: Click on the drop-down arrow to display the part definition ***Type*** menu:
    - **A** - Serialised Equipment[1]
    - **B** - Serialised Spares[2]
    - **C** - Non Serialised Parts[3]
4. In this example, **Type C** will be selected as a **C**-class part is being added.

[1]Serialised or A-Class refers to a uniquely identified inventory item. Generally sold at a higher price than B and C-Class items.
[2]These are serialised single-line items 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.
[3]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.

CO3 Technologies (Pty) Ltd © Company Confidential



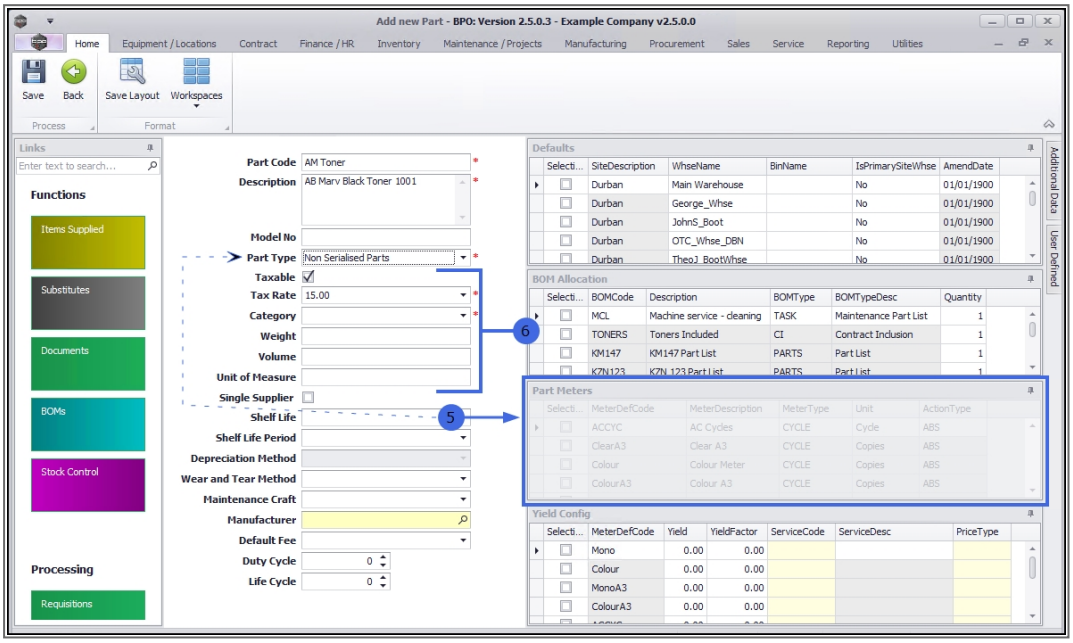
5. Note that after the ***Part Type*** is selected, the ***Part Meters*** panel greys out and became inactive.
6. ***Select*** the check box, ***type in*** or use the ***drop-down arrows*** to add the required information to the following fields:

    - **Taxable**: Select this check box if this part is taxable.
    - **Tax Rate**: Click on the drop-down arrow and select from the list, the tax code applicable to this part. These tax rates are set up in the Configurator.
    - **Category**: Click on the drop-down arrow and select from the list, the category applicable to this part.

> **Note**: The *Category* selected here will affect the Sites and Warehouses that are available for selection in the Defaults panel. See Add and Edit a Category for more information.

CO3 Technologies (Pty) Ltd © Company Confidential

- **Weight**: Type in the weight of the part, if required.
- **Volume**: Type in the volume[1] of the part, if required.
- **Unit of Measure**: Type in the unit used to measure the part, e.g. kg.



7. ***Select*** the check box, ***type in*** or use the ***drop-down arrows*** to add the required information to the following fields:

   - **Single Supplier**: Select this check box if the part is procured from only one supplier.
   - **Shelf Life**: Type in the shelf life or life expectancy of this part.
   - **Shelf Life Period**: Click on the drop-down arrow and select from the list, the unit of time applicable to the shelf life period e.g. months, years.
   - **Depreciation Method**: This field will be greyed out (inactive) for a **C**-class part.

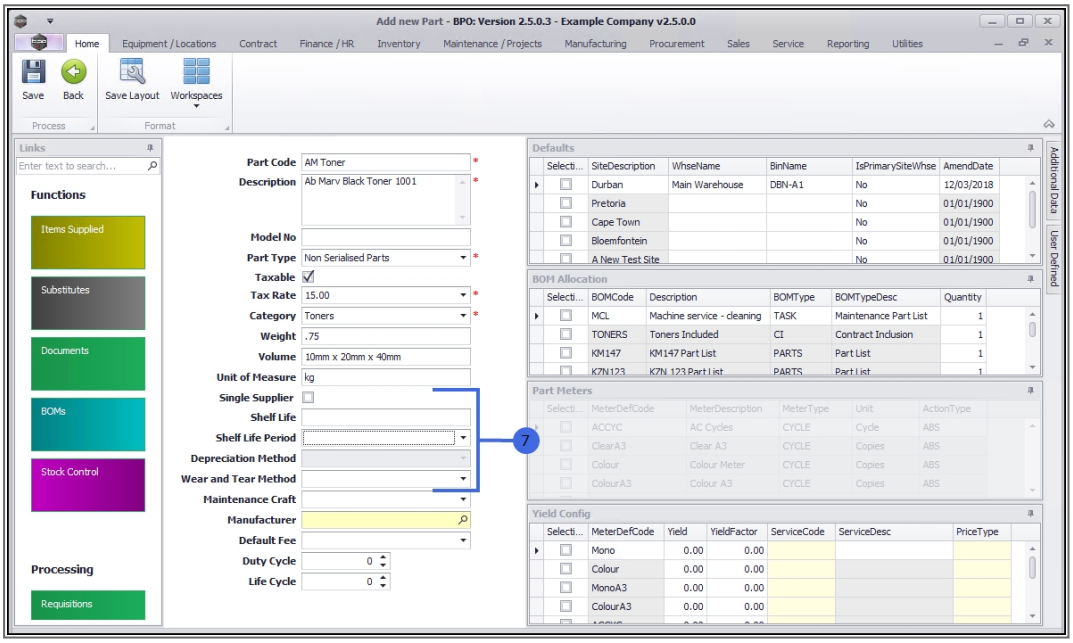
---

[1]This is the amount of space that this item occupies. This three dimensional space is measured in length, height and width.

CO3 Technologies (Pty) Ltd © Company Confidential

Note: You will not be able to add a *depreciation method* here. Only a serialised equipment item (A-class) or a serialised spares item (B-class) can have depreciation applied. If Type C is selected in the Part Type field, the Depreciation field will become greyed out (inactive).

- **Wear and Tear Method**[1]: As wear and tear methods are linked to asset depreciation, this field will not be applicable to **C-class** part definitions.



8. Click on the ***search*** icon, ***type in*** or use the ***drop-down arrows*** to add the required information to the following fields:

   - **Maintenance Craft**: Click on the drop-down arrow and select from the list, the default **craft**[2] (skill) utilised when maintaining

---

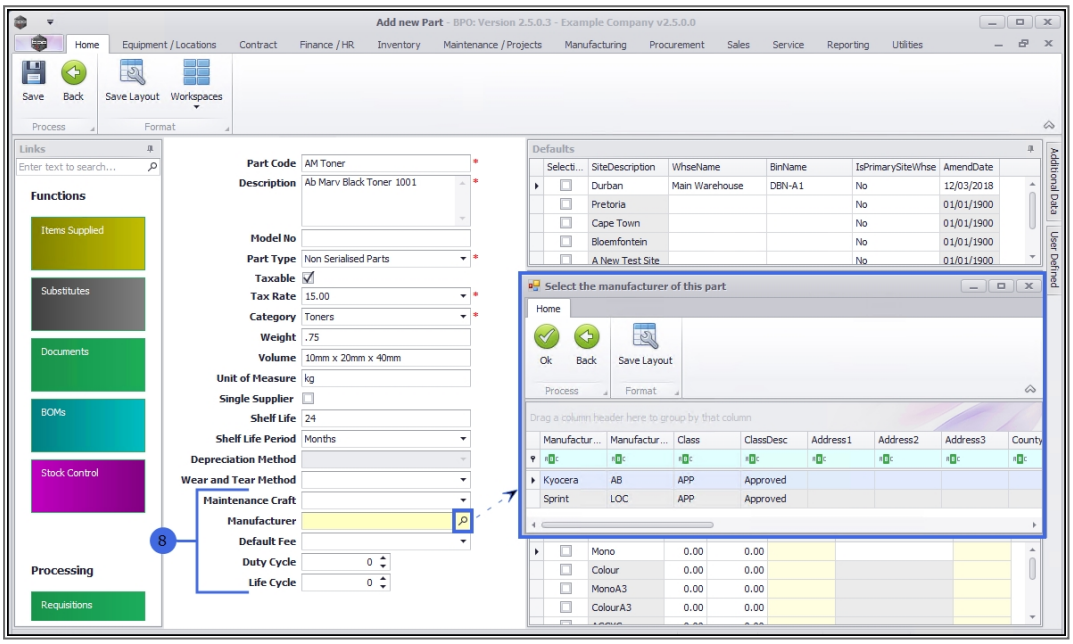
[1] Wear and tear tracks the total asset life from it's first conversion from stock to asset as it would be determined by Inland Revenue. If an internal asset is converted back to stock, the wear and tear will pause until such time as the item becomes an asset again and will catch up any wear and tear not calculated while the item was deemed to be stock.

[2] A craft is the skill set or qualification(s) linked to an employee.

CO3 Technologies (Pty) Ltd © Company Confidential

this part.

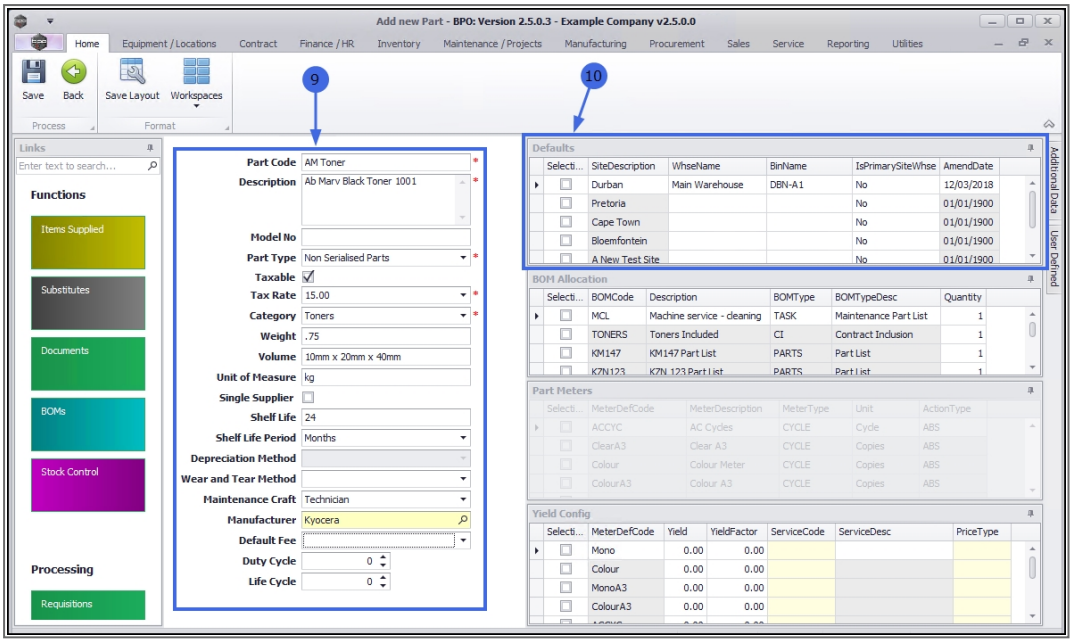
- **Manufacturer**: Click on the search button and select the manufacturer of this part.
- **Default Fee**: Click on the drop-down arrow and select from the list, the default fee associated with this part, if applicable.
- **Duty Cycle**: [*to be confirmed*]
- **Life Cycle**: [*to be confirmed*]



9. Once you have filled in the mandatory details and the optional details, as required;
10. follow the process to Add the Part Definition Defaults.

> **Note**: A part definition must have at least one site warehouse selected in the ***Defaults*** panel. If none are linked you will not be able to ***Save*** the part definition details.

CO3 Technologies (Pty) Ltd © Company Confidential



Related Topics

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

MNU.026.030

CO3 Technologies (Pty) Ltd © Company Confidential