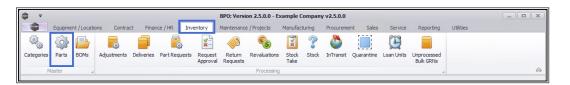


INVENTORY

PARTS - ADD PART DEFINITION DEFAULTS

Once the part definition <u>details</u> have been added, <u>at least one</u> **default site** warehouse must be linked to the part definition. More than one site warehouse can be added but <u>only one</u> warehouse *per site* can be selected as the primary one. The primary site warehouse will be the default *receiving* warehouse when this part is GRN'd into store.

Ribbon Access: Inventory > Parts



- 1. The *Part Listing* screen will display.
- 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 Defaults

₩	1-	Part Listi	ng - BPO: V	ersion 2.5.	0.0 - Example Cor	npany v2	2.5.0.0						
Home Eq	uipment / Locations Co	ntract Finance / HR Inventor	ry Main	itenance / Pro	ojects Manufac	turing	Procurem	ent Sales	Service R	eporting	Utilities	- 8	
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	▶ 🗉 CHA001	Chair	A	С	Toner Part Site					0.00			
Items Supplied	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	
Substitutes		Sprint Colour Copier	Α	A	Hardware					0.00			
	500-147K	SP500 Black Toner	A	С	Toners					0.00			
	🗈 SB	Stationery Box	A	С	Stationery					0.00			
Documents	PCMON001 PCMON001 PCMON001 PCMON001 POMON001	PC Monitor - Samsung	A	A	Accessories					0.00			
	TAB001	Table	A	С	Toner Part Site					0.00			
	WHEEL01	Wheels	A	С	Toner Part Site					0.00			
BOMs	MOU001	Mouse	A	С	Toner Part Site					0.00			
	E KEYB001	Keyboard	A	С	Toner Part Site					0.00			
	A4NB78	A4 Bound Notebook - 78 pages	A	C	Stationery					0.00			
	1717-147K	Black Toner SP1717	A	С	Toners	0.5		147K		0.00	уууу	Years	
Stock Control	SP1717MFC	SP1717 Multi Functional Copier	Α	A	Hardware					0.00			
	17-856	Drum for SP1717	A	В	Spare Parts	1.5			ea	0.00			
	ACR11111	Acer Copier	Α	A	Hardware					0.00			
		Acer copier outer shell	A	В	Accessories					0.00			
	E ACR-02	Acer rollers	A	С	Spare Parts					0.00			
Processing	DR111111	Drum	A	В	Accessories					0.00			
	⊞ DR-01	Drum Component 1	Α	С	Accessories					0.00			
Requisitions		Drum C omponent 2	A	С	Accessories					0.00			

SELECT THE PART SITE WAREHOUSE

- 1. The *Add new part* screen will open.
- 2. Once the part definition details have been <u>added</u>, move across the screen to the Defaults panel.
- This panel will be populated with a list of all the *site warehouses* that are linked to the part *category*. (This category was selected when <u>adding the part definition details</u>.)

Note: You can amend this category at this stage, if required. Any amendment will refresh the Defaults panel to populate with the site warehouses linked to the amended category.

- 4. There may be more than one *warehouse* listed per site.
 - In this example, there are **3** warehouses linked to the Durban site.
- 5. In the *Selection* column, select the check box in front of all the site warehouses that you wish to link to the part definition.



Note: You can select multiple part sites warehouses but <u>only one</u> **primary** part site default warehouse (see below).

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	at a	- ¥	<u> </u>	Def	aulte								
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Save Back Save Layout Vordspaces Process Format Links Part Code AM-Copier 1001 Functions Description Ab Marv Multi Copier 1001 Series Items Supplied No 26/05/20 Substitutes No 26/05/20 Substitutes No 26/05/20 Documents Vieware No 26/05/20 Weight 45 Substitutes No 26/05/20 BOM Substitutes No 26/05/20 BOM Single Supplier Single Supplier No 26/05/20 Stock Control Vieware and Tear Rethod 3 Year straight line No 26/05/20 Vieware and Tear Rethod 3 Year straight line No 26/05/20 No 26/05/20 Stock Control Weight 45 Control DOW PRESS Down PT Main Warehouse No 26/05/20 BOM Single Supplier Single Supplier Single Supplier Down Colour Meter/Description BOMType BoMType Unit ActionType Stock Control Years straight line No Colour Colour A3 Colour	021	*											
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Note: If the selected site *Warehouse Name* needs to be changed - refer to <u>Edit Part</u> <u>Definition Defaults</u>.

SELECT THE PART SITE WAREHOUSE BIN

 Once the part site default warehouses have been selected, move across to the *Bin Name* column.

DEFAULT BIN

Each part site warehouse selected, must have a *default bin* allocated. This is the bin within the warehouse that will receive the part as it is <u>GRN</u>'d into store.



- 2. In the row of a selected site warehouse, click in the *BinName* field to reveal an *ellipsis button*.
- 3. Click on this button and select from the pop up screen, the *default bin* for this part warehouse.

Note: If there is <u>only one bin</u> linked to the warehouse then the *BinName* field will auto populate with the name of that one bin. No *Select* screen will pop up.

⊉ ∓		Add new F	Part - BPO: Versio	n 2.5.0	.3 - Exan	nple Compa	ny v2.5.	0.0					_		х
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Etens suppled	Model No				\checkmark	Pretoria	PT	'A Main Wa	arehouse		No		15/07/2021		User
	Part Type	Serialised Equipment	• *			Cape Town	CF	PT Main			, No		15/07/2021	-	User Defined
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	Home									BOMType /	BOMTypeDesc		Quantity		
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	OK Dack Save La	Jour								PARTS	Part List		1	-	
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	P 880 880	*BC	8 8 C	8 B C	1.	R B C	8BC	RBC		CYCLE	Copies	ABS		U	
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Requisitions						MonoA3		0.00	0.00						
						ColourA3		0.00	0.00						

SELECT THE PART SITE PRIMARY WAREHOUSE

<u>Only one</u> warehouse and bin can be selected as the **primary** site warehouse. This means that when GRN'ing this part into store, it will be received into the primary default site warehouse and bin set up here.

Note: There is an opportunity to select an *alternative* or secondary receiving warehouse (if there is one linked here) during the <u>GRN</u> process.



 Once the selected default bin has populated the *BinName* field, you can move across to the *IsPrimarySiteWhse* column. All the fields in this column are initially populated with 'No'.

Note: Any of the site warehouses selected in the previous steps can be chosen as the *primary* site warehouse. Ensure that the *BinName* field is populated first.

 Ensure that you are in the row of the warehouse that you wish to make the *primary* site warehouse and click in the *IsPrimarySiteWhse* field. An *arrow* button will appear. Click on this button.

▼	Add new Part - B	PO: Version 2	5.0.	3 - Exan	nple Company	y v2.5.	D.O				_	
Home Equipment / Locations Contract	Finance / HR Inventory M	laintenance / Pr	ojec	ts Mi	anufacturing	Procu	irement Sales	Service	Reporting Uti	lities	-	8
Save Layout Workspaces									1			
links A			De	faults				,				а
	e AM-Copier	*		Selecti	SiteDescriptio	n Wi	nseName	BinName /	IsPrimarySite	Nhse	AmendDate	
	n AB Marv Multi Copier 1001 Series	*		\checkmark	Durban	Ma	in Warehouse	Ľ	No		15/07/2021	
Functions			•	\checkmark	Durban	Ge	orge_Whse	George_Bin	No		15/07/2021	
Items Supplied		Ψ.			Durban	Jo	hnS_Boot		No		15/07/2021	
	o 1001-A1			\checkmark	Pretoria		A Main Warehouse		No		15/07/2021	
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Substitutes Tax Bai	e 🖌 e 15.00	*	BO	M Alloca	ation					2		û
	v Sprint Copiers			Selecti		Descrip	tion	BOMType	BOMTypeDesc		Quantity	
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Shelf Life Perio	d Years	•	۲		ACCYC		AC Cycles	CYCLE	Cycle	ABS		*
Depreciation Metho	d 3 Year straight line	•			ClearA3		Clear A3	CYCLE	Copies	ABS		
Stock Control Wear and Tear Metho	d 3 Year straight line	•			Colour		Colour Meter	CYCLE	Copies	ABS		
Maintenance Cra	ft Technician	•			ColourA3		Colour A3	CYCLE	Copies	ABS		-
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- The text in the field will change to 'Yes'. This warehouse will now be the primary site warehouse and bin when this part is <u>received into store</u>.
- It is important to ensure that <u>no other warehouses</u> in the *same site* are selected as the primary site warehouse. The system will not allow you to save the changes if there is <u>more than one</u> *IsPrimarySiteWhse* field within the *same site* marked as 'Yes'.



) -		Add new Part - BF	PO: Version 2	.5.0	.3 - Exan	n <mark>ple Compan</mark>	ıy v2.5.0	.0					
Home Equipment	t/Locations Contract i	Finance / HR Inventory Ma	aintenance / P	rojec	ts Mi	anufacturing	Procu	rement Sales	Service	Reporting	Utilities	-	₽
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inks #				De	faults						1		4
inter text to search P	Part Code	AM-Copier	*		Selecti	SiteDescriptio	on Wh	seName	BinName	IsPrima	rySiteWhse	AmendDate	
	Description	AB Marv Multi Copier 1001 Series	*		\checkmark	Durban	Ma	in Warehouse	1	No		15/07/2021	
Functions				•	\checkmark	Durban	Ge	orge_Whse	George_Bin	Yes	•	15/07/2021	
Items Supplied			Ŧ			Image: second							
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INPUT VALIDATION ERROR

- 1. If you have not selected the bins for the other selected site warehouses and you try to *Save* at this point, you will receive an error message:
 - The default warehouse/bin must be specified for the selected site [].
- Click on *Ok* and go back and specify the default bin for each selected site warehouse.



			Add new Par	t - BPO: Vers	ion 2.	5.0.3 - Exa	ample Company	v2.5.0.0					_	
Home Ec	uipment / Locations	Contract	Finance / HR Inventory	Maintenan	ce / Pro	jects	Manufacturing	Procurement	t Sales	Service	Reporting	Utilities	-	Ð
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nter text to search	2	Part Code	AM-Copier	*		Selecti	SiteDescription	WhseNam	ie .	BinName	IsPrimary	SiteWhse	AmendDate	
		Description	AB Marv Multi Copier 1001 Se	ries 🔺 *		V	Durban	Main Ware	ehouse 🔺		No		15/07/2021	
Functions						• 🗸	Durban	George_V	Vhse	George_Bin	Yes	•	15/07/2021	
Items Supplied				Ψ.			Durban	JohnS_Bo	ot		No		15/07/2021	
rtems supplied		Model No	1001-A1		i - 1	\checkmark	Pretoria	PTA Main	Warehouse		No		15/07/2021	Ŭ
		Part Type	Serialised Equipment	- • ,	5		Cape Town	CPT Main			No		15/07/2021	-
		Taxable	\checkmark		Y B						-			д
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SAVE PART DEFINITION DEFAULTS

- 1. Once the default bins have been selected, at this point you can either:
- 2. Click on Save, or
- 3. Move down to the **BOM Allocation** panel, if applicable.

Note: If you click on *Save* at this point, you will return to the *Part Listing* screen.



T		Add new Part - BPO: Ve	ersion 2.5.0.3	- Ex	ample C	ompany v2.5.								-	
Home Equipment	/Locations Contract	Finance / HR Inventory M	Maintenance / P	rojec	ts M	anufacturing	Procure	ement Sales	Service	Re	porting	Utilities	-	8	
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Functions	Description	Ab Harv Hard Copies 1001 Series		Ļ,	\checkmark	Durban Durban		Warehouse	DBN-A1	+	No Yes		17/07/2021 17/07/2021	Î	ĥ
			-	Ľ	V	Durban		ge_Whse S_Boot	George_Bin	Ŷ	res No		01/01/1900		Ĩ
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	Category	Sprint Copiers	* *	Ŀ.	Jelecu			ervice - deaning	TASK		intenance Pa	artliet	0.00		
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Related Topics

- Add Part Definition Details
- 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.026.031