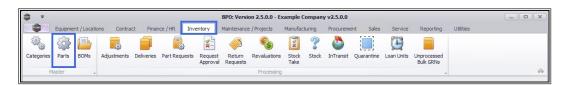


INVENTORY

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*.

Ŧ		Part Listing - BPO:	Version 2.5.0	.3 - Example Cor	npany v2.5.0.0					×
Home Equ	ipment / Locations Cor	ntract Finance / HR Inventory Mai	ntenance / Proje	ects Manufact	uring Procurement S	ales Ser	vice Reporting	g Utilities	- 8	2
Add Edit View	Save Layout Workspace	es Refresh Export Reports								~
inks	Drag a column header									
nter text to search	PartCode	Description	Status	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfMeasure	
Functions	₽ 8 ⊡ 0	a 🖬 c	e 🖬 c	8 C	RBC	a 🖬 c	a 🛛 c	* 0 0	8 C	
	A4CS	A4 Clear Platic Cover	A	с	Stationery					
	E A4DB	A4 Drawing Book	Α	с	Stationery					
	± A4NB78	A4 Bound Notebook - 78 pages	A	с	Stationery					
	± A4P	A4 Paper	A	с	Stationery					
Substitutes	E ACR-01	Acer copier outer shell	A	в	Accessories					
	ACR-02	Acer rollers	A	С	Spare Parts					
	ACR11111	Acer Copier	A	A	Hardware					
Documents	ADAP001	Adaptor	Α	с	Toners					
2	►	AB Marv Multi Copier 1001 Series	Α	A	Sprint Copiers	45	645mm x 77	1001-A1	kg	
		AT500 Copier	A	A	Hardware			AT500		
BOMs	CHA001	Chair	A	С	Toner Part Site Defau					
DOMS	CIR001	Circlip	A	С	Toner Part Site Defau					
	E CL-100-965	Cleaner	A	С	Stationery					
	E CONV001	ACDC Convertor	A	С	Toners					
Stock Control	DM100200	Colour Copier	Α	A	Hardware			DM100200		
		Drum Component 1	Α	с	Accessories					
	DR-02	Drum C omponent 2	Α	С	Accessories					
	DR111111	Drum	Α	В	Accessories					
	DRIVE01	Hard Drive	Α	С	Toner Part Site Defau					
Processing		K147 Magenta Toner	A	С	Toners					
		K147 Cyan Toner	Α	С	Toners					
Requisitions	KEYB001	Keyboard	Α	С	Toner Part Site Defau					



- 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.

	t / Locations Contract F	inance / HR Inventory Maint	enanci	e / Pr	ojects	Manufacturi	ing Pr	ocurement Sa	les Servic	e Reporting	Utilities		Ð
We Back Save Layout	÷												
ks 4			_	De	faults								4
er text to search P	Part Code	AM-Copier	*		Selecti	SiteDescripti	on Wh	eName	BinName	IsPrimarySite	eWhse A	mendDate	
	Description	AB Marv Multi Copier 1001 Series	*		\checkmark	Durban	Mair	n Warehouse	DBN-D1	Yes	1	9/07/2021	
unctions					\checkmark	Durban	Geo	rge_Whse	George_Bin	No	1	9/07/2021	0
Items Supplied		Ψ		Þ	\checkmark	Pretoria	PTA	Main Warehouse	PM-A1	No	1	9/07/2021	
	Model No					Durban	Joh	nS_Boot		No	0	1/01/1900	
		Serialised Equipment	*			Durban	OTO	Whse DBN		No	0	1/01/1900	-
Substitutes	Taxable			-	M Alloca								4
505300002	Tax Rate				Selecti	BOMCode	Descriptio		BOMType	BOMTypeDesc		Quantity	
		oprine copiero	*	۲		MCL			TASK	Maintenance Part		0.00	î
Documents	Weight	45				TONERS	Toners Ir		CI	Contract Inclusion	n	0.00	0
	Volume	645mm x 770mm x 1220mm				KM147 K7N123	KM147 P		PARTS	PartList		0.00	-
2	Unit of Measure	kg			rt Meter		K7N 123	Part List	PARTS	Part List		0.00	
	Single Supplier			_	Selecti	MeterDefCor	da	MeterDescription	MeterType	Unit	Action	Tuno	4
BOMs	Shelf Life	3				ACCYC		AC Cycles	CYCLE	Cvde	ABS	пуре	
	Shelf Life Period	Years 🔻		Ĥ		ClearA3		Clear A3	CYCLE	Copies	ABS		ſ
	Depreciation Method	3 Year straight line 🔹				Colour		Colour Meter	CYCLE	Copies	ABS		0
Stock Control	Wear and Tear Method	3 Year straight line 🔪 🔻 🔻				ColourA3		Colour A3	CYCLE	Copies	ABS		
	Maintenance Craft	Technician 🔹											Ô
	Manufacturer	Sprint 🔎			eld Confi								4
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Processing	Life Cycle	0 ‡				MonoA3		.00 0.00					_ U
Requisitions				H		ColourA3		.00 0.00					

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



-		Edit Part - CodeAM-Copie											
	t / Locations Contract	Finance / HR Inventory Mai	intenance	e / Pr	ojects	Manufacturin	ig Proc	urement Si	ales Servic	e Reporting	Utilities	-	Ð
H 🖒 🛛 🔍													
	Workspaces												
	*												
Process A Forn	nat "												
iks # er text to search P	Part Code	AM-Conjer			faults								4
er text to search P		AB Mary Multi Copier 1001 Series			Selecti	SiteDescriptio	_	Name Varehouse	BinName DBN-D1	IsPrimarySite		_	
Functions	Description				V	Durban		e Whse	George Bin	Yes	19/07 19/07		ſ
			-	F	V	Pretoria	_	e_wrise Iain Warehouse		No	19/07		
Items Supplied	Model No	1001-A1		Ľ		Durban		_Boot	FRIMI	No	01/01		
	Part Type	Serialised Equipment	- *			Durban		Whse DBN		No	01/01		
	Taxable			BO	M Alloca								
Substitutes	Tax Rate	15.00	•		Selecti		Description		BOMType	BOMTypeDesc	Quant	ity	
	Category	Sprint Copiers	•	F		MCL	Machine se	rvice - cleaning	TASK	Maintenance Part	List 0.	.00	-
	Weight	45				TONERS	Toners Ind	uded	CI	Contract Inclusion	0	.00	0
Documents	Volume	645mm x 770mm x 1220mm	-			KM147	KM147 Par	List	PARTS	Part List	0	.00	
	Unit of Measure	kg 1	-			K7N123	K7N 123 Pa	rtlist	PARTS	PartList	0	.00	1
	Single Supplier			Pa	rt Meter	S							4
BOMs	Shelf Life				Selecti	MeterDefCod		eterDescription	MeterType		ActionType		
	Shelf Life Period	Years	•	F		ACCYC		C Cycles	CYCLE	Cycle	ABS		1
	Depreciation Method	5 Year Straight Line	•			ClearA3		ear A3	CYCLE	Copies	ABS		
Stock Control	Wear and Tear Method	5	-			Colour		plour Meter	CYCLE	Copies	ABS		
	Maintenance Craft	-	•			ColourA3	0	plour A3	CYCLE	Copies	ABS		
	Manufacturer		P	Yie	eld Confi	g							4
	Default Fee	opinic	- -		Selecti	MeterDefCod	e Yield	YieldFactor	ServiceCode	ServiceDesc	Pric	eType	
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Requisitions						ColourA3	0.0						

- 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.

Home Equi	pment / Locations Con	tract Finance / HR Inv	ventory N	Maintenan	ce / Projects	Manufactu	ring Proc	urement	Sales Serv	vice Rep	oorting Ut	ilities —	æ
dd Edit View	Save Layout Workspace	s Refresh Export	Reports										
Processing 4	Format	∡ Current ∡ Print ∡	Reports										
ter text to search	PartCode	Description	Status F	PartType	CatDescription	Weight	Volume	ModelNo	UnitOfMeasure	ShelfLife	PeriodType	PeriodTypeDesc	Man
Functions	₽ s∎c	REC.	8 0 0 8	8 B C	a n c	8 0 0	8 0 0	allo	8 0 0	-	allo	R C	REC
	E A4DB	A4 Drawing Book	A (с	Stationery					0.00			
Items Supplied	540-147K	Compatible black toner	A (С	Toners					0.00			
	E SAN	Sanitizer	A (с	Spare Parts					0.00			
		Copier	A A	A	Hardware			SP1020		0.00			
Substitutes	1020-478	Staple Unit	A E	в	Accessories			1020-4		0.00			
	⊡ 1020-147K	Toner Black	A (с	Toners					0.00			
	1020-147C	Toner Cyan	A (с	Toners					0.00			
Documents	1020-147M	Toner Magenta	A (с	Toners					0.00			
	1020-147Y	Toner Yellow	A (С	Toners					0.00			
		Yellow toner SP2020	Α	с	Toners					0.00			
BOMs	ADAP001	Adaptor	A (С	Toners					0.00			
	SABS001	Testing for Kame	A A	A	Hardware			SABS		0.00			Куо
	E SABS002	Testing for Kame	A E	В	Spare Parts					0.00			
	SABS003	Test for Kame	A (С	Toners					0.00			
Stock Control	MASPCP060	Sprint Copier SP060	A A	A	Sprint Copiers	21	2000	SP060	ea	5.00	уууу	Years	Spri
	B SP-ABI-COP-1	Sprint Copier ABI 100 Series	A A	A	Sprint Copiers	10		ABI 10	ea	10.00	уууу	Years	Spri
	SP-ABI-DRU-1			В	Accessories	3		ABI 10			уууу	Years	Spri
	MASPDRU060	Drum for SP060 Copier		В	Accessories	6	10 x 24	SP060-1	ea	12.00	m	Months	Spri
	MASPTON060	Black Toner SP060		с	Toners	6	10 x 24	BLACK		12.00		Months	Spri
Processing	AM-Copier	AB Marv Multi Copier 1001		A	Sprint Copiers	45	645mm x				уууу	Years	Spri
Requisitions	SP-ABI-TON-B	Sprint Toner Black ABI 100	A (с	Toners	1		ABI 10	ea	12.00	m	Months	Spri



- 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.

+ Home Equip	ment / Locations	Contra	act Finan	ce / HR Invent			ple Company v2.5.0	.0 curement Sales	Service	Reporting	Utilities	
0 💋 🔳	Save Layout V	Vorkspaces	Refresh Current	Export R	teports						(2
inks 4	Urag a colum											
nter text to search ۶	fMeasure	ShelfLife	PeriodType	PeriodTypeDesc	ManufacturerName	SoleSupplier	DepreciationDesc	WearTearDesc	Taxable	TaxType	Rate	CraftCode
Functions	9	-	R D C	REC	8 C	a 🗖 c	a B c	REC	a D c	a 🖬 c	=	R C
		0.00				No			Yes	VAT	15.00	
Items Supplied		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	
Substitutes		0.00				No			Yes	VAT	15.00	
		0.00				No			Yes	VAT	15.00	
		0.00				No			Yes	VAT	15.00	
Documents		0.00				No			Yes	VAT	15.00	
		0.00				No			Yes	VAT	15.00	
		0.00				No			Yes	VAT	15.00	
BOMs		0.00				No			Yes	VAT	15.00	
DOMS		0.00			Kyocera	No			Yes	VAT	15.00	
		0.00				No			Yes	VAT	15.00	
		0.00				No			Yes	VAT	15.00	
Stock Control		5.00	уууу	Years	Sprint	Yes	3 Year straight line	3 Year straight line	Yes	VAT	15.00	TECH
		10.00	уууу	Years	Sprint	No 1	5 Year Straight Line	5 Year Straight Line	Yes	VAT	15.00	TECH
		5.00	уууу	Years	Sprint	No			Yes	VAT	15.00	TECH
		12.00	m	Months	Sprint	Yes	λ.	3 Year straight line	Yes	VAT	15.00	ITTECH
		12.00	m	Months	Sprint	Yes			Yes	VAT	15.00	ITTECH
Processing	•	3.00	уууу	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
Requisitions												

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