

## **INVENTORY**

## **PARTS - TRANSACTIONS**

**Ribbon Access:** *Inventory > Parts* 



- 1. The *Part Listing* screen will display.
- 2. Here you can view a list of *part definitions* that have been set up on the system.
- 3. These part definitions store information relevant to the part, including:

Ŧ	1-	Part Lis	ting - BPO:	Version 2.5	5.0.0 - Example	Company v	2.5.0.0						
Home Equi;	pment / Locations Cor	ntract Finance / HR Inven	tory Main	ntenance / P	rojects Manu	Ifacturing	Procuremen	t Sale	s Service	Reporting	Utilities	_ @	
dd Edit View	Save Layout Workspace	es Refresh Export	Reports				3						
Processing 🖌	Format	A Current A Print A	Reports 🔒										
ks 4	Drag a column header					1	7						
er text to search	PartCode	PartCode   Description			Status PartType CatDescription ModelNo			Weight Volume UnitOfMeasure			PeriodType	PeriodTypeDesc	
unctions	9 80c	* <b>0</b> ¢	# <b>1</b> 0	REC	# <b>8</b> 0	R C	# <b>0</b> ¢	8 <b>8</b> 0	REC	-	RBC	REC	
	102-7854	Network cable	A	с	Spare Parts					0.00			
	12-098765	SP19-12 Black Toner	A	C	Toners					0.00	J		
		12345ZN ZN Paper		с	Stationery					0.00			
	· 14-1234	Toner	A	с	Toners					0.00			
Substitutes	1414-147K	SP1414 MFC	Α	с	Toners		35.7	0		10.00	уууу	Years	
	1458-96523	K147 Kyocera Colour Copier	A	A	Kyocera Multi	K147				0.00	m	Months	
	⊞ 147258	Black Toner	Α	С	Toners					0.00			
Documents	147-888544	K147 Black toner	A	С	Toners					0.00			
	147-888741	K147 Yellow Toner	Α	с	Toners					0.00			
	15-856	Drum for SP1515	Α	в	Spare Parts		1.5	0	ea	0.00			
BOMs	⊞ 1616-147K	Black toner SP1616	А	С	Toners		35.7	0		10.00	уууу	Years	
BOMs 2	⊞ 16-856	Drum for SP1616	Α	В	Spare Parts		1.5	0	ea	0.00			
	□ 1717-147K	Black Toner SP1717	A	С	Toners	147K	0.5			0.00	уууу	Years	
		Drum for SP1717	Α	В	Spare Parts		1.5		ea	0.00			
Stock Control	19-1234	Test toner	A	С	Toners					0.00			
		Drum	A	С	Spare Parts					0.00			
	200PGFT	200 Page Feeder Tray	Α	В	Accessories	200PGFT				0.00			
		Cyan toner SP2020	A	С	Toners					0.00			
		Black toner SP2020	Α	С	Toners		15	10		0.00			
Processing		SP2020 Clear Toner	A	С	Toners					0.00			
		Magenta toner SP2020	Α	С	Toners					0.00			
Requisitions		Yellow toner SP2020	A	С	Toners					0.00			



## Transactions

The Transactions tile directs you to a data grid of transactional information relating to the selected part:

- Goods Received Notes History
- Stock Issue History
- Stock Returns History
- Stock Transfer History
- Stock Adjustments History
- In the *Edit Part Code []* screen,
  - Click on the *Transactions* tile.



Home Equipment and L	ocations Contract Finance	and HR Inventory Maintena	ance and	Proje	cts M	anufacturing P	ocurement Sales	Service Rep	orting Utilitie	9	Ð
e Back SaveLayout	Workspaces										
15 I			_	Del	aults						1
r tekt to search P	Part Code	SP2020			Select	SiteDescription	WheeName	BinName	SalesAccCode		COS
	Description	SP2020 Sprint Colour Multi		H	V	Durban	George_Whse	George_Bin	1001		x ·
		Functional Copier		,	V	Pretoria	PTA Main Wareh		1000		x
BOMs			Ψ.	-	0	Durban	Off-Site				
	Model No	SP 2020			0	Durban	Cari_Whee				
	Part Type	Serialsed Equipment	7	1.5						_	2
Stock Control	Taxable	80M Allocation									.8
	Tax Rate	14.00	٠	1	Select.	BOMCode	Description	escription			BOM
	Category	Hardware	•	→ 🗹 SP2020PM1 Sprint			Sprint 2020 PM Machi	orint 2020 PM Machine Installation			Pn *
	Weight	5.2			SP204ND SP204 New Deal			PM		Ph	
	Volume					Mono Toner Yield BOM	no Toner Yield BOM			Ye	
rocessing	Unit of Measure	ea			SP2020 SP2020 Part List				PARTS		Pa *
1000000	Single Supplier	0		1.0							
Requisitons	Shelf Life	5		Part Meters							3
	Shelf Life Period	Years		-	v.	MeterDefCode	MeterDescript				Acto Al *
	Depreciation Method	5 Year Straight Line	•	Н	X	Colour Colour A3	Colour Meter Colour A3	CYCLE			A
Purchase Orders	Wear and Tear Hethod	3 Year straight line		,	V	Mono	Mono meter	CYOLE			A
	Maintenance Craft		,	-	["]	MonoA3	Mono A3	CYOLE	-		Al 1
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Requests	Default Fee	77.55407									4
	00/10/00 0.00	pant d.			Select	PartCode	PartDesc			Meter	DefCo
				1	V	SP 2020	SP2020 Sprint Colour	Multi Functional	Copier	Mono	
Transactions					۵	SP2020	SP2020 Sprint Colour	Multi Functional	Copier	Colou	
						SP 2020	5P2020 Sprint Colour	Multi Functional	Copier	Mono	13
						SP2020	SP2020 Sprint Colour	Multi Functional	Copier	Colou	A3 -
				1.0	-						+

- 1. A *Select Transaction Dates* screen will pop up.
- 2. Select the *Start Date* and *End Date* that you wish to view the part



transactions for.

3. Click on OK.

				Edit Part - CodeSP2	020 - BPO: Version 2	.1.0.71 - Example	e Company	ř.						×
Home	Equipment and	Locations Co	ontract Finan	ce and HR Inventory	Maintenance and Pro	jects Manufacti	uring Pro	ocurer	nent	Sales Service	e Reporting	Utilities	:	8
Save Back	Save Layout	Workspaces		1		action Dates			×					
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inter text to sear	ch 🔎		Part Code	SP2020	Ok Back					SiteDescription	WhseName	B	InName	IsPr
-	-		Description	SP2020 Sprint Colour Multi Functional Copier		3				Pretoria	PTA Main Wa	reho P	M-A1	1 *
BOMs				r uncuonal copier	Processing					Cape Town	CPT Main	Ņ	1ain Bi	10
						Lange to start and				Durban	DBN-A1			t
			Model No	153. 727. F. F.	Start Date	2019/01/01	•		-	Durhan	Off Site War	ehouse		1 *
Stock Contro	i (			Serialised Equipment	End Date	2019/06/01	•			ation				a.
			Taxable Tax Rate		-	4				102222	Description		BON	 ∕Type
			Category			/			//	A4ADB01 /				TE A
			Weight		_					AB1008	Copier Service L	ist	TAS	ĸ
Deservices			Volume	012	2				$\checkmark$	AB2001	AB2001 Yield Re	lated BOM	YIE	D O
Processing		Uni	it of Measure	Pa				10	171	44 ADR03	Architects Drawi	ina Rook	PAR	TC T
Requisitions			ngle Supplier						Mete					
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_		She	elf Life Period		+				CICC	Colour A2	Colour A2 N		CYCLE	
Purchase Or	ders	Deprecia	ation Method	5 Year Straight Line	-					ColourA3	Colour A3		CYCLE	
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								10	1-1	ColourA?	Colour A2	0.00		, <b>*</b>
pen Windows 🔻							1					01 Jul	2019	~

The *Transactions for Part: []* screen will be displayed.

Here you can view a list of the following transactions raised for the selected part in the selected date range:

- 1. GRN (Goods Received Notes) History
- 2. Stock Issue History
- 3. Stock Return History
- 4. Stock Transfer History
- 5. Stock Adjustment History
- 6. Use the <u>filter row</u> to filter for a document type to make it easier to view the required transactions.
- 7. Click on *Back* to exit the screen.



## Parts - Transactions

Home	Equipment and Location	ons Contract		Transactions for Part : SP2020 - BPO: \ and HR Inventory Maintenance an			ales Service	Reporting	Utilities	
Back Save La	ayout Workspaces	Print Expo		6						
	der here to group by	t column	a 10.1	PartDesc			SerialNo			
DocNo	DocType	EventDate	PartCode	PartDesc /	WarehouseName	BinLocationName	SerialNo	UnitCost	Quantity	value
GR00000461	RECEIPT	30 Apr 2019	SP2020	SP2020 Sprint Colour Multi Functional C	opier Main Warehouse	DBN-A1	2020-102047	0.01	1.00	0.0
GR00000463	RECEIPT	30 Apr 2019	SP2020	SP2020 Sprint Colour Multi Functional C		DBN-A1	019122010	0.00	1.00	
SI00000812	ISSUE	29 May 2019	SP2020	SP2020 Sprint Colour Multi Functional C	former and a second second second	DBN-A1	AB999011	4 500.00	1.00	-4 500.
SI0000814	ISSUE	29 May 2019	SP2020	SP2020 Sprint Colour Multi Functional C	opier Assets Warehouse	Internal Assets	2020-102041	500.00	1.00	-500.
SI0000801	ISSUE	06 Jan 2019	SP2020 2	SP2020 Sprint Colour Multi Functional C	opier Main Warehouse	DBN-A1	AM001	4 500.00	1.00	-4 500.
RE00000202	RETURN	26 Feb 2019	SP2020	SP2020 Sprint Colour Multi Functional C	opier Main Warehouse	DBN-A1	AB999011	4 500.00	1.00	4 500.
TR00000397	TRANSFER	28 Feb 2013	SP2020	SP2020 Sprint Colour Multi Functional C	opier Main Warehouse	DBN-A1	AB999015	4 500.00	1.00	-4 500.
TR00000397	TRANSFER	28 Feb 2019	SP2020 3	SP2020 Sprint Colour Multi Functional C	opier George Warehouse	George_2_Bin	AB999015	4 500.00	1.00	4 500.
TR00000398	TRANSFER	28 Feb 2019	SP2020	SP2020 Sprint Colour Multi Functional C	opier Main Warehouse	DBN-A1	AB999018	4 500.00	1.00	-4 500.
TR00000398	TRANSFER	28 Feb 2019	SP2020	SP2020 Sprint Colour Multi Functional C	opier George Warehouse	George_Bin	AB999018	4 500.00	1.00	4 500.
TR00000399	TRANSFER	28 Feb 2019	SP 2020	SP2020 Sprint Colour Multi Functional C	opier Main Warehouse	DBN-A1	AM003	4 500.00	1.00	-4 500.
TR00000399	TRANSFER	28 Feb 2019	SP2020 4	SP2020 Sprint Colour Multi Functional C	opier George Warehouse	George_Bin	AM003	4 500.00	1.00	4 500.
SA00000268	ADJUST	28 Feb 2019	SP2020	SP2020 Sprint Colour Multi Functional C	opier George Warehouse	George_Bin	AM003	4 500.00	1.00	-4 500.
SA00000268	ADJUST	28 Feb 2019	SP2020	SP2020 Sprint Colour Multi Functional C	opier George Warehouse	George_Bin	AM003	5 000.00	1.00	5 000.
SI0000807	ISSUE	02 Apr 2019	SP2020	SP2020 Sprint Colour Multi Functional C	opier Assets Warehouse	Internal Assets	2020-103053	4 500.00	1.00	-4 500.

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