

We are currently updating our site; thank you for your patience.

# **INVENTORY**

## **SEARCH FOR A PART DEFINITION**

You can search for a specific part and view the transactional history for that part.

#### Ribbon Select Inventory > Parts



• The **Part Listing** screen will be displayed.

۰ -							Par	t Listing - Nucleus Service: Version 2023.	11.0.10	All Thing	s Example (	Company								-	ø	×
Home	Equipment / I	Locatio	ns Cont	tract	Finance / HR	Inve	entory	Maintenance / Projects	lanufac	turing	Proc	urement	Sales	Service	Repo	rting	Utilitie	s		-	0	×
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Processing	Forme	n .	Current	Print	Reports																	
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		PartO	ode	Description		Status	PartType	CatDescription	Weight	t Volume	ModelNo	UnitOfMeasure	ShelfLife	SoleSupplier	Taxable	TaxType	Rate	CraftCode	CraftDesc	AmendDa	ite	
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Functions		Œ	SP2020	Sprint Multi	Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	SP2020	ea	10.00	No	Yes	VAT	15.00			Mar 13 20	024 5:21Pf	м
		Ð	SP2020-1992	Paper Tray		A	в	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	4
Items Supplied		Œ	SP2020-3671	Staple Unit		A	в	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A/	м
		Ð	SP2020-7223	Fuser Unit		A	В	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	М
		Ð	SP2020-6143	High Yield R	eset Lever Gear	Α	с	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	м
Substitutes		Ð	SP2020-8649	Fuser Heat	Roller	A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00AI	м
		Ð	SP2020-5304	Fuser Roller	Gear	A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	м
	_	Œ	SP2020-4933	Paper Picku	p Roller	A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00AI	м
Documents		Œ	SP2020-5084	Picker Finge	f	A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	м
		Ŧ	SP2020-5598	Wiper Blade		A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00AI	м
		÷	SP2020-2352	Mag Roller		A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	м
BOMe		Ð	SP2020-7335	Mag Roller S	leeve	A	с	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00AI	м
DOMS		÷	SP2020-5526	Fuser Film		A	с	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	м
		Ð	SP2020-6028	Fixing Film A	Assembly Unit	A	с	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	м
		÷	SP2020-7652	Maintenano	e Kit	A	с	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	м
Stock Control		Ð	SP2020-3295	Fuser Clean	ing Web	A	с	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	м
		Ð	SP2020-2671	Toner Black		A	с	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Sep 26 20	023 1:44Pf	м
	_	Œ	SP2020-0102	Toner Mage	nta	A	с	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	м
		Ð	SP2020-2333	Toner Cyan		A	С	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A/	м
		Œ	SP2020-6376	Toner Yellov	v	A	С	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A/	м
Processing		Œ	SP500	Sprint Multi	Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	SP500	ea	10.00	No	Yes	VAT	15.00			Mar 18 20	024 11:13A	м
	_	Œ	SP500-1992	Paper Tray		Α	в	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	м
		Đ	SP500-3671	Staple Unit		A	в	Retail - Office Supplies - Accessories	2	2		69	10.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	и
		Œ	SP500-7223	Fuser Unit		Α	в	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	и
		Ð	SP500-6143	High Yield R	eset Lever Gear	A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	м
		Ð	SP500-8649	Fuser Heat	Roller	A	с	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 19	00 12:00A	M



#### **SEARCH VIA PART CODE OR PART DESCRIPTION**

- In the **filter row**, type in the:
  - Part Code or Part Description that you are searching for.
- As you type, the system will search for and display the **row** that contains the details of that part.

\$ •								Par	t Listing - Nucleus Service: Version 20	23.11.0.10 -	All Things	s Example C	iompany								- 0	×
Home	Equipm	nent / Lo	ocations	Cont	ract	Finance / HR	Inv	entory	Maintenance / Projects	Manufact	uring	Proc	urement	Sales	Service	Repo	rting	Utilitie	is		- 0	×
Add Edt View Processing	Save Li	ayout Wo	rkspaces	Refresh Current	Export Print	Reports Reports			Appli	d Filter :	Conta	iins([Par	tCode], 'M2	')								^
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Enter text to search			PartCode	T	Description		Status						UnitOfMeasure	ShelfLife					CraftCode			
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			⊞ M25	10	Copier Multi	Function	A	A	Retail - Office Supplies - Electronics	75	.645X	. M2540	kg	3.00	No	Yes	VAT	15.00			Mar 22 2024 3	:03PM
Items Supplied			⊞ M254	40-001	Foner Black		A	С	Retail - Office Supplies - Consumab	es 1	1	2540-001	ea	1.00	No	Yes	VAT	15.00			Mar 25 2024 1	:43PM
			⊞ M25	10-002	Toner Cyan		A	С	Retail - Office Supplies - Consumab	es 1	1	M2540	ea	1.00	No	Yes	VAT	15.00			Mar 22 2024 3	:02PM
			⊞ M254	40-003	Toner Yellov	N	A	С	Retail - Office Supplies - Consumab	es 1	1	M2540	ea	1.00	No	Yes	VAT	15.00			Mar 22 2024 3	:02PM
Substitutes			⊞ M254	40-00-4	Foner Mage	enta	A	С	Retail - Office Supplies - Consumab	es 1	1	M2540	ea	1.00	No	Yes	VAT	15.00			Mar 22 2024 3	:02PM
Documents BOMs	1																					
Stock Control																						
Processing																						
Requisitions																						
Purchase Order	s	>	k 🔽 🛛 Par	tCode Co	ntains M2	2															Б	dit Filter

### **VIEW THE PART STOCK FRAME**

• Click on the **expand** button in the row of the part.



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0	Home	e 1	Equipment /	Locations	Cont	ract	Finance / HR	Inve	ntory	Maintenance / Projects	lanufact	uring	Procu	irement	Sales	Service	Repo	rting	Utilitie	is		-	ØX
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	Itoms Surv	nled		⊞ M25	540	Copier Multi	Function	А	А	Retail - Office Supplies - Electronics	75	.645X	M2540	kg	3.00	No	Yes	VAT	15.00			Mar 22 202	4 3:03PM
				▶	540-001	Toner Black		A	С	Retail - Office Supplies - Consumables	1	1	2540-001	ea	1.00	No	Yes	VAT	15.00			Mar 25 202	4 1:43PM
				⊞ M25	540-002	Toner Cyan		A	С	Retail - Office Supplies - Consumables	1	1	M2540	ea	1.00	No	Yes	VAT	15.00			Mar 22 202	4 3:02PM
	Suboth doe			⊞ M25     ■	540-003	Toner Yellow		A	С	Retail - Office Supplies - Consumables	1	1	M2540+	69	1.00	No	Yes	VAT	15.00			Mar 22 202	4 3:02PM
	3005010161			⊞ M25	540-004	Toner Mager	nta	A	С	Retail - Office Supplies - Consumables	1	1	M2540	ea	1.00	No	Yes	VAT	15.00			Mar 22 202	4 3:02PM
	Documents BDMs Stock Cent Processin Requisition	s trol tg																					
				X 🗸 🛛 🖓	rtCode Co	ntains m2																	Edit Filter

- The **Stock** frame will be expanded.
- You can view the
  - Quantity, Location and Unit Cost of items for the

selected part code. (and Batch Serial No. if applicable.)

Φ -																							
I Home	Equipmen	t/L	ocations	Cont	tract	Finance / HR	Inv	entory	Maintenance / Projects	lanufac	turing	Proc	urement	Sales	Service	Repo	orting	Utilitie	es			ø	×
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Enter text to search	4		PartCode	т			Status	PartType	CatDescription		Volume	ModelNo	UnitOfMeasure	ShelfLife	SoleSupplier	Taxable	TaxType	Rate	CraftCode	CraftDesc	AmendDat	te	
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Hame Supplied			⊞ M25	540	Copier Mult	i Function	A	A	Retail - Office Supplies - Electronics	75	.645X	M2540	kg	3.00	No	Yes	VAT	15.00			Mar 22 20	24 3:03P	м
ricente doppinica		•	⊟ M25	540-001	Toner Black		A	С	Retail - Office Supplies - Consumables	1	1	2540-001	1 ea	1.00	No	Yes	VAT	15.00			Mar 25 20	24 1:43P	м
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	_		⊞ M25	540-002	Toner Cyan	ı	A	С	Retail - Office Supplies - Consumables	1	1	M2540	ea	1.00	No	Yes	VAT	15.00			Mar 22 20	24 3:02P	м
Documents				540-003	Toner Yello	W	A	С	Retail - Office Supplies - Consumables	1	1	M2540+	. ea	1.00	No	Yes	VAT	15.00			Mar 22 20	24 3:02P	м
			⊞ M25	540-004	Toner Mage	enta	A	С	Retail - Office Supplies - Consumables	1	1	M2540	. ea	1.00	No No	Yes	VAT	15.00			Mar 22 20	124 3:02P	м
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#### **VIEW PART DETAILS**

• To view the part **details** of the selected part, click on **View**.



Home	Equipment / L	ocations	Cont	ract	Finance / HR	Inv	entory	Maintenance / Projects	lanufact	uring	Procu	irement	Sales	Service	Repo	rting	Utilitie	is		- 0 ×
Add Edit View	Save Layout W	orkspaces	Refresh	Export	Reports															
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Functions		E LTS	9519-7223	Fuser Unit		A	в	Retail - Office Supplies - Accessories	2	2		ea	5.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
_	_	E LTS	9519-7335	Mag Roller S	leeve	A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		E LTS	9519-7652	Maintenano	e Kit	A	с	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		E LTS	9519-8649	Fuser Heat	Roller	A	С	Retail - Office Supplies - Spares	1	1		69	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		⊞ M2	1540	Copier Multi	Function	A	A	Retail - Office Supplies - Electronics	75	.645X	M2540	kg	3.00	No	Yes	VAT	15.00			Mar 22 2024 3:03PM
Substitutes		⊞ M2	540-001	Toner Black		A	с	Retail - Office Supplies - Consumables	1	1	2540-001	ea	1.00	No	Yes	VAT	15.00			Mar 25 2024 1:43PM
		⊞ M2	540-002	Toner Cyan		A	С	Retail - Office Supplies - Consumables	1	1	M2540	ea	1.00	No	Yes	VAT	15.00			Mar 22 2024 3:02PM
		⊞ M2	540-003	Toner Yellow	v	A	С	Retail - Office Supplies - Consumables	1	1	M2540	ea	1.00	No	Yes	VAT	15.00			Mar 22 2024 3:02PM
Documents		⊞ M2	1540-004	Toner Mage	nta	A	С	Retail - Office Supplies - Consumables	1	1	M2540	ea	1.00	No	Yes	VAT	15.00			Mar 22 2024 3:02PM
		⊞ M9	000P !	Sprint Multi	Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	M5000P	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		⊞ M5	000P-0102	Toner Mage	nta	A	С	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
2014		⊞ M9	000P-1992	Paper Tray		A	В	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
DUMS		⊞ M5	000P-2333	Toner Cyan		A	С	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		⊞ M9	000P-2352	Mag Roller		A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		⊞ M5	000P-2671	Toner Black		A	С	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
Stock Control		⊞ M9	000P-3295	Fuser Clean	ing Web	Α	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		⊞ M5	000P-3671	Staple Unit		A	В	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		⊞ M9	000P-4933	Paper Picku	Roller	A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		⊞ M9	000P-5084	Picker Finge	r	A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		⊞ M9	000P-5304	Fuser Roller	Gear	Α	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
Processing		⊞ M9	000P-5526	Fuser Film		A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
1.00		⊞ M9	000P-5598	Wiper Blade		A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		🗄 M9	000P-6028	Fixing Film A	issembly Unit	A	С	Retail - Office Supplies - Spares	2	2		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		🗄 M9	000P-6143	High Yield R	eset Lever Gear	A	С	Retail - Office Supplies - Spares	1	1		ea	2.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		1 M9	000P-6276	Toner Yellow	v	A	С	Retail - Office Supplies - Consumables			M5000		1.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
		⊞ M5	000P-6376	Toner Yellow	v	A	С	Retail - Office Supplies - Consumables	1	1		ea	1.00	No	Yes	VAT	15.00			Mar 14 2024 9:56AM

• The **View Part** screen will be displayed and from this screen you can view more detailed information concerning the selected part.

۰ -				View Pa	rt - M2540-001 - Nucleus Service: Ver	sion 2023.11.0.10 - All Th	nings Example Comp	any			⊞ –	o x
Home Equip	ment / Locations Co	intract I	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service Report	ing Utilities	-	ø×
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Links =	Part Code	M2540-001					Defau	lts				Add .
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Functions							Þ 🗸	KwaZulu-Natal	KZ - Office Supplies	KZ - OS - Consumables	Yes	A Data
Tunctons	Model No	2540-001						Eastern Cape	EC - Main		No	_
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	Taxable	C Class Part		-			4					P P
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Substitutes	Category	Retail - Office	Supplies - Consum				DOM A	Allocation				*
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	Single Supplier						+ 🗹	M2540	Copier Multi Function	PARTS	Part List	
	Shelf Life	1					4					Þ
BOMs	Shelf Life Period	Years		*			Part M	leters				2
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#### **VIEW THE FUNCTIONS TILES**

• You can view the **functional** data of the selected part by clicking on any of the **Functions** tiles.



- Item Supplied: Suppliers of the part.
- Substitutes: Linked alternate part numbers.
- **Documents**: Documents related to the part.
- **BOMs**: Bill of materials linked to the part.
- **Stock Control**: Stock control method for the part.

۰ -	View Part -	M2540-001 - Nucleus Service: Version 2023.11.0.10		
Bock Format Equipment / Locations C	ontract Finance / HR Inventory	Maintenance / Projects Manufacturin	g Procurement Sales Service Reporting L	dities <u>- o x</u>
Links = Part Code	M2540-001 *		Defaults	∓ Add
Enter text to search p  Functions  Kodel Ke  Kens Suppled  Function Suppled  Functions  Function	Toner Black • • • • • • • • • • • • • • • • • • •		Selecti         SteDescription         WhsetTame         B           V         Kite2duktetal         KZ - Office Supples         K           Eastern Cape         EC - Main         Eastern Cape         EC - Over the Counter	Name IsPrimarySiteWhee Part Consumables Yes A No Consumables Yes Consumation Y
Substitutes Category	Retail - Office Supplies - Consum •		BOM Allocation	* Defined
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BCMs Shelf Life Period Depreciation Method	1 Years -		Part Meters	Telefive Unit
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Requisitions Purchase Orders			electric         restrict electrol@         restrict electrol@           Colour         0.00           Hours         0.00           Cycles         0.00	0.00 A (0.00 A

#### **VIEW THE PROCESSING TILES**

- You can view the **transactional** data of the selected part by clicking on any of the **Processing** tiles.
  - Requisitions: Purchase requisitions raised for the part.
  - Purchase Orders: Purchase orders raised for the part.
  - Requests: Part requests raised for the part.
  - **Transactions**: Transactional data for the part for a selected period.



Home Equipment / Locations Co     Back Save Layout Workspaces	ntract Finance / HR Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service Reporting	Utilities	-	0 >
Proc Format									
LINKS * Part Code	M2540-001 *			Deraun	CS				4
nter text to search P Description	Toner Black			Selecti	SiteDescription	WhseName	BinName	IsPrimarySiteWhse	
Description				+ -	KwaZulu-Natal	KZ - Office Supplies	KZ - OS - Consumables	Yes	-
botuments					Eastern Cape	EC - Main		No	
Model No	2540-001				Eastern Cape	EC - Over the Counter		No	
Part Type	C Class Part -			4					
BLMs Taxable	×								
Tax Rate	15.00			BOM A	llocation				4
Category	Retail - Office Supplies - Consum 👻 *								
Stock Control Weight	1				TONEDC	Tenens technical	ст.	Contract Instalian	
Volume	1				DADTE	Darte Technical	a	Contract Indusion	
Unit of Measure	ea				M2540	Conjer Multi Euroction	DADTC	Dart Liet	
Single Supplier					112340	Copres Plane Forecourt	PARTS	POICEOC	
Shelf Life	1			4					
Processing Shelf Life Period	Years -			Part Me	eters				2
Depreciation Method				rarern	00010				
Wear and Tear Method									
Maintenance Craft									
Manufacturer									
Default Fee									
Duty Cycle	1 0								
Requests Life Cycle	1.0			Yield C	onfig				Ŧ
					Colore	0.00	o oo		
					Hours	0.00	0.00		
					Curles	0.00	0.00		
				4	cjocs	0.00	0.00		

• For detailed information on the **view** part process, refer to **Introduction to Inventory.** 

MNU.026.037