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

# INVENTORY

## BOMS - INTRODUCTION TO BOMS

A **Bill of Materials** is a list of **part definitions** with their **quantities**, used to define such things as:

## BOM DEFINITIONS

### PARENT CHILD BOM

- These are parts used to make up a product, e.g. toners and rollers that are specific to a certain model copier machine.
    - A **BOM** is set up and linked to the **main part definition** (i.e. the equipment/machine part number). When a part is requested in the **Call** screen, the system will list the linked **BOM** or parts specific to make up this product or main part definition.

### BOM INCLUSIONS

These are parts which are 'included' in a contract (and therefore not billed).

- A **BOM** is set up and linked to the contract.
- When a linked part is requested in the **Call** screen, the system will indicate that it is included in the contract, by marking the item included as 'not billable'.



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## TASK BOM

- These are parts that are required to perform a **Task**, for example, a machine repair or overhaul.
    - A **BOM** is set up and linked to the **Task**.
    - When a **Task** is generated, the system will automatically raise a part(s) request for the linked part(s) required.

## BENEFITS OF A BOM

A **Bill of Materials** helps visualize how assets and parts are related - what and how many components (parts) are required to make up an item (asset).

**Maintenance Technicians** use BOMs to identify the parts and quantities they will need from store to repair an item.

**Maintenance Planners** use BOMs to identify what parts and quantities to buy or re-order.

**Ribbon** Select **Inventory > BOM**

- The **BOM Listing** screen will be displayed.

## THE BOM LISTING SCREEN

This will show you a list of all the **Bills of Materials** set up on the system.

Each **BOM** listed will store information relevant to that **BOM**, such as the **parts** and their **quantities** which make up the **BOM**.



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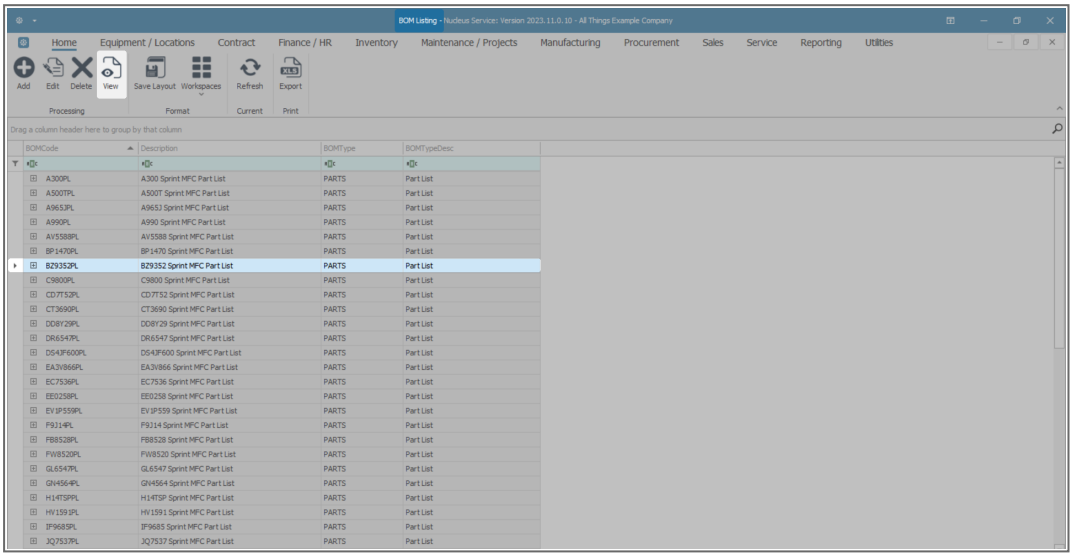
## VIEW SELECTED BOM DETAILS

- Select the **row** of the **BOM** where you wish to view the **details**.
- Click on **View**.




The **View BOM - [ ]** screen will be displayed. Here you can view:

- **Code:** the BOM code.
- **Description:** a brief description of this particular **BOM**, for example, Machine Service, Bin Maintenance or Part List.
- **Type:** the type of **BOM**, for example, Part List or Project Methodology.



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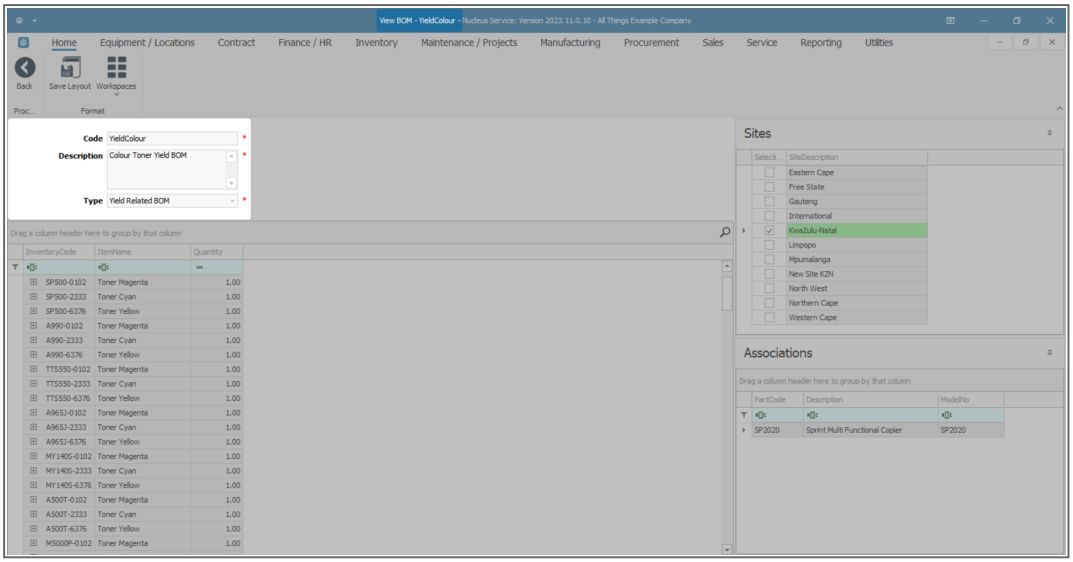
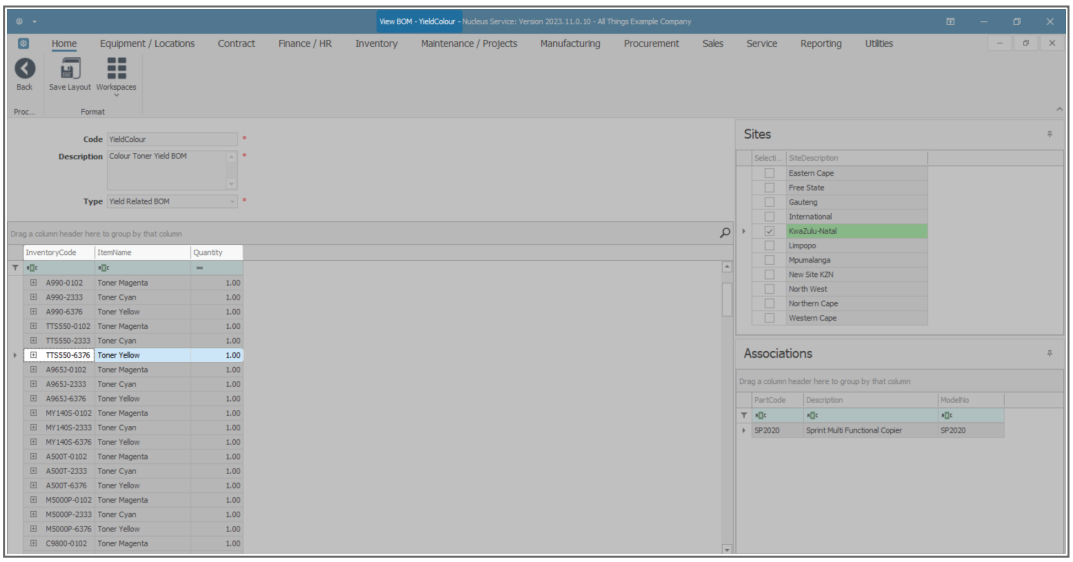



## VIEW PARTS AND PART QUANTITIES LINKED TO A BOM

- In this screen you can view a data grid of all the **parts** linked and their **quantities** required for this **BOM**.
- Click on any **expand** button in front of one of the linked parts.



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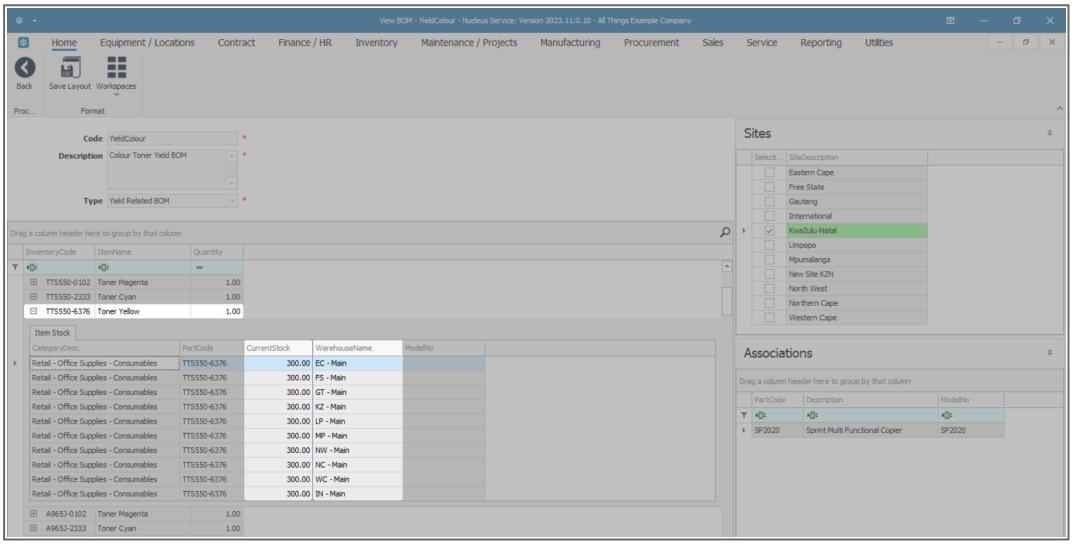
## VIEW AVAILABILITY AND LOCATION OF PARTS LINKED TO A BOM

The **Item Stock** data grid for the selected part will be expanded.

- Here you can view **how much** stock of this part is available (Current Stock).
- **Where** this stock is available (Warehouse Name).




## VIEW SITES LINKED TO A BOM

- On the right-hand side of the screen is the **Sites** docking panel.
- This panel lists all the **sites** on the system that can be linked to this **BOM**.
- The **Select** column contains check boxes which indicate which sites have been linked.



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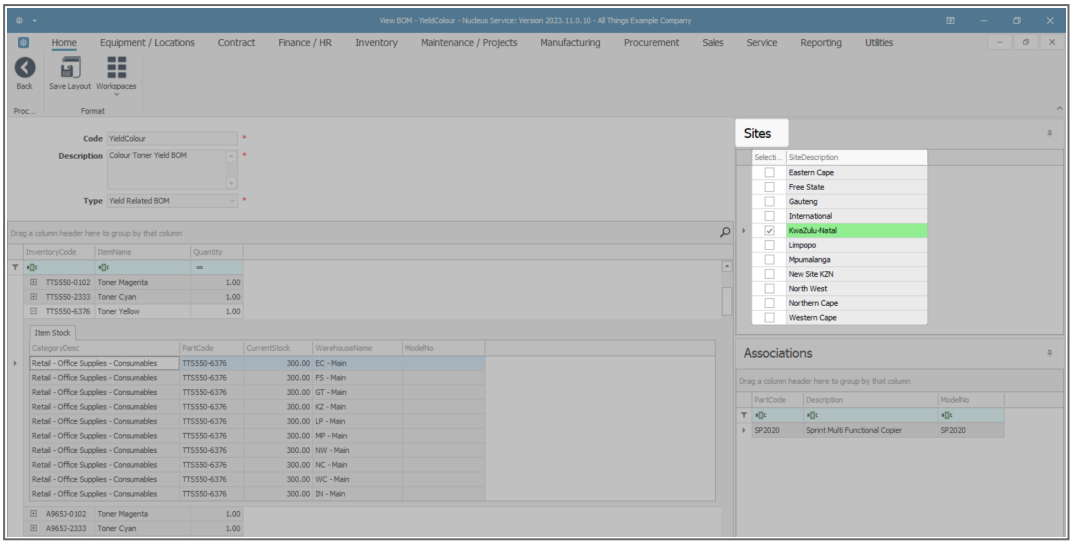
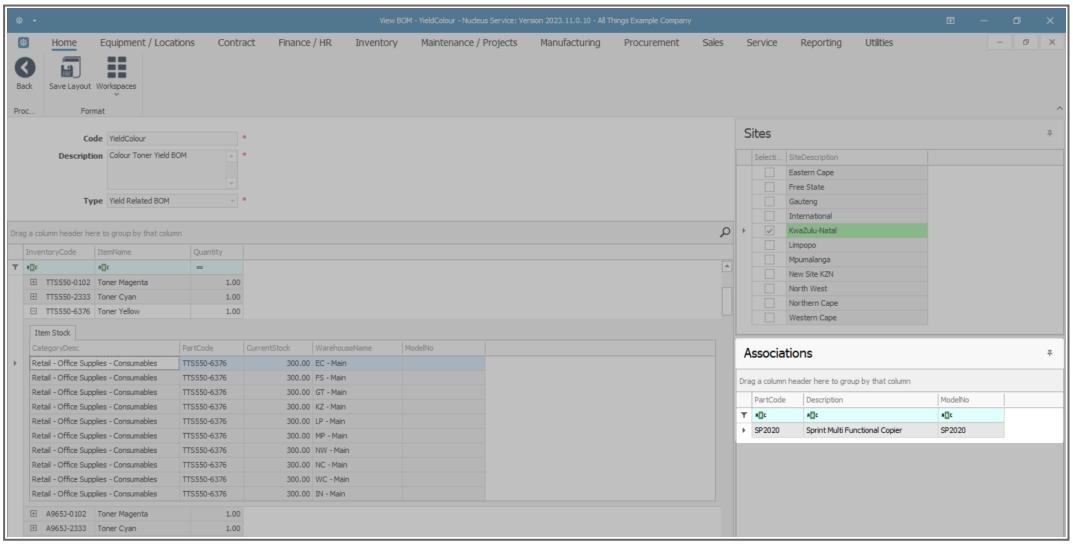



## VIEW ASSETS LINKED TO A BOM

- On the right-hand side of the screen, the **Associations** docking panel lists the **assets** (machines/equipment items) that are linked to the **BOM**.
- Here you can view the:
    - **Part Code**,
    - **Description** and
    - **Model No.** of the associated part.



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### Related Topics

- Creating a new Bill of Materials
- Parent-Child BOM: Linking a BOM to a Part Definition
- Inclusions BOM: Linking a BOM to a Contract
- Tasks BOM: Linking a BOM to a Task
- Add a New Part to a BOM
- Request a Part from a BOM

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