

# INVENTORY

## PARTS - VIEW

A Part Definition is a way of **classifying a part** when dealing with inventory.

The **View Part** screen only allows you to **view** the information related to the selected part definition - no changes can be made or saved to the part definition information from this screen.

The **View Part** screen will differ slightly for a **C-Class** part definition compared to an **A** or **B-Class** part definition.

The differences are set out below.

### Ribbon Select Inventory > Parts



- The **Part Listing** screen will be displayed.
- The data grid will contain all the **A, B** and **C-Class** part definition **details** in column form.
- Scroll right to view the remaining part definition detail columns.

## VIEW A OR B-CLASS PART DEFINITION

- Select the **row** of the **A** or **B-Class** part definition where you wish to view more information.
- Check the **Part Type** column to ensure that you have selected an **A** or **B-Class** part definition.
- Click on **View**.

PartCode	Description	Status	PartType	CaDescription	Weight	Volume	ModelNo	UnitOfMeasure	ShelfLife	SoleSupplier	Taxable	TaxType	Rate	CraftCode	CraftDesc	AmendDate
AV5588	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	AV5588	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
B29352	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	B29352	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
CD7752	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	CD7752	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
DD8729	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	DD8729	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EV3P559	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	EV3P559	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
DD4P850	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	DD4P850	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EA3V866	Sprint Multi Functional Copier	A	A	Retail - Office Supplies - Equipment	10	10	EA3V866	ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP2020-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
SP900-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
A990-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
TT550-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
A9653-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
MY1405-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
AS007-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
MS000P-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
C9800-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
K3500-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
Y3721-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
A300-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
H1475P-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
P914-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
MF6000-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
BP1470-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
CT3690-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
DR6547-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM
EE0258-3671	Staple Unit	A	B	Retail - Office Supplies - Accessories	2	2		ea	10.00	No	Yes	VAT	15.00			Jan 1 1900 12:00AM

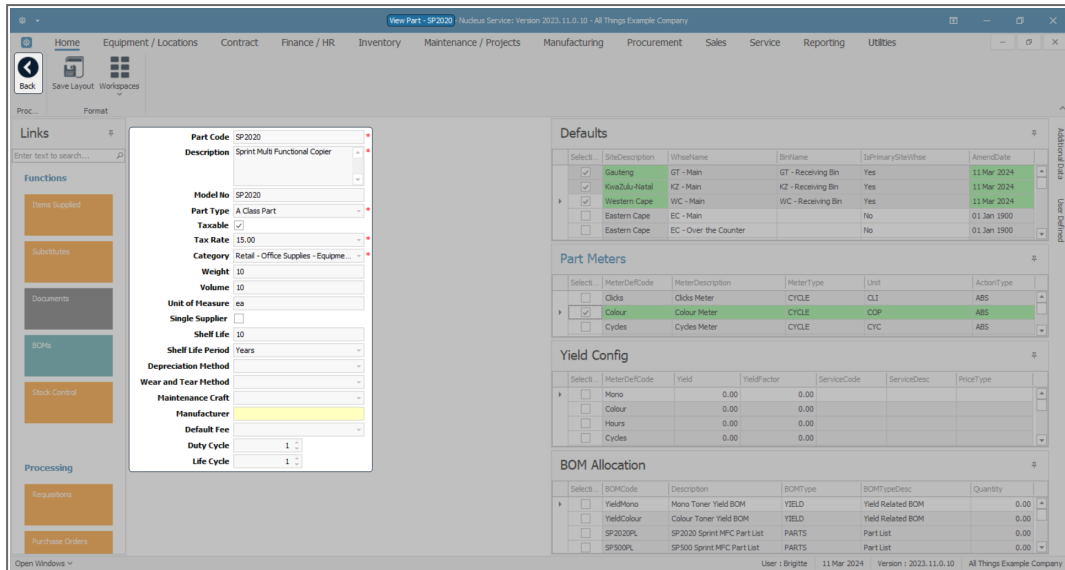
- The **View Part** screen will open.
- You will note that there is only a **Back** button on this screen as this is a **view only** screen and no changes can be made or saved.

## PART DEFINITION DETAILS

- On the left of the screen, are the part definition **details** fields which reflect the columns viewed in the previous **Part Listing** screen.
- **All** of these fields are available for **Part Type A - Serialised Equipment**<sup>1</sup> and **Part Type B - Serialised Spares**.<sup>2</sup>

<sup>1</sup>Serialised or A-Class refers to a uniquely identified inventory item. Generally sold at a higher price than B and C-Class items.

<sup>2</sup>These are serialised single-line items. These are like C-Class items, in that a B-Class stock item can be issued out and not billed. However, they are generally more expensive than C-Class parts. These items would not be a main unit or machine but an accessory, e.g., a drum for a copier machine.

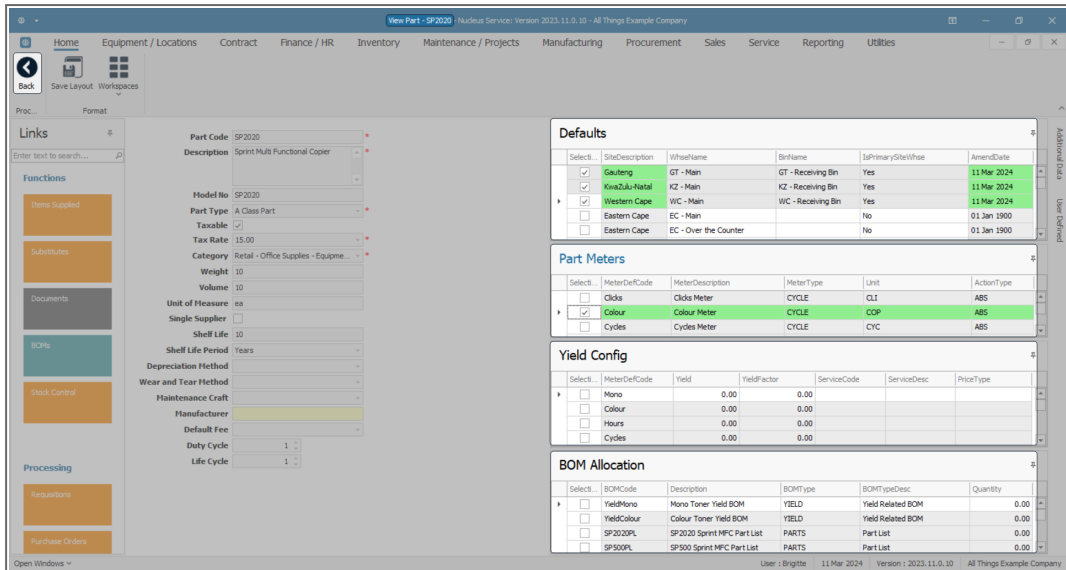


## PART DEFINITION INFORMATION PANELS

- On the right of the screen, are the part definition information panels:
  - Defaults
  - BOM Allocation
  - Part Meters
  - Yield Config

These panels are docked by default but can be unpinned / auto hidden according to your requirements.

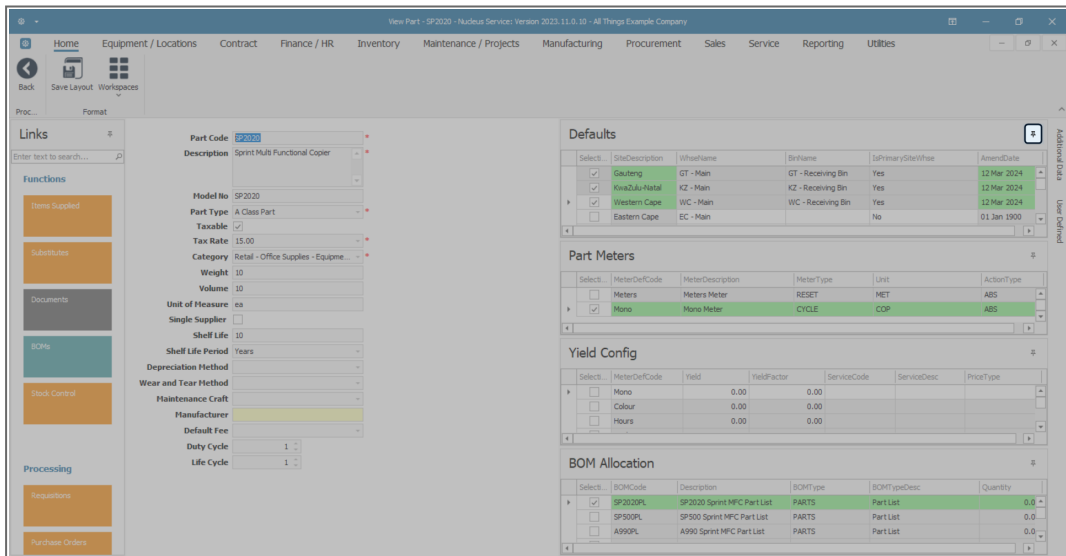
All of these information panels are available for an A-Class or B-Class part definition.



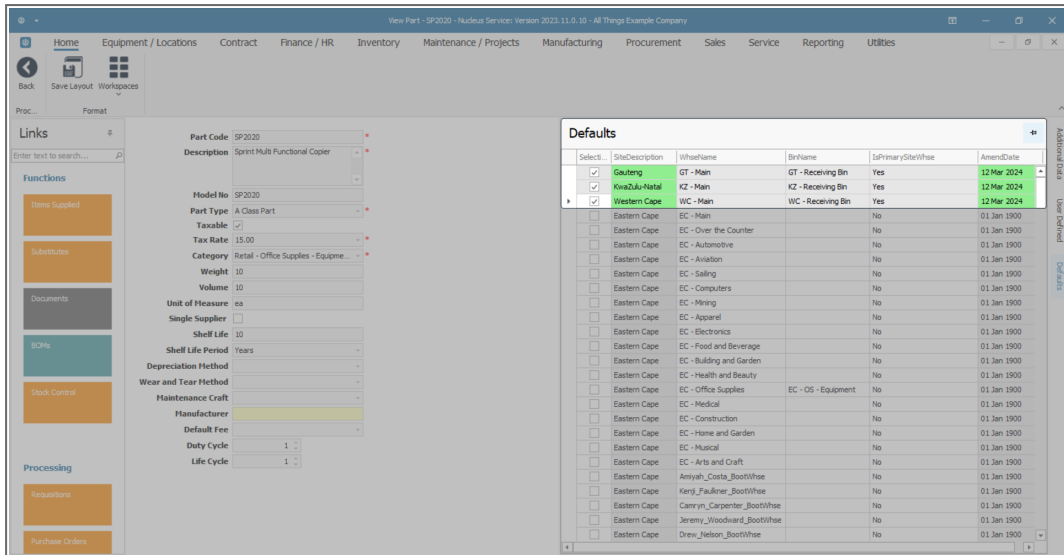
## VIEW AND AUTO HIDE INFORMATION PANELS

### Method 1

- Click on the **expand** icon in the panel where you wish to view all the information.
- In this image, the **Defaults** panel is selected.

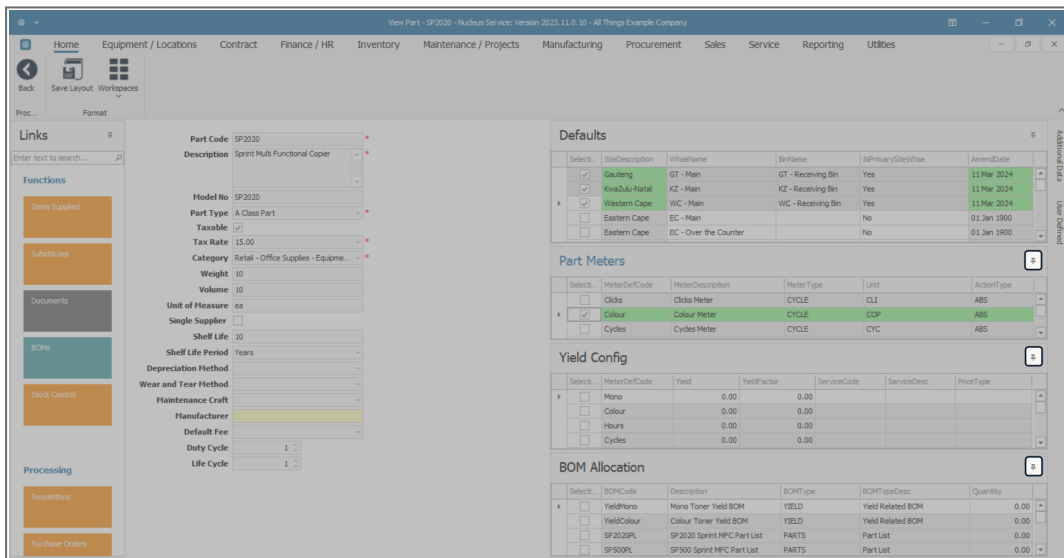


- The **Defaults** panel list is expanded.

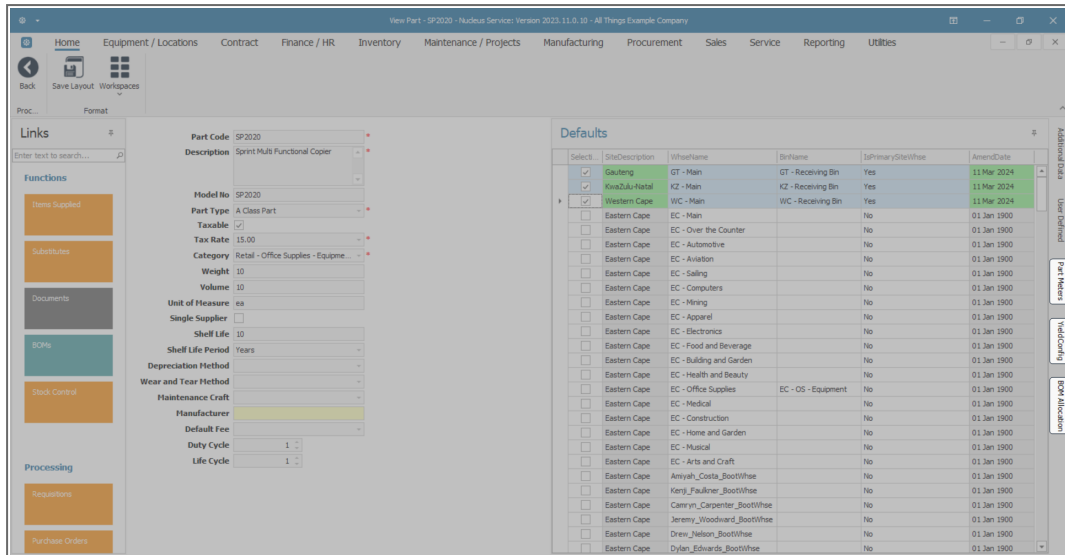


## Method 2

- In order to view one panel fully, 'unpin' / auto hide docked panels.
- In this image, the **Part Meters**, **Yield Config**, and **BOM Allocation** panels will be auto hidden.



- The 3 panels are **auto hidden** and pinned to the edge of the screen. (Clicking on each **tab** will dock the panels.)
- The **Defaults** panel remains docked and fully expanded.

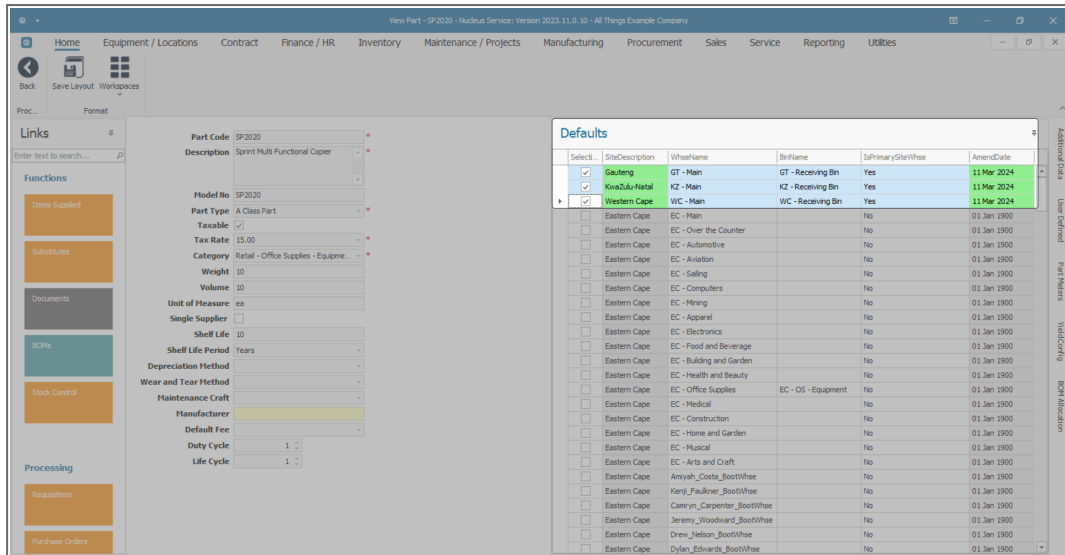


## View Site Warehouse Defaults

- The **Defaults** panel will be populated with a list of all the **site warehouses** that are linked to the part **category** selected in the part definition **details** data grid. These are the **warehouses**<sup>1</sup> and **bins**<sup>2</sup> available to receive this part definition from a supplier.
- In this example, **3 site warehouses** and **bins** are linked to this **A--Class** part definition.
- Only **1 primary** default **warehouse** and **bin** can be selected for **each** site. This will be the **default location** for this part as it is **GRN**<sup>1</sup>d into store.

<sup>1</sup>A facility to store goods that will be sold or distributed later.

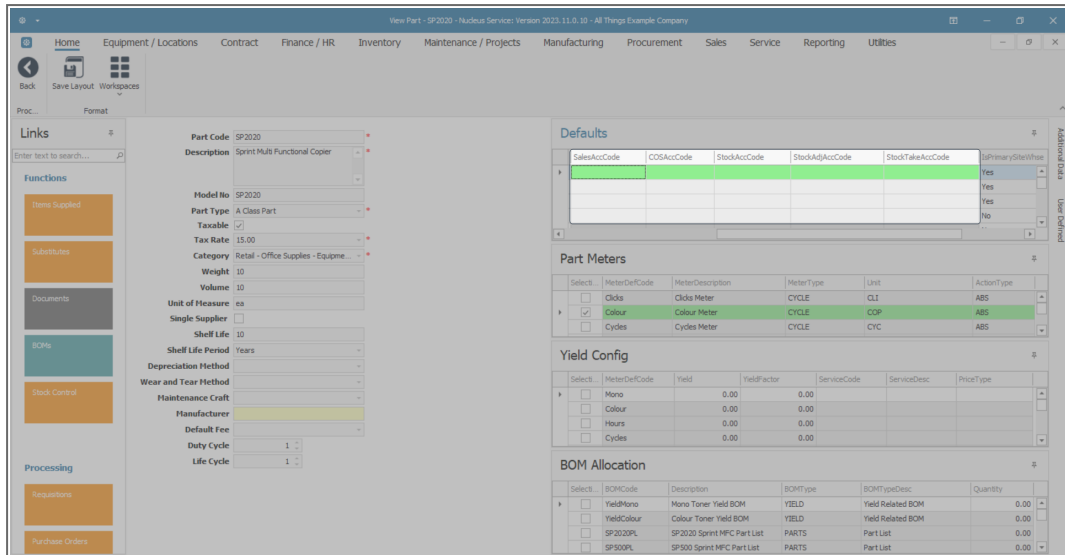
<sup>2</sup>The smallest available unit of space in a warehouse is called the storage bin. It describes the exact location within the warehouse where the goods are stored.



For more information, refer to [Add Part Definition Defaults](#).

## Account Code Defaults

- Scroll right in the **Defaults** docking panel to view the default **account code** columns for transaction postings.
- These **account codes** are also populated based on the part definition **category** selected.
  - Sales
  - Cost of Sales
  - Stock
  - Stock Adjustment
  - Stock Take



## PART DEFINITION BILL OF MATERIALS (BOM) ALLOCATION

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

- A **Parent-child BOM**: Which parts and quantities are used to make up a product, e.g. the toners, rollers, drums and trays required in order to complete a certain machine.
- A **BOM Inclusion**: Which parts are included in a contract (and therefore not billed), e.g. a black toner is included in a monthly contract and should not be charged for separately from the regular monthly contract fee.
- A **Task BOM**: Which parts are required to perform a task, e.g. a repair or overhaul of a machine.

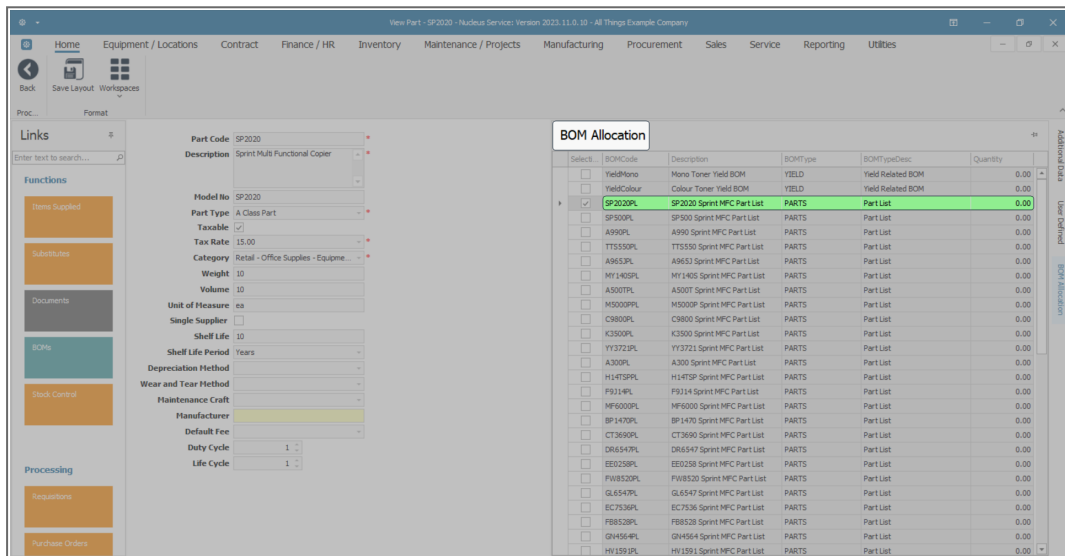
**Note 1:** More than one BOM can be linked to a part definition.

**Note 2:** A part definition can also exist without being linked to a BOM.



## VIEW PART DEFINITION BOM ALLOCATION

- Expand the **BOM Allocation** panel to view all the information.
- The other 3 docking panels can be unpinned in order to view the **BOM Allocation** panel fully.
- This panel lists all the **Bill of Materials** definitions which are available to be linked to the selected part definition.
- In this example, **SP2020 Sprint MFC Part List BOM** is linked to the selected **A--Class** part definition.

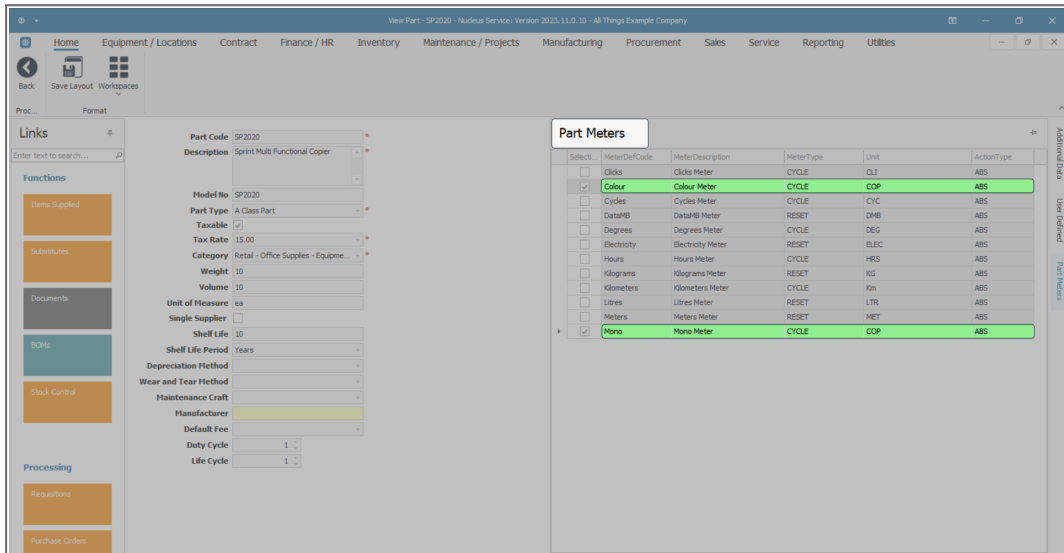


## VIEW PART DEFINITION PART METERS

- Expand the **Part Meters** panel to view all the information.
- The other 3 docking panels can be unpinned in order to view the **Part Meters** panel fully.
- This panel lists all the **Part Meter** definitions which are available to be linked to the selected part definition.
- In this example, **2** part meters are currently linked to the selected **A--Class** part definition.

**Note:** By linking one or more **part meter** definitions to a serialised **A-Class** item, the defined meters will be automatically linked when the item is **GRN**'d into store.

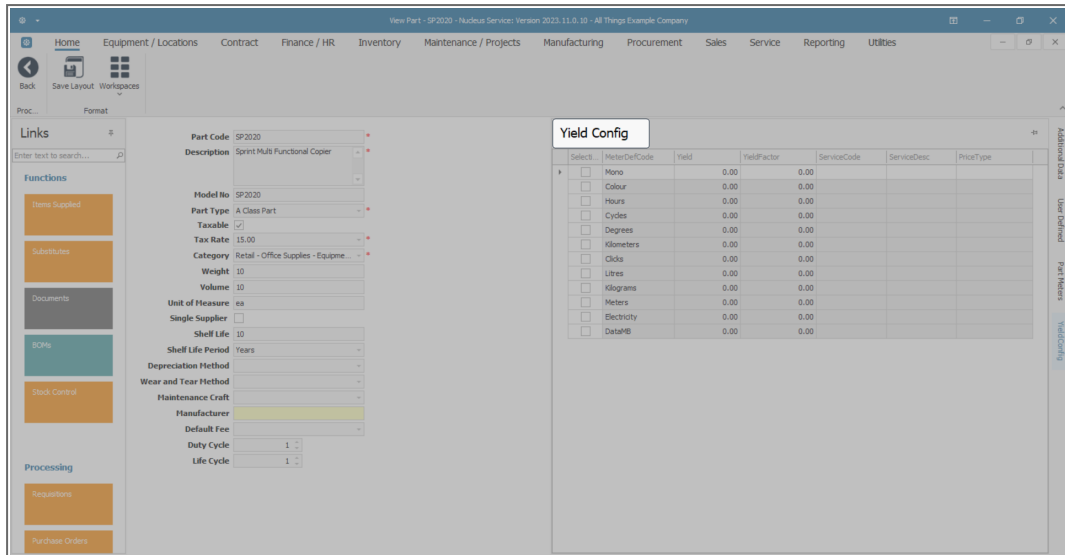
For example, if you link **Mono** and **Colour** meters to this **A-Class** part definition, when you receive / (**GRN**) this part into store, these two meters will be automatically linked to this part definition.



For more information, refer to [Add Part Definition Part Meters](#).

## VIEW PART DEFINITION YIELD CONFIG

- Expand the **Yield Config** panel to view all the information.
- The other docking panels can be unpinned in order to view the **Yield Config** panel fully.
- This panel lists all the **Yield Config** meter definitions which are available to be linked to the selected part definition.
- This panel is valid for **C-Class** part definitions, e.g. toners, paper.
- In the **Part Yield** panel in the '**Add new Part**' screen, you can record the total meter yield value and any service charge e.g. Meter Yield Shortfall, if required.

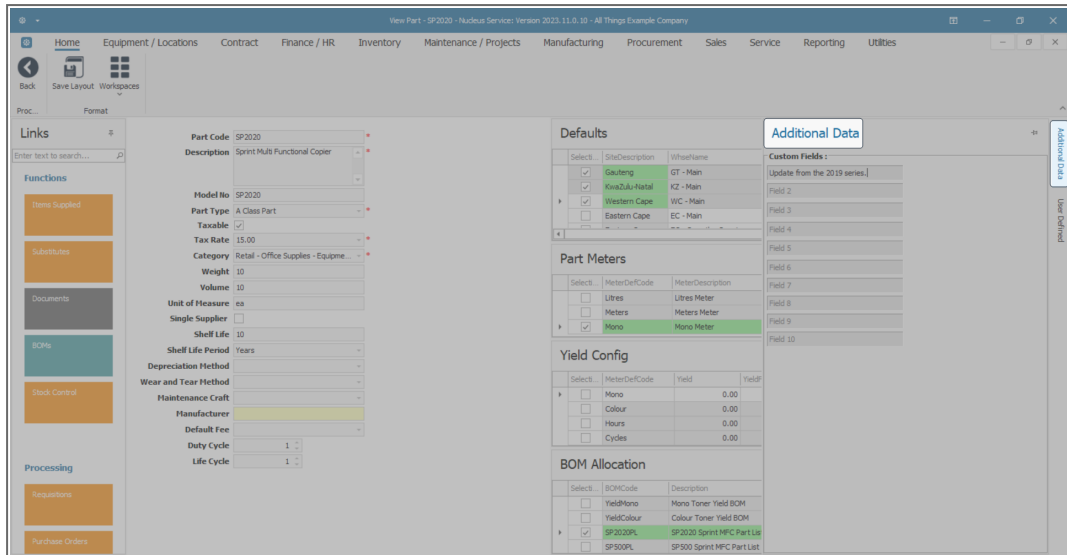


For more information, refer to [Add Part Definition Yield Config](#).

## VIEW ADDITIONAL DATA

- The **Additional Data** panel is pinned by default to the edge of the screen. Click on the **tab** to expand the panel.
- There are **10 Custom Fields** in this panel that can be utilised for **additional information** that you would like to log against the selected part.

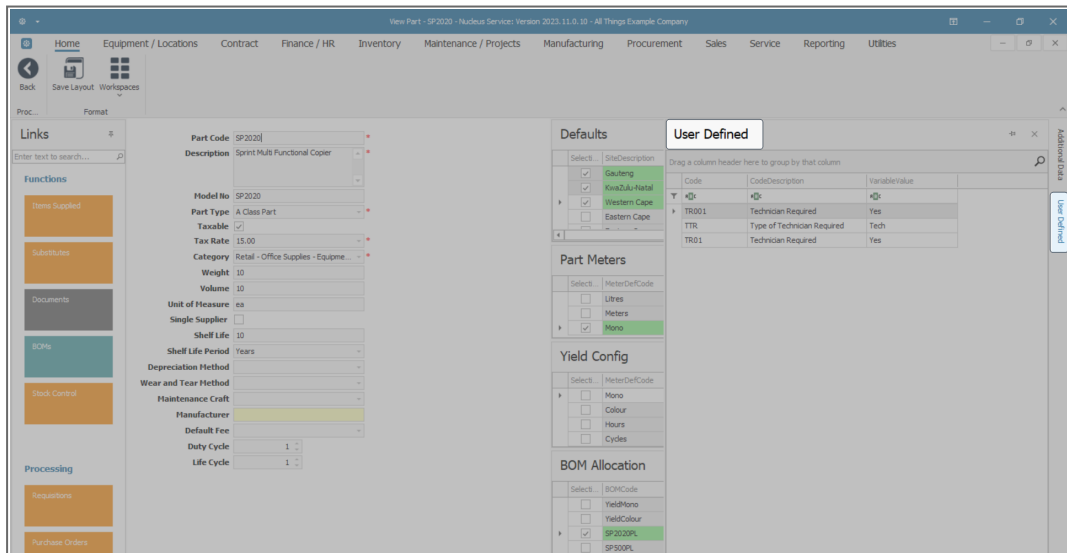
**Note:** The Custom Field names can be changed according to your company's requirements.



For more information, refer to [Add Part Definition Additional Data](#).

## VIEW USER DEFINED

- The **User Defined** panel is pinned by default to the edge of the screen. Click on the **tab** to expand the panel.
- The fields in this panel are to provide more information within the Inventory module so that associated work / processes can be carried out more efficiently.



For more information, refer to [Edit Part Definition User Defined](#).

## VIEW C-CLASS PART DEFINITION

C-Class part definition details and information differ slightly from A and B-Class part definitions.

- In the **Part Listing** screen -
- Select the **row** of the **C-Class** part definition where you wish to view more information.
- Check the **Part Type** column to ensure that you have selected a **C-Class** part definition.
- Click on **View**.

PartCode	Description	Status	PartType	UnitOfMeasure	Weight	Volume	ModelNo	ShelfLife	SoldSupplier	Taxable	TaxType	Rate	CraftCode	CraftDesc	AnnexDate
AS300-6028	Fusing Film Assembly Unit	A	C	ea	2	2			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS300-6143	High Yield Reset Lever Gear	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS300-6376	Toner Yellow	A	C	ea	1	1			1.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS300-7223	Fuser Unit	A	B	ea	2	2			5.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS300-7335	Mag Roller Sleeve	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS300-7652	Maintenance Kit	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS300-8649	Fuser Heat Roller	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007	Sprint Multi Functional Copier	A	A	ea	10	10	AS5007		10.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-0102	Toner Magenta	A	C	ea	1	1			1.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-1992	Paper Tray	A	B	ea	2	2			10.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-2333	Toner Cyan	A	C	ea	1	1			1.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-2352	Mag Roller	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-2671	Toner Black	A	C	ea	1	1			1.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-3295	Fuser Cleaning Web	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-3671	Staple Unit	A	B	ea	2	2			10.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-4933	Paper Pickup Roller	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-5084	Picker Finger	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-5304	Fuser Roller Gear	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-5526	Fuser Film	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-5598	Wiper Blade	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-6028	Fusing Film Assembly Unit	A	C	ea	2	2			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-6143	High Yield Reset Lever Gear	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-6376	Toner Yellow	A	C	ea	1	1			1.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-7223	Fuser Unit	A	B	ea	2	2			5.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-7335	Mag Roller Sleeve	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM
AS5007-7652	Maintenance Kit	A	C	ea	1	1			2.00	No	Yes	VAT 15.00			Jan 1 1900 12:00AM

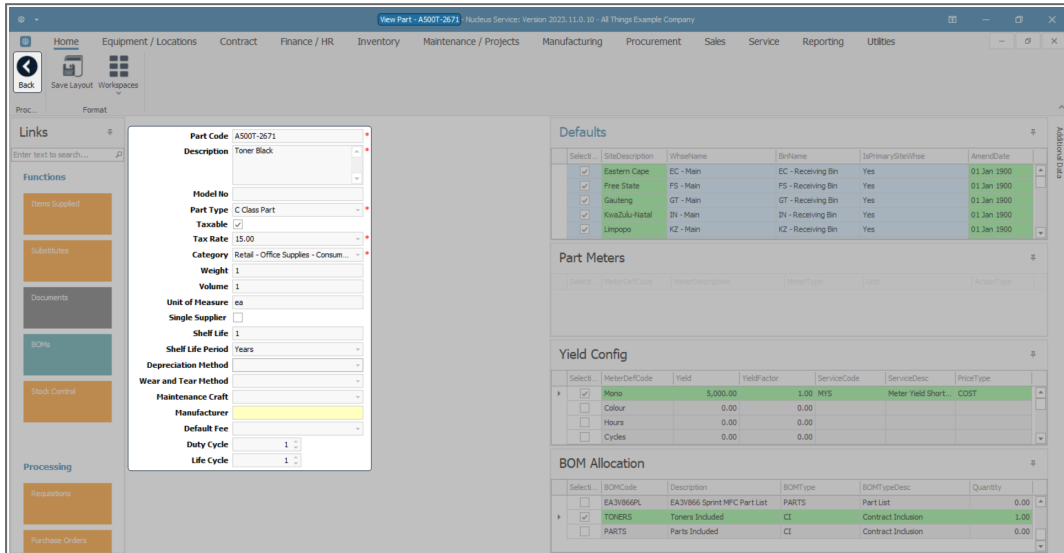
- The **View Part** screen will open.
- You will note that there is only a **Back** button on this screen as this is a **view only** screen and no changes can be made or saved.

## VIEW PART DEFINITION DETAILS

- On the left of the screen, are the part definition **details** fields which reflect the columns viewed in the previous **Part Listing**

screen.

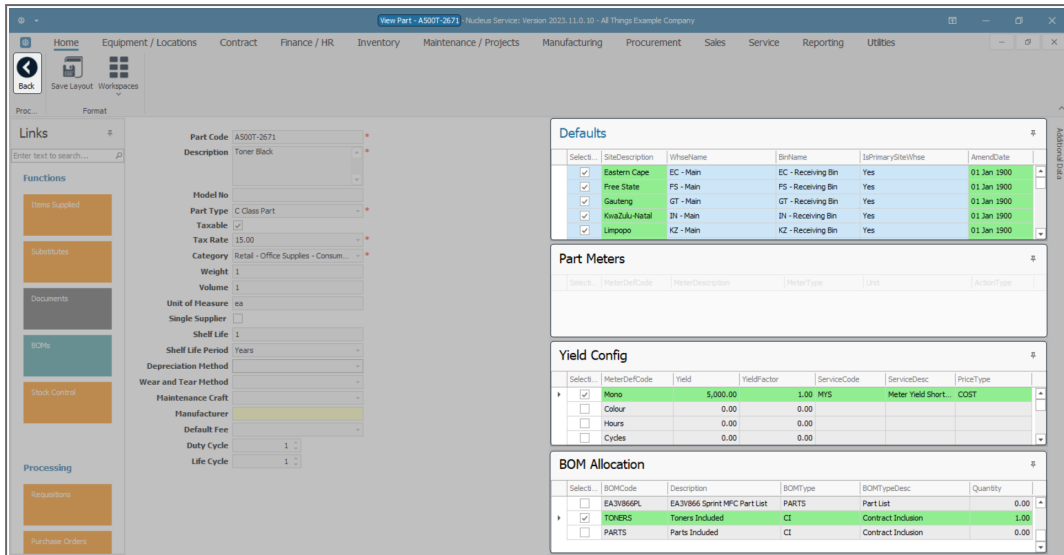
- All of these fields except **Depreciation Method** are available for **Part Type C - Non-Serialised Parts**<sup>1</sup>.



## VIEW PART DEFINITION INFORMATION PANELS

- On the right of the screen, are the part definition information panels, these are docked by default, but can be unpinned according to your requirements:
  - **Defaults**
  - **BOM Allocation**
  - The **Part Meters** panel is **not** available for C-Class part definitions as these part types do not have meters linked to them.
  - **Yield Config**

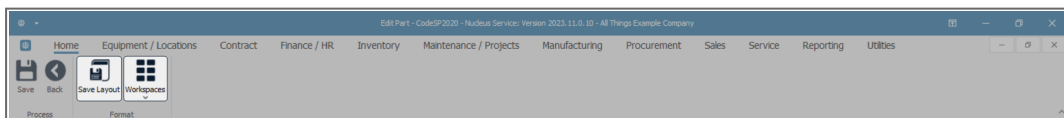
<sup>1</sup>These are (non-serialised) stock items. These are stored in the system with a weighted average unit cost per warehouse and bin. These items can be managed in batches if batch tracking is enabled.



**Note:** For detailed information of each field, refer to the sub topics listed above and the [Add Part Definition Details](#) manual.

## WORKSPACES AND 'RESET' SCREEN

- If you have made changes to the **screen layout** that you want to save before you close the screen, you can click on the **Save Layout** action button.
- You can also **Reset** the screen to its original configuration before any adjustments were made. Click on the **Workspaces** icon to reveal the **Reset** selection in the drop-down menu.
- Refer to [Nucleus Service Data Grids](#) for information.



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