

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

## STATIC DATA

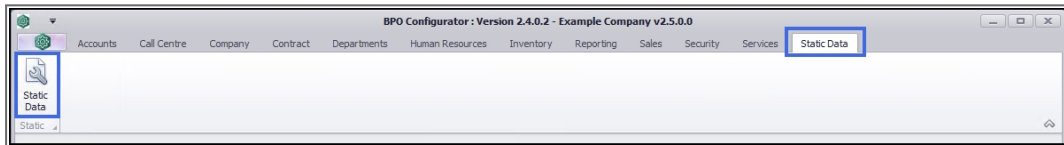
### STATIC DATA – PART REQUESTS STATE

Follow the process to add or edit a part request State.

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**Ribbon Access:** Configurator > Static Data > Static Data

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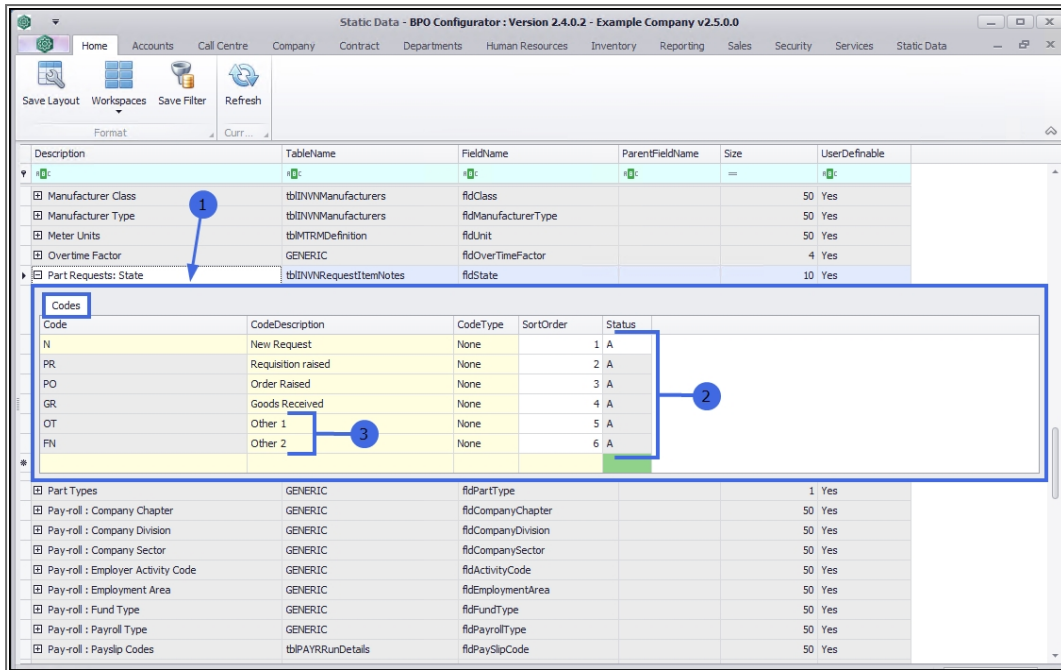
### FIND THE PART REQUESTS: STATE ROW

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1. The **Static Data** listing screen will be displayed.
2. Use the **filter row** or **scroll down** the list until you find
3. the **Part Requests: State** row.
4. Click on the **expand** icon in this row.

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Manufacturer Class	tblINVMManufacturers	fdClass		50	Yes
Manufacturer Type	tblINVMManufacturers	fdManufacturerType		50	Yes
Meter Units	tblMTRMDefinition	fdUnit		50	Yes
Overtime Factor	GENERIC	fdOverTimeFactor		4	Yes
Part Requests: State	tblINVRRequestItemNotes	fdState		10	Yes
Part Types	GENERIC	fdPartType		1	Yes
Pay-roll : Company Chapter	GENERIC	fdCompanyChapter		50	Yes
Pay-roll : Company Division	GENERIC	fdCompanyDivision		50	Yes
Pay-roll : Company Sector	GENERIC	fdCompanySector		50	Yes
Pay-roll : Employer Activity Code	GENERIC	fdActivityCode		50	Yes
Pay-roll : Employment Area	GENERIC	fdEmploymentArea		50	Yes
Pay-roll : Fund Type	GENERIC	fdFundType		50	Yes
Pay-roll : Payroll Type	GENERIC	fdPayrollType		50	Yes
Pay-roll : Payslip Codes	tblPAYRRRunDetails	fdPayslipCode		50	Yes
Procurement : Payment Terms	GENERIC	fdPaymentTerms		50	Yes
Procurement : Requisition Approver Codes	tblPRCHRRequisitionConfig	fdApproverCode		50	Yes
Procurement : Requisition Other Costs	tblPRCHRRequisitions	fdPRCostType		50	Yes
Procurement : Requisition Types	tblPRCHRRequisitions	fdPRTType		50	Yes
Procurement : Supplier Class	tblPRCHSuppliers	fdClass		50	Yes
Procurement : Supplier Type	tblPRCHSuppliers	fdSupplierType		50	Yes
Project Contact Type	tblPMNGProjectContacts	fdContactType		50	Yes
Project Methodology Class	tblPMNGMethodology	fdPMMMethodClass		50	Yes
Reporting : Report Sub Types	tblRPTSSavedReports	fdReportSubType		50	Yes
Reporting : Report Types	tblRPTSSavedReports	fdReportType		50	Yes

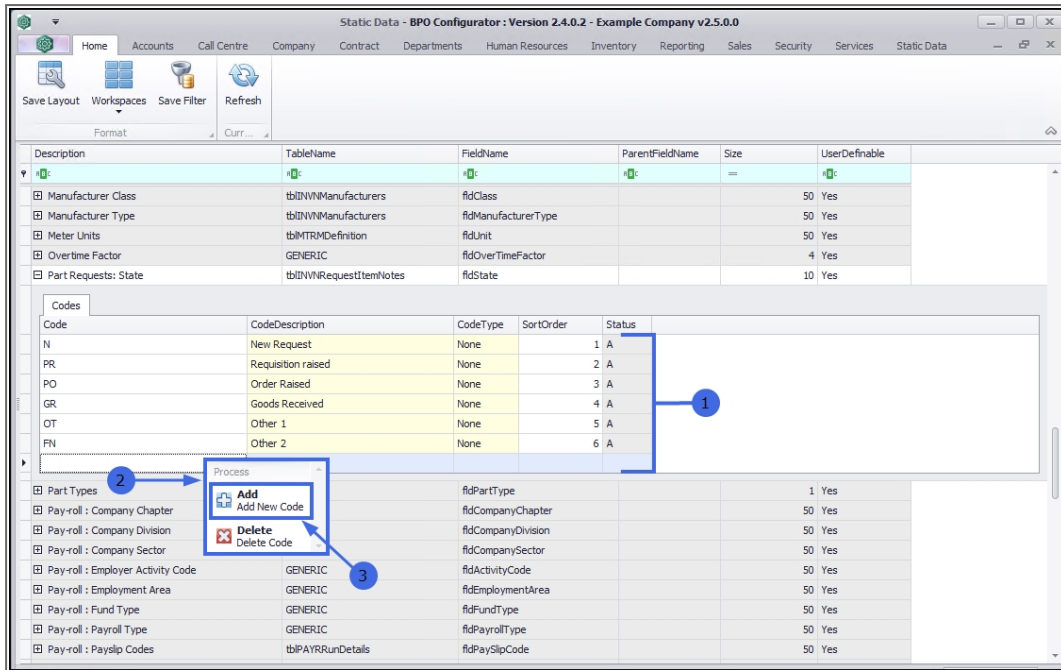
1. The Part Requests: State **Codes** frame will be expanded.
2. In this example, there are currently **6** codes set up on the system.
3. Only the **Other 1** and **Other 2** codes should be edited, as the pre-existing codes are used by BPO to show the user the State of the associated procurement process if a part requisition was raised against the part request.



## ADD A PART REQUEST STATE

If you wished to add a new part request state:

1. **Right click** anywhere in a **row** of the Codes data grid.
2. A **Process** menu will pop up.
3. Click on **Add** - Add New Code.



1. The **final row** in the Codes data grid will now be '**activated**'.
2. The **Code Type**, **Sort Order** and **Status** columns will auto populate.
3. **Code**: Click in this text box and type in a **code** specific for this new Part Request State.
4. **Code Description**: Click in this text box and type in a **description** for this new Part Request State code.

Static Data - BPO Configurator - Version 2.4.0.2 - Example Company v2.5.0.0

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Security Services Static Data

Save Layout Workspaces Save Filter Refresh

Format Curr...

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Manufacturer Class	tblNWNManufacturers	fldClass		50	Yes
Manufacturer Type	tblNWNManufacturers	fldManufacturerType		50	Yes
Meter Units	tblMTRMDefinition	fldUnit		50	Yes
Overtime Factor	GENERIC	fldOverTimeFactor		4	Yes
Part Requests: State	tblNWNRequestItemNotes	fldState		10	Yes

Code	CodeDescription	CodeType	SortOrder	Status
N	New Request	None	1	A
PR	Requisition raised	None	2	A
PO	Order Raised	None	3	A
GR	Goods Received	None	4	A
OT	Other 1	None	5	A
FN	Other 2	None	6	A
I		None	0	A

Part Types	GENERIC	fldPartType		1	Yes
Pay-roll : Company Chapter	GENERIC	fldCompanyChapter		50	Yes
Pay-roll : Company Division	GENERIC	fldCompanyDivision		50	Yes
Pay-roll : Company Sector	GENERIC	fldCompanySector		50	Yes
Pay-roll : Employer Activity Code	GENERIC	fldActivityCode		50	Yes
Pay-roll : Employment Area	GENERIC	fldEmploymentArea		50	Yes
Pay-roll : Fund Type	GENERIC	fldFundType		50	Yes
Pay-roll : Payroll Type	GENERIC	fldPayrollType		50	Yes
Pay-roll : Payslip Codes	tblPAYRRunDetails	fldPayslipCode		50	Yes

1. Once you have added a **Code** and **Code Description**,
2. Type **None** into the **Code Type** text box.
3. **Sort Order** can remain as **0** or you can re-number it as explained below.
4. The Status can remain as **A**: Active

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Manufacturer Class	tblINVMManufacturers	fldClass		50	Yes
Manufacturer Type	tblINVMManufacturers	fldManufacturerType		50	Yes
Meter Units	tblMTRMDefinition	fldUnit		50	Yes
OverTime Factor	GENERIC	fldOverTimeFactor		4	Yes
Part Requests: State	tblINVMRequestItemNotes	fldState		10	Yes

Code	CodeDescription	CodeType	SortOrder	Status
N	New Request	None	1	A
PR	Requisition raised	None	2	A
PO	Order Raised	None	3	A
GR	Goods Received	None	4	A
OT	Other 1	None	5	A
FN	Other 2	None	6	A
PRD	Part Request Deleted	None	7	A

## Note on Sort Order

The sort order is the order in which this new Part Request State will appear in the Requests State drop-down list in BPO2. If each Part Request State has the same number e.g. **1**, then the drop-down list will usually default to an alphabetical order in BPO2. If you wish the Part Request State to be listed in a certain order then number each one in the order that you wish to view them.

If you wish to **change** the Sort Order number:

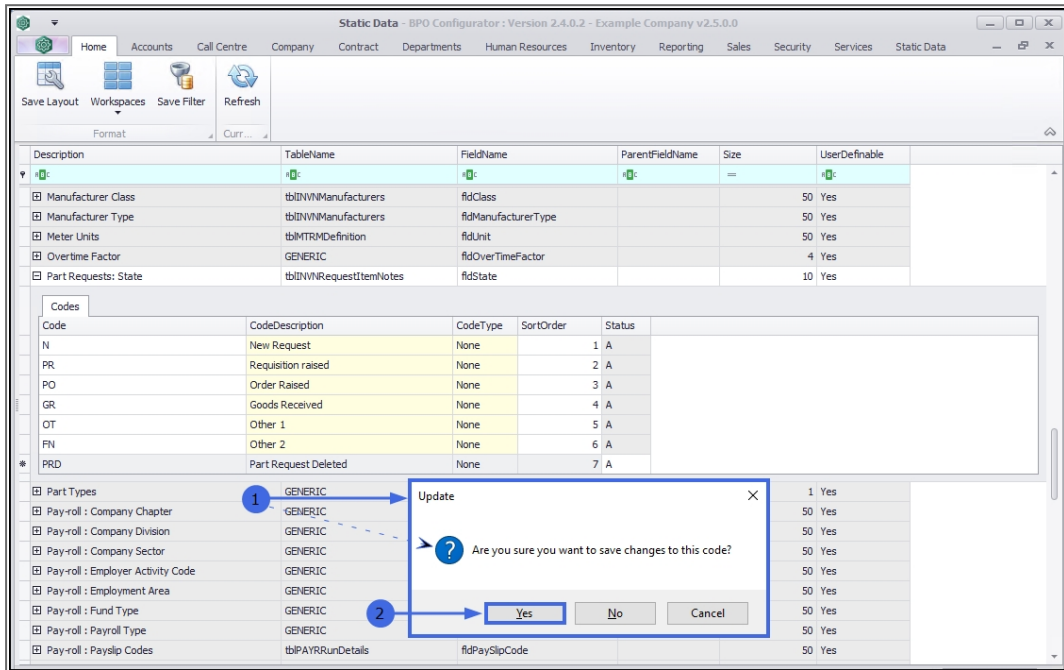
- i. Click in this text box and either **type in** the new number
- ii. Or use the **arrow indicators** revealed, to select the sort order number for this new Part Request State.

## SAVE A PART REQUEST STATE

When you have finished adding the new Part Request State details, either **Tab** along to the end of the row or press **Enter** on your keyboard or **click**

outside of the data grid.

1. An **Update** message box will appear with the following prompt:
  - **Are you sure you want to save changes to this code?**
2. Click on **Yes**.



1. The new Part Request State details will be **saved**.
2. A **new row** will be added to the **Codes** data grid.

Static Data - BPO Configurator - Version 2.4.0.2 - Example Company v2.5.0.0

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Security Services Static Data

Save Layout Workspaces Save Filter Refresh

Format Curr...

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Manufacturer Class	tblINVMManufacturers	fldClass		50	Yes
Manufacturer Type	tblINVMManufacturers	fldManufacturerType		50	Yes
Meter Units	tblMTRMDefinition	fldUnit		50	Yes
Overtime Factor	GENERIC	fldOverTimeFactor		4	Yes
Part Requests: State	tblINVMRequestItemNotes	fldState		10	Yes

Code	CodeDescription	CodeType	SortOrder	Status
N	New Request	None	1	A
PR	Requisition raised	None	2	A
PO	Order Raised	None	3	A
GR	Goods Received	None	4	A
OT	Other 1	None	5	A
FN	Other 2	None	6	A
PRD	Part Request Deleted	None	7	A

Part Types	GENERIC	fldPartType		1	Yes
Pay-roll : Company Chapter	GENERIC	fldCompanyChapter		50	Yes
Pay-roll : Company Division	GENERIC	fldCompanyDivision		50	Yes
Pay-roll : Company Sector	GENERIC	fldCompanySector		50	Yes
Pay-roll : Employer Activity Code	GENERIC	fldActivityCode		50	Yes
Pay-roll : Employment Area	GENERIC	fldEmploymentArea		50	Yes
Pay-roll : Fund Type	GENERIC	fldFundType		50	Yes
Pay-roll : Payroll Type	GENERIC	fldPayrollType		50	Yes

## EDIT A PART REQUEST STATE

1. The following fields can be edited: **Code Description**, **Code Type** and **Sort Order**.
2. In the row of the Part Request State that you wish to edit, type in the changes, as required.



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Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Security Services Static Data

Save Layout Workspaces Save Filter Refresh

Format Curr...

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Manufacturer Class	tblINNManufacturers	fldClass		50	Yes
Manufacturer Type	tblINNManufacturers	fldManufacturerType		50	Yes
Meter Units	tblMTRMDefinition	fldUnit		50	Yes
Over-time Factor	GENERIC	fldOverTimeFactor		4	Yes
Part Requests: State	tblINNRequestItemNotes	fldState		10	Yes

Codes

Code	CodeDescription	CodeType	SortOrder	Status
N	New Request	None	1	A
PR	Requisition raised	None	2	A
PO	Order Raised	None	3	A
GR	Goods Received	None	4	A
OT	Other 1	None	5	A
FN	Other 2	None	6	A
PRD	Part Request Deleted	None	7	A

Part Types

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Part Types	GENERIC	fldPartType		1	Yes
Pay-roll : Company Chapter	GENERIC	fldCompanyChapter		50	Yes
Pay-roll : Company Division	GENERIC	fldCompanyDivision		50	Yes
Pay-roll : Company Sector	GENERIC	fldCompanySector		50	Yes
Pay-roll : Employer Activity Code	GENERIC	fldActivityCode		50	Yes
Pay-roll : Employment Area	GENERIC	fldEmploymentArea		50	Yes
Pay-roll : Fund Type	GENERIC	fldFundType		50	Yes
Pay-roll : Payroll Type	GENERIC	fldPayrollType		50	Yes

- In this example, the **Code Description** has been shortened and the **Sort Order** has been changed to **1**.
- Either **Tab** along to the end of the row or press **Enter** on your keyboard or **click outside** of the data grid.

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Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Security Services Static Data

Save Layout Workspaces Save Filter Refresh

Format Curr...

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Manufacturer Class	tblINNManufacturers	fldClass		50	Yes
Manufacturer Type	tblINNManufacturers	fldManufacturerType		50	Yes
Meter Units	tblMTRMDefinition	fldUnit		50	Yes
Over-time Factor	GENERIC	fldOverTimeFactor		4	Yes
Part Requests: State	tblINNRequestItemNotes	fldState		10	Yes

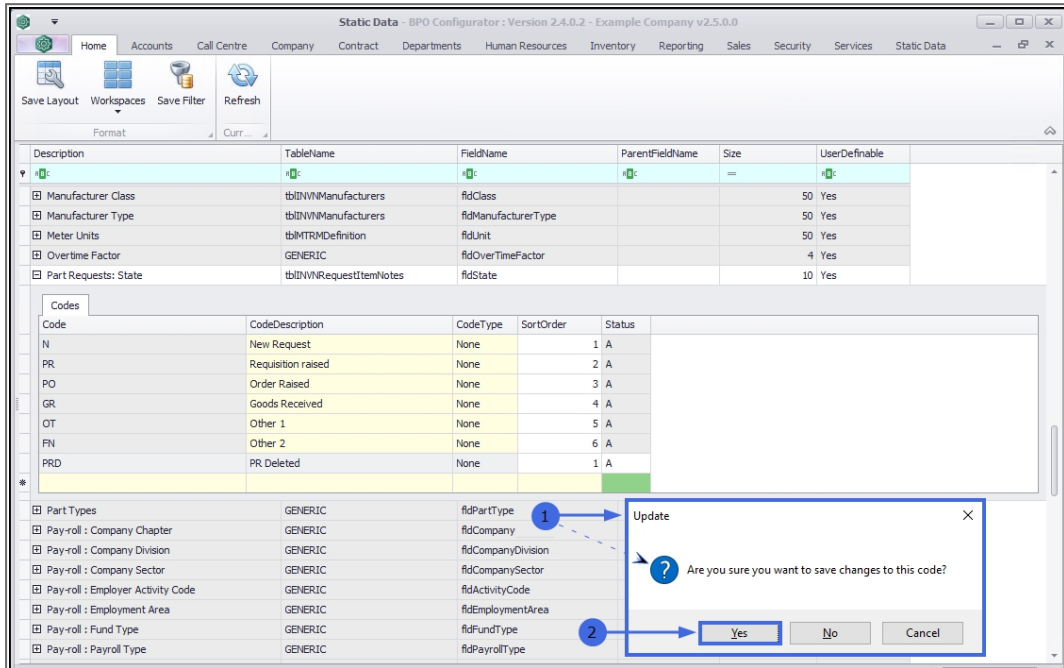
Codes

Code	CodeDescription	CodeType	SortOrder	Status
N	New Request	None	1	A
PR	Requisition raised	None	2	A
PO	Order Raised	None	3	A
GR	Goods Received	None	4	A
OT	Other 1	None	5	A
FN	Other 2	None	6	A
PRD	PR Deleted	None	1	A

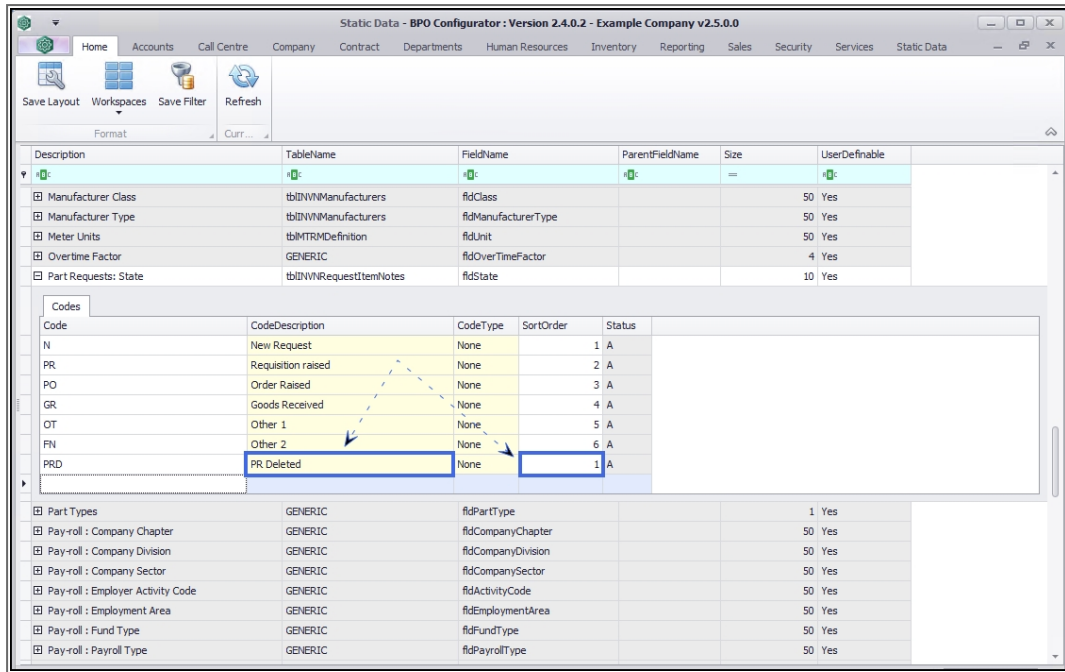
Part Types

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Part Types	GENERIC	fldPartType		1	Yes
Pay-roll : Company Chapter	GENERIC	fldCompanyChapter		50	Yes
Pay-roll : Company Division	GENERIC	fldCompanyDivision		50	Yes
Pay-roll : Company Sector	GENERIC	fldCompanySector		50	Yes
Pay-roll : Employer Activity Code	GENERIC	fldActivityCode		50	Yes
Pay-roll : Employment Area	GENERIC	fldEmploymentArea		50	Yes
Pay-roll : Fund Type	GENERIC	fldFundType		50	Yes
Pay-roll : Payroll Type	GENERIC	fldPayrollType		50	Yes

1. An **Update** message box will appear with the following prompt:
  - **Are you sure you want to save changes to this code?**
2. Click on **Yes**.



The edited details will be saved.



Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Manufacturer Class	tblINVMManufacturers	fldClass		50	Yes
Manufacturer Type	tblINVMManufacturers	fldManufacturerType		50	Yes
Meter Units	tblIMTRMDefinition	fldUnit		50	Yes
Overtime Factor	GENERIC	fldOverTimeFactor		4	Yes
Part Requests: State	tblINVMRequestItemNotes	fldState		10	Yes

Code	CodeDescription	CodeType	SortOrder	Status
N	New Request	None	1	A
PR	Requisition raised	None	2	A
PO	Order Raised	None	3	A
GR	Goods Received	None	4	A
OT	Other 1	None	5	A
FN	Other 2	None	6	A
PRD	PR Deleted	None	1	A

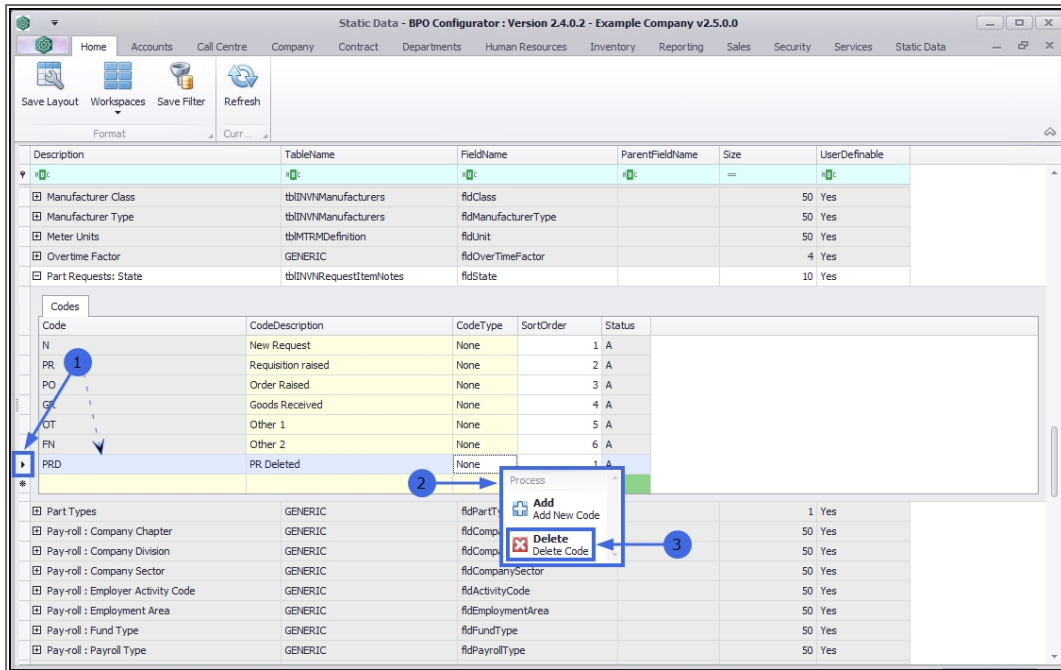
  

Part Types	GENERIC	fldPartType		1	Yes
Pay-roll : Company Chapter	GENERIC	fldCompanyChapter		50	Yes
Pay-roll : Company Division	GENERIC	fldCompanyDivision		50	Yes
Pay-roll : Company Sector	GENERIC	fldCompanySector		50	Yes
Pay-roll : Employer Activity Code	GENERIC	fldActivityCode		50	Yes
Pay-roll : Employment Area	GENERIC	fldEmploymentArea		50	Yes
Pay-roll : Fund Type	GENERIC	fldFundType		50	Yes
Pay-roll : Payroll Type	GENERIC	fldPayrollType		50	Yes

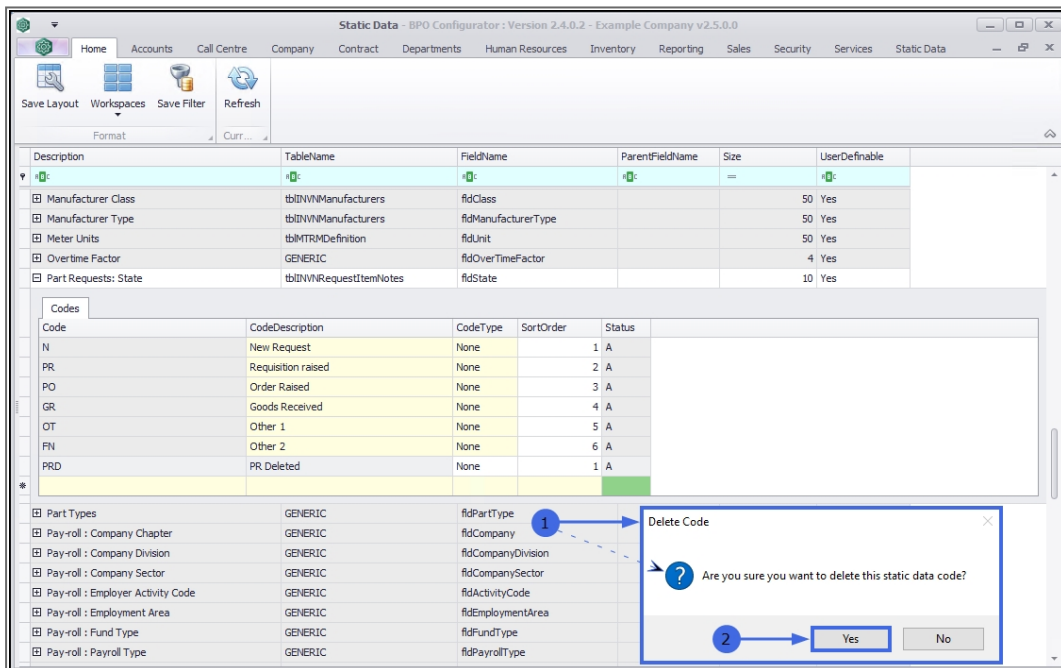
## DELETE A PART REQUEST STATE

You may wish to **delete** a Part Request State that is no longer applicable.

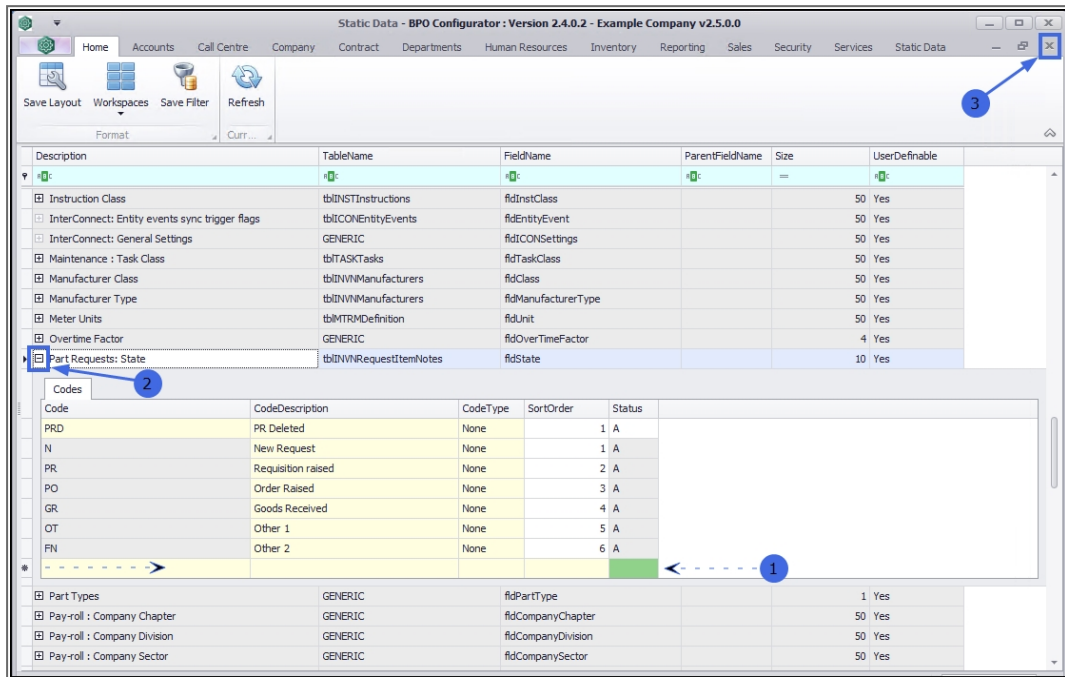
1. **Select** and **right click** in the row of the Part Request State that you wish to delete.
2. The **Process** menu will pop up.
3. Click on **Delete: Delete Code**.



1. A **Delete Code** message box will pop up asking;
  - **Are you sure you want to delete this static data code?**
2. Click on **Yes**.



1. The selected Part Request State will be **removed** from the data grid.
2. When you have finished deleting Codes, **collapse** the data grid and
3. **Close** the screen.



MNU.108.055

