Add a Part

From the main menu, arrive at the Parts setup with this path: Inventory > Parts.

The Parts list opens. Click the **Add Part** button at the upper left of the page.

Parts

Part Code	Description	Manufacturer	Category	Type	Subtype	Costing Method	Default Rate	Cost Amount	Labor Units	Manual Revenue GL	Qu
01PART	Part One	Honeywell	100 G&A	Wire & Cable		Standard	$188.88	$30.00	3	41100 - Install Parts	
02PART	Test Part Zero Two	Silent Knight	100 G&A	Batteries		Standard	$16.55	$0.79	3	42001 - Service - Parts	
0300-004	AXIS SMALL INDOOR NETWORK CAMERA	Silent Knight	100 G&A	CCTV Devices	Camera	Standard	$504.00	$150.00	0	42001 - Service - Parts	
03PART	Test Part Zero Three	Silent Knight	300 Install	Access Control Devices		Standard	$100.00	$22.50	1	41200 - System Installation	
04PART	Test Part Four	Silent Knight	100 G&A	Intrusion Devices		Standard	$188.88	$19.99	0	41000 - Item	
05PART	Test Part Five	ACTI	100 G&A	Batteries		Standard	$15.55	$0.79	0	41000 - Item	
0FIRESPRINKLER	FIRE SPRINKLER 2000	Bosch	700 FIRE	Fire Devices		Standard	$25.00	$45.00	2	42001 - Service - Parts	
111222	Tom's Camera					Standard	$1.00	$0.50	1	42001 - Service - Parts	
2121	Test Part	Honeywell				Standard	$0.00	$0.00	0	159999 - Placeholder Income Account	
41935N	Vplex 2 Zone Expander	Honeywell		Intrusion Devices		Standard	$24.20	$10.00	1	42001 - Service - Parts	
	Lynx Zone										

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The New Parts form opens. Each data entry field is described below.

Data Entry Fields

Data entry fields preceded with an asterisk are required.

- *__Part Code__: Enter a code for the item. Maximum of 25 characters allowed. The Part Code does not print on customer invoices or credits. Tip: Many companies use the manufacturer's part number for their part Codes.
- *__Description__: Enter a description for the part. Maximum of 150 characters allowed. This description prints on customer invoices or credits.
- __Long Description__: Enter a longer description if needed. Typically, this field is used for entering a technical description for the part. Maximum of 2,000 characters allowed.
- __Manufacturer__: If your company has populated the Manufacturers setup table, make a selection from the drop-down list.
- __Category__: Select a category for the part. Categories group financial transactions into user-defined categories for reporting purposes. For more about categories, read Categories. (Categories are a Pro feature)
- __Type__: If your company has populated the Types setup table, make a selection from the drop-down list.
- __Subtype__: If your company has populated the Sub-Types setup table, make a selection from the drop-down list.
- __Taxable__: If the part is taxable, set the toggle button to Yes.
- __Panel__: If this part is a control panel, set the toggle button to Yes.

- **Special Order**: When this switch is set to YES, this part can only be direct expensed to a work order or RMA or added to a proposal. You can set this to YES or NO only when <u>creating</u> the part.
- *__Main Vendor__: From the drop-down list, select the vendor from whom you typically purchase the part. Vendors must be setup in Accounts Payable > Vendors.
- *__Manual Revenue GL__: From the drop-down list, select the GL account to be used when selling this part on a manual invoice.
- *__Service Revenue GL__: From the drop-down list, select the GL account to be used when selling this part on a service work order.
- *__Costing Method__: Choose a costing method for the part. Once the costing method is chosen and the part saved, the part costing method cannot be changed. For more about costing, read Average Costing.
- **Default Rate**: Enter the default price to charge a customer for this part.
- **Cost Amount**: Enter the amount you pay for this part.
- **Labor Units**: If you know the amount of time required to install this part, enter that value here (in hours).
- **Barcode**: This is for future development of the bar-coding functionality.
- **Part Image**: If you have an image file to upload and attach to the part, click the **Select files...** button to locate the file to attach.

When finished, click the **Save** button at the bottom of the form.