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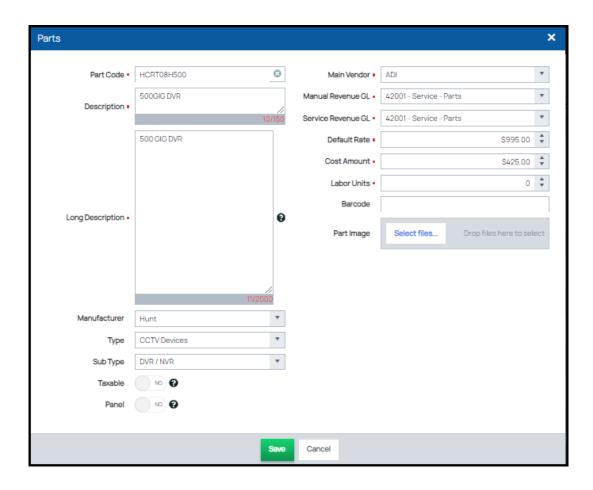
From the main menu, arrive at the Parts setup with this path: Inventory > Parts.

The Parts list will be displayed. Click on the Add Part button at the upper left of the page.

Parts

PartCode ↑	Description	MFR	Type	SubType	Rate	Cost		
0300-004	AXIS SMALL INDOOR NETWORK CAMERA	Axis	CCTV Devices	Camera	$504.00	$152.00	Edit	Delete
5800PIR	Wireless Motion Detector	Honeywell	Intrusion Devices	Motion Detector	$125.00	$62.10	Edit	Delete
5806	SMOKE SENSOR WIRELESS	Honeywell	Fire Devices	Smoke Detector	$125.00	$63.21	Edit	Delete
5816	Door/Window Transmitter	Honeywell	Intrusion Devices	Door Contact	$50.00	$30.00	Edit	Delete
5834	4-Button Wireless Keyfob	Honeywell	Intrusion Devices	Keyfob	$45.00	$16.16	Edit	Delete
6160	Keypad	Honeywell	Intrusion Devices	Keypad	$125.00	$45.00	Edit	Delete
ARV1355DN1HK	AV1355DN1HK IP DOME W/HEATER	Arecont Vision	CCTV Devices	Camera	$1,500.00	$755.00	Edit	Delete
ARV2155DN	AV2155DN IP COLOR D/N VANDAL DOME CAMERA	Arecont Vision	CCTV Devices	Camera	$1,700.00	$845.00	Edit	Delete
ARV3130M	ARECONT VISION IP CAMERA	Arecont Vision	CCTV Devices	Camera	$1,500.00	$759.00	Edit	Delete
AXS209MFD	AX209MFD FIXED VANDAL DOME CAMERA	Axis	CCTV Devices	Camera	$1,200.00	$510.00	Edit	Delete

NO Show inactive parts

1 - 56 of 56 items   Refresh

The Parts setup form will be displayed.   Each data entry field will be 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. Most companies use the manufacturer's part number for their Part Codes.

- ***Description*** – Enter a description for the Part. Maximum of 150 characters allowed. When using this Part on customer invoices or credits, the description will print.

- **Long Description** – You may 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.

- **Type** – If your company has populated the Types setup table, make a selection from the drop-down list.

- **Sub-Type** – 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.

- ***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 that will be used when selling this part on a manual invoice.

- ***Service Revenue GL** – From the drop-down list, select the GL Account that will be used when selling this part on a service work order.
- **Default Rate** – Enter the default price you will 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, you may 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 on the Select Files button to locate the file to attach.

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