

# Add a Part

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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.

The screenshot shows the 'Parts' management interface. At the top left, there is a blue button labeled '+ Add Part' which is circled in green. To the right of this button is a toggle switch labeled 'Show inactive parts' which is currently turned off. Below the button is a table with the following columns: PartCode, Description, MFR, Type, SubType, Rate, and Cost. Each row in the table includes 'Edit' and 'Delete' icons. The table contains 10 rows of data. At the bottom right of the table, there is a pagination indicator '1 - 56 of 56 Items' and a 'Refresh' button.

PartCode	Description	MFR	Type	SubType	Rate	Cost	
<a href="#">0300-004</a>	AXIS SMALL INDOOR NETWORK CAMERA	Axis	CCTV Devices	Camera	\$504.00	\$152.00	
<a href="#">5800PIR</a>	Wireless Motion Detector	Honeywell	Intrusion Devices	Motion Detector	\$125.00	\$62.10	
<a href="#">5806</a>	SMOKE SENSOR WIRELESS	Honeywell	Fire Devices	Smoke Detector	\$125.00	\$63.21	
<a href="#">5816</a>	Door/Window Transmitter	Honeywell	Intrusion Devices	Door Contact	\$50.00	\$30.00	
<a href="#">5834</a>	4-Button Wireless Keyfob	Honeywell	Intrusion Devices	Keyfob	\$45.00	\$16.16	
<a href="#">6160</a>	Keypad	Honeywell	Intrusion Devices	Keypad	\$125.00	\$45.00	
<a href="#">ARV1355DNIHK</a>	AV1355DNIHK IP DOME W/HEATER	Arecont Vision	CCTV Devices	Camera	\$1,500.00	\$755.00	
<a href="#">ARV2155DN</a>	AV2155DN IP COLOR D/N VANDAL DOME CAMERA	Arecont Vision	CCTV Devices	Camera	\$1,700.00	\$845.00	
<a href="#">ARV3130M</a>	ARECONT VISION IP CAMERA	Arecont Vision	CCTV Devices	Camera	\$1,500.00	\$759.00	
<a href="#">AXS209MFD</a>	AX209MFD FIXED VANDAL DOME CAMERA	Axis	CCTV Devices	Camera	\$1,200.00	\$510.00	

The Parts setup form will be displayed. Each data entry field will be described below.

The screenshot shows a 'Parts' form with the following fields and values:

- Part Code \***: HCRT08H500
- Description \***: 500GIG DVR (10/150)
- Long Description \***: 500 GIG DVR (11/2000)
- Main Vendor \***: ADI
- Manual Revenue GL \***: 42001 - Service - Parts
- Service Revenue GL \***: 42001 - Service - Parts
- Default Rate**: \$995.00
- Cost Amount**: \$425.00
- Labor Units**: 0
- Barcode**: (empty)
- Part Image**: Select files... (Drop files here to select)
- Manufacturer**: Hunt
- Type**: CCTV Devices
- Sub Type**: DVR / NVR
- Taxable**:  NO
- Panel**:  NO

## 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.

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