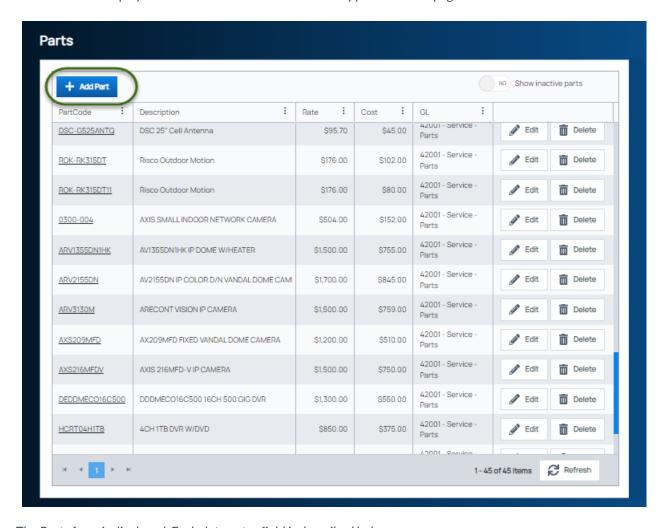
Add a Part

Last Modified on 01/22/2025 2:59 pm EST

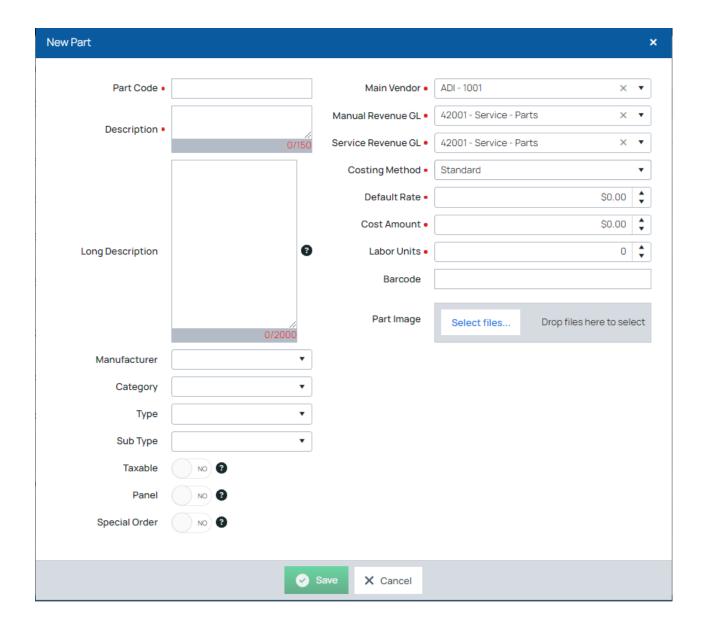
The Parts setup table is used to create new inventory parts and maintain existing records.

To add a new Part, from the main menu, arrive at the Parts setup with this path: Setup > Items & Parts > Parts.

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



The Parts form is displayed. 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. 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 can 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. Category descriptions are shown. These come from Setup > Accounting > Categories.
- 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.

- **Special Order**: If this should only be direct expensed to a work order or RMA or added to a proposal, select YES. **NOTE**: This option can only be set when creating 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: Select the costing method for the part: Average or Standard. NOTE: Once the costing method is chosen and the part saved, the part costing method cannot be changed.
- *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: Enter the amount of time (in hours) required to install this part.
- 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.