

# Add a Part

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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 screenshot shows the 'Parts' management interface. At the top left, there is a blue button with a plus sign and the text '+ Add Part', which is highlighted with a green circle. To the right of this button is a toggle switch labeled 'Show inactive parts' with the text 'NO' next to it. Below these elements is a table with the following columns: PartCode, Description, Rate, Cost, and GL. Each row in the table represents a part and includes 'Edit' and 'Delete' buttons. The table contains 11 rows of data, including parts like 'DSC 25" Cell Antenna', 'Risco Outdoor Motion', and 'AXIS SMALL INDOOR NETWORK CAMERA'. At the bottom of the table, there is a pagination bar showing '1' in a blue box, indicating the current page, and a 'Refresh' button.

PartCode	Description	Rate	Cost	GL	
<a href="#">DSC-G525ANTQ</a>	DSC 25" Cell Antenna	\$95.70	\$45.00	42001 - Service - Parts	Edit  Delete
<a href="#">ROK-RK315DT</a>	Risco Outdoor Motion	\$176.00	\$102.00	42001 - Service - Parts	Edit  Delete
<a href="#">ROK-RK315DT11</a>	Risco Outdoor Motion	\$176.00	\$80.00	42001 - Service - Parts	Edit  Delete
<a href="#">0300-004</a>	AXIS SMALL INDOOR NETWORK CAMERA	\$504.00	\$152.00	42001 - Service - Parts	Edit  Delete
<a href="#">ARV1355DNIHK</a>	AV1355DN1HK IP DOME W/HEATER	\$1,500.00	\$755.00	42001 - Service - Parts	Edit  Delete
<a href="#">ARV2155DN</a>	AV2155DN IP COLOR D/N VANDAL DOME CAMI	\$1,700.00	\$845.00	42001 - Service - Parts	Edit  Delete
<a href="#">ARV3130M</a>	ARECONT VISION IP CAMERA	\$1,500.00	\$759.00	42001 - Service - Parts	Edit  Delete
<a href="#">AXS209MFD</a>	AX209MFD FIXED VANDAL DOME CAMERA	\$1,200.00	\$510.00	42001 - Service - Parts	Edit  Delete
<a href="#">AXS216MFDV</a>	AXIS 216MFD-V IP CAMERA	\$1,500.00	\$750.00	42001 - Service - Parts	Edit  Delete
<a href="#">DEDDMECO16C500</a>	DDDMCO16C500 16CH 500 GIG DVR	\$1,300.00	\$550.00	42001 - Service - Parts	Edit  Delete
<a href="#">HCRT04HITB</a>	4CH 1TB DVR W/DVD	\$850.00	\$375.00	42001 - Service - Parts	Edit  Delete

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The Parts form is displayed. Each data entry field is described below.

New Part ✕

<div style="margin-bottom: 5px;">Part Code <span style="color: red;">*</span> <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Description <span style="color: red;">*</span> <input style="width: 100%; height: 20px;" type="text"/> <span style="float: right; color: red; font-size: small;">0/150</span></div> <div style="margin-bottom: 5px;">Long Description <span style="color: red;">?</span> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <span style="float: right; color: red; font-size: small;">0/2000</span></div> <div style="margin-bottom: 5px;">Manufacturer <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Category <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Type <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Sub Type <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Taxable <input type="radio"/> NO <span style="color: red;">?</span></div> <div style="margin-bottom: 5px;">Panel <input type="radio"/> NO <span style="color: red;">?</span></div> <div style="margin-bottom: 5px;">Special Order <input type="radio"/> NO <span style="color: red;">?</span></div>	<div style="margin-bottom: 5px;">Main Vendor <span style="color: red;">*</span> <input style="width: 100%;" type="text"/> <span style="float: right;">✕ ▼</span></div> <div style="margin-bottom: 5px;">Manual Revenue GL <span style="color: red;">*</span> <input style="width: 100%;" type="text"/> <span style="float: right;">✕ ▼</span></div> <div style="margin-bottom: 5px;">Service Revenue GL <span style="color: red;">*</span> <input style="width: 100%;" type="text"/> <span style="float: right;">✕ ▼</span></div> <div style="margin-bottom: 5px;">Costing Method <span style="color: red;">*</span> <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Default Rate <span style="color: red;">*</span> <input style="width: 100%;" type="text"/> <span style="float: right;">\$0.00 ▲▼</span></div> <div style="margin-bottom: 5px;">Cost Amount <span style="color: red;">*</span> <input style="width: 100%;" type="text"/> <span style="float: right;">\$0.00 ▲▼</span></div> <div style="margin-bottom: 5px;">Labor Units <span style="color: red;">*</span> <input style="width: 100%;" type="text"/> <span style="float: right;">0 ▲▼</span></div> <div style="margin-bottom: 5px;">Barcode <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Part Image <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <span style="background-color: #0056b3; color: white; padding: 2px 10px; border-radius: 3px;">Select files...</span> <span style="margin-left: 20px; color: #0056b3;">Drop files here to select</span> </div></div>
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✔ Save
✕ Cancel

## 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.

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