

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 will be displayed. Click on the Add Part button at the upper left of the form.

PartCode	Description	Rate	Cost	GL	
DSC-G525ANTQ	DSC 25" Cell Antenna	\$95.70	\$45.00	42001 - Service - Parts	
ROK-RK315DT	Risco Outdoor Motion	\$176.00	\$102.00	42001 - Service - Parts	
ROK-RK315DT11	Risco Outdoor Motion	\$176.00	\$80.00	42001 - Service - Parts	
0300-004	AXIS SMALL INDOOR NETWORK CAMERA	\$504.00	\$152.00	42001 - Service - Parts	
ARV1355DNIHK	AV1355DNIHK IP DOME W/HEATER	\$1,500.00	\$755.00	42001 - Service - Parts	
ARV2155DN	AV2155DN IP COLOR D/N VANDAL DOME CAMI	\$1,700.00	\$845.00	42001 - Service - Parts	
ARV3130M	ARECONT VISION IP CAMERA	\$1,500.00	\$759.00	42001 - Service - Parts	
AXS209MFD	AX209MFD FIXED VANDAL DOME CAMERA	\$1,200.00	\$510.00	42001 - Service - Parts	
AXS216MFDV	AXIS 216MFD-V IP CAMERA	\$1,500.00	\$750.00	42001 - Service - Parts	
DEDDMECO16C500	DDMECO16C500 16CH 500 GIG DVR	\$1,300.00	\$550.00	42001 - Service - Parts	
HCRT04HITB	4CH 1TB DVR W/DVD	\$850.00	\$375.00	42001 - Service - Parts	

The Parts 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.
