

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.

PartCode	Description	Rate	Cost	GL	
DSC-G525ANTQ	DSC 25" Cell Antenna	\$95.70	\$45.00	42001 - Service - Parts	Edit Delete
ROK-RK315DT	Risco Outdoor Motion	\$176.00	\$102.00	42001 - Service - Parts	Edit Delete
ROK-RK315DT11	Risco Outdoor Motion	\$176.00	\$80.00	42001 - Service - Parts	Edit Delete
0300-004	AXIS SMALL INDOOR NETWORK CAMERA	\$504.00	\$152.00	42001 - Service - Parts	Edit Delete
ARV1355DNIHK	AV1355DNIHK IP DOME W/HEATER	\$1,500.00	\$755.00	42001 - Service - Parts	Edit Delete
ARV2155DN	AV2155DN IP COLOR D/N VANDAL DOME CAMI	\$1,700.00	\$845.00	42001 - Service - Parts	Edit Delete
ARV3130M	ARECONT VISION IP CAMERA	\$1,500.00	\$759.00	42001 - Service - Parts	Edit Delete
AXS209MFD	AX209MFD FIXED VANDAL DOME CAMERA	\$1,200.00	\$510.00	42001 - Service - Parts	Edit Delete
AXS216MFDV	AXIS 216MFD-V IP CAMERA	\$1,500.00	\$750.00	42001 - Service - Parts	Edit Delete
DEDDMECO16C500	DDDMECO16C500 16CH 500 GIG DVR	\$1,300.00	\$550.00	42001 - Service - Parts	Edit Delete
HCRT04HITB	4CH 1TB DVR W/DVD	\$850.00	\$375.00	42001 - Service - Parts	Edit Delete

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

New Part ✕

Part Code •

Description • 0/150

Long Description ?
 0/2000

Manufacturer

Category

Type

Sub Type

Taxable NO ?

Panel NO ?

Special Order NO ?

Main Vendor • ✕ ▼

Manual Revenue GL • ✕ ▼

Service Revenue GL • ✕ ▼

Costing Method • ▼

Default Rate • ▲ ▼

Cost Amount • ▲ ▼

Labor Units • ▲ ▼

Barcode

Part Image Drop files here to select

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.
