

Enter Part Code - abbreviated description. If Part is specific to one Client the Part Code enter Client 'Part Code' prefix.

Enter Unit code or F2 to select from list, Part default is EACH

Select the Group and Sub-group for the Part

Current Drawing Revision number and the revision date

Custom field

Enter date Part created— date will automatically fill for new part

Enter Client Part number or system automatically enters the above part code

Enter a drawing number or reference number to an attachment. Click on icon to view.

CNC File reference number

Employee number

Tick Boxes in this area.

Inventory—Tick to identify as Inventory

Auto Order—Tick box for Level 2 Parts ONLY to be automatically added to 'Auto Order' list when minimal stock levels are reached

Production—Enter details for Inventory and Production control

Dummy Part—

Kit—

Fields in this area

Bin Location—The location of the inventory part.

C/On Hand— Number of parts in consignment stock

On Hand—Number of parts in stock including the parts that are allocated.

Allocated— Automatically enters number of parts allocated by Client Orders and Production Order 'next level' parts but not despatched

Client Orders— Number of Parts allocated to Client Orders

Forecast— **Available**—Number of Parts in stock that are available and NOT allocated to a Job

Used In—Number of parts selected part is a sub-part

Enter a description of the Part

Tick boxes in this area.

Main Part—Box is ticked if this part is the main part and/or contains other components.

Active—Box is ticked to make the part active in the system. Has to be active to be place on orders.

Auto-update Cost Price—Allows for mass updating cost pricing.

STD/Custom—Standard or Custom part.

Serial No—

Locked— Locked, cannot be edited

Stop Production— If ticked, Production of part has been stopped. Where the company has single clock employees only, they cannot clock onto jobs containing this part.

Sample Only— Sample part.

Field in this area

Safety Lev— Level to protect against fluctuations in demand or supply

ReOrd—The reorder is calculated when stock level falls below this level.

Max Level—Planned maximum allowable level. **Multi**—Enter number of Parts quantity to maximise Production runs .

Lead Time—

Critical—

On Order— Shows the number of parts currently on order.

Planned—Level 2 Planned or required Parts but Job Ticket not created—**T**—Level 2 Parts with Job Tickets created

To Order—Shows the number of Parts required to be ordered

Build Tab—Enter details of Bill of Materials including Material, Part and Sub-Contractors.

T—Enter Material Type (e.g. M for Material, P for Part, or SC for Sub-Contractor)

@ - Enter number of lengths of the Material as required (only if Material Group UOM option 1 or 2)

Length—Enter length of the Material as required (only if Material Group UOM option 1 or 2)

Width—Enter width of the Material as required (only if Material Group UOM option 2)

Build—Enter Material or Part Code by typing first few letters of the code and press <TAB> to display a list for selection.

Description—Material or Part Code Description entered automatically

Info—Enter special text if required

Unit Price—*Optional Field* - displays Material Unit of Measure price at time of original entry - edit if required (special 'one off' Material price)

U (Unit of Measure) - 'Unit of Measure' - UOM1 entered automatically from Material or Unit from Part file. The second UOM2 can be viewed and entered by pressing <F2> for list selection if applicable.

Qty—Enter Quantity of Material or Parts required Material with 'UOM Option' 1, 2 or 3 in the Material Group will automatically enter the calculated quantity by multiplying the 'U', 'Length' and 'Width' entered.

Labour Tab—Enter details of Labour content including Workcenters, 'Set-up' and 'Process' Times

WC—The Workcenter description will automatically be placed here when code is entered.

Work Description—Enter any notes for the Workcenter operators

R—Enter special Employee Rating if required

Wc Description—Double Click on selected 'Wc Description' to add a process description and other process information

Text—Enter special 'in house' text as required

View Part Information

Setup—Enter the set up time required for each particular Workcenter in **minutes**

Process—Enter the process time required for each particular Workcenter in **minutes**

More Info Tab—Enter special text, account codes, and attach files.

Part Code: Part Description: Finish: Date Entered:

Details Build Labour **More Info** Allocation History Orders Jobs Quotes Used In Invoices Financial History

Internal Info:

Add Text to Invoice or Quote:

Top Text:

Bottom Text:

File Attachments:

	Description	Rev	Filename	IT-Print	Q-Email	Lev	Sub
1							
2							
3							

Sales Acc: Purchase Acc: Asset Acc: Fre Qty: Freeze Unit Price: Freeze Tot Amt:

Last Quote # Last Quote Date: Var Qty: Var Total Amt:

Top Text—Enter special text that appears at top of Job Ticket

Bottom Text—Enter special text that appears at bottom of Job Ticket

Add Text to Invoice or Quote—Enter extended Part text that appears on Invoices and Quotes

Attach Files/Drawings/Documents, etc.

Account Codes for this Part