

Adding new parts



CREATE PART PROFILE

Path: Module:Inventory>Inventory Part Profile

Click NEW Icon

Complete all the Required fields in Red and enter a Cycle Code

Click the SAVE Icon

Inventory Part Profile		View: Select		
Part	JMC0035	Editor		
		Edit Date		
Description	TISSUE BATHROOM 2 PLY 605 SHEETS PER ROLL			
Classification		Attributes		
Class	640	Type	Material	
	PAPER AND PLASTIC			
Commodity	75	Cycle Code	B	
	TOILET TISSUES,	Manufacturer		
Item	75	Model		
	TOILET TISSUES,			
Active	Yes			
UOM	CASE			
	CASE			
UOM Fractional	No			

ADD PART TO BIN

Path: Module:Inventory>Warehouse Bin Definition

If Bin already exists, then Search/Find the Bin, click the EDIT Icon, enter the Part number, and click the SAVE Icon

If Bin does not already exist, then click the NEW Icon

Complete all fields on the screen

Click the SAVE Icon

Warehouse Bin Definition		View: Select			
Bin	SF102802A1	Editor	AFOCA	Active	Yes
		Edit Date	Jul 10, 2007	Warehouse	MAIN
Description	STORES FLOOR 1 AISLE 028 SECTION 02 SHELF A SLOT 1			Part	JMC0035
					TISSUE BATHROOM 2 PLY 605
Quantities		Cycle Count			
Quantity	134.0000	Bin Order	1		
Minimum Quantity	120	Cycle Code	B		
Maximum Quantity	200	Start Date	18 Jun 2007		
Reorder Level	120	Frequency	SEMI-MONTHLY		
Reorder Quantity	60.0000				



SET THE MARKUP RATE

Path: Module:Inventory>Setup>Warehouse Definition

Search/Find the MAIN Warehouse

Click the EDIT Icon



Click View:Select>Inventory Parts

Warehouse Definition View: Select  

Warehouse	MAIN	Editor	ROOT	Active	<input type="checkbox"/>
Description	CENTRAL STORE MAIN WAREHOUSE	Edit Date	May 31, 2007	Disable Release/Returned To Validation	<input type="checkbox"/> Yes
				Reorder to Target	<input type="checkbox"/> No

Location	Organization	Days of Operation
Region: ALBANY	Institution: UWYO	Sunday: No
Facility: UW_WEST	Department: 45410	Monday: Yes
Property: 000036	Organization: 45410	Tuesday: Yes
Location: 138		Wednesday: Yes
		Thursday: Yes
		Friday: Yes
		Saturday: No

Click on the >> button to jump to the last page, which lists the Inventory Parts most recently added to the Warehouse

Inventory Parts  

Page 1 of 29 Results 1 - 250 of 7,003

Part	Description	UOM	Average Cost	Markup Percent
ALU0005	ROD ALUMINUM EXTRUDED ROUND 1/4 IN	FOOT	0.30	5.00
ALU0015	ROD ALUMINUM EXTRUDED ROUND 1/2 IN	FOOT	0.61	5.00
ALU0025	ROD ALUMINUM EXTRUDED ROUND 1 IN	FOOT	1.25	5.00
ALU0100	TUBING ROUND ALUMINUM 3/4 IN OD	FOOT	5.55	5.00
ALU0105	TUBING ROUND ALUMINUM SEAMLESS EXTRUDED 1 IN	FOOT	3.85	5.00
ALU0110	TUBING ROUND ALUMINUM SEAMLESS EXTRUDED 1 1/4 IN X .083 IN	FOOT	4.46	5.00
ALU0200	ANGLE ALUMINUM EXTRUDED 1/8 IN X 1 IN X 1 IN	FOOT	1.32	5.00
ALU0205	ANGLE ALUMINUM 1/8 IN X 1 1/4 IN X 1 1/4 IN	FOOT	1.37	5.00
ALU0210	ANGLE ALUMINUM EXTRUDED 1/8 IN X 1 1/2 IN X 1 1/2 IN	FOOT	1.70	5.00
ALU0215	ANGLE ALUMINUM EXTRUDED 1/8 IN X 2 IN X 2 IN	FOOT	1.88	5.00
ALU0245	ANGLE ALUMINUM 1 IN X 1 IN X 3/16 IN X 25 FT	FOOT	0.95	5.00
ALU0255	ANGLE ALUMINUM 1 1/2 IN X 3/16 IN X 25 FT	FOOT	1.76	5.00
ALU0280	ANGLE ALUMINUM EXTRUDED 1/4 IN X 2 IN X 2 IN	FOOT	4.75	5.00
ALU0310	TUBING SQUARE ALUMINUM EXTRUDED 1/8 IN X 1 1/2 IN X 1 1/2 IN	FOOT	2.92	5.00
ALU0410	CHANNEL ALUMINUM EXTRUDED 1 IN X 1/2 IN X .125 IN	FOOT	4.19	5.00
ALU0420	CHANNEL ALUMINUM EXTRUDED 1 1/2 IN X 1/2 IN X .125 IN	FOOT	4.54	5.00
ALU0430	CHANNEL ALUMINIUM EXTRUDED 2 IN X 1 IN X .125 IN	FOOT	1.72	5.00
ALU0435	CHANNEL ALUMINIUM EXTRUDED 3 IN X 1 IN X .258 IN	FOOT	5.96	5.00

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Click on the first Part where the Markup Percent is 0.00

Inventory Parts					
Part	Description	UOM	Average Cost	Markup Percent	
PDR0330	3 INCH FERNCO CLAMP	EACH	0.00	0.00	
PDR0335	4 INCH FERNCO CLAMP	EACH	0.00	0.00	
PDR0350	3 INCH COPPER X 3 INCH PVC CLAMP	EACH	0.00	0.00	

Complete the Account, Subcode, and Markup
Click the DONE Icon

Inventory Parts						
Part		PDR0330	Editor	GCOLLINS	Warehouse	MAIN
			Edit Date	Jul 11, 2007	Average Cost	\$0.00
Markup						
Account	<input type="text" value="1800_13581M"/>					
Subcode	<input type="text" value="0950"/>					
Markup Percent	<input type="text" value="5.00"/>					

Continue editing the Parts until all the Markups have been set
Click the DONE Icon to return to the Warehouse Definition Screen

Inventory Parts					
Part	Description	UOM	Average Cost	Markup Percent	
PDR0330	3 INCH FERNCO CLAMP	EACH	0.00	5.00	
PDR0335	4 INCH FERNCO CLAMP	EACH	0.00	5.00	
PDR0350	3 INCH COPPER X 3 INCH PVC CLAMP	EACH	0.00	0.00	

Click the SAVE Icon

Warehouse Definition						
Warehouse		MAIN	Editor	ROOT	Active	<input checked="" type="checkbox"/>
			Edit Date	May 31, 2007	Disable Release/Returned To Validation	<input checked="" type="checkbox"/>
Description		<input type="text" value="CENTRAL STORE MAIN WAREHOUSE"/>			Reorder to Target	<input type="checkbox"/>
Location		Organization		Days of Operation		
Region	<input type="text" value="ALBANY"/>	Institution	<input type="text" value="UWYO"/>	Sunday	<input type="checkbox"/>	
Facility	ALBANY COUNTY <input type="text" value="UW_WEST"/>	Department	UNIVERSITY OF WYOMING <input type="text" value="45410"/>	Monday	<input checked="" type="checkbox"/>	
Property	UW WEST CAMPUS <input type="text" value="000036"/>	Organization	STORES <input type="text" value="45410"/>	Tuesday	<input checked="" type="checkbox"/>	
Location	SERVICE BUILDING <input type="text" value="138"/>			Wednesday	<input checked="" type="checkbox"/>	
				Thursday	<input checked="" type="checkbox"/>	
				Friday	<input checked="" type="checkbox"/>	
				Saturday	<input type="checkbox"/>	