



# Inventory Control Creating Parts

May 2016



Table of Contents

Overview ..... 1

Assumptions ..... 1

Required Setup ..... 1

    Service Dispatch / Maintenance / Bill Types ..... 1

    Ascente / Inventory / Maintenance / GL Account Code ..... 1

    Traverse / System Manager / Tax Setup / Tax Classes ..... 1

    Inventory / Maintenance Product Lines ..... 2

Part Maintenance ..... 3

    Part ..... 3

    Part Lookups ..... 3

    Part Description ..... 4

    Additional Description ..... 4

    Part Type ..... 4

    Part Status ..... 4

    Product Line ..... 4

    Unit of Measure ..... 4

    Purchase Unit of Measure ..... 4

    ABC Class ..... 4

    Weight ..... 4

    Spiff ..... 4

    Mobile Part ..... 5

    Average (Cost) ..... 5

    Standard (Cost) ..... 5

    Last (Cost) ..... 5

    Price 1 ..... 5

    Price 2 ..... 5

    Price 3 ..... 5

    Price 4 ..... 6

    User Field 1 ..... 6

    User Field 2 ..... 6

    User Field 3 ..... 6

    User Field 4 ..... 6

Auto Add Component .....	6
Equipment .....	6
Component Abbreviation .....	6
Picture .....	6
Considerations .....	7
Changing Part Numbers .....	7
Maintaining the Integrity of Your Parts Database .....	7
Part Listing .....	8
Alias Part Numbers .....	8
Parts Grouping .....	8
Tricks & Tips .....	9
Parts Lookups .....	9
Don't Add Duplicate Parts .....	9
View Existing Parts .....	9
Use the 'Copy From' Function .....	9
Parts Listing .....	9
Part Setup Cheat Sheet .....	10

## Overview

This document is intended to provide you with the basic requirements to add Inventory Part records in Ascente 4.0 or greater. This will not get into the details of part numbering schemes, detailed general ledger considerations and quantity tracking.

## Assumptions

- You are running Ascente version 4.0 or greater and have menu access to the Ascente / Inventory / Maintenance programs.
- You are running Traverse 11 or greater and your general ledger charts of account records have been setup with your inventory asset account(s).
- You have already created a list of parts along with their costs and sell prices that you want to add into Ascente.

## Required Setup

The following setup in is required before you can add part records. You can proceed directly to the Inventory / Maintenance / Parts program if this has previously been done. Use the **[F1]** Help in Ascente for each of these programs with more detailed and specific help.

- Service Dispatch / Maintenance / *Bill Types*
- Ascente / Inventory / Maintenance / *GL Account Code*
- Traverse / System Manager / Tax Setup / *Tax Classes*
- Ascente / Inventory / Maintenance / *Product Lines*

## Service Dispatch / Maintenance / Bill Types

These have probably already been setup for you. These are required when adding the *Product Line* records. Product Line records need to know what *Bill Type* record it is associated with. Typically you will need one for material, labor and any other types of inventory parts you add. Usually 99% of your parts will reference a product line associated with the material bill type.

## Ascente / Inventory / Maintenance / GL Account Code

These affect general ledger postings if you purchase to an inventory asset account as opposed to direct expensing your purchases. Your accountant or accounting department should be involved in this setup. Typically there are only a few of these needed.

The GL Account Code file defines the default General Ledger account for Inventory and Inventory Adjustments made by Physical Inventory. Product Lines can then be assigned a GL Account Code, and all parts processed for that Product Line will use the associated Inventory account. If you have multiple warehouse locations and want to track these inventories in separate Inventory accounts, you can optionally assign GL Account Codes to parts in the Part Location records.

If the Use Traverse GL Method is turned on in the Company file, you will also be able to define the Sales and Cost of Goods Sold accounts for each GL Account Code. Note that the majority of Ascente users do not use the Traverse GL Method.

## Traverse / System Manager / Tax Setup / Tax Classes

These have probably already been setup for you. Very typically these are '0' for Nontaxable and '1' for Taxable. The product Line records will be assigned a tax class.

### Inventory / Maintenance Product Lines

These may have already been setup for you. The Product Line file defines characteristics about groups of parts in your inventory. These also link the groups to Bill Types, which define Sales and Cost of Goods Sold GL Accounts. In addition, the Product Lines can define headings used in printing Flat Rate Books, as well as the default Tax Class. Each part in your Part file will be assigned to a Product Line.

Some companies find it beneficial to think of product lines as groupings or categories of inventory parts. Every part will be assigned a product line code. These product lines can also be used for reporting or pricing considerations.

Product Line	Bill Type	Price Book Heading	Description	Extended Description	Forecast Type	Tax Class	GL Account Code
Fixtures	Material	Fixtures	Fixtures	Fixtures Ext Desc	Even	1	Inventory
Freon	Material	Freon	Freon		(None)	1	Inventory
Labor	Labor	Labor	0000<0000<0000<(	0000<0000<0000<0000	Even	0	Labor
Material	Material				(None)	1	Inventory
Tasks	Misc	Task heading			(None)	0	Inventory
Vehicle Charge	Misc			Vehicle Charge	(None)	(None)	(None)
WH	Material	Water Heaters	Water Heaters	Water Heater Extended	(None)	1	Inventory

Figure 1: Ascente / Inventory / Maintenance Product Line Maintenance form.

## Part Maintenance

This is the program used to add or maintain part records in Ascente. The program path is Ascente / Inventory Control / Maintenance / Part or most transaction entry forms from the 'Part' field by using the [F6] function key.

**Figure 2: Ascente / Inventory / Maintenance / Part Maintenance form.**

The program can be accessed from

- Ascente / Inventory / Maintenance / Part
- [F6] from the 'Part' field in the following transaction entry forms:
  - Ascente / Service Dispatch / Maintenance / Work Order
  - Ascente / Job Cost / Transactions / Inventory to Job Entry

## Part

This is the part number that will be used throughout Ascente from billing, purchasing, restocking and inventory tracking. When assigning part numbers please consider how the parts will be sorted in lookups and reports. These are alphanumeric and can be up to 24 characters.

## Part Lookups

Select the record to edit using the Lookup button , next to the Part field. If you right click on this button you can choose the lookup method from one of the following:

- Part
  - Wildcard lookups are available here using the '%' symbol.
- Part by Grouping (*if groupings have been set up*)
- Part Bill of Material (*if Part Bill of Materials have been set up*)

## Part Description

This is the part description. This can print on invoices and is also used when you do a wildcard lookup for a part number. For example, if you have a part 'F25201' with a description of 'Filter 25x20x1', you can do a wildcard part lookup for '%Filter' and this part will be returned because 'Filter' is entered in the part description. These are alphanumeric and can be up to 35 characters.

## Additional Description

Enter an Additional Description from this Part. This is no limit to the number of characters. This is useful to add in warranty or other detailed information regarding the part, which can optionally be printed on Invoices, Quotes or Flat Rate Price Books.

## Part Type

Select from one of the following:

- Stocked: The system will track quantities for this part.
- Service: The system will NOT track quantities for this part. This is commonly used for parts such as 'Labor' or 'Trip Charge' parts.

## Part Status

Select from one of the following:

- Active - The part is available for use throughout the system.
- Discontinued - When this part is used, the user will get a warning that the part has been discontinued. However, the system will still allow the usage of the part. Product Line: Select the appropriate Product Line for this part.

## Product Line

Select the appropriate Product Line for this part. The Product Line drives the Inventory GL Account, Forecast Type, Bill Type, Tax Class (Taxable/Non-Taxable) and Price Book Heading.

## Unit of Measure

Select the appropriate Unit of Measure you use when selling this part.

## Purchase Unit of Measure

Select the appropriate Unit of Measure you use when purchasing this part.

## ABC Class

This field can be used to classify your parts into groups for custom reporting purposes. A traditional ABC classification would be: A for parts that represent a very high percentage (ie 70%) of consumption value, B for parts that represent a low percentage (ie 25%), and C for parts that represent a minimal (ie 5%) consumption value. This can be up to 10 characters.

## Weight

Enter the weight of the part. This can be used for custom reporting.

## Spiff

Enter the amount a Technician can be paid if they sell this part. This amount will be reported on the Technician Commission Report. NOTE: The Spiff Amount does NOT get multiplied by the quantity sold. If you want the tech to receive a spiff for each sold on a Work Order, you would need to enter separate lines for each.

**Mobile Part**

Check this box if using Mobile Pro and you want this part to be downloaded and used by technicians in the field. This will default to checked.

**Costing Method**

If you do not already know, you might want you verify the costing method used by your company using the Ascente / Inventory / Maintenance / Options & Interfaces (Inventory) Maintenance.

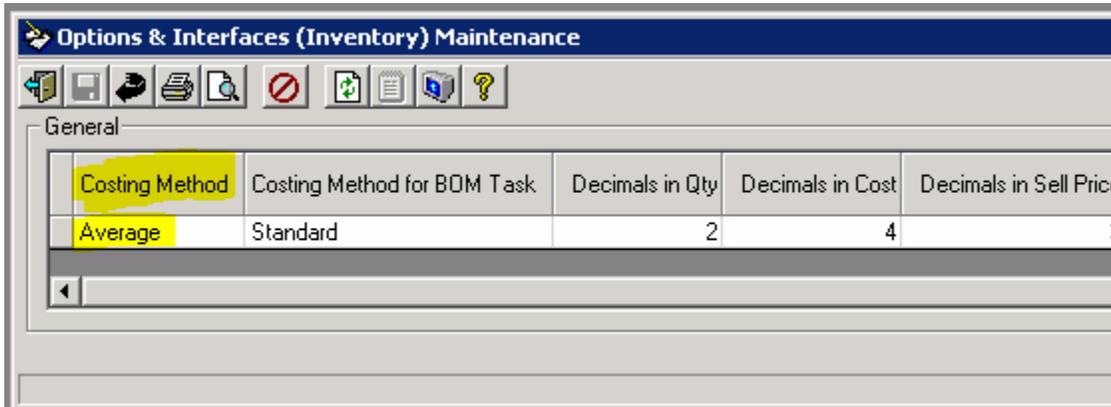


Figure 3: Options & Interfaces (Inventory) Maintenance – Costing Method

*You should NOT change the 'Costing Method' setting without the involvement of your accountant or management.*

**Average (Cost)**

This displays the current Average purchase cost for the part, and can be overridden on a purchase order, but not when entering parts on a work order or when transferring parts to a job cost job. This value is updated when Purchase Order receipts are entered.

**Standard (Cost)**

This displays the current Standard cost for the part, and can be overridden. This value is static unless changed by the user.

**Last (Cost)**

This displays the current Last purchase cost for the part, and can be overridden. This value is updated when Purchase Order receipts are entered.

Prices 1-4 allow you to define up to 4 fixed prices for a part. These prices are determined by the Price Level or Price Override records.

**Price 1**

This displays the current selling Price 1 for the part, and can be overridden at order entry time.

**Price 2**

This displays the current selling Price 2 for the part, and can be overridden at order entry time.

**Price 3**

This displays the current selling Price 3 for the part, and can be overridden at order entry time.

**Price 4**

This displays the current selling Price 3 for the part, and can be overridden at order entry time.

**User Field 1**

This displays the first user defined field for the part. You can set this to any value that you like and can be up to 20 characters.

**User Field 2**

This displays the second user defined field for the part. You can set this to any value that you like and can be up to 20 characters.

**User Field 3**

This displays the third user defined field for the part. You can set this to any value that you like and can be up to 20 characters.

**User Field 4**

This displays the fourth user defined field for the part. You can set this to any value that you like and can be up to 20 characters.

**Auto Add Component**

Check this box if you want the system to automatically create a Jobsite Component record when you sell this part on a Work Order. The Jobsite Component record will be created when the Work Order is billed on a Prebill update. Note that this can be overridden on the Work Order.

This is typically only used for major items such as an AC unit, compressor or water heater. You would not want to use this for minor parts such as wire, fittings or filters.

**Equipment**

Optionally select the appropriate Equipment type for this part. If a Jobsite Component is created from the Part, the Component will also be set to this Equipment type.

**Component Abbreviation**

This value will be used as the Component ID when a Jobsite Component is created from the Part. If a Component already exists with this value, a number will be appended to the end, starting with 1 and incrementing by 1 (ie, AC UNIT, AC UNIT1, AC UNIT2). This can be up to 10 characters. If left blank, the system will use the Component Abbreviation set up in Options & Interfaces (Inventory).

**Picture**

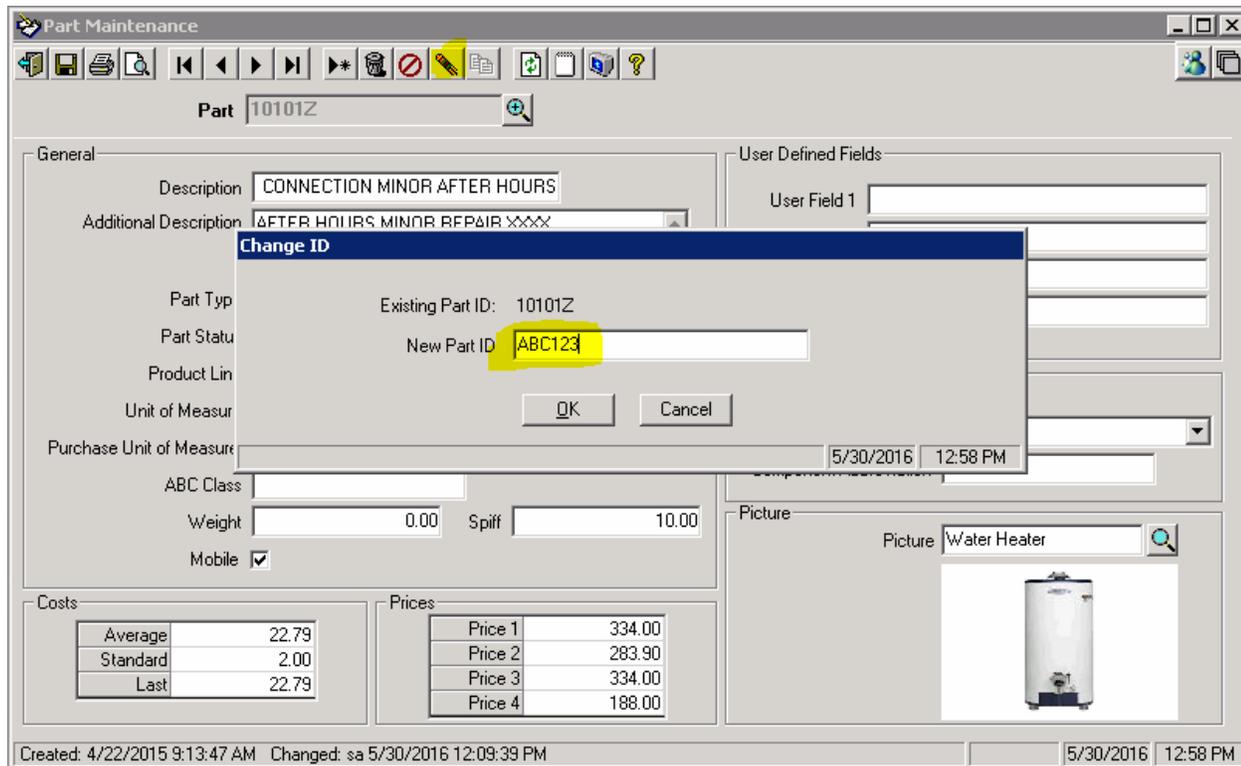
Optionally select the Part Picture ID that represents this part. This can be printed in the Flat Rate Price book.

## Considerations

### Changing Part Numbers

Ascente does allow you to change an existing part number. This is not something that should be done often, but Ascente does allow it.

1. View the part that you want to change the part number.
2. Click on the  [Change ID] button.
3. Enter the new part number and click on the [OK] button.



The screenshot shows the 'Part Maintenance' window for part 10101Z. A 'Change ID' dialog box is open, allowing the user to change the part number from '10101Z' to 'ABC123'. The main window displays the following information:

- General:** Description: CONNECTION MINOR AFTER HOURS; Additional Description: AFTER HOURS MINOR REPAIR XXXX; Part Type: ; Part Status: ; Product Line: ; Unit of Measure: ; Purchase Unit of Measure: ; ABC Class: ; Weight: 0.00; Spiff: 10.00; Mobile:
- Costs:**

Average	22.79
Standard	2.00
Last	22.79
- Prices:**

Price 1	334.00
Price 2	283.90
Price 3	334.00
Price 4	188.00
- Picture:** Water Heater (with image of a water heater)

The status bar at the bottom indicates: Created: 4/22/2015 9:13:47 AM; Changed: sa 5/30/2016 12:09:39 PM; 5/30/2016 12:58 PM

Figure 4: Part Maintenance - Change ID function to change a part number.

### Maintaining the Integrity of Your Parts Database

- You should not be creating multiple part records for the same part. I am not referring to 'Alias Parts'.
- You don't want just any or everyone adding or changing your part records that do not have an appreciation of all of the time it takes to get things just right. This is a big deal if you plan on tracking quantities.
- You will never have a part number for every part that exists.
- You do not want to have a part number for every part that exists.
- You do need to have a part number for every part that you want to track quantities for.

### Part Listing

You can generate a detailed part listing by clicking on either the 'Print' or 'Print Preview' button



This can be handy to review all of your part records.

		<b>Ascente 4 Test VM</b>						Page 1 of 90				
5/30/16 1:04 pm		Inventory Control - Part Listing										
Part Number	Description	Part Type	Part Status	Productline	Costs			Prices				
					Standard	Average	Last	Price1	Price2	Price3	Price4	
1 10101Z	REPAIR CONNECTION MINOR AFTER HOURS AFTER HOURS MINOR REPAIR XXXX	Stocked	Active	WH	2.0000	22.7900	22.7900	334.00	283.90	334.00	188.00	
Weight: .00      Part UOM: Each      Equipment ABC Class:      Purchase UOM: Each      Comp Abbr: u: User Fld 1:      User Fld 2:      Split: 10.00 Pkts: Water Heater Water Heater												
2 10102	REPAIR CONNECTION/WIRING HARNES S	Stocked	Discontinued	WH	.0000	.0000	.0000	315.00	287.75	315.00	252.00	
Weight: .00      Part UOM: Each      Equipment ABC Class:      Purchase UOM: Each      Comp Abbr: u: Mobile Part: No												
3 10102A	REPAIR CONNECTION/WIRING HARNES S	Stocked	Active	WH	.0000	1.0000	1.0000	434.00	368.90	434.00	252.00	
Weight: .00      Part UOM: Each      Equipment ABC Class:      Purchase UOM: Each      Comp Abbr: u: Mobile Part: No												

### Alias Part Numbers

Ascente allows you to create 'Alias Part Numbers'. The Part Alias option allows the user to define alternate names for an inventory part. These aliases can be used throughout the system in place of the main Part Number. An unlimited number of Aliases can be set up. In addition, an Alias can be set up to reference a specific Vendor. This is useful in the regards to Purchase Orders. You can enter your own internal Part number on the Purchase Order, but when the Purchase Order is printed, the Vendor Alias will be printed instead.

You can add alias part numbers by either:

- Ascente / Inventory / Maintenance / Parts and then clicking on the  button.
- Ascente / Inventory / Maintenance / Alias Parts

### Parts Grouping

Part Grouping allows you to categorize your Inventory parts into major groups and subgroups. Throughout Ascente you can look up parts be using these grouping, which makes searches much easier. You can have an unlimited number of main and sub groups. A part can be assigned to multiple groups. This is very popular and can be setup and maintained by either:

- Ascente / Inventory / Maintenance / Parts and then clicking on the  button.
- Ascente / Inventory / Maintenance / Parts Grouping

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## Tricks, Tips & Warnings

### Parts Lookups

- When you lookup a part number and seed the lookup by for example entering 'FILTER' or '%FILTER', when you do the [F2] Lookup, the lookup fill search for the characters 'FILTER' in the *part* and *part description* fields.
- Either the *part* or *part description* fields should always have the key words or characters you will use when attempting to lookup a part.

### Don't Add Duplicate Parts

- Before adding a new part, verify that it does not already exist with a different part number.
- Use *Alias Part Numbers* if you want to use manufacturer or vendor part numbers that are different from your part number.
- It is possible for operators to use the [F6] function from the *Part* field in any of the Ascente – Transaction entry forms and add a new part record. This can be very handy, or in the wrong hands can really mess up your parts database. You need to determine if you want your operators to have this ability. Just imagine if an operator added a part every time he could not find the part number he was looking for.

### View Existing Parts

View existing parts before adding new ones. Determine the method used for the existing parts before adding a new one.

### Use the 'Copy From' Function

Use the 'Copy From'  function whenever possible to clone an existing part and then just change the fields that are different.

### Parts Listing

Use the 'Print Preview'  button to view a listing of all existing parts.

### Part Setup Cheat Sheet

This will be used for billing, purchasing & restocking.

This can print on invoices and PO's.

**Stocked** if you are tracking quantities, otherwise **Service**.

These are categories or groupings of parts.

Sales UOM.

Purchasing UOM.

Check if this part will be available on the AMP units.

Calculated average cost when parts are received.

This does not change based on operations.

The Last Purchased Cost. This is updated when PO items are received.

Use this button to add Alias Part Numbers for this part. These are typically vendor or manufacturer part numbers. *These will all reference this part.*

This usually prints on the invoices and will be used for part lookups.

The Part Grouping Maintenance program will open if this button is clicked.

You can optionally define up to 4 User Defined fields for information specific to your company. An example could be color.

You can optionally flag the part to automatically create a **Jobsite Component** record when this part is sold. This is commonly done only for major items and not small parts.

This is the spiff paid to the tech when this part is sold. This prints on the commission reports.

Your 4 predetermined sell prices. These are referenced by your **Price Level** codes.

You can optionally attach a picture of the part. The picture must be setup first as a **Part Picture** record.

**Part Maintenance**  
Part: WH40

**General**  
Description: Water Heater 40 Gal  
Additional Description: ProMax® Power Vent Higher EF 40-Gallon Gas Water Heater  
Part Type: Stocked  
Part Status: Active  
Product Line: WH  
Unit of Measure: Each  
Purchase Unit of Measure: Each  
ABC Class:  
Weight: 0.00 Spiff: 0.00  
Mobile:

**User Defined Fields**  
User Field 1:  
User Field 2:  
User Field 3:  
User Field 4:

**Component**  
Auto Add Component:   
Equipment: (None)  
Component Abbreviation: WH40S

**Picture**  
Picture: Water Heater

**Costs**  
Average: 400.00  
Standard: 400.00  
Last: 450.00

**Prices**  
Price 1: 1,005.00  
Price 2: 854.25  
Price 3: 1,000.00  
Price 4: 1,100.00

Created: 3/5/2014 2:06:07 PM Changed: sa 6/22/2016 12:00:55 PM