



QuickStart Guide

Adding Parts to the Parts Master

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ARKONA QuickStart Guide

Use this QuickStart Guide for help adding parts to the parts master.

- Most new parts are automatically added to the parts master through **1=Parts Transactions** because activity on the part occurs.
- Parts may also be added directly to the parts master through **10=Parts in Inventory**.

Adding parts through 1=Parts Transactions

1. Start a new invoice using your counterperson ID.

- a. Take option **1=Parts Transactions** from the Parts Inventory & Invoicing menu.

2. Select the manufacturer.

- This step is important when adding a part to add it to the correct manufacturer.

3. Type the part number.

- The part description, cost, trade, and list price are pulled from the factory master.

4. Select the correct stocking group.

- This step only applies when you are not in Assume Lost Sale or Assume Special Order mode. When in these modes, the part is automatically added to the default stocking group.
 1. Position to the Stocking Group* field and hit F4 to display a list of stocking groups.
 2. Take option **1=Select** by the stocking group.

5. Finish the invoice.

- Close or exit the invoice as usual. The part is automatically added to the parts master.

Adding parts through 10=Parts in Inventory

1. Display the parts master.

- a. Take option **10=Parts in Inventory** from the Parts Inventory and Invoicing menu.

2. Add the part.

- a. Use function **F6=Add** to display the Part Number Entry screen.
- b. Select the correct stocking group.
 - The preferred stocking group in the preferred manufacturer is the default.
 1. Position to the Stocking Group* field and hit F4 to display a list of stocking groups.
 2. Take option **1=Select** by the stocking group.
 - a. Selecting the stocking group determines which manufacturer the part is added to.
- c. Type the part number and hit [FIELD EXIT].
- d. Enter the bin/shelf.
- e. Remarks can be displayed when the part is put on an invoice or printed on the invoice.
- f. Additional = Y displays the full part record after this screen.
 - Change to N if desired.
- g. Status = N means the part will be added as a non-stocked parted.
 - Change to A to add the part as an active part.
- h. Press [ENTER] to add and display the full part record.
- i. Press [ENTER] again to save.