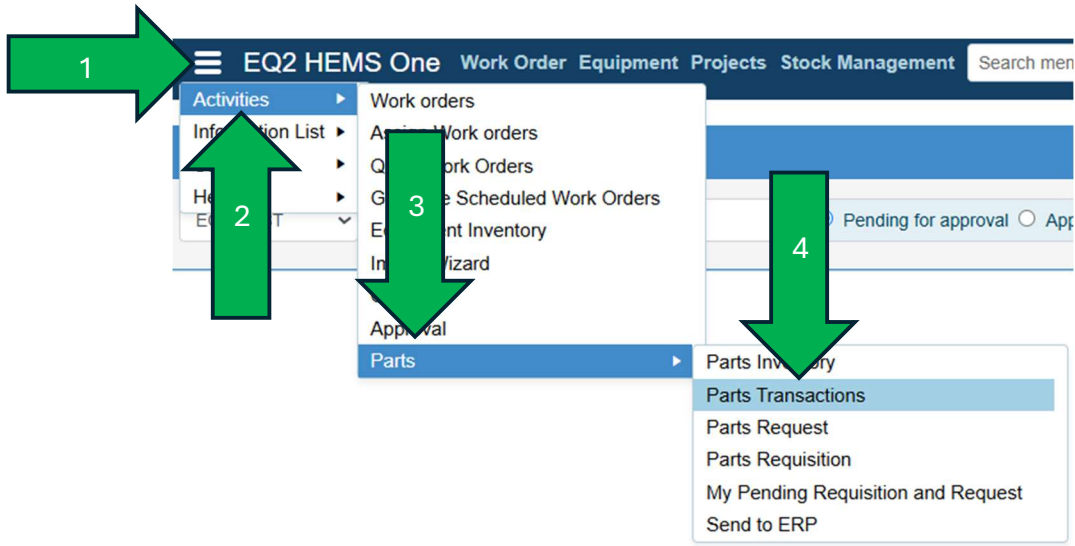


HEMS One: Parts Transactions

Parts Transaction records are created when a user receives or uses a part using the Stock Management Issue parts request or Consume Part buttons on the Parts tab in a work order.

Navigate to Parts Transactions by clicking on the hamburger icon (1), then the Activities menu (2), followed by the Parts submenu (3), and Parts Transactions (4).

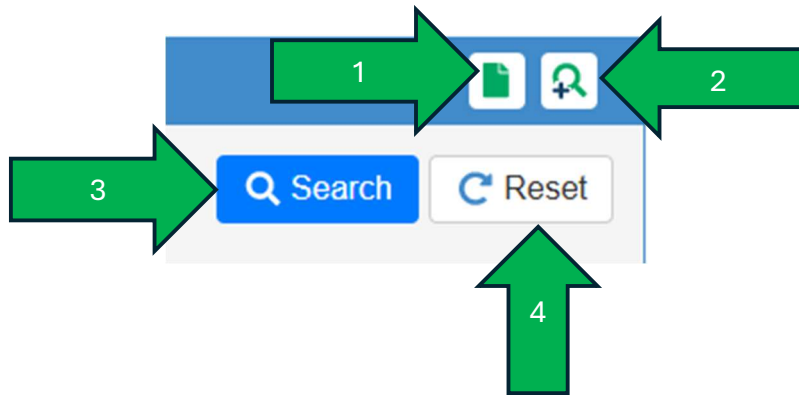


To search for a specific parts transaction, use the search fields at the top of the Parts Transactions window.



The image shows a screenshot of the search fields at the top of the Parts Transactions window. The window title is 'Parts Transactions'. Below the title bar, there are several search fields: 'Part # / Catalog #', 'Description', 'PO', 'Manufacturer/Supplier', 'Location/Storage Area', and 'Transaction Date' (with a date format 'MM/dd/yyyy').

HEMS One: Parts Transactions



To create a new parts transaction, click on the New icon in the upper right of the Parts Transactions window (1). To do an advanced search of parts transactions, use the Advanced Search icon (2). To search for parts transactions, click on the Search button (3). To reset the search fields, click on the Reset button (4).



To run a transaction report for a specific parts transaction, click on the Report icon in the Report column. The report will generate in a new browser tab.

Report	Part # ↑
	01
	01-005506-001

To edit a parts transaction, click on the Part # hyperlink.

Report	Part # ↑
	01-005506-001
	01-005506-001

To Save a Parts Transaction record, use the Save icon in the upper right of the Parts Transactions Add/Edit window (1). To cancel the transaction, use the Cancel icon (2).



HEMS One: Parts Transactions

The Parts Transaction Record

Parts Transactions Add/Edit 📄 ✖

Part #	Manufacturer's Part #	Manufacturer	
NONE		NONE	
Standard Price	Last Price	Markup (%)	On Hand
\$ 0.00	\$ 0.00	0.00	0

Details

Transaction Type	Transaction Date	PO	Manufacturer
RECEIVE	05/22/2025 12:10	NONE	NONE
Supplier	Unit	Unit Price	Catalog #
NONE	NONE	\$ 0.00	
Quantity	Markup (%)	Storage Location	Storage Area
0.00	0.00	NONE	

Notes

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🔍
📄

1. **Part #:** The part number being used for the transaction. The part number must already exist as a part record.
2. **Manufacturer's Part #:** This field is tied to the Inventory Part record and cannot be edited on a Parts Transaction record.
3. **Manufacturer:** This field is tied to the Inventory Part record and cannot be edited on a Parts Transaction record.
4. **Standard Price:** This field is tied to the Inventory Part record and cannot be edited on a Parts Transaction record.
5. **Last Price:** This field is tied to the Inventory Part record and cannot be edited on a Parts Transaction record.
6. **Markup (%):** This field is tied to the Inventory Part record and cannot be edited on a Parts Transaction record.
7. **On Hand:** This field is tied to the Inventory Part record and cannot be edited on a Parts Transaction record.

HEMS One: Parts Transactions

Details

Details

Transaction Type	Transaction Date	PO	Manufacturer
RECEIVE	05/22/2025 12:10	NONE	NONE
Supplier	Unit	Unit Price	Catalog #
NONE	NONE	\$ 0.00	
Quantity	Markup (%)	Storage Location	Storage Area
0.00	0.00	NONE	

Notes

[Empty text field with icons: 1. Clock, 2. Show Expanded View, 3. Predefined Text]

1. **Transaction Type:** The type of parts transaction.
2. **Transaction Date:** The date of the parts transaction.
3. **PO:** The PO number used for the parts transaction.
4. **Manufacturer:** The manufacturer used for the parts transaction.
5. **Supplier:** The supplier used for the parts transaction.
6. **Unit:** This field is tied to the Inventory Part record and cannot be edited on a Parts Transaction record.
7. **Unit Price:** The unit price of the part.
8. **Catalog #:** The catalog number of the part.
9. **Quantity:** The quantity of parts.
10. **Markup (%):** The markup percentage for the part.
11. **Storage Location:** The storage location of the part.
12. **Storage Area:** The storage area of the part.
13. **Notes:** an open text field.
 - a. To add a timestamp to the Notes field, use the clock icon on the right of the field (1). To expand the Notes field, use the Show Expanded View icon (2). To add predefined text to the Notes field, use the Predefined Text icon (3).

