

- 1 How to create a new product master data?
 1. Go to Setting > System Master > Product Menu
 2. In Product Summary screen click 'New' button at right top corner of the screen
 3. In Create Product Details screen
 - a. Enter Product Id or click Product Id autogenerate button
 - b. Enter Product Description(Product Name)
 - c. Choose Base UOM (Unit Of Measurement)
 - " d. Check 'Apply to all UOM' if you want to maintain same UOM for new product Purchase order, Sales order and Inventory data"
 4. Select or enter Location if new product has default purchase receive location
 - "5. Select or enter Net Weight, Gross Weight, Dimension, Product Category, Product Subcategory and Product Brand "
 6. Click Purchase Tab
 - a. Select or enter UOM if new product purchase UOM not same as the Base UOM
 - b. Enter Cost
 - c. Select Supplier Name/ID if new product has default purchase supplier/vendor
 - d. Enter Supplier Discount either By Cost or By Percentage
- 7 Click Sales Tab
 - a. Select or enter UOM if new product sales UOM not same as the Base UOM
 - b. Enter List Price(Sales Price)
 - c. Choose Product Type
 - d. Enter Product Price Increase if new product is a Finished Product
 - e. Enter Minimum Price Note: Minimum Price should be less than List Price or MRP
 - f. Enter Customer Discount either By Cost or By Percentage
- 7 Click Inventory Tab
 - a. Select or enter UOM if new product inventory UOM not same as the Base UOM
 - b. Enter Min Stock Quantity
 - c. Enter Max Stock Quantity
- 8 Remarks Tab- Enter Remarks1 and Remarks2 if new product has extra informations
- 9 Click on Save button to create a new product