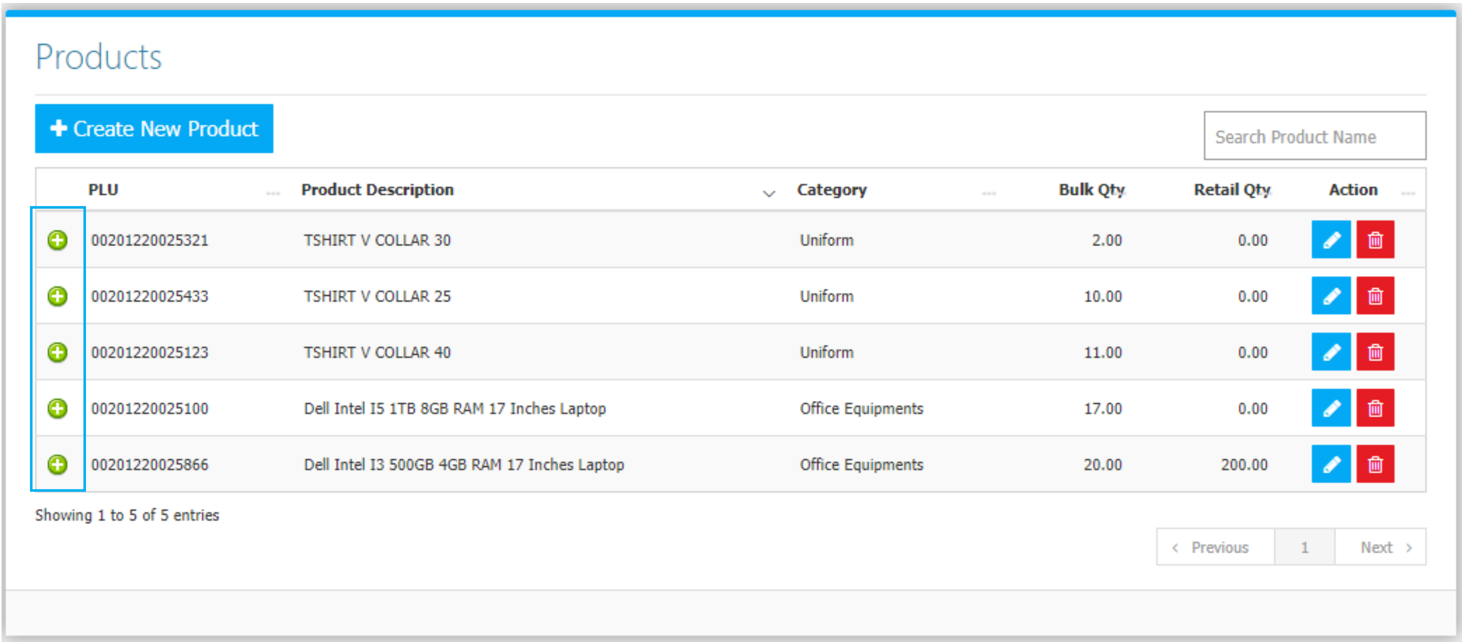
PRODUCT MANAGEMENT

Listed in the *Figure 1* are list of your products. These products can be used to create a *Purchase Order, Purchase Invoice, Sales Order, Sales Invoice, Cash Invoice, Item Adjustment, Item Transfer, and Dispatching Invoice.*

Figure 1



Products

+ Create New Product

Search Product Name

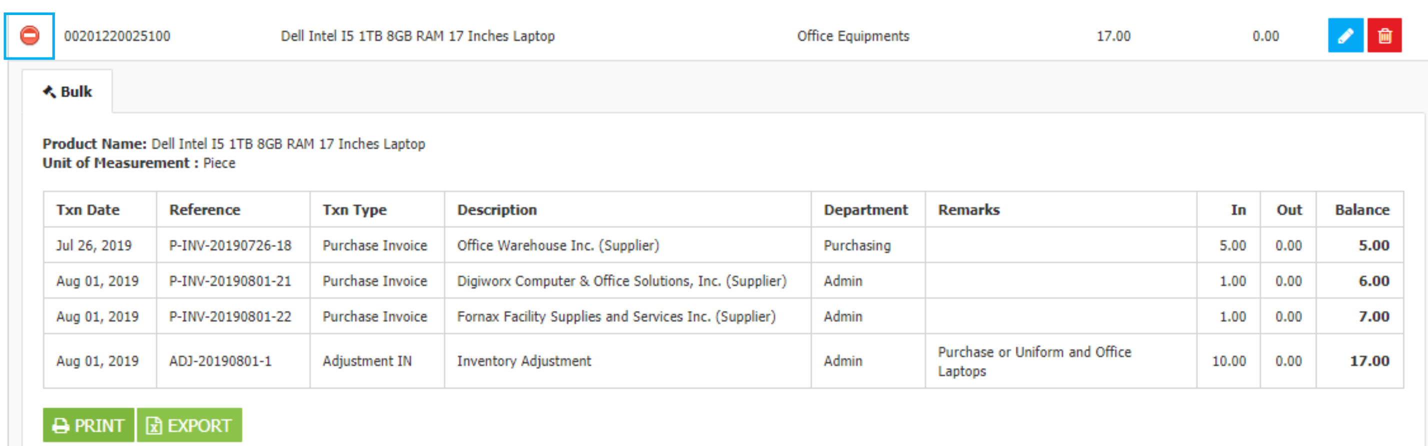
	PLU	Product Description	Category	Bulk Qty	Retail Qty	Action
	00201220025321	TSHIRT V COLLAR 30	Uniform	2.00	0.00	
	00201220025433	TSHIRT V COLLAR 25	Uniform	10.00	0.00	
	00201220025123	TSHIRT V COLLAR 40	Uniform	11.00	0.00	
	00201220025100	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Office Equipments	17.00	0.00	
	00201220025866	Dell Intel I3 500GB 4GB RAM 17 Inches Laptop	Office Equipments	20.00	200.00	

Showing 1 to 5 of 5 entries

‹ Previous 1 Next ›

Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Clicking the **+ Button** will open the transaction History of the product as shown in *Figure 2.* It can be printed and exported to excel.

Figure 2



00201220025100	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Office Equipments	17.00	0.00	

Bulk

Product Name: Dell Intel I5 1TB 8GB RAM 17 Inches Laptop
Unit of Measurement : Piece

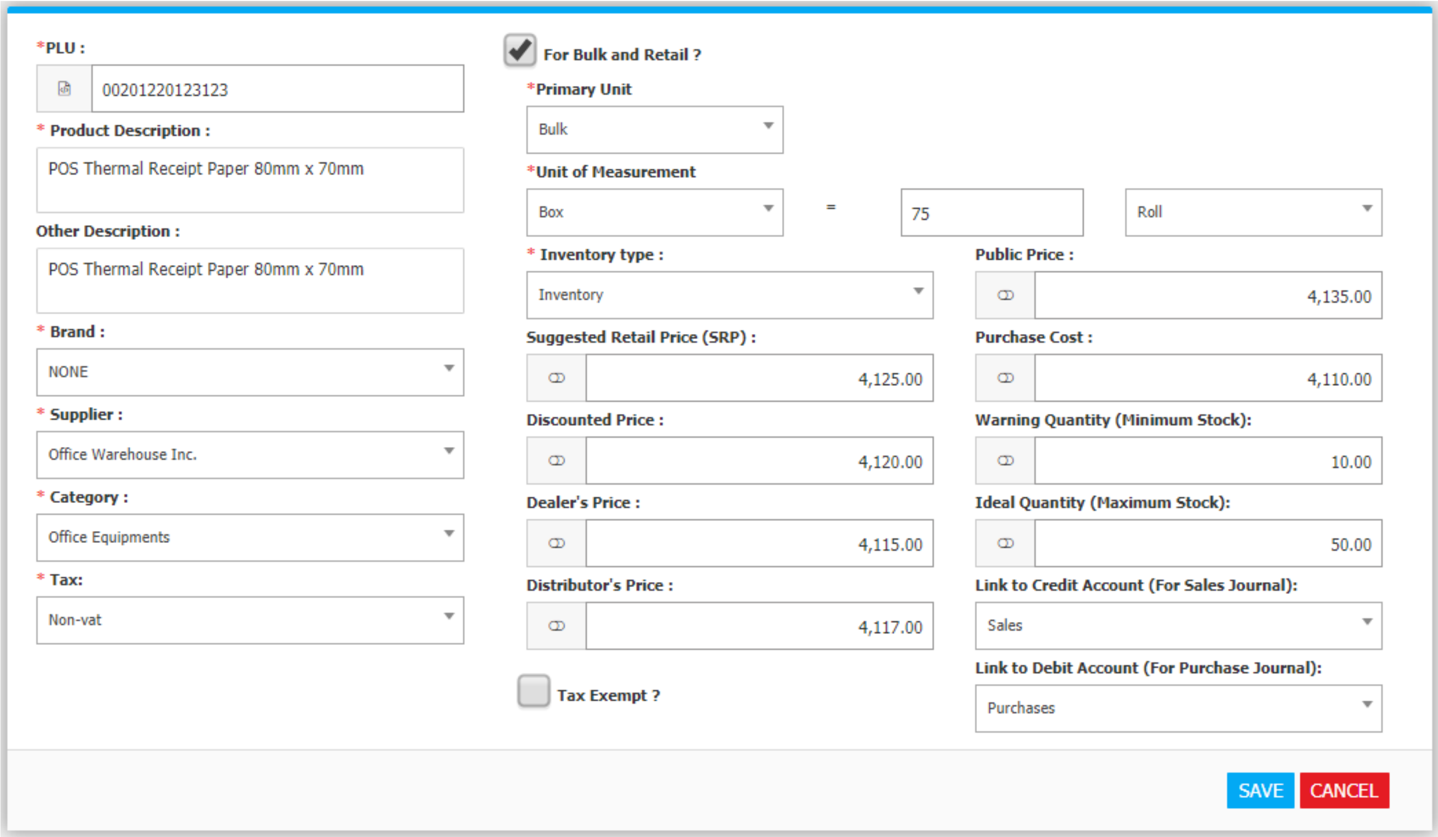
Txn Date	Reference	Txn Type	Description	Department	Remarks	In	Out	Balance
Jul 26, 2019	P-INV-20190726-18	Purchase Invoice	Office Warehouse Inc. (Supplier)	Purchasing		5.00	0.00	**5.00**
Aug 01, 2019	P-INV-20190801-21	Purchase Invoice	Digiworx Computer & Office Solutions, Inc. (Supplier)	Admin		1.00	0.00	**6.00**
Aug 01, 2019	P-INV-20190801-22	Purchase Invoice	Fornax Facility Supplies and Services Inc. (Supplier)	Admin		1.00	0.00	**7.00**
Aug 01, 2019	ADJ-20190801-1	Adjustment IN	Inventory Adjustment	Admin	Purchase or Uniform and Office Laptops	10.00	0.00	**17.00**

PRINT EXPORT

The **Transaction History** or the **Bin Card** shows the in and out flow of a certain product. It details the type and date of transactions it went through and features a running balance in every transaction made.

Click the **Create New Product Button** to create.

Figure 3



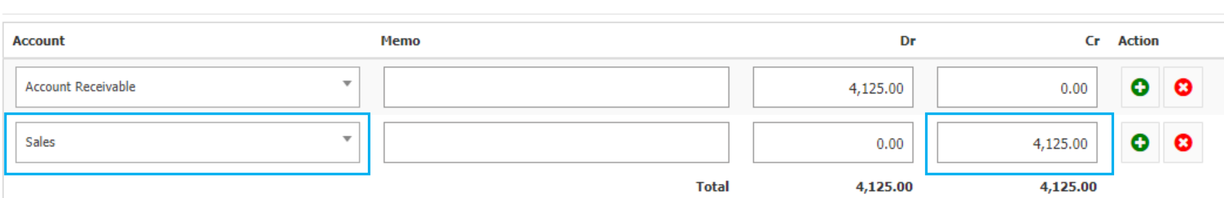
Fields with *asterisks* * are required. **PLU** stands for Product Look Up/ Barcode. **Click** (put a check mark) on the **For Bulk and Retail?** part to use the item either for bulk or retail when creating transactions such as invoices. Choose a **Unit of Measurement** for the *bulk unit* and its equivalency for the *retail unit*. In the *Figure 3,* the unit of measurement set for the item *(POS Thermal Receipt Paper 80mm x 70mm)* is **1 Box equals to 75 Rolls**. Select the **Inventory Type**, *Non-inventory and services* will not be included in the **Inventory List Report**.

The **Prices**: *Suggested Retail Price, Discounted Price, Dealer's Price, Distributor's Price* are used for **customers** in the Sales Modules while the *Purchase Cost* is used for **suppliers** in the Purchasing Modules. The Public Price is used for record only.

The *Warning Quantity (Minimum Stock)*, and *Ideal Quantity (Maximum Stock)* are used for the **Product Reorder Module** (Pick List Module) which shows the products with **On Hand Quantity** below the Warning Quantity. The Warning Quantity is also used when creating an invoice in the Sales Modules, the system will warn the creator that the On Hand Quantity is **below the warning level** or **no stock is on hand.**

Set the **Link to Credit Account (For Sales Journal)** to the appropriate Account Title available from the Chart of Accounts. This account title will be used when a *Sales or Cash Invoice* is to be reviewed for posting in the Accounting Module. For instance, when an invoice is made and this item is used, it will be reviewed in the accounting with this entry *(Figure 4).*

Figure 4



Set the **Link to Debit Account (For Purchase Journal)** to the appropriate Account Title available from the Chart of Accounts. This account title will be used when a *Purchase Invoice* is to be reviewed for posting in the Accounting Module. For instance, when an invoice is made and this item is used, it will be reviewed in the accounting with this entry *(Figure 5).*

Figure 5