FAQ HELP DOCUMENT:

**Raw-Materials can be trading items & vice versa; how can we enter such parts into the system in ERP**

To manage parts that can be both raw materials and trading items by appropriately configuring product types and managing their categories and stock levels. Here’s a step-by-step guide on how to enter such parts into the system:

**1. Define the Product as Both Raw Material and Trading Item**

**Step 1: Create or Edit a Product**

1. **Go to Products/Services:** Navigate to the "Products/Services" menu.
2. **Create a New Product:** Click on "New Product" or select an existing product to edit.
3. **Fill in Basic Information:**
   * **Label:** Enter the product name.
   * **Description:** Provide a detailed description of the product.
   * **Product Type:** Select "Product (or Service)" depending on your needs.
   * **Nature:** Choose "Raw material" or "Trading goods" based on the primary nature of the item. You can change this later as needed.

**Step 2: Set Product Categories**

1. **Categories:** Assign categories to the product to help distinguish between raw materials and trading goods.
   * **Raw Materials Category:** Create and assign a category like "Raw Materials."
   * **Trading Goods Category:** Create and assign a category like "Trading Goods."

**2. Manage Stock Levels Appropriately**

**Step 3: Configure Stock Settings**

1. **Stock Management:** Enable stock management for the product if it’s not already enabled.
2. **Stock Movements:** Enter initial stock levels and record any stock movements (inward and outward) for both raw materials and trading goods.
   * **Warehouse Management:** If you use multiple warehouses, ensure that the stock is correctly allocated to the respective warehouse.

**Step 4: Track Inventory Movements**

1. **Stock Transfers:** Use stock transfer functionalities to move items between raw materials and trading goods inventory.
2. **Inventory Adjustments:** Regularly adjust inventory levels based on physical counts and business activities.

**3. Create and Use BOM (Bill of Materials)**

**Step 5: Bill of Materials (BOM)**

1. **Create BOM:** If the product is used as a raw material in the manufacturing process, create a BOM for the finished product.
2. **Manage Components:** Add the product as a component in the BOM to track its usage in production.

**4. Record Sales and Purchases**

**Step 6: Record Purchases and Sales**

1. **Purchase Orders:** When purchasing the product, record it as a raw material or trading item based on the intended use.
2. **Sales Orders:** When selling the product, specify whether it’s being sold as a raw material or trading item.

**Example Workflow**

1. **Create Product:**
   * Go to "Products/Services" > "New Product."
   * Fill in the product details.
   * Assign categories "Raw Materials" and "Trading Goods."
2. **Manage Stock:**
   * Enable stock management.
   * Record initial stock levels.
3. **Create BOM (if applicable):**
   * Go to "Products/Services" > "Bill of Materials."
   * Create a BOM for the finished product and add the raw material as a component.
4. **Record Transactions:**
   * Use purchase orders to acquire the product.
   * Use sales orders to sell the product.

**Screenshot Guide**

**Creating a Product**

1. **Navigate to "Products/Services":**
2. **Create a New Product:**
3. **Fill in Product Details:**

**Assigning Categories**

1. **Go to Categories:**
2. **Assign Categories:**

**Managing Stock**

1. **Enable Stock Management:**
2. **Record Stock Movements:**