

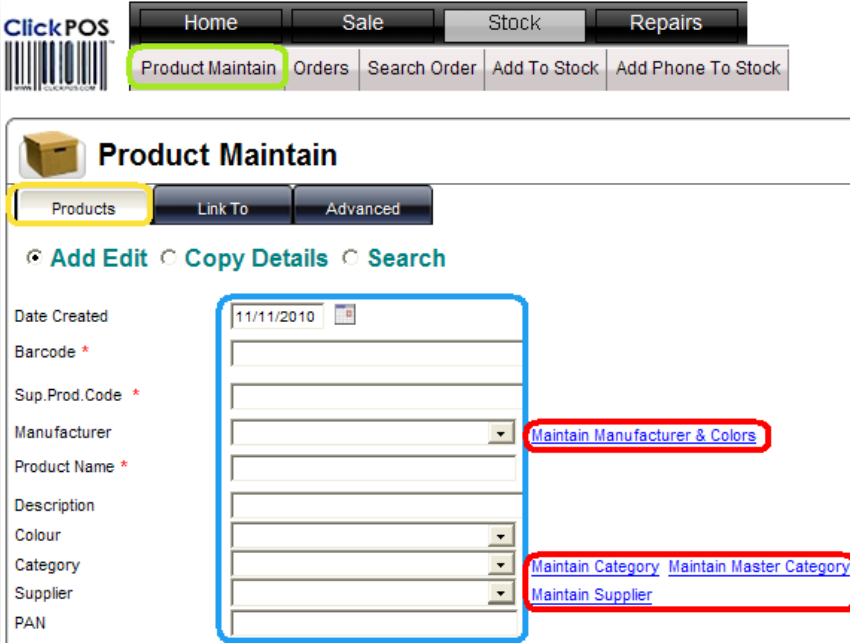
Product Maintenance

- *Build new product lines. Maintain supplier info, Control stock levels & more.*

Maintain Product Catalogue Overview - Video Tutorial 

Maintain Product Catalogue – Video Tutorial 

1. Navigate to the “Stock” and “Product Maintain” to create a new stock item. Enter in the product description and details including the product Barcode, Product Supplier Code etc. Wherever there is a (*) that field is mandatory. You can add more Manufactures, Colour, Category’s and Suppliers from clicking on the blue hyperlinks next to that field. Be uniform in choosing Categories for reporting purposes.



2. Continue to fill out the other fields such as Purchase Price sand Sale Price. You can put in a Minimum RRP if you don't want the product to be sold under a certain value.
 - **“Add Tax on Purchase Price”** - You would leave this checkbox unless the purchase price didn't include tax.
 - **“In house barcode”** - If the product doesn't have a barcode you can print one for it and scan from catalogue.
 - **“Display on Website”** – If you want the product to be displayed on internal website.
 - **“Is Credit Note”** – If you need to issue credits to customers from refunded sales you need to have this checkbox ticked and create a product called “Credit Note”
 - **“Sell Without Entry in Stock”** – If you sell a product that you don't physically hold in stock such as Epay or a service fee you should tick this checkbox.
 - **“Serialized Product”** – If an item has its own unique serial code tick this checkbox.

- **“Website Special”** – Product will be displayed in the Special field on Website.
 - **“End Of Line (EOL)”** - You can tick on this checkbox if the item is no longer available
3. You can set also a Min & Max level for stock so you won't be able to over order the stock item.

4. Complete the entry by click on the **“OK”** button.

Changing Barcodes & Product Name

1. Navigate to **“Stock”**, **“Product Maintain”** and then click on the **“Advanced Tab”**.

2. Here you can change a Product Name and Barcode. Enter in the existing details followed by the new details and press **“OK”**.