

## Billing item setup – Product

Add Product Category at: Master > Product > Category

Product

Category Search New

### Product category list

- Product master category
  - A
  - Body product
  - Eye product
  - General product
  - Hand Product
    - Hand cream product
  - Skin Product

Category is used to group products. Sub-categories can be added and there is no limitation on the number of levels.

Press <Show product> to display all products under the categories.

> Show deleted

> Show product

New product category

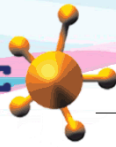
Close

Press <New product category> to add the first level of category.

### New product category

Product category type	<input checked="" type="radio"/> Contain product <input type="radio"/> Contain sub category	Select if the category contains product or sub-category.
Product category name	Body Products (Must input)	
Product category description	Body Products (Maximum 255 cha)	Input Name and Description, and then press <Submit> to create a new category.

Submit Reset Cancel



Product

Category Search New

Product category list

- Product master category
  - A
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  - Hand cream product
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Press Category Name to view the category detail.

Can select to view another category.

Press arrow to go to previous level.

Product master category: Hand Product

View product category

Product category type	Contain category
Product category name	Hand Product
Product category description	
Created at	27-Sep-2013 17:35

Contain category

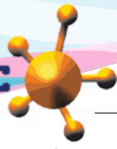
		Type	Created time
Hand cream product	Press sub-category to view the next level.	Contain product	22-Nov-2016 16:22:00

> Show deleted

Back Edit product category New sub category Close

Authorized user can edit and delete category. However, category including sub-category or product cannot be deleted.

Press to add a new sub-category.







Add Product at: Master > Product > New









New product							
Product code	<input type="text" value="P02"/> (Maximum 20 characters, must input. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)						
Product category	<input type="text" value="Body product"/> (Must select)						
Product name	<input type="text" value="玫瑰按摩油"/> (Maximum 100 characters, must input)						
Product description	<input type="text"/>						
Unit	<input type="text" value="bottle (100ml)"/> <input type="button" value="New unit"/>						
Division	<input type="text" value="Unspecified"/> <input type="button" value="New division"/>						
Brand	<input type="text" value="Unspecified"/> <input type="button" value="New brand"/>						
Colour	<input type="text" value="Unspecified"/> <input type="button" value="New colour"/>						
Size	<input type="text" value="Unspecified"/> <input type="button" value="New size"/>						
Volume	<input type="text" value="Unspecified"/> <input type="button" value="New volume"/>						
Price	<table border="0"> <tr> <td><u>List price</u></td> <td><u>Item discount</u></td> <td><u>Net price</u></td> </tr> <tr> <td><input type="text" value="\$150"/></td> <td><input type="text"/></td> <td><input type="text" value="\$150"/></td> </tr> </table>	<u>List price</u>	<u>Item discount</u>	<u>Net price</u>	<input type="text" value="\$150"/>	<input type="text"/>	<input type="text" value="\$150"/>
<u>List price</u>	<u>Item discount</u>	<u>Net price</u>					
<input type="text" value="\$150"/>	<input type="text"/>	<input type="text" value="\$150"/>					
Discount period	<table border="0"> <tr> <td>Start date</td> <td>Day <input type="text"/> / Month <input type="text"/> / <input type="text"/></td> <td>Expiry date</td> <td>Day <input type="text"/> / Month <input type="text"/> / <input type="text"/></td> <td>Quick select</td> <td><input type="text"/></td> </tr> </table>	Start date	Day <input type="text"/> / Month <input type="text"/> / <input type="text"/>	Expiry date	Day <input type="text"/> / Month <input type="text"/> / <input type="text"/>	Quick select	<input type="text"/>
Start date	Day <input type="text"/> / Month <input type="text"/> / <input type="text"/>	Expiry date	Day <input type="text"/> / Month <input type="text"/> / <input type="text"/>	Quick select	<input type="text"/>		
Total discount	<table border="0"> <tr> <td><u>Quantity</u></td> <td><u>Discount</u></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	<u>Quantity</u>	<u>Discount</u>	<input type="text"/>	<input type="text"/>		
<u>Quantity</u>	<u>Discount</u>						
<input type="text"/>	<input type="text"/>						
Status	<input type="checkbox"/> Inactive Active product is sellable. Inactive product is not sellable.						
Unit cost	<input type="text" value="\$"/>						

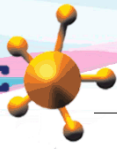
Input product code, product name and price.  
Select product category and press <Submit> to add product.

Input other necessary information.  
System has no input control on other fields.

Sales commission	
Sales group	Commission
Sales	<input type="text" value="0"/> \$ <input type="text"/>
Sales Trainee	<input type="text" value="0"/> \$ <input type="text"/>
Sales Manager	<input type="text" value="0"/> \$ <input type="text"/>

-  Product code : It represents the product, and cannot be duplicated. It will be displayed on invoice.
-  Product category : Groups for classifying products.
-  Product name : Brief description of the product that will be displayed on invoice.
-  Product description : Detailed description of the product that will not be displayed on invoice.

-  Unit : Unit for calculation of products.
-  Division/Brand : Only for classification and analysis purpose. Division can be setup at Master>Division.
-  Colour/Size& Volume : Only for classification purpose. The fields can be setup by pressing <New>.
-  Price : It includes list price, item discount and net price. User may input any list price. An amount deduction or a percentage discount are accepted for item discount and the net price will be calculated automatically by system. The three values will be displayed on invoice that authorised user can make appropriate amendments.
-  Discount period : Time range that item discount is effective and displayed on invoice. When invoice date is not included in discount period, item discount will not be displayed on invoice and net price will be equal to list price.
-  Total discount : Discount is available only if the product is purchased over certain quantity. The minimum purchased quantity and the item discount can be inputted at Total discount. An amount deduction or a percentage discount are accepted for item discount. Volume discount can be used for the case with more than one total discounts.
-  Status : The product is default as active. Active product can be sellable. If a product is ticked as inactive, inactive product will be not sellable.
-  Unit cost : Cost for buying product. The system control can be setup that only authorised user can view the unit cost.



Search Product at: Master > Product > Search

Product search	
Vendor	All
Product category	Body product
Brand	All
Division	All
Colour	All
Size	All
Volume	All
Product code	<input type="text"/>
Product name	<input type="text"/>
Status	All

Input search criteria and Press <Submit> to search product.



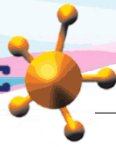
Product count : 3

Product list				
Product code	Product name	Product description	Brand	Action
BODYPRODUCT_A	Body Product A	Body Product A Detail	Brand D	Edit Delete
BODYPRODUCTB	BODY PRODUCT B	BODY PRODUCT B		Edit Delete
COBI_TESTING	cobi_testing			Edit Delete

Press product code, name, description or brand to view product details.

Product can be edited and deleted.

> Show deleted



Product details

Product code	BODYPRODUCT_A		
SKU			
Product name	Body Product A		
Product category	Body product		
Product description	Body Product A Detail		
Unit	Unit		
Division	Unspecified		
Brand	Brand D		
Colour	Blue		
Size	Unspecified		
Volume	100ML		
Price	<u>List price</u> \$ 1,000	<u>Item discount</u> 10 %	<u>Net price</u> \$ 900
Discount period	From 1-Sep-2013 to 30-Sep-2013		
Volume discount	10 % (Quantity >= 10) 20 % (Quantity >= 20) 30 % (Quantity >= 20) \$ 200 (Quantity >= 20)		
Total discount			
Status	Active Active product is sellable. Inactive product is not sellable.		
Unit cost	\$ 500		
Product nature	Sales	Warehouse : MK, HKB2B, , , , , , Office	
Created at	10-Sep-2013 11:21		

Product can be edited and deleted in product details.

Back | View | **Edit** | **Volume discount** | SKU | Product nature | Vendor | **Delete** Close

Press here to add volume discount.

New volume discount

Quantity (>=)	<input type="text" value="10"/> (Must input)
Unit discount	<input type="text" value="10"/> <input type="button" value="\$"/> (Must input)
Total discount	<input type="text" value="100"/> <input type="button" value="\$"/> <input type="button" value="%"/> (Must input)

Input quantity and unit discount/total discount, then press <Add> to add to volume discount list.

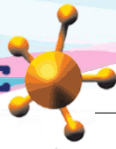


Volume discount list

Quantity (>=)	Unit discount	Total discount	Action
<input type="text" value="20"/>	<input type="text" value="20"/> % <input type="button" value="v"/>	<input type="text" value="20"/> % <input type="button" value="v"/>	<input type="button" value="Delete"/>
<input type="text" value="10"/>	<input type="text" value="10"/> % <input type="button" value="v"/>	<input type="text" value="10"/> % <input type="button" value="v"/>	<input type="button" value="Delete"/>

Can input more than one volume discounts.





Back | View | Edit | Volume discount | **SKU** | Product nature | Vendor | Delete

Close

If there are more than one code for the product, you can input them as SKU.

Edit item master

Item code	BODYPRODUCT_A
Item name	Body Product A
Description	Body Product A Detail
Category	Body product
Type	Product
SKU	<input type="text" value="BPA253614"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text" value="BPA147852"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)
SKU	<input type="text"/> (Maximum 20 characters. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)

Input SKU and Press <Submit>.

SKU can be inputted at invoice and system will change it into product code automatically.

SKU cannot be duplicated with any item codes.

Back | View | Edit | Volume discount | SKU | **Product nature** | Vendor | Delete

Close

Product nature

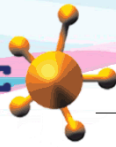
Sales and consumption  Only for consumption

Select the product nature as Sales and consumption or Only for consumption.

Product warehouse

Warehouse	Shop	Type
<input checked="" type="checkbox"/> HKB2B	HK	Sales
<input checked="" type="checkbox"/> MK	MK	Sales
<input checked="" type="checkbox"/> Office		Company

Tick the box if the product is available in the warehouse.



Back | View | Edit | Volume discount | SKU | Product nature | **Vendor** | Delete

Close

Press <Vendor> to setup product vendor.

Body Product A (BODYPRODUCT\_A) vendor

Vendor code	Vendor name	Vendor product code	Lead time	Action
V06	Vendor 06		1 Day	<a href="#">Edit</a> <a href="#">Delete</a>

Add Body Product A (BODYPRODUCT\_A) vendor

Vendor name ( code )	Vendor product code	Lead time
<input type="text" value="Vendor 01 (V01)"/>	<input type="text" value="A02"/> (Maximum 20 characters)	<input type="text" value="7"/> Day



Select vendor and input lead time, and press <Add>. There can be more than one vendors for one product.  
If vendor accepts substitute product code, you can input it at Vendor product code.