


Account Category

Account Category display the list of defined accounts categories for different product types. Within each account category, user is able to view the list of products classified under the particular account category.

Below actions are available under **“Account Category”**:

 Create new, edit and delete account category

Category #	Article Types	Account Category Name	Product Type
AT1	Regular Item	Article	Article
101	Semi Finished	Article	Article
102	One Shot/Promo	Article	Article
103	Sample	Article	Article
104	Tester	Article	Article
105	Deco Material	Article	Article
106	Display Material	Article	Article
107	Shopping Bag	Article	Article
108	Pre Series	Article	Article
109	Print Material	Article	Article
110	Merchandising	Article	Article
111	Marketing Material Gift	Article	Article
112	Promotion	Article	Article
113	test	Article	Article
e3	Services & Charges	Service	Service
SCV			

Account Category Name: _____ Category Cgde: _____

Product Type: Item / Article Base Category: _____

Description: _____

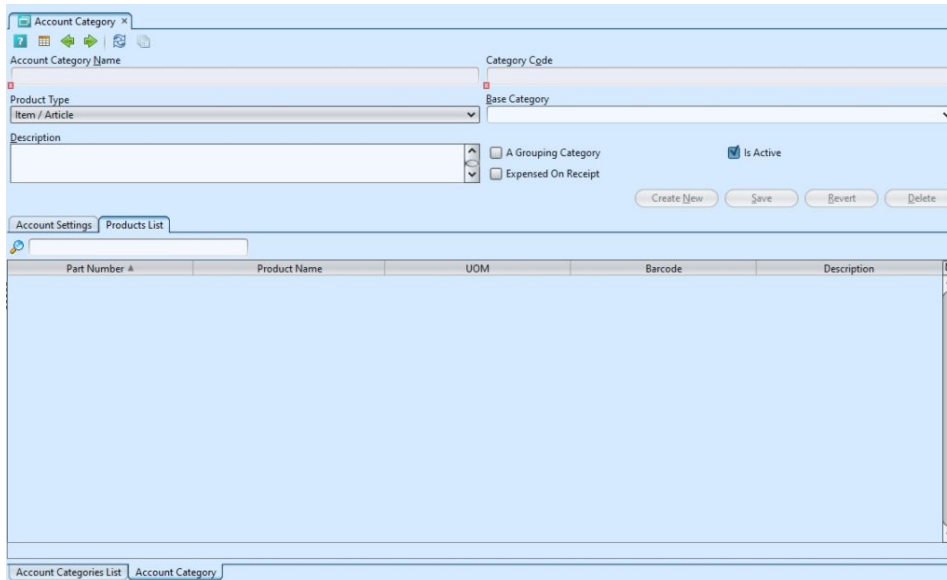
A Grouping Category Is Active

Expensed On Receipt

Create New Save Revert Delete

Account Settings Type:

Stock A/C (Standard)	Stock A/C (Variance)
Stock Forex A/C (Standard)	Stock Forex A/C (Variance)
Freight In Inventory	Assembly Value Inventory
Stock In Transit A/C (Standard)	Stock In Transit A/C (Variance)
Stock In Transit Forex (Standard)	Stock In Transit Forex (Variance)
Stock Adjustment Gain (Standard)	Stock Adjustment Gain (Variance)
Stock Adjustment Loss (Standard)	Stock Adjustment Loss (Variance)



Field Name	Description	Mandatory Information
Account Category Name	Name of the category	Y
Category Code	Custom code for the category	Y
Product Type	Select the type of product	Y
Base Category	Select the (parent) base category if to be group under it	N
Description	Additional information for the account category	N
A Grouping Category	Tick the checkbox if the category allows sub category under it.	N
Is Active	Tick the checkbox if the account category is active	N
Expensed on Receipt	Tick the checkbox if the category is expensed on receipt	N

Create New Account Category

1. Click **“Create Account Category”** link on top right of **“Account Categories List”** tab to create another account category record, it will open **“Account Category”** tab with empty form

Category #	Article Types	Account Category Name	Product Type
AT1	Regular Item		Article
101	Semi Finished		Article
102			Article

2. Fill up information on top half of screen.

Account Category Name: [Text Field]

Category Code: [Text Field]

Product Type: [Dropdown Menu: Item / Article]

Description: [Text Area]

Buttons: Show History, Refresh the Record from Store, Next Account Category, Previous Account Category

Account Settings | Products List

Account Category List

Account Category List Table:

p.	Product Name	UOM

3. Optional: If "A Grouping Category" checkbox is ticked, it allows user to define sub category under this category. User may then select the category as base (parent) category

Account Category Name: Service - Project

Category Code: 102

Product Type: Service / Charge

Description: [Text Area]

A Grouping Category

Expensed On Receipt

Is Active

Category #	Article Types	Account Category Name	Product Type
AT1	Regular Item		Article
101	Semi Finished		Article
102	One Shot/Promo		Article
103	Sample		Article
104	Tester		Article

Account Category Name: Regular Item

Category Code: 101

Product Type: Item / Article

Description: [Text Area]

Base Category: AT1 - Article Types

Category #	Account Category Name	Product Type
AT1	Article Types	Article
101	Regular Item	Article
102	Semi Finished	Article
103	One Shot/Promo	Article
104	Sample	Article
105	Tester	Article
106	Deco Material	Article
107	Display Material	Article
108	Shopping Bag	Article
109	Pre Series	Article
110	Print Material	Article

4. Click **“Save”** button at the middle right of screen to save. This new category will be available as product’s **“Category”** selection in the **“Project – (Masters) Products”**

Product Type: Item / Article Base Category: AT1 - Article Types

Description:

A Grouping Category Is Active

Expensed On Receipt

Buttons: Create New, **Save**, Revert, Delete

5. Information in **“Account Settings”** tab will be generated automatically. **“Product List”** tab will be updated automatically with products selected under the particular category. User can change / customize the accounts posting for a particular **Account Settings** type here for the selected **Account Category**.

Account Settings Type: Sales

Sales Income A/C	Sales Return A/C
1010 - Gross Invoiced Sales - Third Party	1110 - Returns Actual
Customer Discount A/C	Product Discount A/C
1295 - Other Discounts and Allowances	1250 - Temporary Price Reduction - Actual
On Invoice Discount A/C	Not Applicable
1210 - On Invoice - Rebates	
Standard Cost A/C	Standard Cost Variance A/C
2060 - Third Party COGS	2083.03 - Standard Cost Variance
Standard Cost Return A/C	Standard Cost Variance Return A/C
2071 - Inventory Value	2083.03 - Standard Cost Variance
Standard Cost Forex A/C	Standard Cost Forex Variance A/C
2272 - Inv Purch FX Loss (Gain) - 3rd Party - Realized	2272 - Inv Purch FX Loss (Gain) - 3rd Party - Realized
Transport Cost A/C	Product Assembly Cost A/C
2041 - Freight In	2230 - Promotional Assembly

Products List

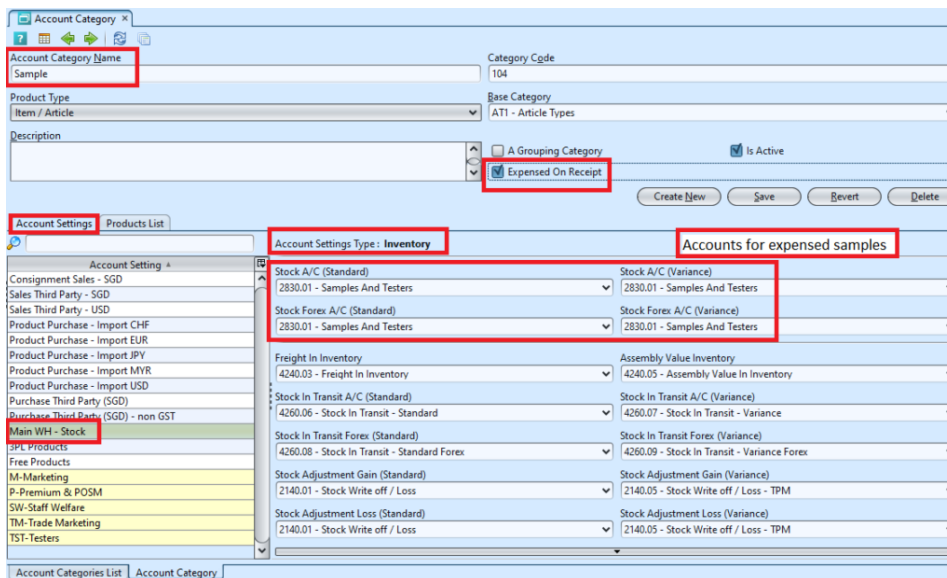
Part Number #	Product Name	UOM	Barcode	Description
BD01-003145	Ctrl-A Beauty Balm 40ml	Each	887222157237	
BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each	6211732100020	
BD01-003147	Ceramidin Light Cream 90g	Each	075987000367	
BD01-003148	Doctor's Label Red Improve Purifying Mask	Each	8032539292504	
BD01-003148W	Doctor's Label White Improve Purifying Mask	Each		
BD01-003149	Ctrl-A Soothing Moisturizer 50g	Each		
BD01-003150	Ctrl-A Sensitive Sun Protector 40ml	Each		
BD01-BUNDLE	Doctor's Label Red Improve Purifying Mask PO2	Each		
BD01-BUNDLE-W	Doctor's Label White Improve Purifying Mask PO2	Each		
BD02-002130	Jasmine Shower Gel 250ml	Each		
BD02-002131	Mint Tea Shower Gel 250ml	Each		
BD02-002132	Japanese Rose Shower gel 250ml	Each		
BD02-002133	Lip Butter 6g - Jasmine	Each		
BD02-002134	Lip Butter 6g - Wild Rose	Each		
BD03-002454	Sun Control Sensitive SPF50 Face Emulsion 50ml	Each		
BD03-002455	Sun Sport Invisible Mist Wet Skin Application Progressive Tan SPF50	Each		
BD03-002456	Skin Therapy Detoxifying Cleansing Foam 150ml	Each		
BD03-002457	365 Cellular Elixir Intense Youth Renewal Serum 30ml	Each		
Total 123 records.				

6. For **Account Category**: Sample and Tester, the cost of the products classified under these two categories

will be expensed upon receipt of the products.

- When sample / tester products were purchased, after Goods Receipt was posted, any cost paid for the purchase of the sample / tester product will be expensed to the accounts set in the Account Category (see snapshot below). Cost of goods in Putaway will be \$0.
- For sample / tester products added using Stock Import, the unit cost entered must be \$0. Cost of goods in Putaway will be \$0.
- For sample / tester products added using Stock Adjustment (+QTY), cost of goods in Putaway will be \$0.
- For sample / tester products returned using Customer Returns, cost of goods in Putaway will be \$0.

User can set to which account(s) the expense should be posted, as highlighted in the snapshot of example below:



Update Account Category Details

1. On "Account Categories List" tab, double click on account category to be updated, it will bring up the details on "Account Category" tab for the

selected account category

2. Make change(s) on the account category's information

3. Click on **"Save"** button at the bottom of screen to save

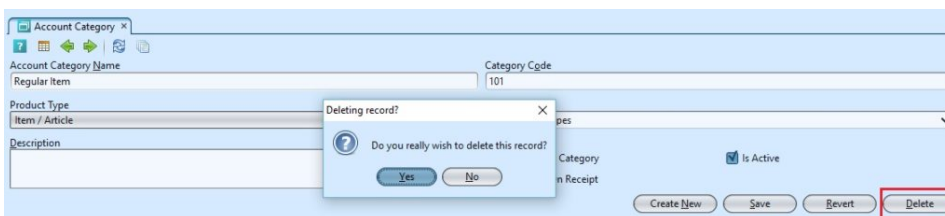
4. Click on **"Revert"** button at the bottom of screen or refresh icon at the top of the screen to roll back the changes

Delete Account Category

1. On **"Account Categories List"** tab, double click on account category to be deleted, it will bring up the details on **"Account Category"** tab for the selected account category

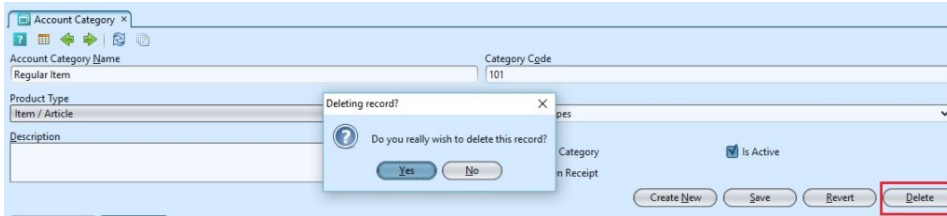
2. Click on **"Delete"** button at the bottom of screen

3. Click on **"Yes"** button on the pop-up window to confirm record deletion

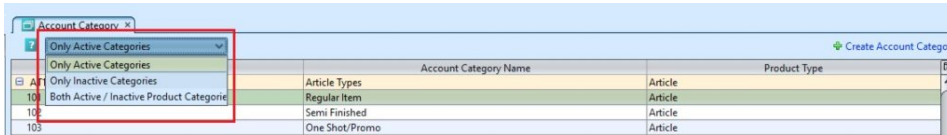


View and Search for Account Category Details

1. On **"Account Categories List"** tab enter search parameter to filter the result, i.e. type in name of the account category



2. Result can be sorted alphabetically by clicking the fields' columns or filtered to show active / inactive categories



3. Double click on account category to view full details of the account category, it will bring up the details on **“Account Category”** tab for the selected account category