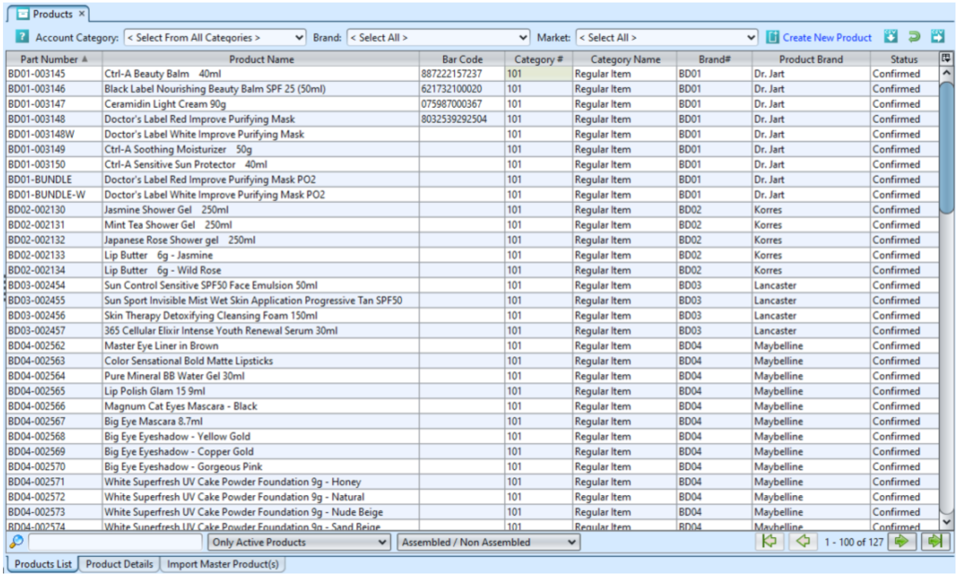
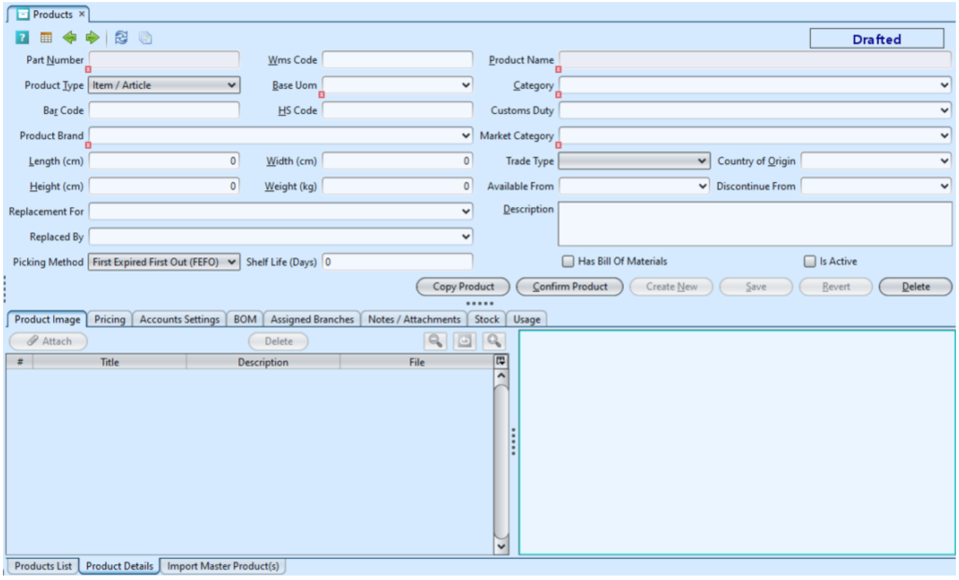
Products

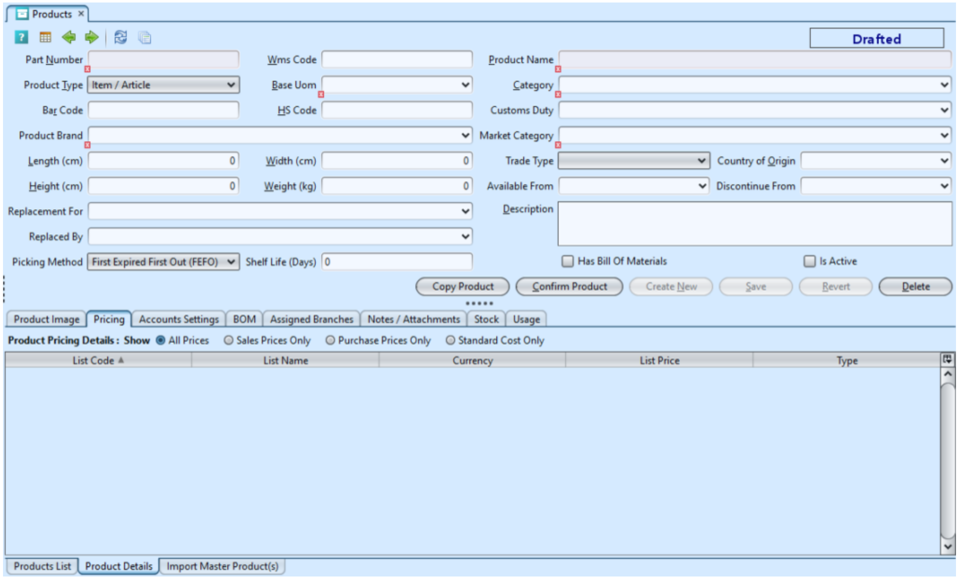
Products view allows user to create record of product’s (master) details and it’s accounts settings. User can also see price lists associated with the product, stock movement and usage.

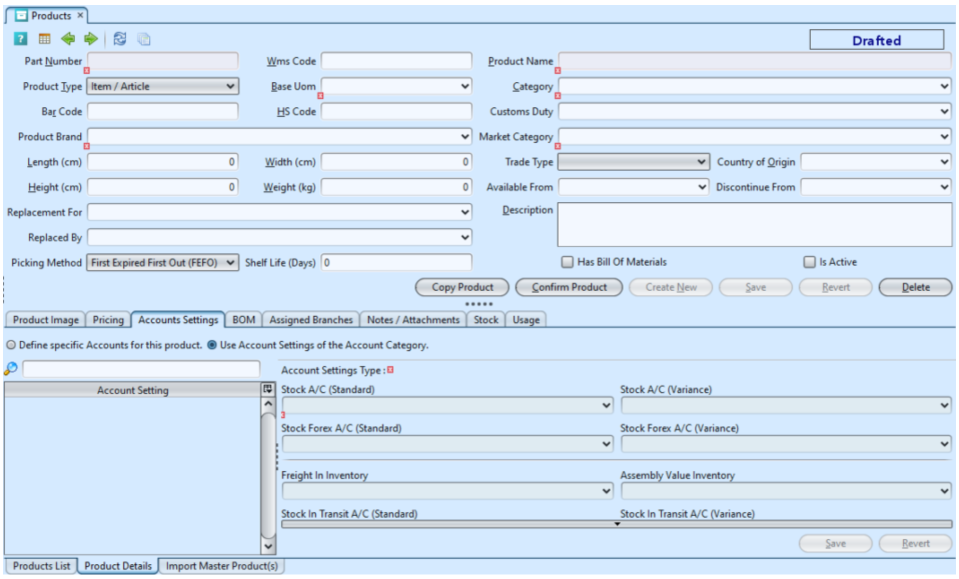
Below actions are available under ***“Products”:***

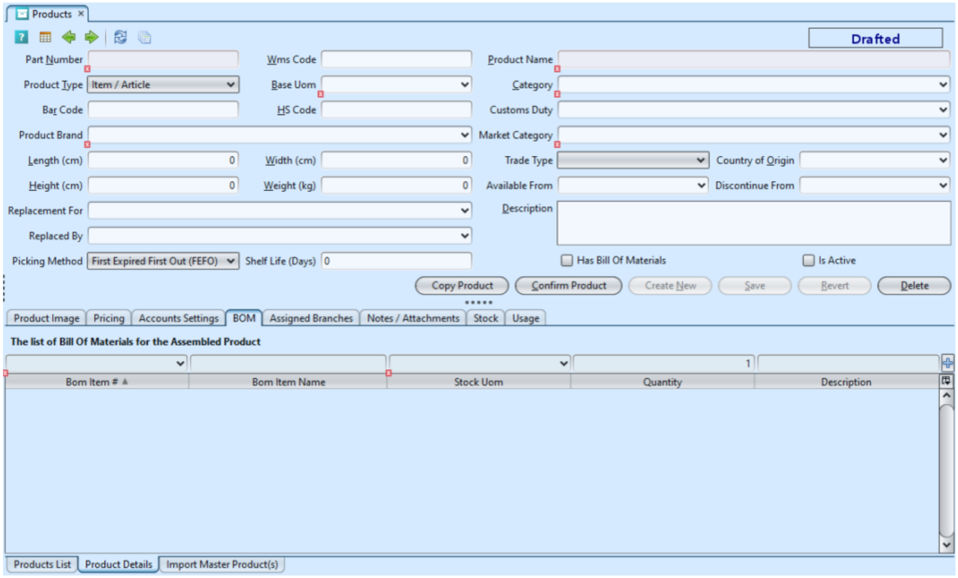
- View the list of products by Account Category, Brands and Market
- Create, revert and delete products.
- Copy and close the product
- Import master product(s)

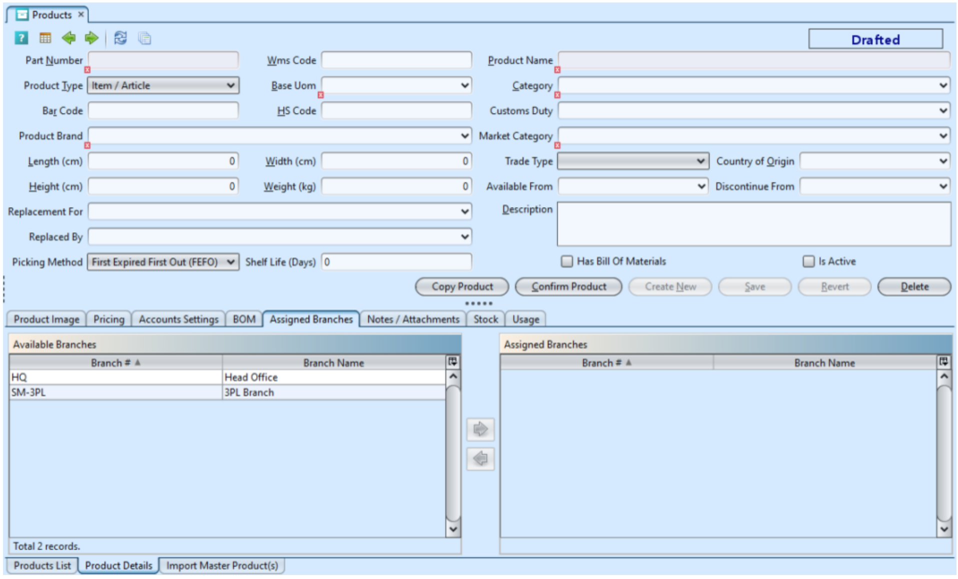


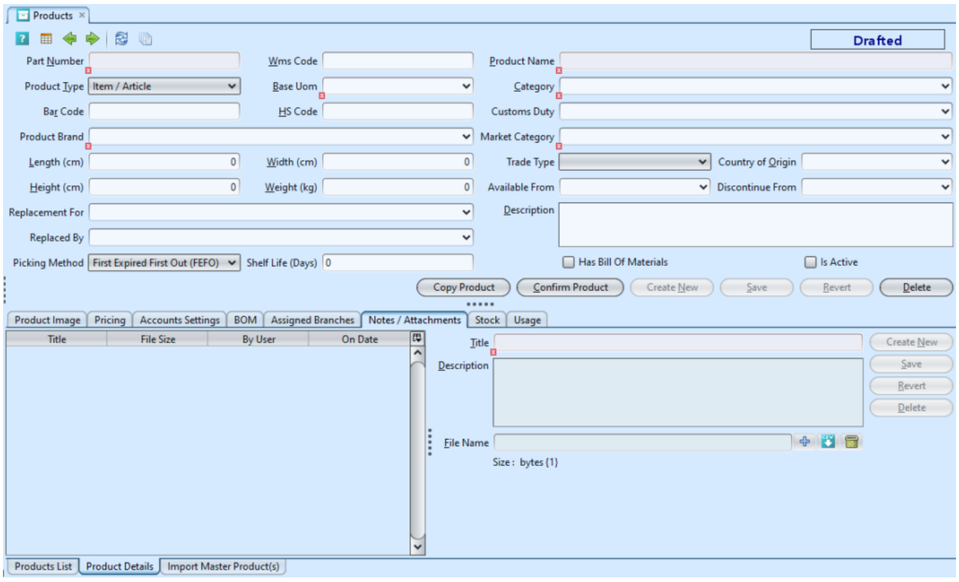

Products
Drafted
Part Number
Wms Code
Product Name
Product Type
Item / Article
Base Uom
Category
Bar Code
HS Code
Customs Duty
Product Brand
Market Category
Length (cm)
Width (cm)
Trade Type
Country of Origin
Height (cm)
Weight (kg)
Available From
Discontinue From
Replacement For
Description
Replaced By
Picking Method
First Expired First Out (FEFO)
Shelf Life (Days)
Has Bill Of Materials
Is Active
Copy Product
Confirm Product
Create New
Save
Revert
Delete
Product Image
Pricing
Accounts Settings
BOM
Assigned Branches
Notes / Attachments
Stock
Usage
Attach
Delete
#
Title
Description
File
Products List
Product Details
Import Master Product(s)

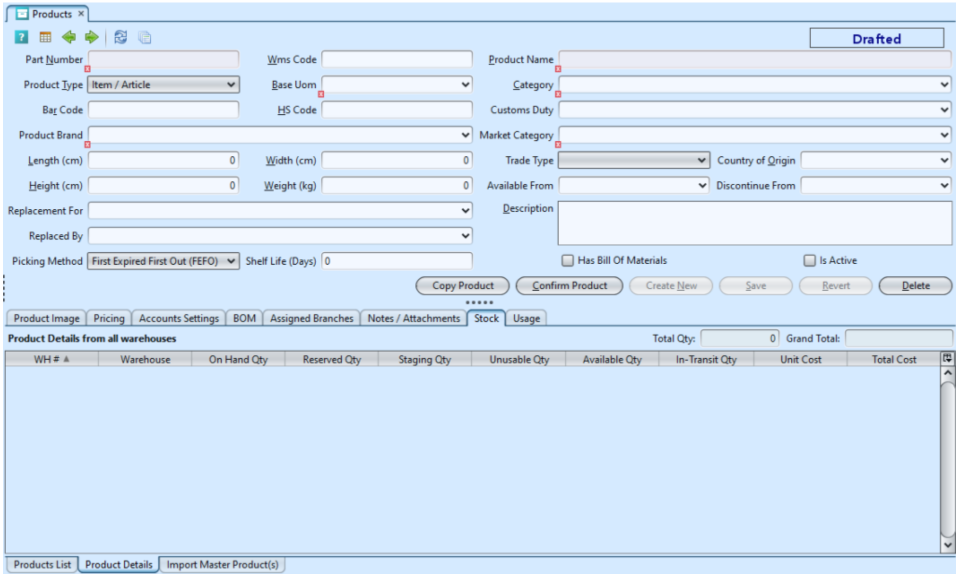

Products
Drafted
Part Number
Wms Code
Product Name
Product Type
Item / Article
Base Uom
Category
Bar Code
HS Code
Customs Duty
Product Brand
Market Category
Length (cm)
Width (cm)
Trade Type
Country of Origin
Height (cm)
Weight (kg)
Available From
Discontinue From
Replacement For
Description
Replaced By
Picking Method
First Expired First Out (FEFO)
Shelf Life (Days)
Has Bill Of Materials
Is Active
Copy Product
Confirm Product
Create New
Save
Revert
Delete
Product Image
Pricing
Accounts Settings
BOM
Assigned Branches
Notes / Attachments
Stock
Usage
Product Pricing Details : Show
All Prices
Sales Prices Only
Purchase Prices Only
Standard Cost Only
List Code
List Name
Currency
List Price
Type
Products List
Product Details
Import Master Product(s)

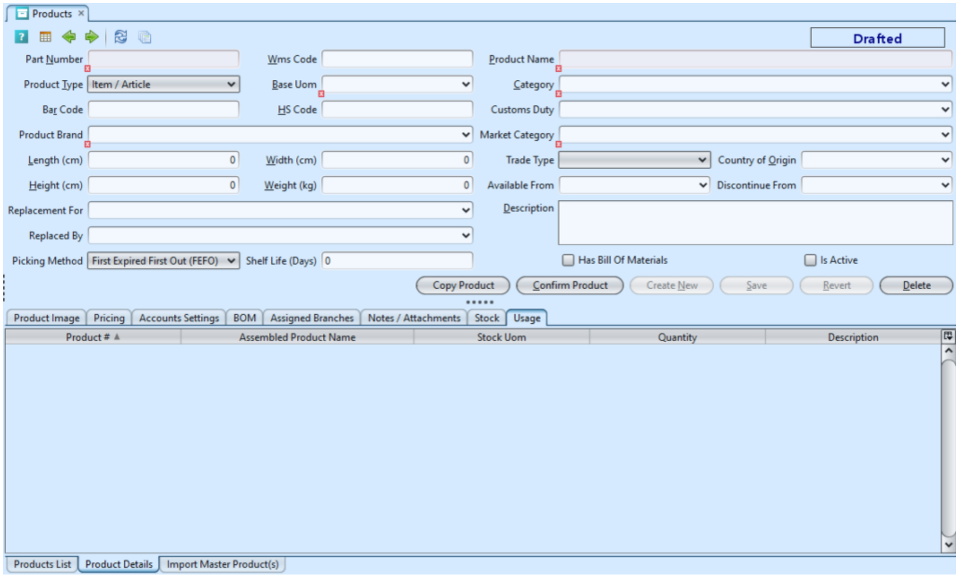

Products
Drafted
Part Number
Wms Code
Product Name
Product Type
Item / Article
Base Uom
Category
Bar Code
HS Code
Customs Duty
Product Brand
Market Category
Length (cm)
Width (cm)
Trade Type
Country of Origin
Height (cm)
Weight (kg)
Available From
Discontinue From
Replacement For
Description
Replaced By
Picking Method
First Expired First Out (FEFO)
Shelf Life (Days)
Has Bill Of Materials
Is Active
Copy Product
Confirm Product
Create New
Save
Revert
Delete
Product Image
Pricing
Accounts Settings
BOM
Assigned Branches
Notes / Attachments
Stock
Usage
Define specific Accounts for this product.
Use Account Settings of the Account Category.
Account Settings Type :
Account Setting
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)
Save
Revert
Products List
Product Details
Import Master Product(s)


Products
Drafted
Part Number
Wms Code
Product Name
Product Type
Item / Article
Base Uom
Category
Bar Code
HS Code
Customs Duty
Product Brand
Market Category
Length (cm)
Width (cm)
Trade Type
Country of Origin
Height (cm)
Weight (kg)
Available From
Discontinue From
Replacement For
Description
Replaced By
Picking Method
First Expired First Out (FEFO)
Shelf Life (Days)
Has Bill Of Materials
Is Active
Copy Product
Confirm Product
Create New
Save
Revert
Delete
Product Image
Pricing
Accounts Settings
BOM
Assigned Branches
Notes / Attachments
Stock
Usage
The list of Bill Of Materials for the Assembled Product
Bom Item #
Bom Item Name
Stock Uom
Quantity
Description
Products List
Product Details
Import Master Product(s)


Products
Drafted
Part Number
Wms Code
Product Name
Product Type
Item / Article
Base Uom
Category
Bar Code
HS Code
Customs Duty
Product Brand
Market Category
Length (cm)
Width (cm)
Trade Type
Country of Origin
Height (cm)
Weight (kg)
Available From
Discontinue From
Replacement For
Description
Replaced By
Picking Method
First Expired First Out (FEFO)
Shelf Life (Days)
Has Bill Of Materials
Is Active
Copy Product
Confirm Product
Create New
Save
Revert
Delete
Product Image
Pricing
Accounts Settings
BOM
Assigned Branches
Notes / Attachments
Stock
Usage
Available Branches
Branch #
Branch Name
HQ
Head Office
SM-3PL
3PL Branch
Total 2 records.
Assigned Branches
Branch #
Branch Name
Products List
Product Details
Import Master Product(s)


Products
Drafted
Part Number
Wms Code
Product Name
Product Type
Item / Article
Base Uom
Category
Bar Code
HS Code
Customs Duty
Product Brand
Market Category
Length (cm)
Width (cm)
Trade Type
Country of Origin
Height (cm)
Weight (kg)
Available From
Discontinue From
Replacement For
Description
Replaced By
Picking Method
First Expired First Out (FEFO)
Shelf Life (Days)
Has Bill Of Materials
Is Active
Copy Product
Confirm Product
Create New
Save
Revert
Delete
Product Image
Pricing
Accounts Settings
BOM
Assigned Branches
Notes / Attachments
Stock
Usage
Title
File Size
By User
On Date
Title
Description
File Name
Size : bytes (1)
Create New
Save
Revert
Delete
Products List
Product Details
Import Master Product(s)



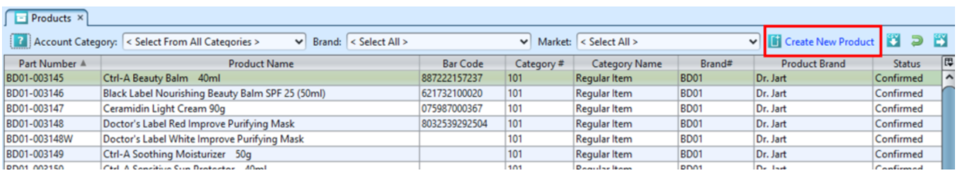


Field Name	**Description**	**Mandatory Information**
Part Number	Code that uniquely identifies the product	Y
WMS Code		N
Product Name	Name of the product	Y
Product Type	Select the type of product: • Item / Article • Service / Charge • Made To Order (for delivery order to customer) – Samooha Project only	Y
UOM	Type of the item – Unit of Measure	Y
Category	Select the category of the product	Y
Bar Code	Bar code number	N

HS Code		N
Customs Duty	Select the duty's fees if there is any apply to the product	N
Product Brand	Select the brand of product	Y
Market Category	Select the market category	N
Length (cm)	Self-explanatory	N
Width (cm)	Self-explanatory	N
Height (cm)	Self-explanatory	N
Weight (kg)	Self-explanatory	N
Trade Type	Sale, Purchase, or both	N
Country of Origin	The country of manufacture or production where the product comes from.	N
Available From	Start date of the product	N
Discontinue From	End date of the product	N
Replacement For	Self-explanatory	N
Replaced By	Self-explanatory	N
Description	Additional information for the product	N
Picking Method	Select a Picking Method for the Product: • First Expired First Out (FEFO) • First In First Out (FIFO) • Last In Last Out (LIFO)	Y
Shelf Life (Days)	Shelf life of product in number of days.	N
Has Bill of Materials	Tick the checkbox, if the item is a BOM	N
Is Active	Tick the checkbox, if the product is active in the system and in use.	N

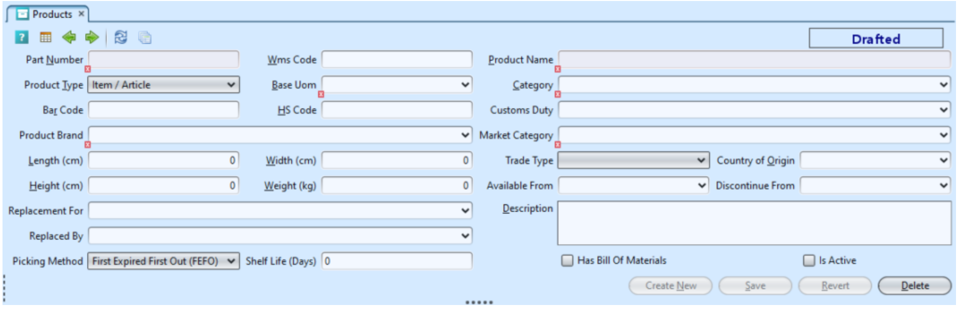
Create New Product:

1. Click on ***"Create New Product"*** at the top right of screen of ***"Products List"*** tab, it will open ***"Product Details"*** tab with empty form



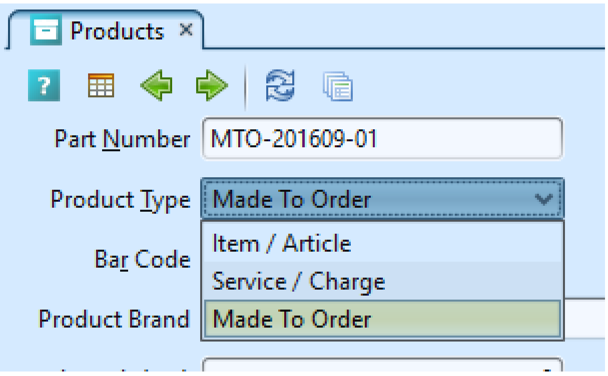
2. Fill up product's information on the top half of screen. Fields in red color or marked with red x are

mandatory information.



There are 3 product types:

- Item / Article: item type that may have both revenue and / or expense
- Service / Charge: service / charge rendered to customer / by vendor
- Made To Order: manufactured type of product, made order to be deliver to project customer (Samooha Project only)



“***Replacement For***” and “***Replaced By***” are properties that are used only in the supply chain module. It will put the historical data for the products having “***Replaced By***” and combine it into the “***Replacement For***” product sales history. This will allow users to keep track of the historical performance of products when there is a product replacement (packaging, naming, etc…)

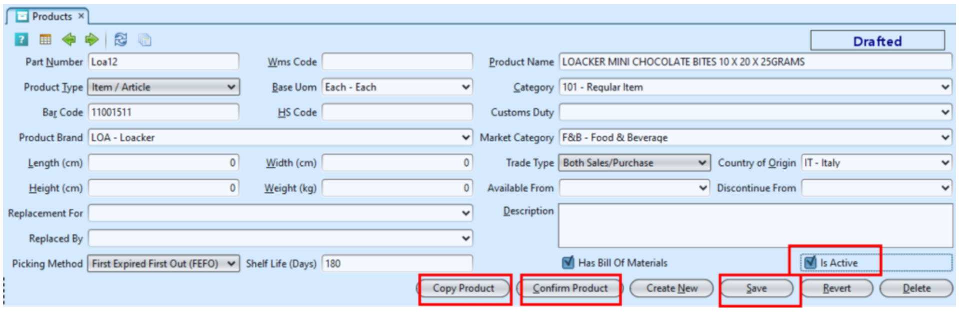
If product is assembled type, tick “***Has Bill of Materials***” checkbox. The “***BOM***” tab will then be available for user to enter the parts required to assemble this product.

"***Picking Method***" defines how the product inventory will be handled during sales batch reservation / logistics picking process. This will use the default picking method defined in the application, but user can select a different method. Enter value of "***Shelf Life (Days)***" of product in number of days. This value is use to auto calculate an expiry date of the product if users did not enter specific manufacturing date in transactions.

There are 3 types of "***Picking Method***":

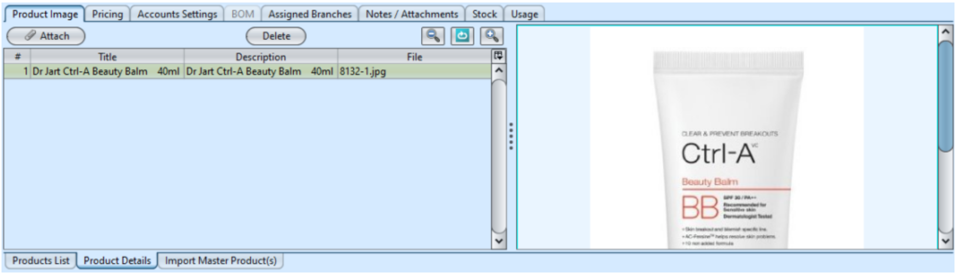
- First Expired First Out (FEFO)
- First In First Out (FIFO)
- Last In Last Out (LIFO)

3. Click ***"Save"*** button at the bottom right side of screen to save. Saving a product record with "***Is Active***" checkbox ticked will confirm the product. Alternatively click on ***"Confirm Product"*** button at the middle of the screen to confirm the item.

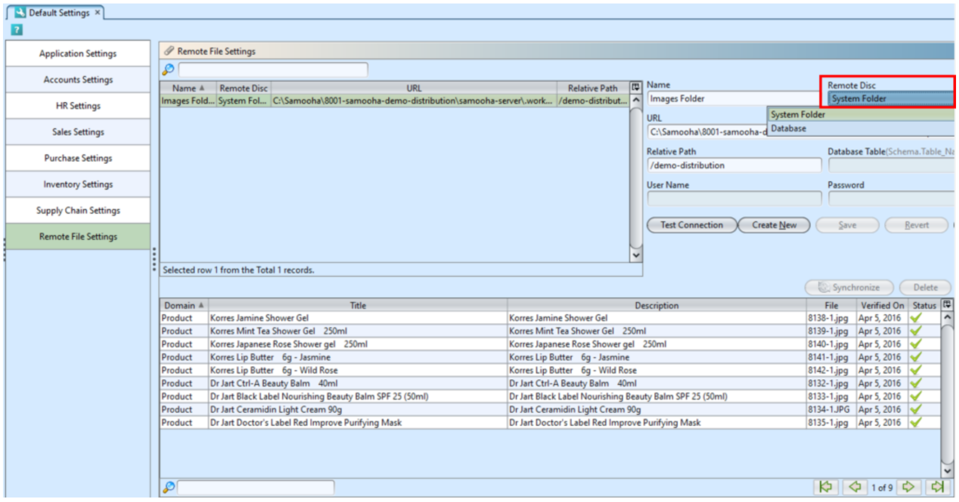


Note: User is able to copy an already created product to generate a similar new product record by clicking on "***Copy Product***" button. This will allow user to quickly create multiple products records for the same group / brand. Please note that "***Part Number***" must be unique.

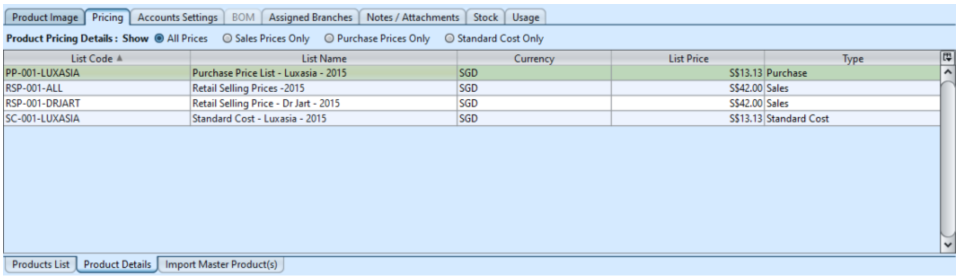
4. User can add image(s) in the "***Product Image***" tab



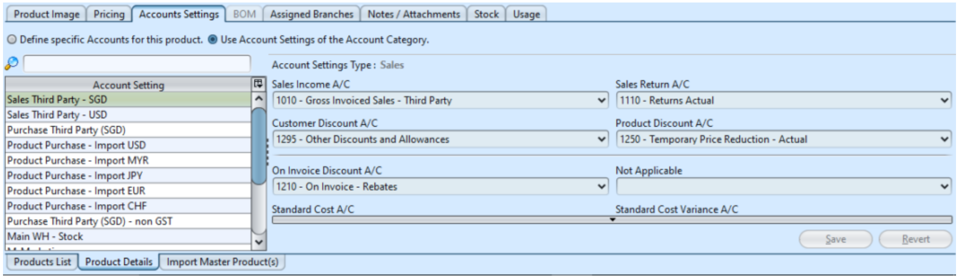
Admin only – Location to store images usually was setup by admin. The settings can be found under "***Organization (Settings) – Default Settings***".



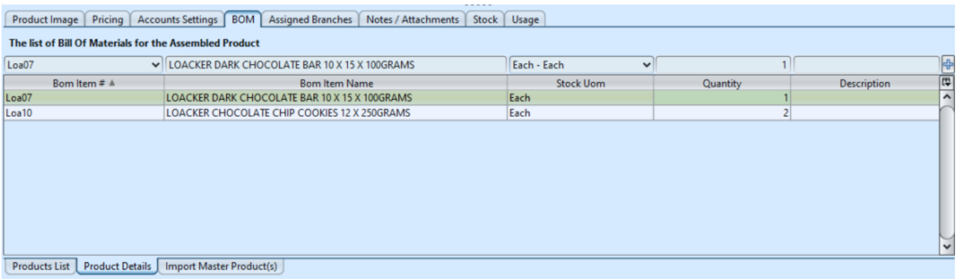
5. On ***"Pricing"*** tab, any price lists associated with the product will be automatically shown here when the price list was created, e.g. ***"Sales Price List"***, ***"Purchase Price List"***, etc.



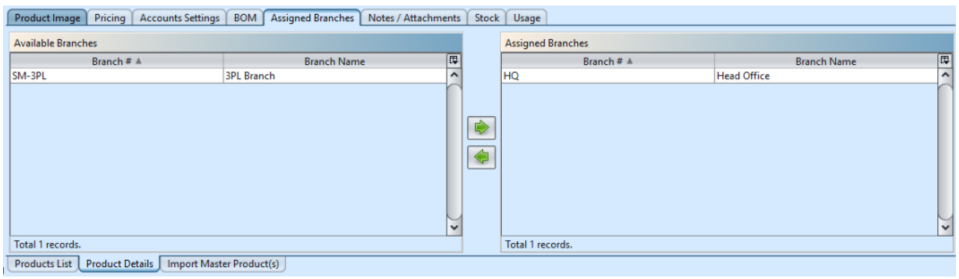
6. Accounts settings for the product will be shown on ***"Account Setting"*** tab. These settings shows which accounts were used for postings of sales / purchase / inventory transactions of the product.



7. If the product is an assembled product type (***"Has Bill of Materials"*** checkbox was ticked), ***"BOM"*** tab will be available for selection to add the BOM items (product's parts). Enter the product's (part) info and click  button to add the product into the BOM list for product assembly.

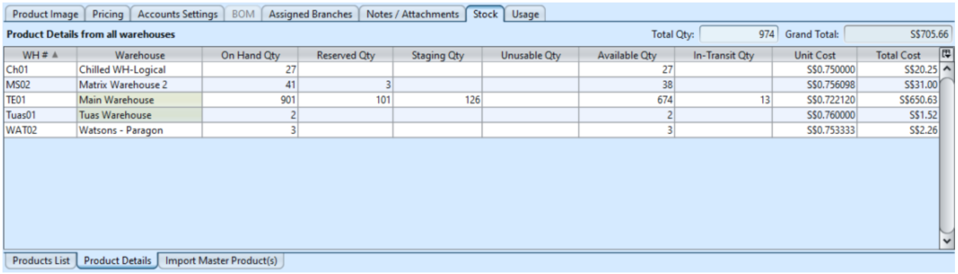


8. On ***"Assigned Branches"*** tab, a default branch (e.g. HQ) has been automatically assigned for the new product. To assign another branch for the product, select available branch from the bottom left table and click "  " button in middle of screen

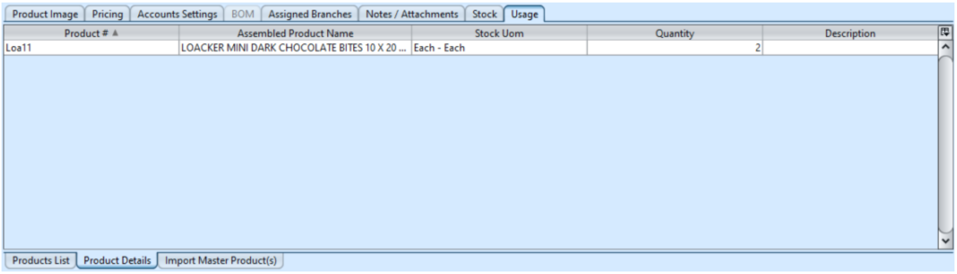


9. Click on ***"Notes / Attachments"*** tab at the middle of screen to add notes or files attachment for the product

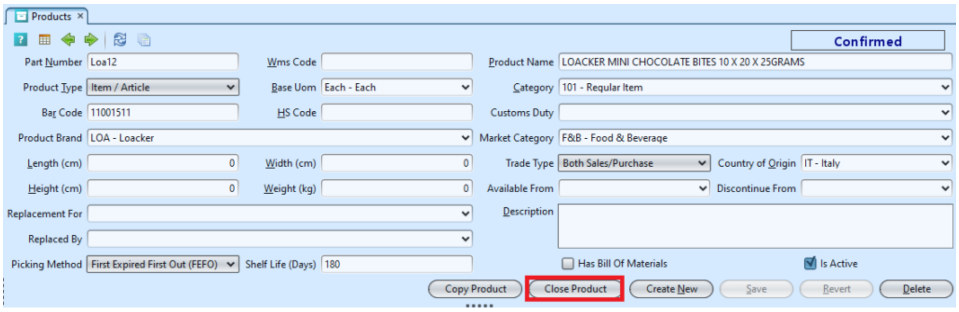
10. On ***"Stock"*** tab, the stock's availability in different warehouses and movement such as ***"Stock Transfer"*** will be updated automatically once there is any movement to the product's inventory.

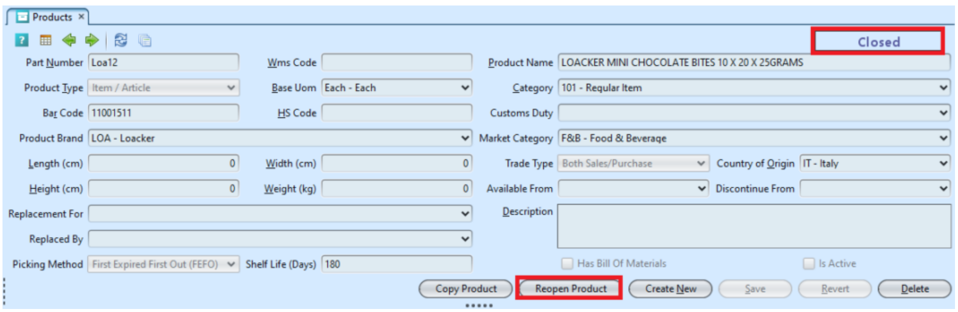


11. On ***"Usage"*** tab, the usage of the product will updated automatically if there is any usage for BOM / product assembly.



12. User can close or reopen a product record. Closed product record will be inactive and not available for selection in transactions. User is not allowed to edit product information when the product record is closed. Click on ***"Close"*** or ***"Reopen"*** button at middle of the screen in order to close or reopen the product.





Update Product Details:

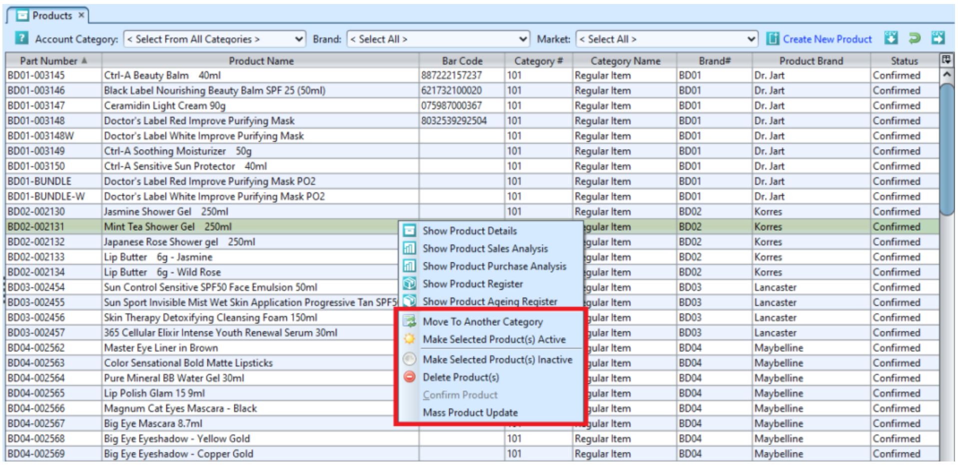
1. On ***"Products List"*** tab double click on product to be updated, it will bring up the details on***"Product Details"*** tab for the selected product.

2. Make change(s) on the product's information

3. Click on ***"Save"*** button at the bottom of screen when done

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

5. In the products list view if you select a product (row) and right-click on the mouse, a menu will pop-up with options available for the selected product. To select multiple rows, hold **Ctrl** button and click on the rows to select.



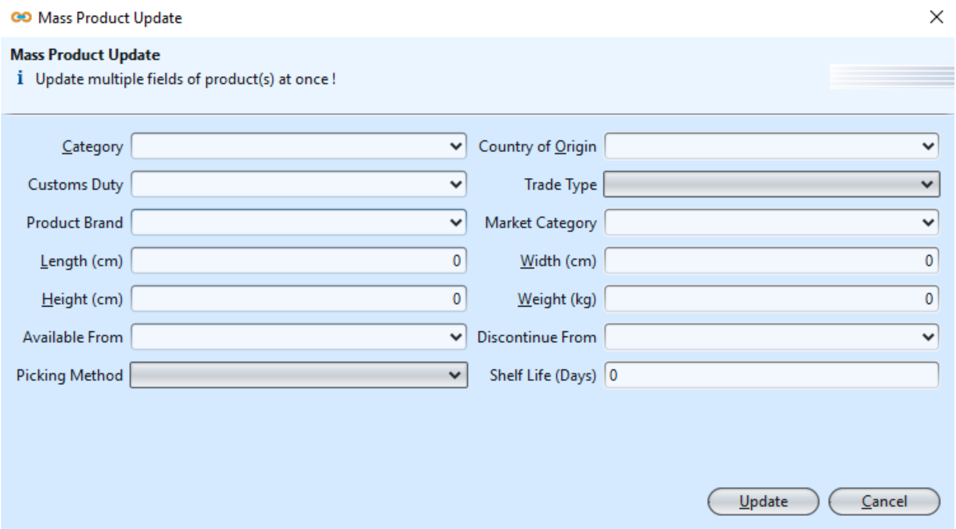
The users will have the following options to update the selected products:

- Move to Another Category
- Make Selected Product(s) Active
- Make Selected Product(s) Inactive
- Delete Product(s)
- Confirm Product (if product status is

drafted / not yet confirmed)

Mass Product Update

6. “Mass Product Update” feature allow user to update particular data field(s) of multiple product records. For example, update the “***Product Brand***” and / or “***Country of Origin***” of multiple products. Click “***Update***” button to apply the entered data updates.

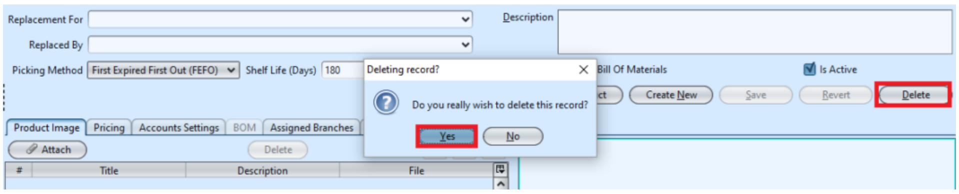


Delete Product:

1. On ***“Products List”*** tab double click on product to be deleted, it will bring up the details on***“Product Details”*** tab for the selected product.

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

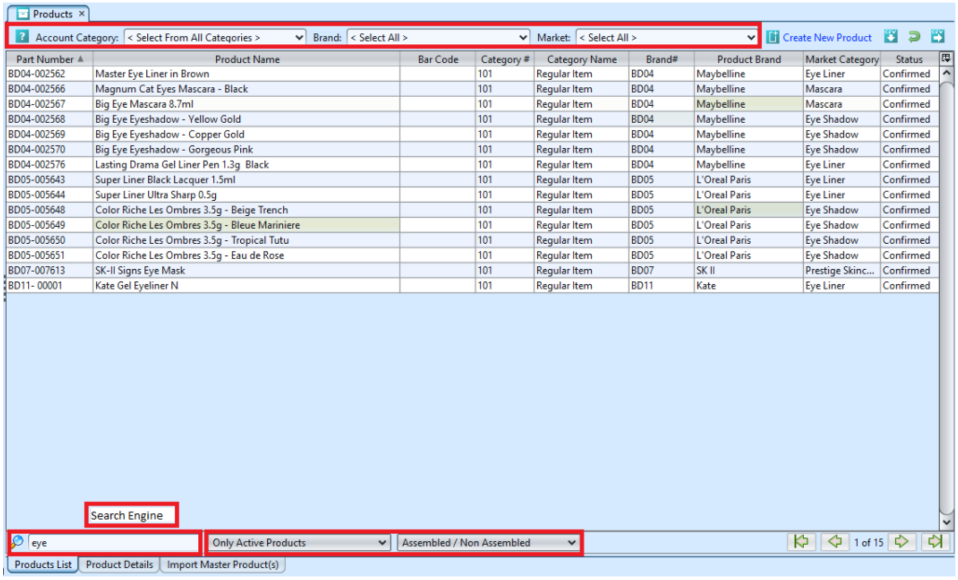
3. Click on ***“Yes”*** button on the pop-up window to confirm record deletion



View and Search for Product Details:

1. Click on ***"Product List"*** tab at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in which product to search for in the***"Product"*** text field box or select from drop-down list



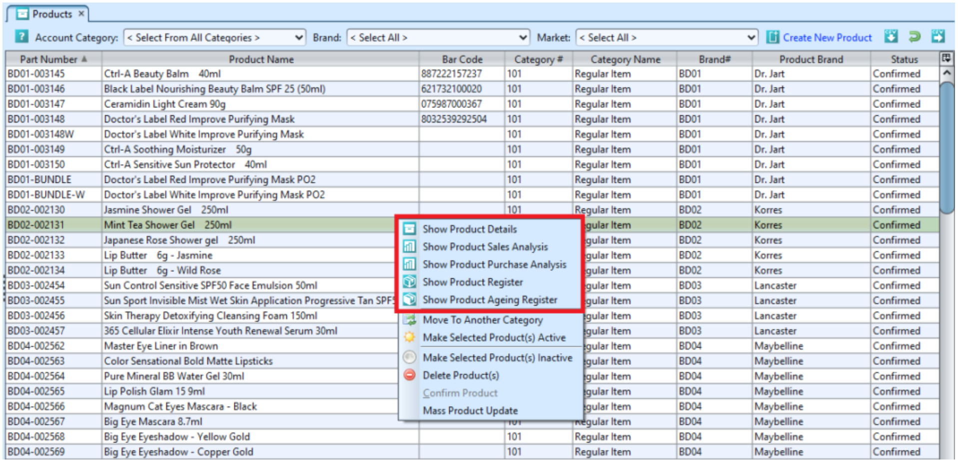
Part Number	Product Name	Bar Code	Category #	Category Name	Brand#	Product Brand	Market Category	Status
BD04-002562	Master Eye Liner in Brown		101	Regular Item	BD04	Maybelline	Eye Liner	Confirmed
BD04-002566	Magnum Cat Eyes Mascara - Black		101	Regular Item	BD04	Maybelline	Mascara	Confirmed
BD04-002567	Big Eye Mascara 8.7ml		101	Regular Item	BD04	Maybelline	Mascara	Confirmed
BD04-002568	Big Eye Eyeshadow - Yellow Gold		101	Regular Item	BD04	Maybelline	Eye Shadow	Confirmed
BD04-002569	Big Eye Eyeshadow - Copper Gold		101	Regular Item	BD04	Maybelline	Eye Shadow	Confirmed
BD04-002570	Big Eye Eyeshadow - Gorgeous Pink		101	Regular Item	BD04	Maybelline	Eye Shadow	Confirmed
BD04-002576	Lasting Drama Gel Liner Pen 1.3g Black		101	Regular Item	BD04	Maybelline	Eye Liner	Confirmed
BD05-005643	Super Liner Black Lacquer 1.5ml		101	Regular Item	BD05	L'Oreal Paris	Eye Liner	Confirmed
BD05-005644	Super Liner Ultra Sharp 0.5g		101	Regular Item	BD05	L'Oreal Paris	Eye Liner	Confirmed
BD05-005648	Color Riche Les Ombres 3.5g - Beige Trench		101	Regular Item	BD05	L'Oreal Paris	Eye Shadow	Confirmed
BD05-005649	Color Riche Les Ombres 3.5g - Bleue Mariniere		101	Regular Item	BD05	L'Oreal Paris	Eye Shadow	Confirmed
BD05-005650	Color Riche Les Ombres 3.5g - Tropical Tutu		101	Regular Item	BD05	L'Oreal Paris	Eye Shadow	Confirmed
BD05-005651	Color Riche Les Ombres 3.5g - Eau de Rose		101	Regular Item	BD05	L'Oreal Paris	Eye Shadow	Confirmed
BD07-007613	SK-II Signs Eye Mask		101	Regular Item	BD07	SK II	Prestige Skinc...	Confirmed
BD11- 00001	Kate Gel Eyeliner N		101	Regular Item	BD11	Kate	Eye Liner	Confirmed

- Only Active Products
- Only Inactive Products
- Both Active / Inactive Products
- Only Non Assembled Products
- Only Assembled Products
- Assembled / Non Assembled Products
- Product Details

3. Result can be sorted alphabetically by clicking the fields' columns

4. Double click on product to view full details of the product, it will bring up the details on ***"Product Details"*** tab for the selected product

5. In the products list view if you select a product (row) and right-click on the mouse, a menu will pop-up with options available for the selected product



The users will have the following options to view further details on the selected product:

- Show product details
- Show **Product Sales Analysis**
- Show **Product Purchase Analysis**
- Show **Product Register**
- Show **Product Ageing Register**