Create Products Group / Category

When products are grouped and categorized, it makes it easy to report and analysed on. The following are the process steps to create Groups and Category:-

1. Click on Inventory tab / Masters / Product Groups to add new product grouping (for example group by vendors, brands, product type, etc.)

2. Click *"Create New"* button to create new group or subgroup

3. Fill in the product group information. Textfields marked with *"x"* are mandatory.

4. Click *"Save"* button when done