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Products are Catalog Items offered for sale. Products can be tangible (i.e. a physical piece of equipment) or intangible (i.e. a telephone number). Products can usually be recorded in an inventory (again, equipment in stock or available telephone numbers). Products can be associated with Sub-Charges, for example, a delivery charge or an installation fee. They can be combined together with other Products, Services and/or Charges inside Offers

Procedure to follow when creating Products:

- ? On the Actions group box, click on the 'Add Product' link.
- ? Fill out the General Section of the Product information page (Name, Description, Category),
- ? Populate the Commissionable check-box if Sales Commissions can be earned on the sale of the Product,
- ? Populate the Resale check-box if you intend to track purchases of the Product from a Supplier.
- ? Fill out the Charge section of the Product information page
- ? Populate the Charge information (Name, Type, Currency)
- ? Populate the Taxable/Non-Taxable information.
- ? Populate the G/L Accounting Code with the respective G/L Account
- ? Populate the Price & Cost information (amount, flat fee or per-unit price)
- ? If you wish to display or hide zero-price items on the invoice, check or un-check the 'Display Zero' check box.
- ? Fill out the 'Billing Identifiers' section.
- ? Click the [Save] button

http://wiki.smartbilling.ca/index.php/File:Add_product.mp4

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