

## Products

Definition:

**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.

**Products** can be combined together with other **Products**, **Services** and/or **Charges** inside **Offers**

Procedure to follow when creating **Products**:

- On the 'Products and Services' page, 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

Once you have created a new **Product**, you may associate various mandatory and/or optional **Sub-Charges** to the **Product** as you deem appropriate, by clicking on the 'Add Sub-Charge' link.

Finally, you may associate one or more **Contract Types** with the **Product**, again, by clicking on the 'Add Contract Type' link.