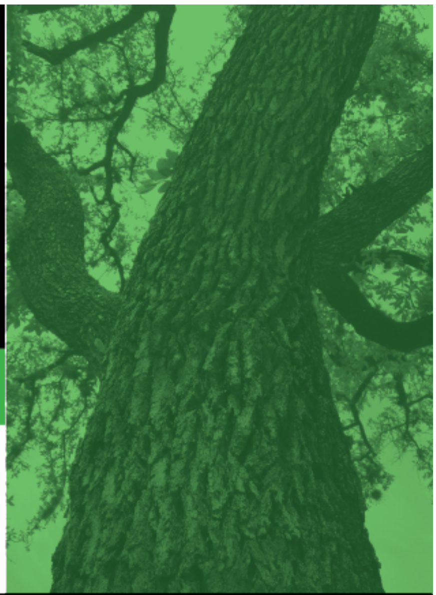
ASCENDER GUIDES



Product Information - BAR2000

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Product Information - BAR2000

Accounts Receivable > Tables > Product Information

This page is used to create a table of the products and services offered by the LEA. Invoices and invoice templates may be created without the existence of this table. However, if this table exists when you are creating invoices, the product types are conveniently available in the product type drop down.

Notes:

- A product number is automatically created and saved when a record is created in this product table. When a product type is selected from this table for an invoice, its corresponding product number is stored in the invoice product record.
- If you select a product type from the drop down when creating an invoice, its associated description and unit cost become the default values in the invoice record and can be changed. The product number is still associated with the original description regardless of any changes made to the description.

Add product data:

Click **+Add** to add a row.

Field	**Description**
Product Type	Type the code for the product type. The field groups like products together. The field can be a maximum of ten characters.
Description	Type the description for the specified product type. The field can be a maximum of 200 characters.
Unit Cost	Type the cost of each unit of the product.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Print	Print the product information report. **Review the report using the following buttons**: Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.