



## Product Information - BAR2000



# Table of Contents

<b>Product Information - BAR2000</b> .....	i
<b>Product Information - BAR2000</b> .....	1



# 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, it's associated description and unit cost becomes 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
<b>Product Type</b>	Type the code for the product type. The field groups like products together. The field can be a maximum of ten characters.
<b>Description</b>	Type the description for the specified product type. The field can be a maximum of 200 characters.
<b>Unit Cost</b>	Type the cost of each unit of the product.

Click **Save**.

## Other functions and features:

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

Click to 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.



Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.