



## Product Information - BAR2000



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## 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
<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>Delete</b>	<p>Click to delete a customer record. Click to delete a customer record.</p> <p><b>Notes:</b></p> <p>Normally, the <b>Delete</b> function is used just after creating a customer in error or after using the Purge Prior Year Invoices utility, and you want to delete customers who no longer have invoices in the system. When you try to delete a customer record, the system checks that there are no invoices with this customer number. This includes both open (balance greater than zero) and closed (balance equal to zero) invoices. If the system finds either type of invoice for a customer, it will not allow you to delete the customer. Existing customer information can only be deleted if no outstanding invoices exist and the customer does not have any cash receipts.</p> <p>You can change any information for an existing customer record except the customer number. If a record is created with a customer number that you now want to change and it has no invoice records, you can delete the existing customer record and then add it back with the new number.</p>
<b>Retrieve</b>	<p><a href="#">Retrieve data.</a></p> <p>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.</p>
<b>Documents</b>	<p><a href="#">View or attach supporting documentation.</a></p>



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