


2.5 INVOICE LINE PRODUCT

2.5.1 HOW TO ADD OR CREATE AN INVOICE PRODUCT

Open Options

#	Action	Notes
1	Select	From the Main Menu Options: 'Administration', 'Maintenance', 'Products'.
2	Select	From the Invoice Windows Form Menu Options, 'New Product'.
3	Press	From the Invoice Windows Form, 'Ctrl N'.

Either option will open the INVOICE LINE PRODUCTS Windows Form. The Form will open in the 'Search Mode'. To enter a New Invoice Line Product:

#	Action	Button or Icon	Notes
1	Press		Signals the system into the 'New Mode'

Mandatory Fields (Underlined)

#	Enter	Notes	Input
1	Product ID	The Product ID must be unique or the system will display the existing product that has that Product ID.	Alpha Numeric
2	Product Description	The Description of the Product.	Alpha Numeric
3	Supplier N°	This is the Supplier N° of the Supplier that offers that Product.	Numeric



Important Notes and Suggestions

If you do not know the Supplier N°; Press the Suppliers Button, which will display all the Suppliers in the SUPPLIERS LIST. Using the table vertical slider, locate the Supplier, double-click the left side control box of the row where the Supplier is located and that will send that information back to the PRODUCTS Windows Form, which in turn will automatically insert the data into the corresponding Supplier N° and Supplier fields.

If you wish to see a list of the current Products; Press the Products Button.

The Status Group Box indicates if the Product is 'NEW'.

Final Actions

#	Action	Button or Icon	Notes
1	Press		Saves the Product to the database.
2	Press		Exits the PRODUCTS Windows Form and returns to the previous Windows Form.

Optional Fields

#	Enter	Notes	Input
1	Inactive	This Check Box refers to the action of making the Product Active or Inactive. If it is Inactive it will not be available for any other Form except the Product Form. Checked means it is Inactive. Unchecked means it is Active and therefore available.	✓
2	Sales Account	This is the Sales Account linked to the Product.	Numeric
3	Cost Account	This is the Cost Account linked to the Product.	Numeric
4	Net Price	This is the Net or Cost Price of the Product.	Numeric
5	Add a Fixed % of	The % amount entered here will be added to the Net Price to produce the Sales Price. The default is 0.00 (0,00) which does not add anything to the Net Price and therefore does not produce a Sales Price.	Numeric
6	Sales Price	If a '0' Fixed % was entered, then the User must enter the Sales Price. If a Fixed % other than '0' was entered then the Sales Price field is disabled, as the Sales Price is calculated by the system.	Numeric

7	Add to Deposit	This Check Box refers to the action of adding the Fixed % to the minimum deposit. Checked means it is added to the deposit. Unchecked means it is <u>not</u> added to the deposit.	✓
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Other Buttons

#	Action	Button or Icon	Notes
1	Press	Supplier Form	Opens the Supplier Windows Form.
2	Press	Suppliers	Opens the Suppliers List Windows Form.
3	Press	InvLine Products	Opens the Products List Windows Form.
4	Press		Displays the Help Page

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2.5.2 HOW TO EDIT AN INVOICE LINE PRODUCT

Open Options

#	Action	Notes
1	Select	From the Main Menu Options: 'Administration', 'Maintenance', 'Products'.
2	Select	From the Invoice Windows Form Menu Options, 'New Product'.
3	Press	From the Invoice Windows Form, 'Ctrl O'.

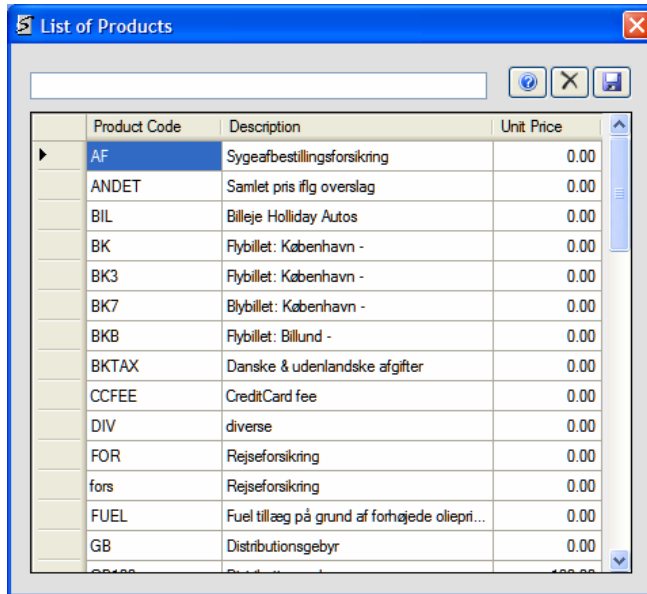
Either option will open the INVOICE LINE PRODUCTS Windows Form. The Form will open in the 'Search Mode'. Then you have 2 options:

#	Action	Notes
1	Enter	Product ID or
2	Press	InvLine Products Button

#	Action	Button or Icon	Notes
1	Enter		Invoice Line Product ID or
2	Press	InvLine Products	Opens the Invoice Line Products List Windows Form.

If you enter the Product ID and it is valid, the system will display all the available data on that Product, you may then Edit the Product.

If you press the InvLine Products Button, the Invoice Line Products List Windows Form will open from where you may select a Product by double-clicking the left side control box of the row where the Product is located. This action will send the Invoice Line Product ID to the INVOICE LINE PRODUCTS Windows Form and it will in turn display all the available information on that Invoice Line Product.




Editable Fields



#	Enter	Notes	Input
1	Product Description	The Description of the Product.	Alpha Numeric
2	Inactive	Use this Check Box to make Product active or inactive. If it is Inactive it will not be available for any other Form except the Product Form. Checked means it is Inactive. Unchecked means it is Active and therefore available.	✓
3	Sales Account	This is the Sales Account linked to the Product.	Numeric
4	Cost Account	This is the Cost Account linked to the Product.	Numeric
5	Net Price	This is the Net or Cost Price of the Product.	Numeric
6	Add a Fixed % of	The % amount entered here will be added to the Net Price to produce the Sales Price. The default is 0.00 (0,00) which does not add anything to the Net Price and therefore does not produce a Sales Price.	Numeric
7	Sales Price	If a '0' Fixed % was entered, then the User must enter the Sales Price. If a Fixed % other than '0' was entered then the Sales Price field is disabled, as the Sales Price is calculated by the system.	Numeric
8	Add to Deposit	This Check Box refers to the action of adding the Fixed % to the minimum deposit. Checked means it is added to the deposit. Unchecked means it is <u>not</u> added to the deposit.	✓

Other Buttons

#	Action	Button or Icon	Notes
1	Press	Supplier Form	Opens the Supplier Windows Form, to create or edit an Supplier.
2	Press	Suppliers	Opens the Suppliers List Windows Form.

3	Press	InvLine Products	Opens the Invoice Line Products List Windows Form.
4	Press		Displays the Help Page

Final Actions

#	Action	Button or Icon	Notes
1	Save		Saves the Invoice Line Product to the database.
2	Exit		Exits the INVOICE LINE PRODUCTS Windows Form and returns to the previous Windows Form.


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2.5.3 HOW TO SEARCH FOR AN INVOICE LINE PRODUCT

Open Options

#	Action	Notes
1	Select	From the Main Menu Options: 'Administration', 'Maintenance', 'Products' or
2	Select	From the Invoice Windows Form Menu Options, 'New Product' or
3	Press	From the Invoice Windows Form, 'Ctrl O'.

Once the Products Windows Form is open:

#	Action	Button or Icon	Notes
1	Press		Open the Invoice Line Products List Windows Form.


Product Code	Description	Unit Price
AF	Sygeafbestillingsforsikring	0.00
ANDET	Samlet pris iflg overslag	0.00
BIL	Billeje Holiday Autos	0.00
BK	Flybillet: København -	0.00
BK3	Flybillet: København -	0.00
BK7	Blybillet: København -	0.00
BKB	Flybillet: Billund -	0.00
BKTAX	Danske & udenlandske afgifter	0.00
CCFEE	CreditCard fee	0.00
DIV	diverse	0.00
FOR	Rejseforsikring	0.00
fors	Rejseforsikring	0.00
FUEL	Fuel tillæg på grund af forhøjede oliepri...	0.00
GB	Distributionsgebyr	0.00

As you enter text the text box, the system will display all the Products that start with the text you have entered. If you hit the return key and there is at only one Product in the List Table, that Invoice Product Product will be sent back to the calling Windows Form

or

Use the vertical slider to locate the Product and then double-click the left side control box on the row where the Product is located. This action will send the Product to the calling Windows Form.

Final Actions

#	Action	Button or Icon	Notes
1	Press		Exits the PRODUCTS Windows Form and returns to the previous Windows Form, but does not send any Product to the calling Windows Form.

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2.5.4 HOW TO ACTIVATE OR DEACTIVATE AN INVOICE LINE PRODUCT

Open Options

#	Action	Notes
1	Select	From the Main Menu Options: 'Administration', 'Maintenance', 'Products'.
2	Select	From the Invoice Windows Form Menu Options, 'New Product'.
3	Press	From the Invoice Windows Form, 'Ctrl O'.

Either option will open the PRODUCTS Windows Form. Then you have another 2 options:

#	Action	Notes
1	Enter	Product ID or
2	Press	Products Button

If you enter the Product ID and it is valid, the system will display all the current data on that Product, you may then Edit the Product.

If you press the Product Button, the Products List Windows Form will open. (See HOW TO SEARCH FOR A PRODUCT)

There is no way to delete a Product per se, because the Product may appear in the database related to some Order or Invoice, however you may set it as Inactive, which means that it will not appear as an available Product for all Windows Forms except in the PRODUCT Windows Form.

To set a Product to Inactive:

#	Enter	Notes	Input
1	Inactive	Use this Check Box to make Product active or inactive. If it is Inactive it will not be available for any other Windows Form except the Product Form. Checked means it is Inactive. Unchecked means it is Active and therefore available for all other Windows Forms.	✓

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