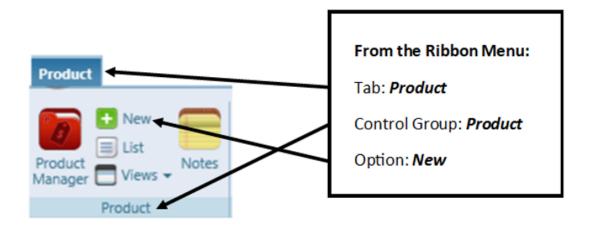
ASICOMP.COM

Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Products > How Do You Add a Product Resource?

How Do You Add a Product Resource? Tammy Mason - 2022-07-20 - in Products

How Do You Add a Product Resource?



Explanation: If you plan to use a Product now and in the future in Orders or if there are specific rules regarding being Taxable/Commissionable, it is recommended a Product Resource is entered. This will limit reentry of information plus ensure correct Tax records and Commission payments.

General Expander

Code: After clicking New from either the Product Manager or the New option in the product group, enter a product code. Codes can be up to 15 characters, either numeric, alpha or a combination of the two.

Name: The Name field listed here is the product description that defaults on Quotes, Orders and Invoices.

Unit: Select the Unit of measure used to order and invoice this product.

Status: Will be active until you are no longer using this product. The Status of a Product Resource can be set to inactive by clicking on Active, changing it to Inactive and then saving the Product. The Product Resource will still be available to make Active, if/when necessary by simply clicking and saving again. A product can be deleted if certain criteria is met:

• No quotes, orders or invoices exist with a date greater than the requested delete date entered.

Products can be deleted under Tools>Control>Archive/Delete Data

Description: The Description field is used only for additional information about a product resource. It does not print on quotes, orders, or invoices.

New Product	• ×		
New Copy	Save Delete Cancel Clos		Vews Edit 💌
Code TSHIRT	Name T Shirt		Unit Each 💌 Status Active
∧ General			
Description			Created 8/17/2020 C Travole C mail C Travistic Lis Freight Miscelaneous Hide from Customer
Quantity	0 0	• •	
Price	0.0000 0.0000	0.0000 0.0000 0.00	0000 0.0000 0.0000 Per 1
Category Type Group	(Select) (Select) (Select)	v v	

Created: When a Product Resource is added, the date defaults to today's date. However, the date field can be edited. This is for informational purposes.

Taxable, Commissionable, Is Freight, checkboxes: Place checkmarks in the appropriate boxes, to define if a product is taxable and/or commissionable, or is a freight product, to save you time during order entry and ensure accuracy.

Miscellaneous checkbox: Check this box if there is no default price/cost/vendor for this resource. When checked, changing the quantity or vendor will not change the price or cost on an order product line.

Hide From Customer checkbox: This will determine the default used when the product is populated into a quote, order or invoice. If a price exists on the product (standard, program pricing, upcharge, etc.) the hide from customer check box will be unchecked and disabled.

Vendors/Costs	s (2)							
Primary Code	Name			Vendor SKU				
🔺 🔊 Sanmar	Sanmar		Q, Edit		6	🕽 🙁 Update Pro	oduct Additional Cha	rges
Quantity	1	2	0	0	0	0	0	0
Purchased Cost	\$18.9900	\$8.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Per	1 Stock conver	rsion factor	1.000					
🔺 🧟 Alpha	Alpha		Q, Edit		6	🕽 🙁 Update Pro	oduct Additional Cha	rges
Quantity	1	2	0	0	0	0	0	0
Purchased Cost	\$19.9900	\$9.9900	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Per	1 Stock conver	rsion factor	1.000					
+ Add Vendor								

Vendor/Cost Expander

- **Vendor (s):** A default vendor can be designated and will default into the product line of an order when that product is selected to be purchased.
- **Quantity Break (Cost):** Each vendor can have their own cost associated with the product. The appropriate cost will populate the product line, based on the vendor selected.

Product Additional Charges (AC)

To add the decorating setup on the Additional Charge

window, click the local dollar sign icon to the right of the vendor SKU field. At the bottom of the window, click Add Additional Charge. The charge does not need to be setup as a product first.

- **Code**: Enter the code and description for the additional charge.
- **Per Product**: Check the Per Product checkbox to indicate this product is a charge which will default with a quantity to always be 1. An example would be a setup charge.
- **Usage:** Enter the quantity needed when 1 main product is ordered.
- **Unit:** Select the Unit of measure used to order and invoice this product.
- **Price:** If a price is entered here, it will add to the price of the main product on an order.
- **Hide From Custome**: Check the box if the product doesn't have a price and you don't wish to show this on the acknowledgement or invoice to the customer. The product can have a cost.

	Code	Description		Per	Product Usage	Unit	Price		
~	setup	Setup Charge for this p	roduct	Q	1	Each 💌	0.00	Hide From Customer	Personalizatio
^	GB DECOR	Gray or Blue Decoratio	n	Q	1	Each	\$2.00	Hide From Customer	Personalizatio
Meth	hod Drop Ship	Ve	ndor 12000	Abercro	ombie Printing	Q	SKI	J GB DECOR	
	Quantity	1	0	0	0	0	0	0	0
	Purchased	\$2.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000