

Products

Product Window

The Product window lets you set up an individual Product or Service in your LightSpeed database, defining all of the properties which determine how that Product is treated throughout the system.



Product Section

Product Code

This is the code that is used to identify the Product in the system. It should be short (under 12 characters) and may be the same code used to identify the Product by its manufacturer.

Example: The product code of the iPod Nano (2GB White) is MA004LL/A.

Description

This is the longer text description of the Product and may describe the item's attributes in detail. LightSpeed supports the printing of long, multi-line descriptions on sales documents.

Info Tab

Family

The family is generally the brand or manufacturer of the Product. Having the correct families entered for Products will help you when reporting on your sales and inventory in the Reporting or Intelligence tools.

Example: The family for the iPod Nano (2GB White) would be Apple.

UPC

The UPC code is the unique, universal 12 digit number that is printed as a barcode on a Product's box and is used to identify the Product when its barcode is scanned. The number can be read below the UPC barcode on the box of the Product.

You can scan in the UPC barcode of the product anywhere in LightSpeed where you see the UPC icon. Activate UPC scanning mode by clicking the UPC icon so that it turns red.

Class

The class is generally a category or sub-business that the product belongs to. Setting a class for Products is primarily for the purpose of reporting on your sales and inventory in the Reporting or Intelligence tools.

Example: If you are a computer shop, you may want to set up classes like 'Hardware', 'Software' and 'Service Labour'. When you run a report you may restrict the report by class to see the results for only one of your classes so that you can compare the results with that of another class to compare their performance.

Tax Status

Tax Statuses can be set up in the Taxes setup panel and applied to individual Products. A Tax Status may be set up to exempt a Product from certain taxes.

Example: Labour may always be exempt from a particular tax. A Tax Status called 'Labour Tax Exemption' can be set up in the Taxes setup panel and chosen on the Product window of a Product that is labour.

Costs

The Costs area is where you set up the Cost records that show the Supplier from whom the Product is purchased, in what currency and at what cost. Each Product can be purchased from multiple Suppliers, with the Default Supplier listed at the top of the Costs list.

Adding a New Cost

Click the Plus icon beside the Costs list to open the New Cost drawer. Here you can choose a Supplier and enter the Supplier Code for the Product. This is the code that this Supplier uses to identify the Product in its own system. In some cases it will be the same as the Manufacturer's Product Code which you may have used as the main Product Code for the Product.

If the Supplier is set up with a currency other than your default currency, the currency and the conversion rate will be shown. Entering a Raw Cost (the cost in the Supplier's currency) will calculate the converted Cost.

Check the Default checkbox if this is the Default Supplier for this Product.

The image shows a mobile application drawer titled "Edit Cost". It contains the following fields and controls:

- Supplier:** A dropdown menu with "Musiciva" selected.
- Supplier Code:** A text input field containing "MU-MA079IH/BO".
- Raw Cost:** A text input field containing "119.00".
- Currency:** A dropdown menu with "US" selected and a conversion rate of "1.00" displayed next to it.
- Cost:** A text input field containing "119.00".
- Default:** A checkbox that is checked, with the label "Default" next to it.
- Buttons:** "Close" and "Save" buttons at the bottom of the drawer.

Editing a Cost

To edit a Cost, double-click the Cost in the Costs list and the Edit Cost drawer will open.

Removing a Cost

To remove a Cost, select the Cost in the Costs list and click the Minus icon.

Importing Costs

Entering every cost using the Costs drawer could be a very time-consuming process if you have many Products. Consider using the Import Products tool to import and update Costs in a batch fashion. More details can be found in the LightSpeed Import Tools chapter of the manual.

Selling Price

Selling Price is the price at which you are selling the Product. When you enter the Selling Price, the margin is calculated based on the Default Cost in a field beside the Selling Price field.

Tip: You can use the Set Selling Prices tool to set Selling Prices in a batch fashion based on criteria that you can specify. More details can be found in the Tools chapter of the manual.

Minimum Margin

Minimum Margin is the lowest margin at which you would allow the Product to be sold based on the Default Cost. A User will get a warning when selling the Product on a sales document for below the minimum margin through discounting.

Current

Current indicates whether the Product is currently available for ordering. You may want to uncheck Current on Products that can no longer be ordered from any Supplier because they have been discontinued. You can specify whether only Current Products show up in searches in the Company setup panel.

Inventoried

Inventoried indicates whether you keep inventory numbers for the Product. A Product like an iPod would be inventoried, but a Product set up as a service like a technician's labour would not be inventoried, even though the hours would be tracked on the sales document (two hours of labour for example).

Serial Numbers

Serial Numbers indicates whether the Product will have associated Serial Numbers. A Product like an iPod will generally have a unique Serial Number for each boxed iPod, but an item like an iPod Armband may not. Check this option only if you plan to record the Serial Numbers when receiving and invoicing the Product.

Editable Description

This option allows Users to edit the Product's description on a sales document. You may want some Products to have editable description, particularly if it is a custom or build-to-order Product.

Editable Selling Price

This option allows Users to edit the Product's Selling Price on a sales document. You may want some Products to have editable Selling Prices, particularly if it is a custom or build-to-order Product.

If this option is not checked, a User with appropriate Privileges can only modify the Selling Price through discounting.

Options Tab

Additional Selling Prices

You can configure up to five Pricing Levels in LightSpeed in the Pricing Levels setup panel. These Pricing Levels can then be assigned to Customer Categories and automatically applied when the Customer is added to a sales document. The Selling Prices and Costs for each of the Pricing Levels can be set in the Additional Pricing Levels list.

Recurring

Recurring indicates that the Product is a recurring Product, like a subscription. You can set the period of the subscription using the popup menu. When saved on an invoice, a Recurring Product causes a rebilling reminder to appear on the Tracker if the Tracker is configured to track Recurring Products.

Licensed

Licensed indicates that license keys are generated for the Product when saved on an invoice. This feature is for software developers who wish to use LightSpeed to generate and manage license keys for their software products using custom OpenBase stored procedures. Contact Xsilva for development details.

Accounting Setup

The Accounting Setup drawer allows you to set up the related GL accounts for QuickBooks Accounts (MYOB) for this Product. These accounts are used when doing a QuickBooks Accounts (MYOB) Export.

Custom Fields

All Custom Fields set up in the Custom Fields setup panel show up in the Options Tab. Custom Fields can be created as Text or Date fields.

Example: You could create a Date field called Introductory Date to record when the Manufacturer introduced the Product.

Web Tab

Sell on LightSpeed Web Store

Check this option if you would like the Product to appear on the LightSpeed Web Store. More details on the LightSpeed Web Store can be found in the LightSpeed Web Store chapter of the manual.

Web Categories

Specify the Primary, Secondary and Tertiary Web Category for the Product, used when a user is browsing the LightSpeed Web Store hierarchically by category.

Web Categories are set up in the Web Categories setup panel and are hierarchical, meaning that selecting a Primary Web Category will only allow you to select Secondary Web Categories that are related to this Primary Web Category and so on.

Web Keywords

Web Keywords allow you to specify up to three different keywords that can be searched on the LightSpeed Web Store. Web Keywords are set up in the Web Keywords setup panel and are not hierarchical.

Web Descriptions

You can specify three different Web Descriptions for the Product, set up by default for English, French and Spanish. However, the different Web Descriptions can be used in other ways if you customize your web layouts to accommodate a different usage.

Inventory Tab

Inventory Levels

The three inventory level bubbles show you how much inventory you have on hand, how much inventory is coming in on POs for customers, and how much inventory is coming in on POs for stock.

Once the products on the POs have been received, the inventory level of stock on hand is incremented and the corresponding inventory level which showed inventory coming on a PO is decremented.



Reordering

You can set up Reorder Points and Reorder Amounts for a Product so that it is flagged for reordering on the Reordering reports or on the Reordering Purchasing Action. When the inventory level for a Product drops to the Reorder Point, the Reorder Amount will be reordered.

Inventory History

The Inventory History shows a reverse chronological history of the any action that affected the inventory level of the Product. If the action was an Invoice or a PO, the Invoice or PO ID will be shown in the Source column. If an Inventory History record has an associated note, an alert icon will be shown beside that record. Double-clicking the line will display the note.

Average Cost

This shows the weighted average cost of the Product based on the costs at which the Product was purchased and received.

Build Inventory

If the Product is built from other products, like a build-to-order computer, a custom piece of furniture or even a gift pack, the Build button will open the Build Inventory tool and load the constituent products so that they can be built into the finished product. More details can be found in the Related for Build section of the Product chapter and the Tools chapter of the manual.

Adjust Inventory

The Adjust button opens the Adjust Inventory tool which allows authorized users to increase or decrease the inventory level of the Product. More details can be found in the Tools chapter of the manual.

Serial Numbers Tab

Adjust, Delete, Edit Buttons

If a Product takes Serial Numbers, the Serial Numbers tab shows the Available or Sold Serial Numbers and allows authorized users to open the Serial Numbers tab of the Adjust Inventory tool by clicking the Adjust button, edit a specific Serial Number by clicking Edit or double-clicking, or delete a Serial Number by clicking Delete.

Notes Tab

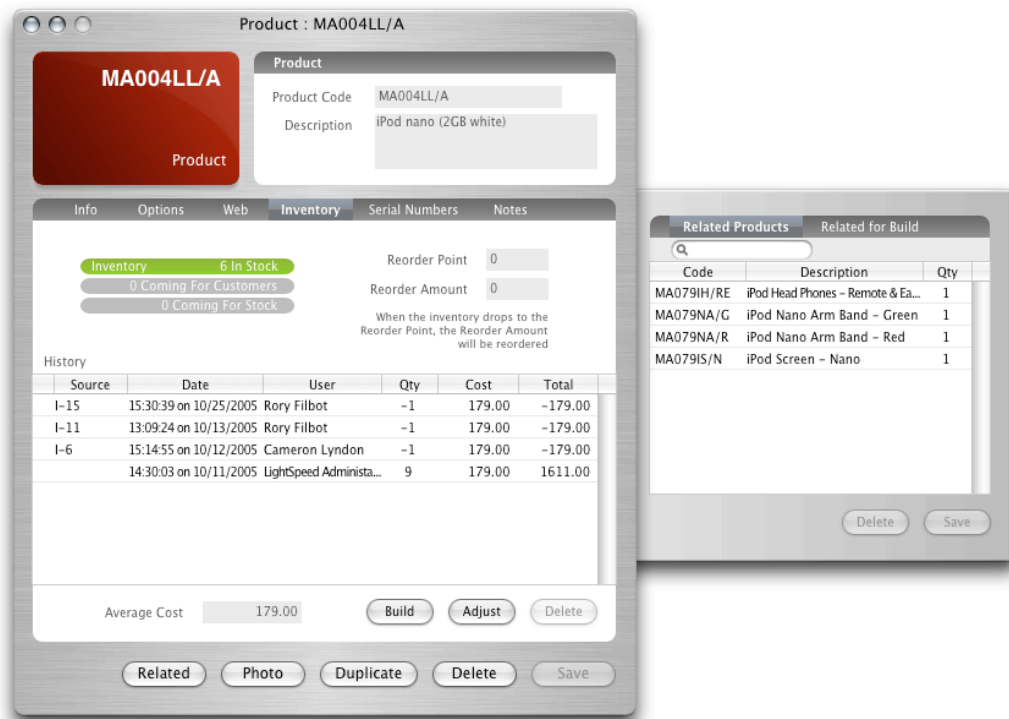
The Notes Tab features a text field where notes can be kept about the Product. Clicking the Pencil icon will insert a user timestamp in the field so that the note can be attributed and dated. Typing Command-'=' is the keyboard shortcut for inserting a user timestamp.

Related Products

The Related Products drawer, opened by clicking the Related button, lists the Products that have been related to the open Product. When the open Product is quoted, ordered or invoiced, a popup window listing the related Products appears, prompting the user to double-click the related Products to add them to the sales document. Related Products is a convenient way to remind salespeople to upsell an item with related accessory or warranty products.

Adding a Related Product

Type a the code or description of the Related Product in the search field. When the correct match appears, double-click it to add it to the list of Related Products. You can adjust the number in the 'Qty' column to indicate the quantity needed of the Related Product.



Related for Build

The Related for Build tab of the Related Products drawer, opened by clicking the Related button, lists the constituent Products that have been related for building the open Product with the Build Inventory tool. The Amount field shows the number of Products that can be built with the constituent Products. More details on building inventory can be found in the Tools chapter of the manual.

Adding a Related for Build Product

Type a the code or description of the Related for Build Product in the search field. When the correct match appears, double-click it to add it to the list of Related for Build Products. You can adjust the number in the 'Qty' column to indicate the quantity needed of the Related for Build Product.

Photo

LightSpeed can store 256 x 256 pixel JPEG photos of your Products. Drag a JPEG file to the Photo drawer, which is opened by clicking the Photo button, and the photo will be scaled and saved to the database.

Photos can be printed on sales documents like Quotes and Invoices by enabling the 'Print Images' option. They can also be used when publishing to the LightSpeed Web Store.

Duplicating Products

A Product can be duplicated if a new Product needs to be created with many of the same specifications.

Note: Duplicated Products do not copy the inventory, cost, photo, or related Product properties of the original Product.

Deleting Products

Products can be deleted by authorized users by clicking the Delete button. Deleting a Product does not remove it from sales documents where it has been added but does remove all Inventory History for the Product.

Tip: Use the Update Products or Update Costs functions of the Import Products tool to update Product properties, selling prices and costs using tab-delimited price lists or files. More details can be found in the Import Tools chapter of the manual.