

Entering a new product

Note: There are many features on the product screen that are not required unless they suit your particular needs. You can safely ignore those features, the software will notify you if you missed a required field.

Note: These instructions are designed for the 'Full' menu of TBS CleverPLUS.

Step 1: Click button 22 (Products) in the 'SELLING' column.

Step 2: Click button A (Products Data Entry) on screen 22 (Products / Stock Control).

Step 3: Click button 'New' on the top right hand side of the screen.

Step 4: Your cursor will now be in the product code (light blue) box. Enter a new product code. This can be up to 15 characters long with letters and numbers. We recommend starting with letters indicating the product type (e.g. CAR for a car or TRU for a truck). Follow that with a few letters indicating the brand (e.g. TOY for Toyota or HOL for Holden). The last part of the code can reflect the model or number of the product (e.g. CAM1 for a Toyota Camry). The completed code would then look like this: CARTOYCAM1. Each product needs to have a unique code.

Step 5: Select a product group from the dropdown box to the right of the 'Product Code'. If there is no product group applicable to this product you can select any group then double click on the field to see the product group screen which is covered in another document.

Step 6: Click on the 'Description' field (big white box). Here you can enter a description of the product.

Step 7: Click on the 'Cost Price' field (dark red box on the lower left part of the screen) and enter the cost of this product. This is the price you pay a supplier for it and could also include courier costs / costs into your store.

Step 8: Enter a selling price. This can be either a selling price before tax or one that already includes tax. Click on the 'Retail' box (at the top of the column to the right) – light blue for ex tax (which will add tax for you) *OR* light green for tax inclusive. Note that if the chosen product group has a standard markup listed there is a 'Guide Retail price' message above that will help you to determine a suitable price.

Click 'Save' at the top of the screen. You can now enter more products by following the same procedure or click 'Exit' to leave the product screen. The product you just entered is now available from the quotes/purchase/invoice screens.