

- **PRODUCTS**

- **Product Name (ProductName):** Create a product name up to 80 characters. This is not intended to be a descriptor but to provide a unique name for the product. Examples “1 subject notebook” or “3M Laminator Cartridge”
- **Product Description (LongDescription):** Is more descriptive than the Product Name and used to provide more detail to the end user up to 150 characters. This is viewed currently on when selecting online products.
- **Barcode Generator (BarCodeNumber):** This function is now working as originally intended, for new centers this is the preferred method when generating barcodes – It uses the assigned SKU number and a series of numbers along with a check digit for accuracy. Once created it remains the same for the entire life of the product. Bar codes generated in the MS Access database will no longer be used to generate. Once you run out of the older barcodes you will need to regenerate to the new code. No manual changes will be required. Email Fweber@hixondigital.com for clarification.
- **Print Labels (Option):** Allows centers to generate an online label sheet of 10 labels. This includes the Product Name, Barcode Number, Center Logo, *Category and Store limit. Currently this is hard coded and will move to selectable fields for centers that prefer to customize donation labels.
- **Category (CategoryID):** A managed table to assign a product a specific group for purposes of grouping products. This help monitor the growth.
- **Subcategory (ProdSubCatID):** This allows a grouping of alike items for grant reporting such as the Kids In Need Foundation and others. EXAMPLE: You inventory may consist of #2 pencils, mechanical pencils and colored pencils. By give each of these the subcategory name of Pencils, you can generate a report of all pencils donated by combining.
- **Supplier (SupplierID):** Allows you to select a supplier for a product. (not currently being used).
- **Image File (:** Adds a picture for the product to be displayed Online or Product Catalog (Future). Select choose file, select the graphic, then “Save Changes” to upload the picture (standard picture types only)
- **Retail Price (SRP):** The retail suggested price for the product donation. Many centers use price averaging by searching for alike items to designate a retail price. It is recommended for auditing purposes to keep a record on site of how you valued your product.
- **Retail Cost (Cost):** The actual cost for purchasing the product. In many cases, a non- profit will pass the actual cost of purchasing supplies as the retail cost. **Actual cost** is the **actual** expenditure made to acquire an asset, which includes the supplier-invoiced expense, plus the **costs** to deliver, set up, and test the asset. This is the **cost** of an asset when it is initially recorded in the financial statements. In most non-profits this 80% of the products are donated and the only cost that might be demonstrated is the shipping expenses. (Rarely used in Non-Profits)
- **CasePack:** This the number of units in each package set by the warehouse. This function is used when receiving, counting, or adjusting inventory. (Being Phase Out – See Units per Package)
- **Available Grade:** Give you the ability to restrict this product to a grade level (Located in Schools)
- **Available Job:** Provides the ability to restrict this product to a specific school Job (Located in Teachers)
- **Product Points (PPoints):** The point assigned for a product to use with the Teacher Point Program.

- **PRODUCT CONTROL**

- **Store Scan (ScanStore):** Allows the center to create a center shopping sheet or possible a supplement for special items scanned at the checkout register.
 - **QTY Available Store:** For using the online function for ordering or events, when populated is sets a measured quantity available for Teachers to order. Each order ticks down as the item is ordered. Once at ZERO it will drop off the Order Menu.
 - **Store Limit:** The number of units available to be ordered to be ordered for product control. Teachers can order less in every venue.
 - **Pick Location:** When printing out pick tickets, it provides the picker with the location for filling this order for this venue.
- **Satellite Scan (ScanSatellite):** Allows the center to create a mobile shopping sheet or possible a supplement for special items scanned during a mobile event.
 - **QTY Available Store:** For using the online function for ordering or events, when populated is sets a measured quantity available for Teachers to order. Each order ticks down as the item is ordered. Once at ZERO it will drop off the Order Menu.
 - **Satellite Limit:** The number of units available to be ordered to be ordered for product control. Teachers can order less in every venue.
 - **Pick Location:** When printing out pick tickets, it provides the picker with the location for filling this order for this venue.
- **Mobile Scan (ScanMobile):** Allows the center to create a satellite shopping sheet or possible a supplement for special items scanned at a satellite location.
 - **QTY Available Store:** For using the online function for ordering or events, when populated is sets a measured quantity available for Teachers to order. Each order ticks down as the item is ordered. Once at ZERO it will drop off the Order Menu.
 - **Mobile Limit:** The number of units available to be ordered to be ordered for product control. Teachers can order less in every venue.
 - **Pick Location:** When printing out pick tickets, it provides the picker with the location for filling this order for this venue.
- **Available Online (Online):** Allows the center to show the product online.
 - **QTY Available Store:** For using the online function for ordering or events, when populated is sets a measured quantity available for Teachers to order. Each order ticks down as the item is ordered. Once at ZERO it will drop off the Order Menu.
 - **Online Limit:** The number of units available to be ordered to be ordered for product control. Teachers can order less in every venue.
 - **Pick Location:** When printing out pick tickets, it provides the picker with the location for filling this order for this venue.
- **Allow Quantity (AllowQty):** No Longer used – Has become Standard.
- **Kit Created (kit):** Signifies that this is a kit. A kit is a group of items in your current inventory that makes up the current product. EXAMPLE: Kids Sampler Kit, may be comprised of 6 pencils, 2 erasers and 4 notebooks. The inventory of these items will be depleted by the by each of these units. Kits are currently only available to create in the Applebase MS-Access version.
- **Discontinued (Discontinued):** This marks the product not available for donation and only show on the administrator's product page. Once discontinued it will never be deleted but used for past reference. It can be re-activated at any time. It is not recommended that it be written over by a new product unless you choose not to retain the history.

- **INVENTORY MANAGEMENT**

- **Box Per Pallet (QtyBoxPPallet):** This the number of boxes per pallet set by the warehouse. This function is used when receiving, counting or adjusting inventory.
- **Units Per Pallet (QtyUnitPPallet):** This the number of units per box set by the warehouse manager. This function is used when receiving, counting or adjusting inventory.
- **Units Per Box (QtyUnitPBox):** This the number of items set by the warehouse manager that will be in each Box. This function is used when receiving, counting or adjusting inventory.
- **Units Per Package (QtyUnitPPackage):** This the number of units in each package set by the warehouse. This function is used when receiving, counting or adjusting inventory.
- **Package Per Box (QtyPackagePBox):** This the number of packages in each box set by the warehouse manager. This function is used when receiving, counting or adjusting inventory.
- **Display Order:** The order in which a product is displayed on the Online page or Product Catalog.

- **TABBED PAGES**

- **Inventory Tab:** The ability to see the movement of this product showing Beginning, Received, Purchased, Donated and adjustments. Available in Applebase MS-Access currently. Scheduled for April.
- **Kit Product Listing:** This shows the units used to create this kit, showing the products, and quantities. Available in Applebase MS-Access currently. Scheduled for April.

- **COMING SOON**

- **Pallet Label:** A label to place on a pallet to keep track and record inventory. This label has the Barcode Number, Product Name, Quantity and Category for easy scanning and reference.