

18 Products, Services



- Users may type in free form descriptions on quotes, sales invoices, purchase orders and purchases.
- Users create descriptions within named groups, and this will dramatically speed up and make your accounting consistent.
- **Find them:** Slider bar: **Admin icon: Accounting menu ->**
 - > **Std Invoice Content Items -> Products and Services (menu).**
 - Set up any further “days terms” you need
 - Modify/add any items needed in the “z_invoice” section
- We recommend that users:
 - Set up all of the standard products that are sold – using a standard units and pricing approach.
 - Set up standard items for purchases also, as this will speed up invoice processing.
- These “Extra Info Items” are used for all of the invoice snippets and products and services items. These “Extra Info Items” are not related to Project plans: though they are of a similar nature.
- When creating Quotes, Sales Invoices, Purchase Orders and Purchase Invoices, use the products and services as required – or simply add extra items into the document you are creating.
- **Developments 2018:** BusinessGT will introduce the Stock Management system later in 2018, which will allow the stock and recipe parts of the Extra Info Items section.