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Category	Technical
Course	Codes & Desc.
Version	1.0
Client	Generic
Software	2.14.0.0

Configure Product Groups

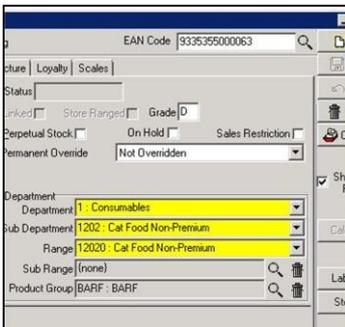
Products Groups are created to assign products from the same manufacturer into a common group, for reporting and setting up rebates in the HOS.

This is useful when the supplier is not the same as the manufacturer; e.g. Arnotts or Coca-Cola are supplied by Metcash.

Hints and Tips

✓ The host file can be configured to import the product group if the supplier includes one.

✓ Once you've configured a product group, you allocate it against a product on the **Stock** screen -> **Stock** tab.



✓ A product can only belong to ONE product group.

✓ To report on the products allocated to a product group, run the **Reports -> Maintenance -> Product Group Details** report

Product Group Details						
Stock Code	Description	Size	Case Qty	Units/ Pack	Case Cost	
Product Group : Class/Cherry Fashions						
00227023	Orange Lory Soft One 200 450g	EA/CR	1	1	\$11	
00227024	Orange Lory Soft One 200 300g	EA/CR	1	1	\$11	
1310228210	Berry Orange 300g 200 450g	EA/CR	1	1	\$11	
Product Group : Mass Mass Petcare						
00441	Petcare Pkg Original 100g	100g	12	12		
00442	Petcare Pkg Original 200g	100g	12	12		

✓ The following **Reporting Services** reports allow you to filter by product group:

- New Line No Sales report
- Product Group Comparison report
- Ranging report
- Supplier 13 Weeks Sales report
- Supplier Purchases report
- Supplier Report
- Supplier Scan Report.

Procedure to Configure Product Groups

1.	From the HOS/BOS Tools menu, select Codes and Descriptions . <i>*Or select the Codes and Descriptions shortcut.*</i>																			
2.	Click the Product Groups tab.																			
3.	Click New .																			
4.	In the Code field, type the code to identify this product group.																			
5.	In the Description field, type the name of the product group.																			
6.	Click Save .																			
7.	<table border="0"> <tr> <td>To:</td> <td>then:</td> </tr> <tr> <td>add another product group</td> <td>return to step 3.</td> </tr> <tr> <td>edit a product group</td> <td>click the required row; the details are populated in the yellow fields.</td> </tr> <tr> <td></td> <td>Overtpe the required text.</td> </tr> <tr> <td></td> <td>Click Save.</td> </tr> <tr> <td>delete a product group</td> <td>click the required row; the details are populated in the yellow fields.</td> </tr> <tr> <td><i>* this will automatically remove it from any products*</i></td> <td>Click Delete.</td> </tr> <tr> <td></td> <td>Click Yes to continue.</td> </tr> <tr> <td>finish</td> <td>click Close.</td> </tr> </table>	To:	then:	add another product group	return to step 3.	edit a product group	click the required row; the details are populated in the yellow fields.		Overtpe the required text.		Click Save .	delete a product group	click the required row; the details are populated in the yellow fields.	<i>* this will automatically remove it from any products*</i>	Click Delete .		Click Yes to continue.	finish	click Close .	
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8.	Apply the product group against the applicable stock records.																			