

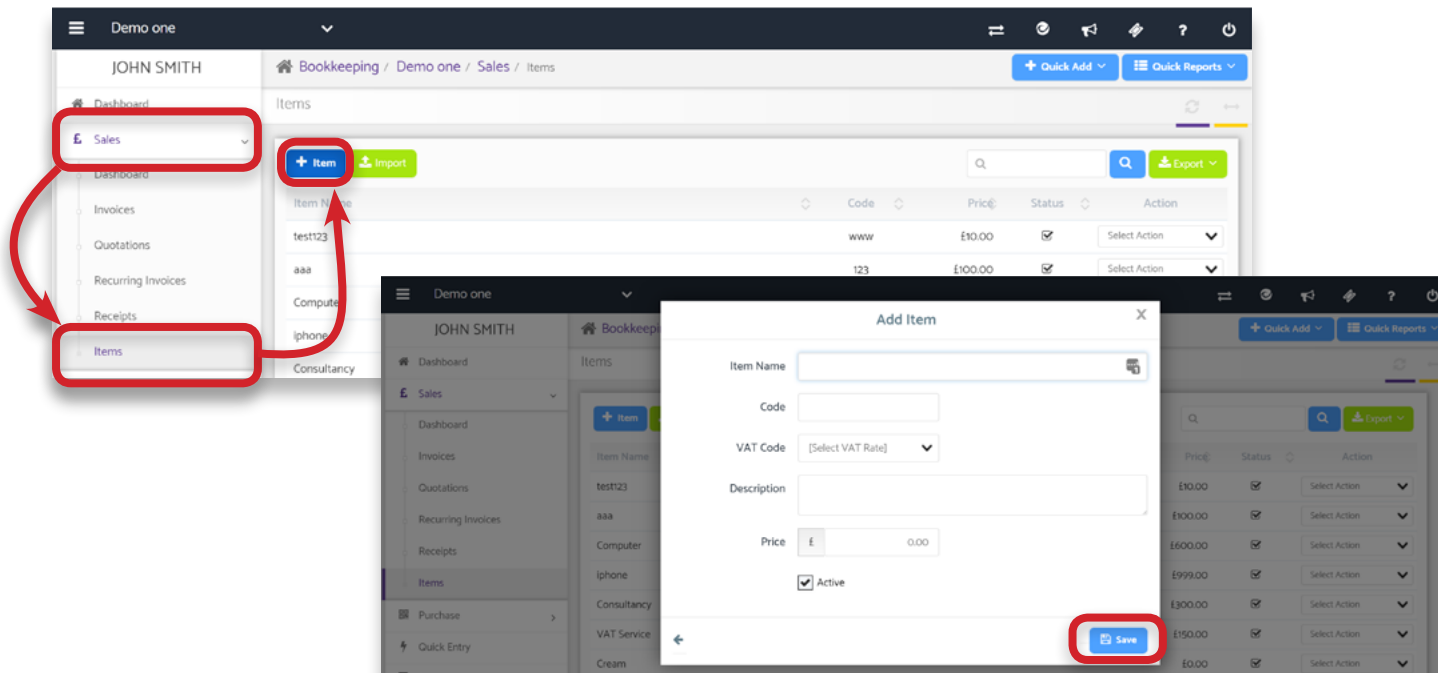
Sales-Items

Bookkeeping module > Dashboard > Client specific > Sales > Items

Item is a product in the business which can be sold to the customer.

This section lists the various items in which the company deals. The Import button lets you Import the Item list. As you click on this button it will redirect you to Import Items Page. You need to choose a CSV file from your system and upload the same. Make sure you map the columns accordingly. Also you can take the help by downloading a Sample Template file from the software. The History Tab shows the various CSV files imported with details such as file name, No. of record inserted, Imported on and delete. The search column enables you to search a particular item and as you will click on Export it will download a CSV file of all the items.

An Item can be added by clicking on the '+Item' button. The following Pop-up appears where you need to fill in the details as per requirement.



The image displays two screenshots of a software interface. The top screenshot shows the 'Sales > Items' page with a table of items. The bottom screenshot shows the 'Add Item' pop-up form.

Top Screenshot: Sales > Items Page

- Navigation: Demo one, Bookkeeping / Demo one / Sales / Items
- Buttons: + Quick Add, Quick Reports, + Item, Import, Export
- Table:

Item Name	Code	Price	Status	Action
test123	www	£10.00	<input checked="" type="checkbox"/>	Select Action
aaa	123	£100.00	<input checked="" type="checkbox"/>	Select Action
Computer				
Iphone				
Consultancy				

Bottom Screenshot: Add Item Pop-up Form

- Item Name:
- Code:
- VAT Code: [Select VAT Rate]
- Description:
- Price: £ 0.00
- Active
- Save button



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Location