

How to create a new product while purchasing

In this guide: Add a product to the catalog without abandoning the purchase you are entering.

Steps

1. From a new purchase, search for the product by name, UPC/barcode, or SKU.
2. Confirm it is not already in the catalog.
3. Select the option to create a new product.
4. Enter the product name, category, selling price, purchase cost, UPC/barcode, and SKU as applicable.
5. Choose the correct category type: Itemized or Serialized.
6. Save the product and return to the purchase.
7. Select the new product and enter the received quantity or unique serial numbers.

Choose the type carefully

- **Itemized:** Interchangeable stock tracked as a quantity.
- **Serialized:** Individual devices tracked by IMEI or serial number.

Changing a product's type later can be restricted when stock or active serialized records exist.

Revision #2

Created 2026-09-13 02:28:29 UTC by Sunny

Updated 2026-09-13 02:33:04 UTC by Sunny