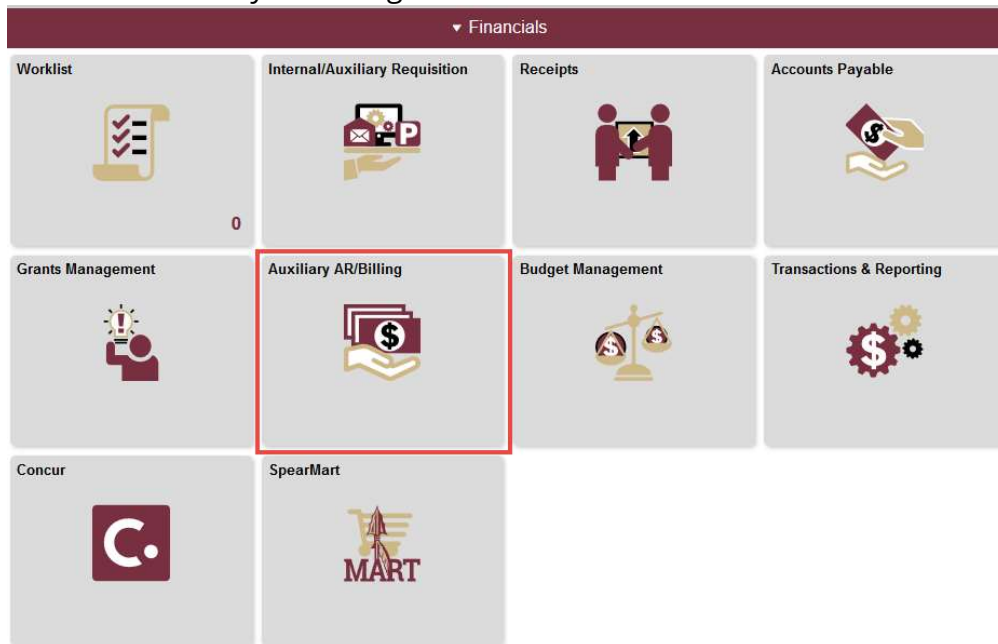


Products

Products can be used to assist with entry for manual billing.

Before creating a product, first verify it does not already exist by reviewing the query **FSU_AUX_PRODUCT_INFO**.

1. Select the Auxiliary AR/Billing tile:



2. Navigate to the Add/Update Product tab of the auxiliary billing tile. Click Add a New Value with an AUXSH SETID:

The image shows the 'Auxiliary Billing' interface. On the left is a sidebar with various options, including 'Add/Update Product' which is highlighted in yellow. The main area is titled 'Product Definition' and contains a 'Find an Existing Value' section. In this section, the 'SetID' dropdown is set to 'AUXSH' and is highlighted with a yellow box. To the right of the search criteria is a yellow button labeled 'Add a New Value'.

3. Update the Product ID to what is being made and click Add.

Contact ctl-auxiliaryaccounting@fsu.edu for any questions.

Definition Options Options2 Competitors Contracts Options Product Custom Info1 >

SetID AUXSH Product ID A61D011014617L

*Product Use Contracts Only

☐ Product Kit

*Description 554e_Lease_A61D011014617

Long Description

254 characters remaining

Catalog Number A61D011014617

Model Number BIZHUB 554E

Product Brand

*Status Active

Product Category

*Physical Nature Goods

Where Performed

View Product Image

VAT Default

VAT Service Treatment Setup

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Definition | Options | Options2 | Competitors | Contracts Options | Product Custom Info1 | Product Custom Info2 | Product Custom Info3

Required Fields

- Product Use: Contracts Only
 - Description: *user generated*
 - Capped at 30 characters. Longer descriptions can go in the "Long Description" field
 - Physical Nature: Goods/Services
 - Status: Active
- After completing all of the required fields, click on the "Save" button
 - Assign a Unit of Measure
 - Search "Attributes by UOM"
 - Set "UOM" to "EA"

When updating a price, always insert a new row so that the new prices are effective “as of” the appropriate date. Otherwise, you might bill customers for prices they did not agree to.