

Group List

Group lists are used with Custom and Service Type items.

When an item is activated with Group list, it will replace the selected item with a list of multiple items in the document.

It uses the same item code, but replaces the description, cost and sell.

There is a setting that one can include the scanned item as part of the list.

Add Inventory Item

Inventory Detail

AttachmentMemoInfoSuppliersWarehousesAlertsInventory OverviewFunctionsClose

Inventory Code: Group ListDescription: Group List

General Details

More Details

Pricing Levels

Properties

Comment / Replace

Bil

Inventory Code: Group List

Category: Custom

Description: Group List

Long Description:

Group Code:

Stock Category:

Priority Level:

Bar Code:Print

Version Number:Active: ☒

Sync To Mobile: ☒

Sync To WebShop: ☐

Seasonal: ☐

Hide From Purchase: ☐

Hide from Sale: ☐

Slow Mover: ☐

Primary Image:

Thumbnail Image:

Label:

Branches

Webshop Ext ID

Job Employee Schedule

Recalculate Item

Linked Items

Endophyte Type1

Family Tree

Group List

Save & New

Save & Close

Save

Close

Group List setup

Setup the list of items to populate the document lines

Group List

Search

Add

Edit

Delete

Print Grid

Import

Activate Group List

☒

Item Group

Ball Group

Include Scanned Item

☒

Code	Description	Qty	Cost	Sell
01	Red ball	2.5	4	10
02	Blue ball	1	6	11
03	Black ball	3	4	12

Save and Close

Save

Close

Activate Group List	Activates this option to be used when adding lines to Invoice and credit note
Item Group	Populates each line of the group list with the item group
Include Scanned Item Group	When activated, the scanned item will be part of the list in the document

Code	Sequence in which items is inserted on the document
Description	The description used to override the description when adding to the document
Qty	Select the quantity to insert
Cost	Insert a cost
Sell	Put in a sell price

Add Items

Add Group List Item

Code Sequence

01

Description

Red Ball

Quantity

2.5

Cost

8.00

Sell

12.00

Save and New

Save and Close

Save

Close

Document view

Invoice example of adding an item that has group list activated

Invoice Status: Preparation

Attachments Memo Create Reminder Check Stock Qty Functions Import Order History

Invoice

Detail Address Extras Link Shipping Action Scan Save

Invoice Number: Invoice Status: Preparation

Customer: ABC007 Description: Group List function

Customer Name: ABD Company Reference:

Sales Rep.: Erica Molefe Order Number:

Invoice Date: 2023-11-10 Currency View: Document Currency

Due Date: 2023-12-20 20 Day Of Month 1 Exchange Rate: 1 R - Rand South Africa

Debtor Status: Shipping Complete Comment:

Close View Quote Print Invoice Process T & Cs Payments

Items

Page 0 of 0 Add Note Edit Delete Quick Barcode Show/Hide No data to display

#	Image	Status	Seq. No.	Type	Code	Description	Warehouse	Qty	Pricing level	Unit Sale
---	-------	--------	----------	------	------	-------------	-----------	-----	---------------	-----------

Add Invoice Item

Inventory Overview View Image Task link Functions Currency: R - Rand South Africa Category: Custom Close

Details Notes UOM Specs Build kit

Stock Item: Group List - Group List

Description: Group List

Item Group:

Qty: 1 Warehouse:

Points: 0

Pricing Structure: Default UOM Type:

Selling Ex VAT: 0 UOM:

Lead Time:

Order Date: 2023-11-10

Reminder Date: 2023-11-10 Reminder

Required Date: 2023-11-10

Payment Method: 23

Supplier: MAD SOUND EQUIPMENT

Drop Ship: RFQ:

After the item is selected and saved to the invoice.

The invoice will fetch the group list and populate invoice with all three lines with the same code

Attachments Memo Create Reminder Check Stock Qtys Functions Import Order History

Invoice

Detail Address Extras Link Shipping Action Scan Save Close View Quote Print Invoice Process T & Cs Payments

Invoice Number: Invoice Status: **Preparation**

Customer: ABC007 Description: Group List function

Customer Name: ABD Company Reference:

Sales Rep.: Erica Molefe Order Number:

Invoice Date: 2023-11-10 Currency View: Document Currency

Due Date: 2023-12-20 20 Day Of Month 1 Exchange Rate: 1 R - Rand South Africa

Debtor Status: Shipping Complete Comment:

Items

Page 1 of 1 Add Note Edit Delete Quick Barcode Show/Hide Displaying 1 - 3 of 3

#	Image	Status	Seq. No.	Type	Code	Description	Item Group	Qty	Unit Cost	Unit Sale	Pricing level
1		●	1	Custom	Group List	Red ball	Ball Group	2.50	4.00	10.00	Default
2		●	2	Custom	Group List	Blue Ball	Ball Group	1.00	6.00	11.00	Default
3		●	3	Custom	Group List	Black Ball	Ball Group	3.00	4.00	12.00	Default

If the option for Include Scanned item is activated, then this item will be part of the item list

Attachments Memo Create Reminder Check Stock Qtys Functions Import Order History

Invoice

Detail Address Extras Link Shipping Action Scan Save Close View Quote Print Invoice Process T & Cs Payments

Invoice Number: Invoice Status: **Preparation**

Customer: ABC007 Description: Group List function

Customer Name: ABD Company Reference:

Sales Rep.: Erica Molefe Order Number:

Invoice Date: 2023-11-10 Currency View: Document Currency

Due Date: 2023-12-20 20 Day Of Month 1 Exchange Rate: 1 R - Rand South Africa

Debtor Status: Shipping Complete Comment:

Items

Page 1 of 1 Add Note Edit Delete Quick Barcode Show/Hide Displaying 1 - 4 of 4

#	Image	Status	Seq. No.	Type	Code	Description	Item Group	Qty	Unit Cost	Unit Sale	Pricing level
1		●	0	Custom	Group List	Group List	Ball Group	1.00	6.00	10.00	Default
2		●	1	Custom	Group List	Red ball	Ball Group	2.50	4.00	10.00	Default
3		●	2	Custom	Group List	Blue Ball	Ball Group	1.00	6.00	11.00	Default
4		●	3	Custom	Group List	Black Ball	Ball Group	3.00	4.00	12.00	Default

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Created 10 November 2023 03:02:23 by Malcolm

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