Buying and Selling Tabs Transcript

Use the options on the Buying and Selling Tabs to set a product's purchase and sale requirements. Some options have the same field names on both tabs. We'll examine those and then we'll show you some of the more commonly used settings specific to Buying and Selling.

The Buying and Selling tabs have fields that are the same but act differently based on whether you are buying or selling the product. Select a product to view the Properties and then open the Buying tab. The top part of the window contains the fields that are similar between the two tabs such as Based On, Price Group, and Tax group. Opening the Selling tab, you see those same settings.

For the remainder of this section, we'll review the options that are the same between both windows using the Selling tab. The Based On field replicates certain fields from another product that are relevant to Selling or Buying rules. For example, you may set special prices for generic shingles and then for each different color shingle have the same pricing based on the generic item. Based On pricing can greatly reduce the number of products you need to maintain.

You can enter the code in the dialog box or click the button to open the Find Product window. When you select a Based On product, the system sets the fields for Price Group, Tax group, and analysis code to match the chosen product. If this item had been set as a Based On, the number of products it is used on is shown. To cancel this option, clear the field.

You use Price Groups as an additional strategy in the setup and maintenance of Selling and Buying Price Rules. Assign products to a specific group and then create price rules, rather than creating a price rule for each individual product. Click the button to open the window and then press Enter to search the list. The system displays Price Groups that have been previously set up in System Manager, Pricing View.

For buying and selling, products are assigned a default Tax group that represent various tax situations such as Taxable or Non-taxable. These have been set in the System Manager, Financial View. Open the drop-down list to choose a Tax group.

The Sales and Purchase analysis codes are assigned to products and can be used with Manual Order Line Types, Installed Sales, and as filters for various reports. The analysis codes are set in the System Manager, Financial View. Select a code from the drop-down list. The Buying and Selling Price Group, Tax group, and analysis code are mandatory when adding new products.

The final two fields are for setting an automatic line charge and automatic line charge multiplier. On the Buying tab, these are located under the Quantity Break button. On the Selling tab, you'll find the fields in the Options list at the bottom of the window.

Use an automatic line charge to add a fee each time you put a product onto a sales or purchase order. For example, paint products often include a Paint Care or eco fee. These are set up as Manual Order Line Types. Next, indicate how to calculate the charge. The Always 1 option adds a single charge regardless of quantity and the Product Quantity option uses the number bought or sold and multiplies it by the charge amount.

The Country of origin field opens with the system default. If you need to change it, select the country from the drop-down list. Deferred discounts are not typically set up here. A Best practice is to apply Supplier Rebates that use Automatic Average Cost Adjustments, or Supplier Retrospective Discounts, both of which are set in System Manager Pricing. Weightings are used with suggested orders as a way to analyze product procurement needs with emphasis on specific months, product seasonality, or current trends.

While often set on each specific suggested order, they may be set by product if required. Click the Weightings button. Now click the ellipsis in the Name column. Weightings can be set by Division, Region or Branch. Select one and then click Ok to close the window.

Next, click on the ellipsis in the Purchasing Weighting column. To see all the Weightings available, press Enter or click the Go button. Select one from the list to use with this product and then click Ok. The weightings are set in the System Manager, Products section. Press Enter to finish the line.

Add another Weighting or click OK to close the window. One final Buying option related to suggested orders allows you to round the recommended product quantity, ensuring you purchase in full carton or pallet quantities. Choices include using the System Option setting, not rounding the quantity, or to use the Inner, Outer, or Pallet values as set on the Stock Options tab. The default is set to None when adding a new product.

The Selling tab has a number of Options that increase efficiency when selling a product with distinct requirements. You have the option to set delivery charges by Delivery product type. For example, you may have a requirement to apply different charges for delivering Bricks and Blocks versus delivering Drywall.

Delivery product types are preset in the System Manager, Pricing View. Leave this set to None on products that have standard delivery charges. When the Apply delivery charges/costs option is set to Yes, BisTrack calculates the fees when the product ships. Leave this option set to No to keep the item exempt from delivery charges.

These three options determine if this product can be sold on direct and cash sales orders, and if it's eligible for a payment discount. Each has a Yes or No response with the default set to Yes. A Best practice is to set the Allow direct sales option to Yes for only those products that you can sell that way. To speed up sales order entry for items which are often scanned, consider setting the Prompt for quantity on orders to No.

The system automatically enters a value of 1 in the sales order quantity field. It does not prompt the sales person for a value. When combined with the option to merge items on sales order entry, the quantity updates to 2 the next time you scan the same product. The Allow cost override on orders determines if it is possible to change a product's cost.

Several Yes options have conditions including on directs only, back-to-backs only, or directs and back-to-backs. A Best practice is to set all items to Yes (directs and back to backs). You can add Special order base items just like regular stock products. However, the base item needs to have the Allow specials based on this product option set to Yes.

When you add the special item to an order, BisTrack allows you to create a new special product from it. The next option, Auto create specials from this item, determines if BisTrack generates a Purchase Order or Works Order from the special. With this option set, the system creates the special-order item automatically when selected in sales order entry. The system disables this function when the Allow specials based on this product option is set to No.

For special-order base items, set the option to Purchase Order. Set it to Works Order for manufactured items. There are three connected options related to price rounding: the value to round to, the Price rounding UOM, and the price rounding option to calculate the price. The system rounds up this product's total price divisible to $1 per MSF.

If it has a selling price of $315.32 per MSF, it rounds the price to $316 on the sales order.   When using the divisible option, the price will always be a round number. You can also set a product's price to end with a certain number such as 99 cents. Enter .99 as the Price rounding value, set the Price rounding uom to Each and then select one of the options to Round nearest, up or down ending with. To have BisTrack automatically round the quantity of this product on sales orders to the Inner, Outer, or Pallet quantity, set the Quantity rounding option accordingly.

Products can have unique requirements for purchasing and selling which the system accommodates through the options on the Buying and Selling tabs. You should now recognize the options that are common on each tab and those that are mandatory for adding a new product. You should also be familiar with commonly used options for quantity breaks, special items, delivery charges, and quantity and price rounding.

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