Product Selection Screen

This screen is used throughout the Agvance Accounting program to select products for a variety of functions (Invoices, Delivery Tickets, Purchases, running reports, etc.).

- **Bar Code Option** – If any products are cross-referenced to the Universal Product Code (UPC) number in the *Bar Code ID* area of the *Product Profile* screen, the products can optionally be selected at this screen by scanning the product bar code. Besides the *Bar Code ID*, the *Activate Bar Code* option must be checked

Product Selection Tab

Hint: Right-click on the selected item to display additional information about that product such as *EPA#*, *Billing Units*, *Product Costs*, etc.

1. In the upper left portion of the screen, select the department. The *Show which Departments* displays only a particular location's departments (it defaults to the location currently being used). The *Department Filter* is another way to display a subset of all departments.

2. The *State Restricted* filter on the right side of the screen allows a state to be selected. With the *State Restricted* column displayed in the upper right portion of the screen, any product marked as restricted in the selected state displays with a checkmark in the *State Restricted* column.

3. The items within the selected department display on the right. Double-click on the item to bring it to the area in the lower portion of the screen. To select all items in the department, choose the black **Down Arrow** icon on the left. The arrow on the right places all selected products from a department into the lower area of the screen. To multi-select, hold the **Ctrl** key down to highlight several items or hold the **Shift** key down to inclusively select all items between any two highlighted products.

Note: Optionally sort by Product Name and in the *Product Name* field, enter the first few characters of the Product Name. To find an item name or ID when the department is unknown, fill out the fields in the *Search in all Departments* area and select **Search**.

4. Once a product is in the grid at the bottom of the *Select Products* window, right-clicking on that product gives additional options: *Show Department IDs*, *Select identical product from all locations*, and *Select All Lots*.

5. As items are selected for transactions where quantities are needed, either enter the quantities at this screen or back at the transaction screen.

   Note: To delete a product from the shopping cart, select the row number to the left to highlight the item and then press the **Delete** key on the keyboard. To delete all items from the shopping cart, select in the empty box at the top of the row of numbered boxes (just to the left of the *Product Name* heading). This causes all items in the shopping cart to be highlighted and then they can be deleted at once.

6. Choose **Done** when finished.

Right-Clicking Products on Product Selection Window

After selecting products at the *Select Products* multi-select window, right clicking on any selected product offers additional options.

Once a product is selected, additional options are available by right-clicking on the product. Choose to *Show Department IDs*, *Select identical products from all locations* or *Select All Lots*.
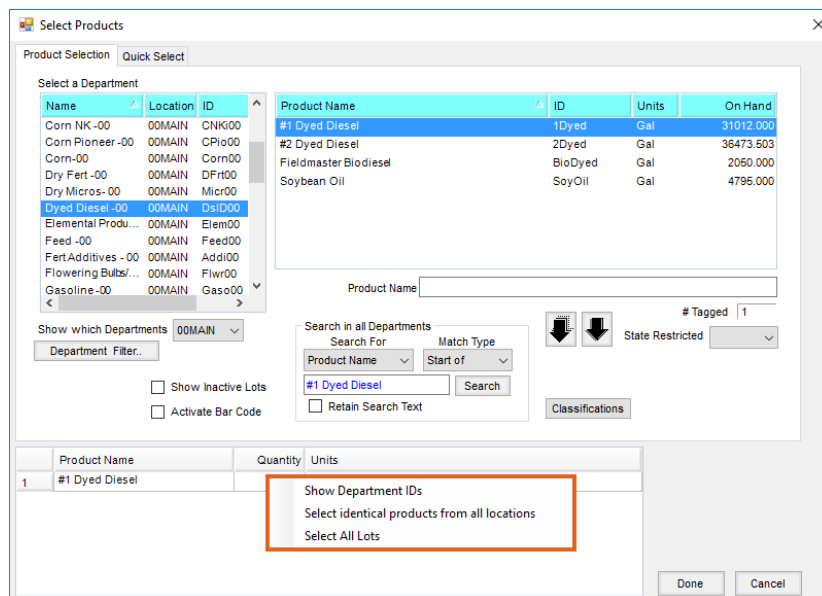
- **Show Department IDs** – A *DepartID* column is added to the grid and the department ID for each product is displayed.
- **Select identical products from all locations** – A new row for each location with that product displays in the grid.

- **Select All Lots** – A separate row is added for each lot number for the selected product.

Quick Select Tab

The *Quick Select* tab shows a subset of products that are commonly used. These products display based on *Product Classification*. Product Classifications are managed at *Hub / Setup / Company Preferences* on the *Product* tab by using **Product Classification**. For products to display on the *Quick Select* tab, the *Quick Select Classification* box must be marked on the Product Classification.

Once Product Classifications have been marked as *Quick Select Classifications*, when entering any transaction, select the *Quick Select* tab and the products in the *Quick Select Classifications* display for selection. **Alternate Product ID** is available on the *Quick Select* tab on the *Select Products* window.