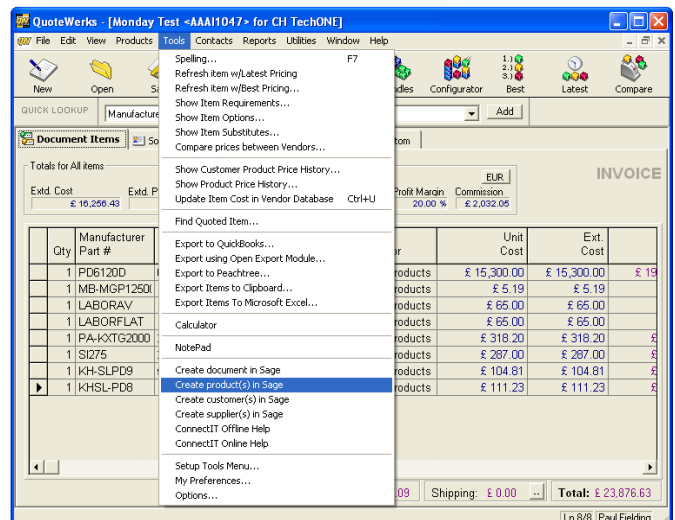# Step-by-Step Guide to the ConnectIt Create Product Wizard

The **ConnectIt Create Product Wizard** utility provides a way to create products in **Sage 50 Accounts**. To start the **ConnectIt Create Product Wizard** application, you can use the **Create product(s) in Sage** option from the **QuoteWerks |Tools** menu or browse to the **Start | All Programs | ConnectIt** menu and click the **ConnectIt Create Product Wizard** option.

1.   Starting…

Click the **Create product(s) in Sage** option from the **QuoteWerks | Tools** menu.

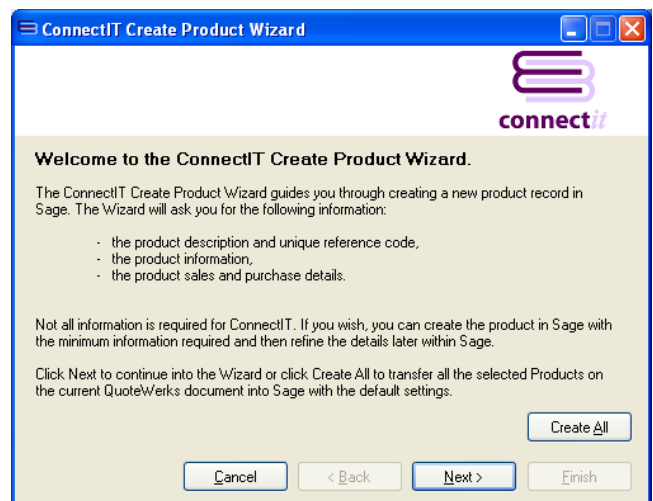This starts the **ConnectIt Create Product Wizard**.

2.   Welcome…

The **ConnectIt Create Product Wizard** guides you through creating a new product(s) in **Sage**.

You will be asked for the following information for the new product(s):

- product description and unique reference code
- product information
- sales and purchase details

Not all the above information is mandatory. Products can be created with the minimum information and then further details can be added in **Sage**.

Click **Next** to continue by manually creating a single product, or click **Create All** to create all the products in **Sage** that are highlighted in the **QuoteWerks** document.

3. Mandatory Information…

The following information is mandatory and must be entered before the **ConnectIt Create Product Wizard** can create a product(s) in **Sage**

- Description
- Code

Once the above information has been entered, you can either click **Next** to continue adding product information into the following **ConnectIt Create Product Wizard** screens.

Alternatively, you can click **Finish** to create the product in **Sage**.

4. Product Details…

On the **product details screen**, information can be entered for:

- Location
- Category
- Commodity code
- Weight

This information is not mandatory.

Either click **Next** to continue entering information for the product or click **Finish** to create the product in **Sage**.

5. Product Sales Details…

On the **product sales details** screen, information can either be entered or selected for:

- Sales price
- Sales Nominal Code
- Unit of Sale
- Tax Code
- Department
- Item Type

This information is not mandatory.

Either click **Next** to continue entering information for the product or click **Finish** to create the product in **Sage**.
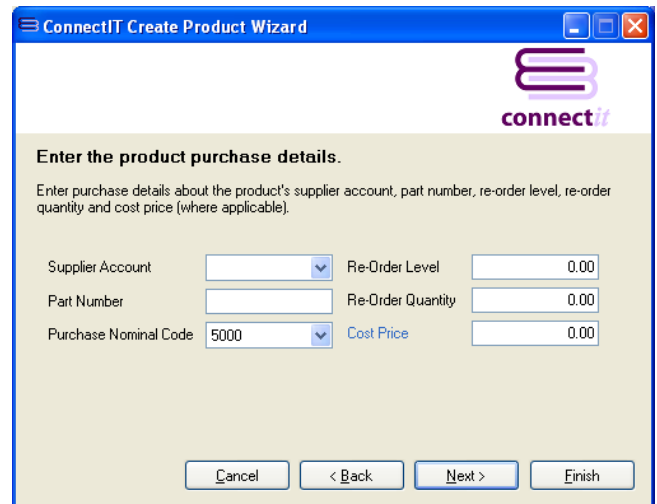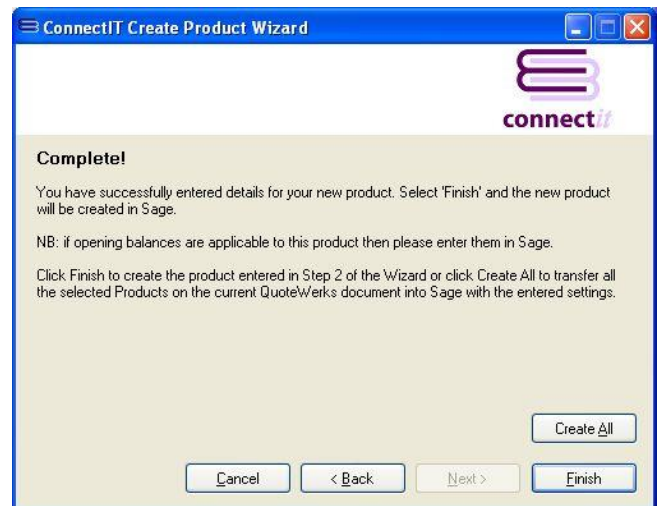
6. Product Purchase Details...

On the **product purchase details** screen, information can either be entered or selected for:

- Supplier account
- Part number
- Purchase nominal code
- Re-Order level
- Re-Order Quantity
- Cost Price

This information is not mandatory.

Either click **Next** to continue entering information for the product or click **Finish** to create the product in **Sage**.

7. Complete!

The **ConnectIt Create Product Wizard** tells you that you have now entered all the information for your new product.

Click **Finish** to close the **ConnectIt Create Product Wizard** and create the product in **Sage**.

Note: If opening balances are applicable to the product you have just created via the ConnectIt Create Product Wizard, these will need to be entered in Sage**.**

8. Additional Products

Once you have finished entering information for your new product, the **ConnectIt Create Product Wizard** gives you the option to use the details you have just entered to create another product in **Sage**.

Click **Yes** if you would like to do this. Otherwise click **No** to close the **ConnectIt Create Product Wizard.**