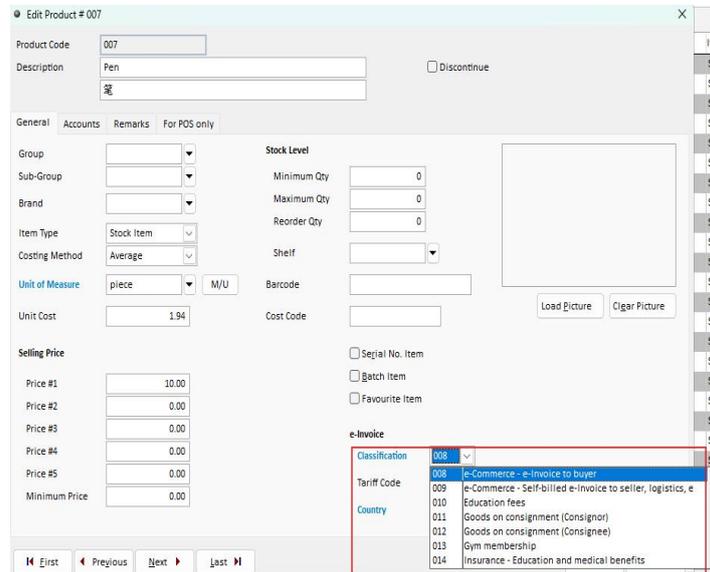


This topic covers two methods to update Classification Codes to different business needs.

1. Manually update (Classification code)



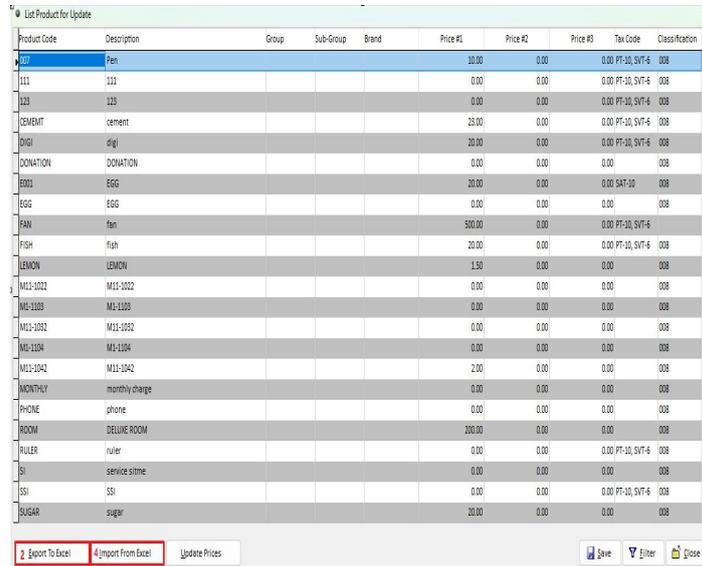
Step 1 :Naviagte to Stock > Product

- Click edit on the item that you want to update

Step2 : Apply the correct classification codes from the list

Step 3:Click save to update.

2. Import Data Classification Codes via Excel



Product Code	Description	Group	Sub-Group	Brand	Price #1	Price #2	Price #3	Tax Code	Classification
007	Pen				10.00	0.00	0.00	PT-10, SVT-6	008
111	111				0.00	0.00	0.00	PT-10, SVT-6	008
123	123				0.00	0.00	0.00	PT-10, SVT-6	008
CEMENT	cement				23.00	0.00	0.00	PT-10, SVT-6	008
DIGI	digl				20.00	0.00	0.00	PT-10, SVT-6	008
DONATION	DONATION				0.00	0.00	0.00		008
EGG	EGG				20.00	0.00	0.00	SAT-10	008
EGG	EGG				0.00	0.00	0.00		008
FAN	fan				500.00	0.00	0.00	PT-10, SVT-6	
FISH	fish				20.00	0.00	0.00	PT-10, SVT-6	008
LEMON	LEMON				1.50	0.00	0.00		008
M11-1022	M11-1022				0.00	0.00	0.00		008
M1-1023	M1-1023				0.00	0.00	0.00		008
M11-1032	M11-1032				0.00	0.00	0.00		008
M1-1104	M1-1104				0.00	0.00	0.00		008
M11-1042	M11-1042				2.00	0.00	0.00		008
MONTHLY	monthly charge				0.00	0.00	0.00		008
PHONE	phone				0.00	0.00	0.00		008
ROOM	DELINE ROOM				200.00	0.00	0.00		008
RULER	ruler				0.00	0.00	0.00	PT-10, SVT-6	008
SI	service sime				0.00	0.00	0.00		008
SSI	SSI				0.00	0.00	0.00	PT-10, SVT-6	008
SUGAR	suger				20.00	0.00	0.00		008

Step 1: Naviagte to Stock > Product

- Click "Quick Update" > “List and Update”

Step 2: Export your item list from product maintenance to excel file

Step 3: Add Classification Codes in the appropriate column of the exported file

Step 4: Click on Import From Excel to update file to product maintenance

Step 5: Click save to update.

Product Code	Description	Group	Sub-Group	Brand	Unit	Price #1	Price #2	Price #3	Tax Code (P)	Tax Code (S)	Classification Code
FEN	Pen				piece	10	0	0	PT-10	SVT-6	001
RULER	111					0	0	0	PT-10	SVT-6	002
ERASER	123					0	0	0	PT-10	SVT-6	008
CEMENT	cement				PA CK	23	0	0	PT-10	SVT-6	008
DIGI	digl				unit	20	0	0	PT-10	SVT-6	008
DONATION	DONATION				ONE	0	0	0			008