

# Product Codes

Product codes are used to define and categorize items and special charges.

**DB Distributor > Order Processing > Setup > System > System Setup > Product Codes or DB Distributor > Inventory Control > Setup > System > System Setup > Product Codes**

1. Enter the product code that you want to add or modify. You can also use the query button to view existing product codes.
2. Enter a description for the product code.
3. Assign a default sales distribution code to the product code. This determines which G/L accounts the items in this product code write to.
4. Assign the default tax method for this product code. Most will be taxable.
5. All other fields are optional.

**Field**

Product Code  
Description  
Default Sales Dist

**Description**

The product code that you are adding or modifying.  
The description of the product code.  
Enter a default sales distribution code, or select one from the lookup. This will determine what G/L

Tax Default	accounts are written to at the time of AR Invoicing. You can set the tax default to Yes, No, or Tax at 1/2 rate.
Product Type	You can set the product type as Continuous, Snapout, or leave the field blank. Using Continuous or Snapout will cause DB Distributor to make certain assumptions in the Item Specifications (such as perms and crimping).
Carton Labels Possible	This can be set to Yes or No. Setting this to Yes will cause DB Distributor to suggest the number of carton labels to be printed during Sales Order Entry based on the order quantity and item pack. Setting this to No will cause DB Distributor to default the number of carton labels to be printed during Sales Order Entry to zero. Either way, the field in Order Entry can be manually overridden.
Sub A/R Terms Code	Enter an AR Terms code to substitute for the default at the time of AR Invoicing.
<b>Skip Std. Comp Screen</b>	Would you like to bypass this area of the specs if modifying specs during Order Entry? Yes or No. When using a custom spec template, this will result in going straight to the custom specs.
<b>Use Spec Template</b>	Leave blank to use the DB Distributor standard fields. <b>Enter a spec template code to use a custom spec template.</b>
Default Comm.	If you would like to set all items in the product code to a specific commission code,
Code	enter that code here. This requires that you are paying commissions by line.
Comm. Priority Code	If using a default commission code, you have the option of setting a priority code.
Avg. Production Days	For reorder purposes, the average days to produce after an order is placed.
Reorder Grouping Code	Enter a reorder grouping code to use for the reorder grouping report.
Consolidate Purchases for same Vendor	For Web.ec orders, would you like to put multiple lines to the same vendor on one PO code? Yes or No.
Bypass Item comment in Order Entry	Would you like to bypass this area of the specs if modifying specs during Order Entry? Yes or No.
Always allow entry of vendors/groups in RFQ	Answering Yes to this question will allow any operator to enter vendors or vendor groups in RFQ Entry. There is an application security by operator question that can restrict operators from entering vendors and vendor groups in RFQ Entry. Answering Yes will override that security setting.
Suppress Left/Right, Top/Bottom, and Plys in Order Entry	Would you like to bypass this area of the specs if modifying specs during Order Entry? Yes or No.
Disallow Finders Fees	Would you like to turn off the Finder's Fee feature for items in this product code? Yes or No.