#  Item Creation

**Service Entry**



**Item**

**Services**

**Labour/ Services**

**Set Up**





**Information**

|  |  |
| --- | --- |
| **Element** | **Feature** |
| Reference Number | Automatically this will create in the system. |
| Item Code | Create a code for the service that you going to provide. |
| Item Name  | Name the service you going to provide. (ex: Transport, Teaching) |
| Service Unit | Add the Unit of measure.  |
| Is Active  | Choose whether the item active or not.  |
| Is Approve | Choose whether the item approve or not  |
| Parent Name | Name the Parent account that this service appears on the system. |
| Is Alw Trn | Define whether that the item shown in transactions forms or not.  |

* You can enter all your products in an Excel sheet and import into our system through this service entry format.
* After entering a service, also you can upload an image in to the system.