



FinClock Guide: Managing Product & Services

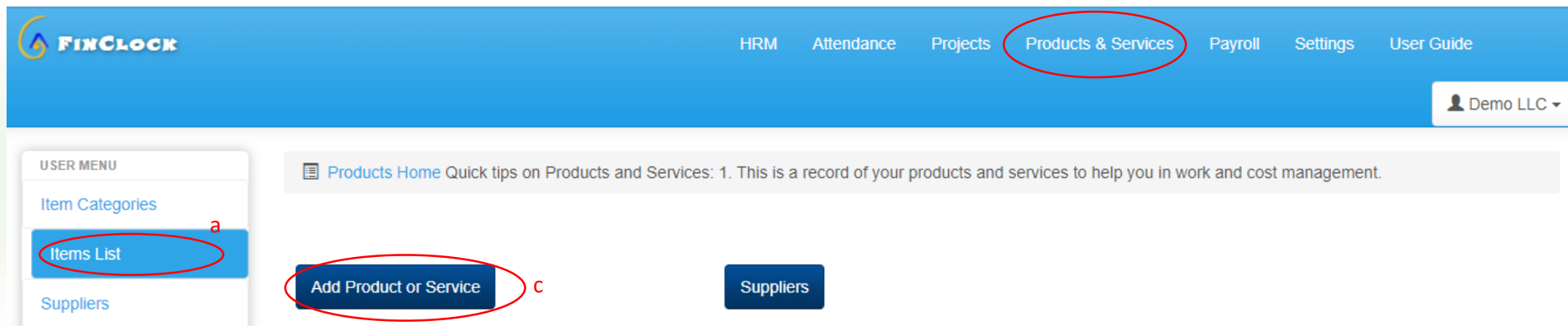
Goals

- Enable your team access the **products and services** offered by the business (online).
- To enable team members to quickly access the list of **suppliers** per item
- To enable your team to **serve customers remotely**.

Sr No.	Item Code	Category Name	Item Name	Unit	Budgeting Price(\$)	Supplier(s)	Sample	Action
3	B001	electronics	books	unit	200	1		Edit Delete
4	PS1 50kVA	electronics	Power supply units	unit	250	1		Edit Delete

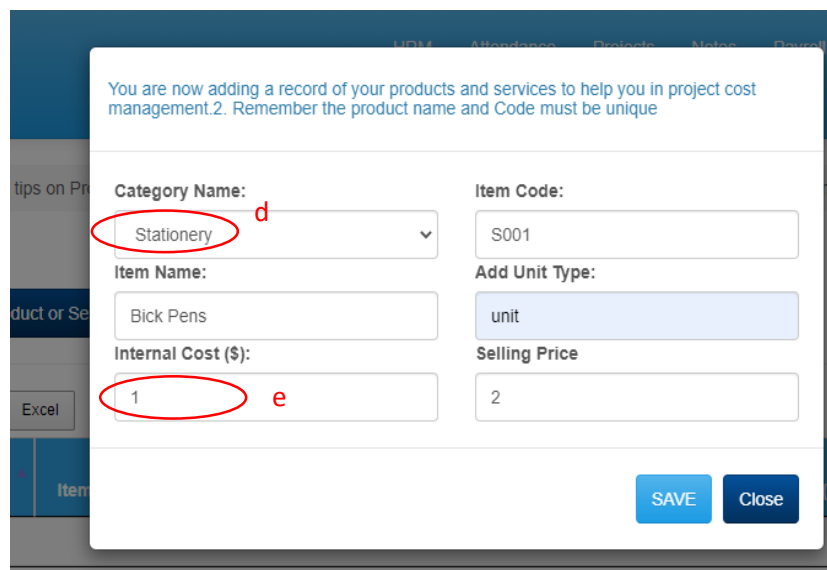


1. Products and Services



→ How to create a record of products and services online and automatically add to project costs?

- a. Start by clicking the products & services page on the left menu and see a page like the one shown above.
- b. Since you may not have created the main category for items, a message will appear and you can just proceed to create the categories.
- c. Once you have your main categories, click the add product or services button and a popup will open where you can input the item details.
- d. In the popup, select main category, input the product unique code, name, units.
- e. The internal cost is same as the buying price of the item and will be used in project cost calculation. In this case, you will add the cost per unit.





2. Suppliers

Tasks

Manage Costs

Products & Services

Main Categories

Products & Services

Suppliers

Payment Requests

Project Reports

Setup Guide

Add Supplier

View All Products & Services

Show 10 entries

Search:

Sr No.	Supplier Name	Contact Number	Category	Items	Status	Action
1	ABC company	1203155552	Stationery	2	<input checked="" type="checkbox"/>	<p>Update Supplier Items</p> <p>Delete Supplier</p> <p>Set as Internal Supplier</p>

→ How to use a suppliers list

The suppliers list helps you to select the least cost for a project, by choosing the lowest cost per item to include in a project. This way, you will increase profit margins in your business.

→ How to create and manage the suppliers list

- Click the **supplier's page** (left menu).
- Click the add supplier button to open a popup.
- In the popup, add the supplier's name, contacts, and the category of products they offer.
- Select the product/service and input the supplier's cost per unit (this step is critical)
- Save the list when done and the supplier will appear in the list.
- Click on the number on the items column to view the supplier's items and their unit cost.
- NOTE:** Your organization is the **internal supplier**. Therefore, when you complete adding the offered by your company, click the **set as internal supplier button**.



Need help?

[Book a Meeting](#)

Contact support team here: ([Link](#))

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