Product groups

You can access this menu item via ***Edit, swap, summarise articles/product groups.***

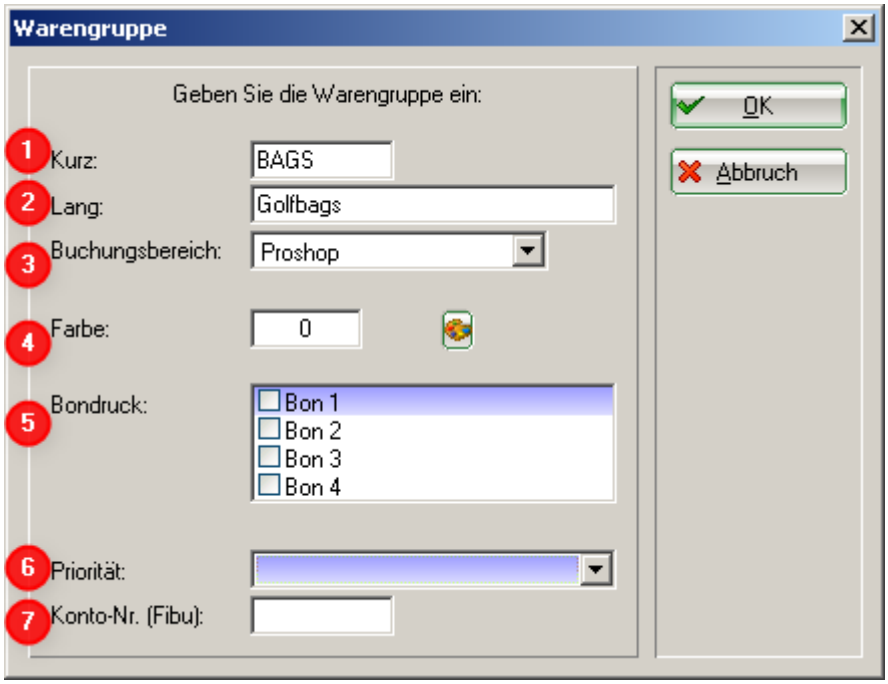
You will see the following information in the list:

1. Abbreviation of the product groups
2. Description of the product groups



With the help of the button ***New*** button to create a new product group; with ***Edit*** you edit an existing one; ,with ***Delete*** to delete a merchandise category.

Create or edit a new merchandise category



1. Enter the short code for your product group (maximum 8 characters).
2. Enter the name of your product group.
3. Select the ***booking area*** for your statistics (see also: Edit booking areas).
4. Here you can select a ***colour*** for your product group so that the assigned items are easier to recognise in lists.
5. Has no meaning for the Proshop.
6. Has no meaning for the Proshop.
7. You can also assign a merchandise group a ***FNA no.*** to a product group. This then automatically applies to all assigned articles. If you want to assign a different FNA account number to an article, you can enter this in the article. The number stored in the article has priority. These entries are only relevant in connection with the additional accounting export module.

Swap product groups for articles



1. Select the product group you wish to replace.
2. Select the new product group and confirm with **OK.**