

Adding Accessories to the Product / Service Tree

If you keep an inventory your accessories, OD Professional is the program for you. From eyeglass cases to solutions and cleaning cloths, OD Professional can keep track of these inventoried items.

If you want to keep track of your accessories, just follow the steps listed below.

Set up the Accessories Group:

- Select Group & Billing Codes under the Record menu item and then select Group Classifications
- Enter the Group Name: Accessories and the Group Code : ACC
- Click Save
- Close Group Classifications

+Accessories

Set up your Suppliers:

- Refresh the Products Tree by Clicking on the Rolodex button on the Command toolbar
- Right click on the Accessories folder in the Products Tree
- Select Record Maintenance → Suppliers or Health Services under the Records Maintenance menu item
- Enter GRP Code (e.g. ACC), then a unique three character BCD (i.e. RCC – Rickey Case Company) and Supplier's Name and Address.
- Add all suppliers of Accessories
- Close Suppliers or Health Service

-Accessories
 +Rickey Case Company

(If you want to add your accessories by group (Cases, Cleaners, etc.), enter the group instead of the supplier in the Suppliers and Health Service grid.)

Set up your Billing Codes (Accessory Group):

- Right click on the Supplier created above and select Record Maintenance → Billing Code Table.
- Enter GRP Code (e.g. ACC), unique BCD (e.g. CAS for Cases), Transaction Type (e.g. REV), Transaction Classification (e.g. Accessories) and Col (e.g. 2)
- Make Billing Code active by entering an X in the Ac (Active) column or Click Save and close window
- Add all Billing Codes and then close the Billing Code Table

-Accessories
 -Rickey Case Company
 +Cases

Add Accessory (or inventoried) Items:

- Right click on the Supplier (or group) and select New “Supplier Name” Accessory
- Enter Billing Code (created above for item being entered into inventory)
- Enter Description, number of items in Stock (ST), Billing Amount and Item Cost
- Click Save
- Enter all Items for all suppliers and then close the Inventory grid.

-Accessories
 -Rickey Case Company
 -Cases
 Add Item

Product/Service	Item Code
Accessories	
Rickey Case Co...	
Cases	CAS
Cleaners	CLR
Zebra Cases Ltd.	
General Billing	

Sample Accessories Product Trees:

Sample Accessories Product Tree (with Billing Codes) without Suppliers

- Accessories
 - Cases
 - CL Cases CCC
Add item
 - Eyeglass Hard Case HRD
Add item
 - Cleaners
 - Cleaning Cloths CLC
Add item
 - Eyeglass Cleaner CLE
Add item
 - Clip Ons
 - Generic Clips GLP
Add item
 - Luxury Clips LCP
Add item

Sample Accessories Product Tree (with Billing Codes) with Suppliers

- Accessories
 - ABC Supply Co
 - Low Vision Aids LWV
Add item
 - Hand Held Magnifiers MAG
Add item
 - Solutions Supply Co
 - CL Cleaners CCL
Add item
 - CL Multi Purpose CLM
Add item
 - Repair Parts Supply Company
 - Parts PRT
Add item
 - Nose Pads
Add item

Please refer to the **Billing Accessories** job aid for more information.