

Class

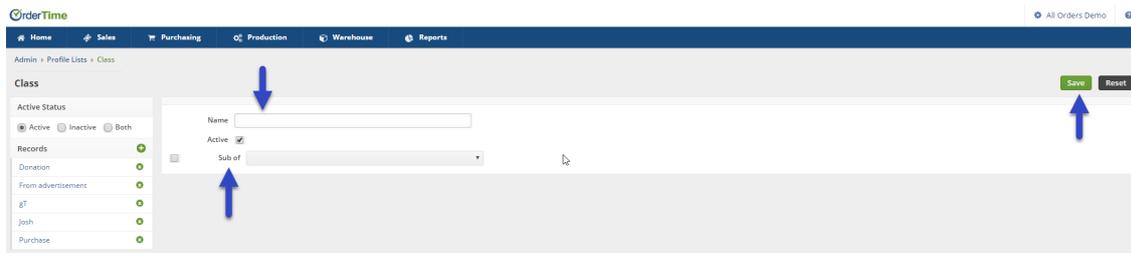
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Overview

Class is an organizational tool in Order Time. Order Time will also send Class details to QuickBooks Online when it sends transactions. An example is, if you have a Ship Doc assigned to a specific Class, you will see that Class when the Invoice is posted to QuickBooks. If there is no class assigned in Order Time, the Invoice still posts to QuickBooks.

Class can be used as an organizational tool for **Transactions**, **Items** and **Customers**. To access the Class function, Click on the Gear Icon (Top Right of the Screen)>Profile List>Class.

Enter a *Name* for your new Class, Select if the Class is *Active* and select the *Sub Class* (if applicable) from the drop-down menu.



The screenshot displays the 'Class' configuration page in the OrderTime system. The page has a dark blue header with navigation tabs: Home, Sales, Purchasing, Production, Warehouse, and Reports. The main content area is titled 'Class' and includes a 'Save' button and a 'Reset' button. The 'Active Status' section has radio buttons for 'Active', 'Inactive', and 'Both', with 'Active' selected. The 'Records' section lists various record types with green checkmarks. The 'Name' field is empty, and the 'Sub of' dropdown menu is open, showing a list of sub-classes. A blue arrow points to the 'Save' button, and another blue arrow points to the 'Sub of' dropdown menu.