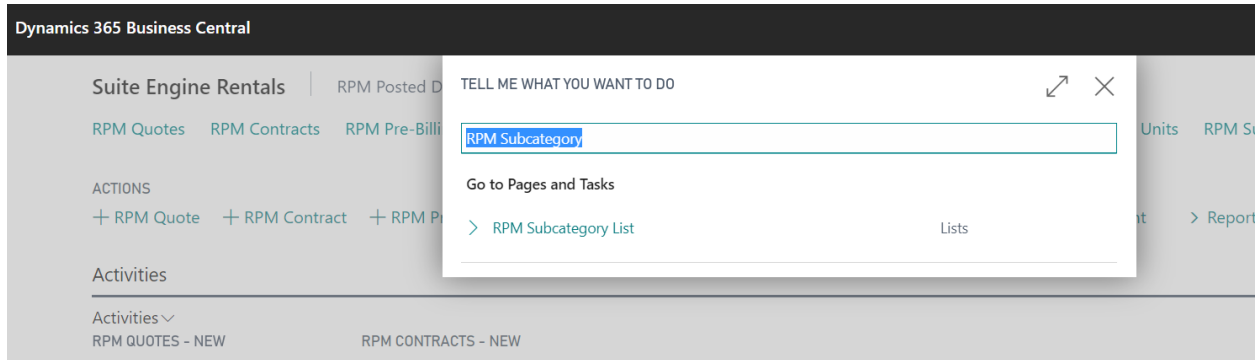
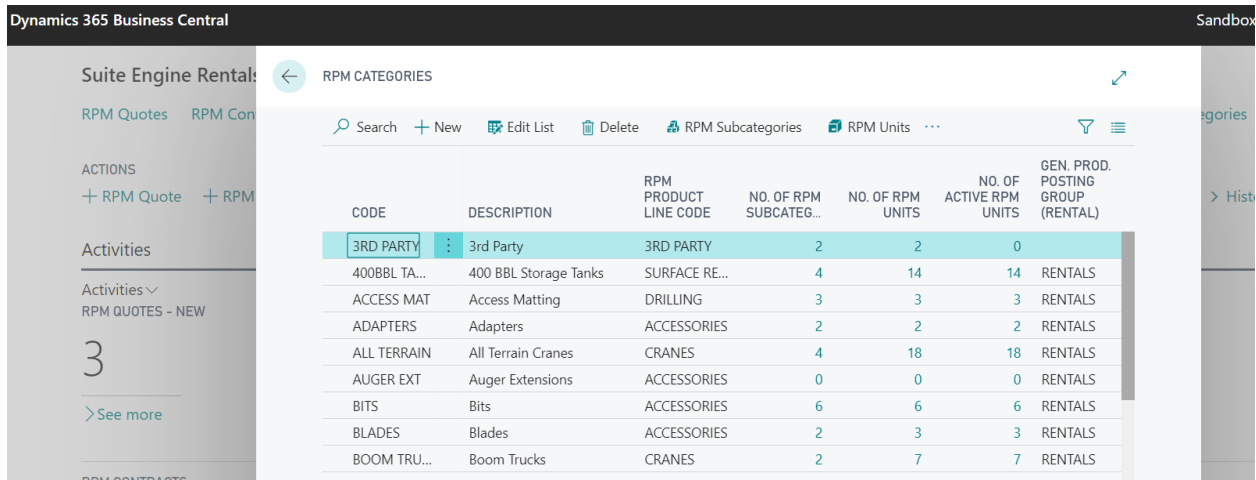


Creating RPM Subcategories:

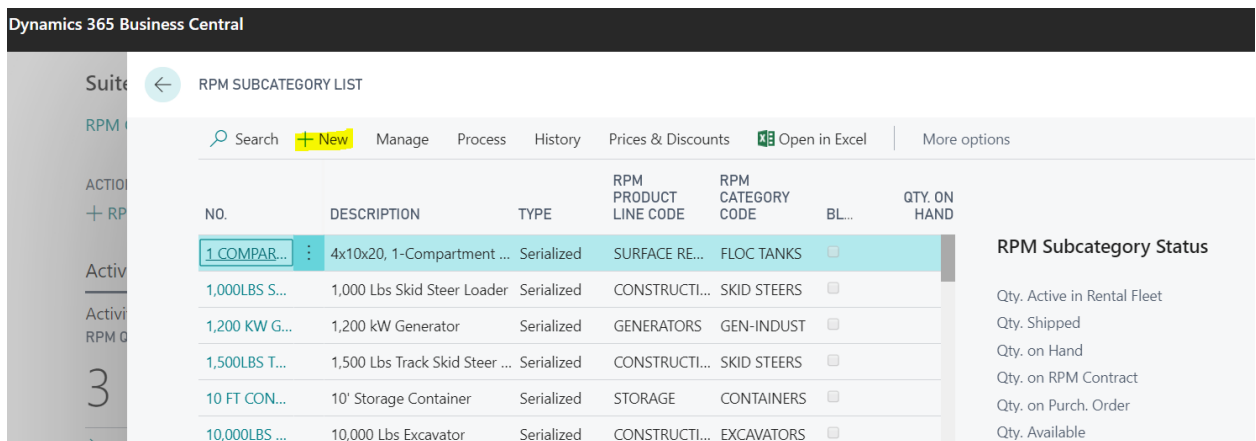
From the search window, type RPM Subcategory and choose the RPM Subcategory List option under Pages and Tasks:



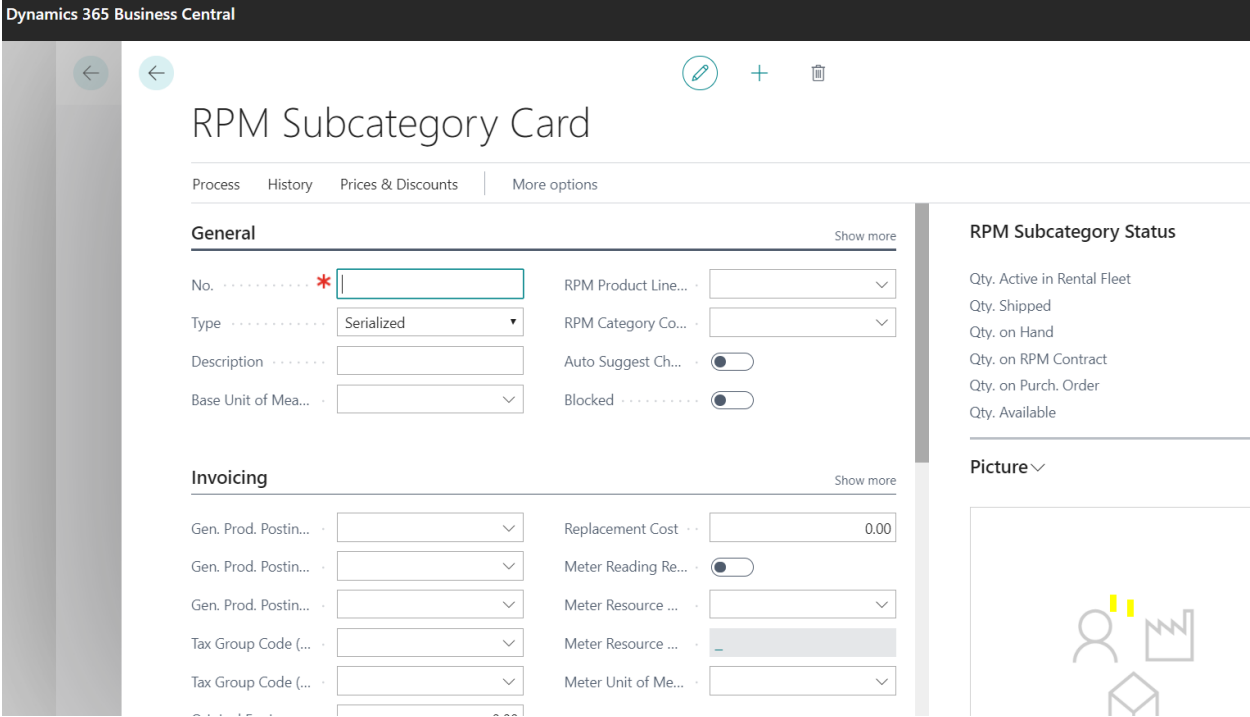
The RPM Subcategory List page will open:



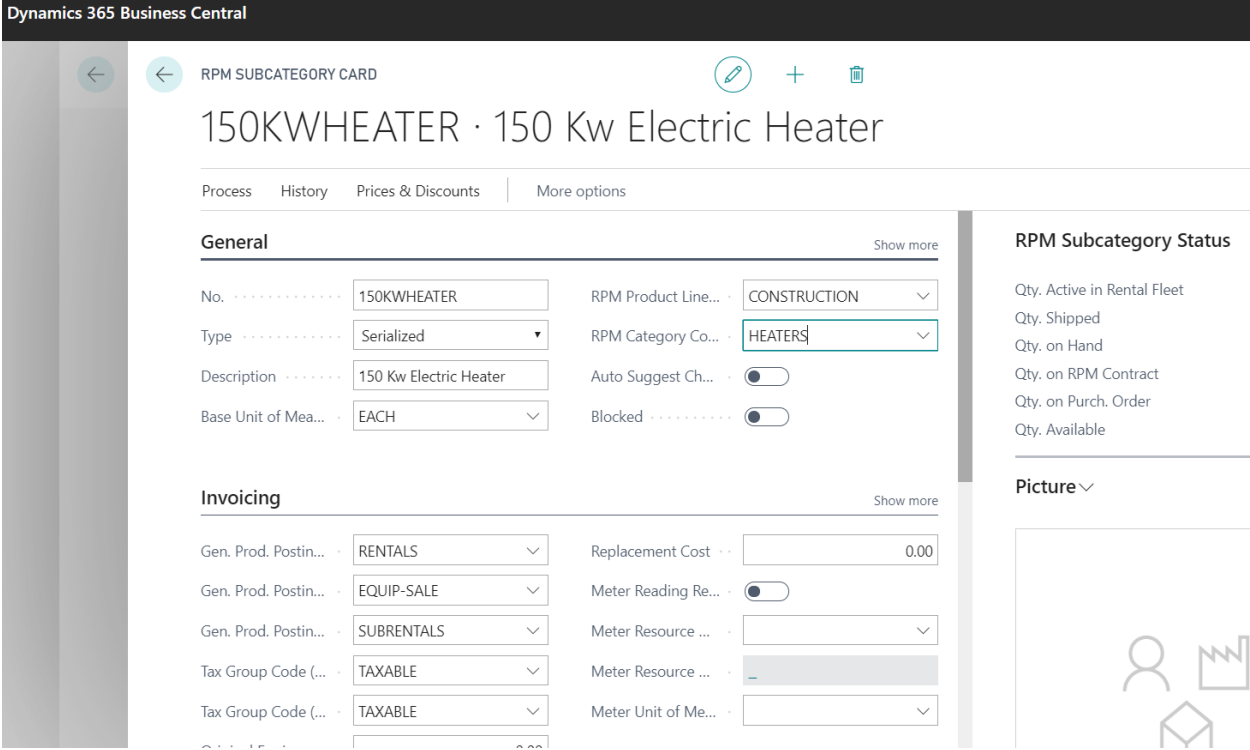
Press the New button at the top of the page:




A new Subcategory page will open:



Enter the No., Type, Description, Base Unit of Measure and RPM Category Code. The RPM Category Code will back fill the RPM Product Line and all of the Posting and Tax Groups.



On the Related Charges tab, enter in any related charges you wish to be associated with this Subcategory:

Related Charges		Manage					
TYPE	NO.	UNIT NO.	DESCRIPTION	QUANT...	BILLING CODE		
Charge	:	DEL/PICKUP		Delivery / Pickup	1	SALE	
Charge		DW		Damage Waiver Insurance	1		

The Subcategory is now ready for use.