

# Shortcut for Adding Categories to Imported Products and Services

## Chapter 2

Intuit recently added a new tool for adding **categories** to **product** and **service** records. The shortcut is very useful when **categories** are added to the imported **products** and **services** in Step 8 of the homework for Chapter 2.

Open the **Product/Service** list.

The screenshot shows the 'Products and Services' list in QuickBooks Online. The table has columns for NAME, SKU, TYPE, SALES DESCRIPTION, SALES PRICE, COST, TAXABLE, ORDER POINT, and ACTION. The 'Pump' and 'Rock Fountain' items have their selection checkboxes checked. A red box highlights the checkboxes for the 'Pump' and 'Rock Fountain' items. A callout box with the text '1 Check the box next to each item to be included in the same category' points to these checkboxes. Another callout box with the text '2 Select the category' points to the 'Assign category' dropdown menu, which is open and shows options like 'Design', 'Fountains', 'Landscaping', 'Sprinklers', and 'Pest Control'.

NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE	COST	TAXABLE	ORDER POINT	ACTION
Design								
Design		Service	Custom Design	75				Edit
Fountains								
Concrete				0		✓		Edit
Pump	P461-17	Inventory	Fountain Pump	15	10	✓	25	Edit
Rock Fountain	R154-88	Inventory	Rock Fountain	275	125	✓	2	Edit
Lighting		Service	Garden Light...	0		✓		Edit

Check the boxes next to all the items to be included in one of the **categories** created for your homework company in Step 8 of your homework.

Open the **Assign category** dropdown menu that appears next to **Batch actions** and select the appropriate **category**.

The item records will be automatically updated.