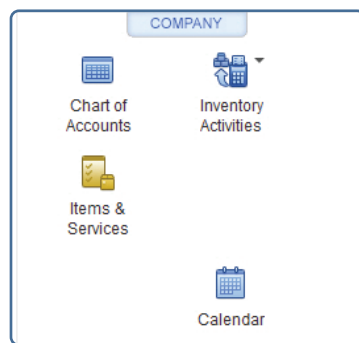


Inventory Item Maintenance

The table below and the two tables on the following page include instructions to add an inventory item, change information for an existing inventory item, and delete a former inventory item. The *QuickBooks* windows for these maintenance activities are shown on pages 70 through 72.



Add an Inventory Item Record Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Items & Services icon on the right under Company to open the Item List window (<i>not shown</i>).
Item List window	Right-click on any inventory item on the list and click New to open the New Item window.
New Item window	Select Inventory Part from the drop-down list under Type.
Item Name/Number	Enter the item name and /or number.
Purchase Information	Complete the boxes in the Purchase Information section to the extent that the information is available. Some boxes may not be applicable for the inventory item.
Sales Information	Complete the boxes in the Sales Information section to the extent that the information is available. Some boxes may not be applicable for the inventory item.
Inventory Information	Complete the boxes in the Inventory Information section to the extent that the information is available. Some boxes may not be applicable for the inventory item.
OK button	Click the OK button to save the new item information and close the window.

Change Information in An Existing Inventory Item's Record Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Items & Services icon.
Item List window	Right-click on the inventory item that is to be changed and select Edit Item to open the Edit Item window.
Edit Item window	Change the appropriate information in the window.
OK button	Click the OK button to save the edited inventory information and close the window.

Delete an Inventory Item No Longer Being Purchased or Sold Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Items & Services icon.
Item List	Right-click on the item that is to be deleted and select Delete Item. (<i>Note: Be sure you want to delete the inventory item before you do so. If you want that inventory item included later, you will need to find and reenter the information as you would for a new inventory item following the guidance in Add an Inventory Item Record – Quick Reference Table.</i>)
<i>QuickBooks</i> message	If the inventory item is associated with at least one transaction in the current year or has quantities in the inventory item, a warning message will appear. The message will inform you that the item cannot be deleted. For this project, click cancel and do not delete the item.

Inventory Item Maintenance

QuickBooks windows

New Item Window – Type

The screenshot shows the 'New Item' window with the 'TYPE' dropdown set to 'Service'. The description for 'Service' is: 'Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.' The 'Item Name/Number' field is empty, and the 'Subitem of' dropdown is also empty. The 'UNIT OF MEASURE' section has 'U/M Set' selected. There is a checkbox for 'This service is used in assemblies or is performed by a subcontractor or partner' which is unchecked. The 'Description' field is empty, 'Rate' is 0.00, 'Tax Code' is 'Tax', and 'Account' is empty. An 'Item is inactive' checkbox is also unchecked. On the right side, there are buttons for 'OK', 'Cancel', 'Next', 'Notes', 'Custom Fields', and 'Spelling'. A link at the bottom says 'How can I set rates by customers or employees?'.

New Item Window – Type → Inventory Part

The screenshot shows the 'New Item' window with the 'TYPE' dropdown menu open. The 'Inventory Part' option is highlighted. The description for 'Inventory Part' is: 'Use for goods you purchase, track as inventory, and resell.' The 'Item Name/Number' field is empty, and the 'Subitem of' dropdown is empty. The 'Manufacturer's Part Number' field is empty. The 'UNIT OF MEASURE' section has 'U/M Set' selected. There is a checkbox for 'This service is used in assemblies or is performed by a subcontractor or partner' which is unchecked. The 'Description' field is empty, 'Rate' is 0.00, 'Tax Code' is 'Tax', and 'Account' is empty. An 'Item is inactive' checkbox is also unchecked. On the right side, there are buttons for 'OK', 'Cancel', 'Next', 'Notes', 'Custom Fields', and 'Spelling'. A link at the bottom says 'How can I set rates by customers or employees?'.

SALES INFORMATION

Description on Sales Transactions

Cost 0.00

COGS Account 50000 - *Cost of Good...

Preferred Vendor

Sales Price 0.00

Tax Code Tax

Income Account

INVENTORY INFORMATION

Asset Account	Reorder Point (Min)	Max	On Hand	Total Value	As of
12100 - Invento...			0.00	0.00	12/15/2021

(windows continued on the following page)

Inventory Item Maintenance

QuickBooks windows (continued)

New Item Window – Item Name / Number

The screenshot shows the 'New Item' window with the following fields and options:

- TYPE:** Service (dropdown), Use for services you charge for or purchase, like specialized labor, consulting hours, or professional fees.
- Item Name/Number:** (text input field, highlighted with a red box)
- Subitem of:** (checkbox and dropdown)
- UNIT OF MEASURE:** U/M Set (dropdown), Edit... (button)
- Additional Options:** This service is used in assemblies or is performed by a subcontractor or partner
- Description:** (text area)
- Rate:** 0.00 (text input)
- Tag Code:** Tax (dropdown)
- Account:** (dropdown)
- Item is inactive:**
- Buttons:** OK, Cancel, Next, Notes, Custom Fields, Spelling
- Footer:** How can I set rates by customers or employees?

New Item Window – Purchase Information

The screenshot shows the 'New Item' window with the following fields and options:

- TYPE:** Inventory Part (dropdown), Use for goods you purchase, track as inventory, and resell.
- Item Name/Number:** (text input field)
- Subitem of:** (checkbox and dropdown)
- Manufacturer's Part Number:** (text input field)
- UNIT OF MEASURE:** U/M Set (dropdown), Edit... (button)
- PURCHASE INFORMATION:** (Section highlighted with a red box)
- SALES INFORMATION:** (Section)
- INVENTORY INFORMATION:** (Section)
- Description on Purchase Transactions:** (text area)
- Description on Sales Transactions:** (text area)
- Cost:** 0.00 (text input)
- COGS Account:** 50000 - *Cost of Good... (dropdown)
- Preferred Vendor:** (dropdown)
- Sales Price:** 0.00 (text input)
- Tax Code:** Tax (dropdown)
- Income Account:** (dropdown)
- Item is inactive:**
- Buttons:** OK, Cancel, Next, Notes, Custom Fields, Spelling
- Footer:** Asset Account: 12100 - Invento..., Reorder Point (Min):, Max: On Hand: 0.00, Total Value: 0.00, As of: 12/15/2021

(windows continued on the following page)

Inventory Item Maintenance

QuickBooks windows (continued)

New Item Window – Sales Information

The screenshot shows the 'New Item' window in QuickBooks. The 'TYPE' is set to 'Inventory Part'. The 'SALES INFORMATION' tab is highlighted with a red circle. The 'PURCHASE INFORMATION' tab is also visible. The 'INVENTORY INFORMATION' section at the bottom shows the 'On Hand' and 'Total Value' fields set to 0.00.

Asset Account	Reorder Point (Min)	Max	On Hand	Total Value	As of
12100 - Invento...			0.00	0.00	12/15/2021

New Item Window – Inventory Information

The screenshot shows the 'New Item' window in QuickBooks. The 'INVENTORY INFORMATION' section is highlighted with a red circle. The 'PURCHASE INFORMATION' and 'SALES INFORMATION' tabs are also visible. The 'INVENTORY INFORMATION' section shows the 'On Hand' and 'Total Value' fields set to 0.00.

Asset Account	Reorder Point (Min)	Max	On Hand	Total Value	As of
12100 - Invento...			0.00	0.00	12/15/2021