

## Inventory Item Maintenance

Inventory item maintenance includes adding an inventory item record, changing information for an existing inventory item, and making an inventory item's record inactive. The three maintenance tasks are covered in detail on the following pages, including *QBO* windows.

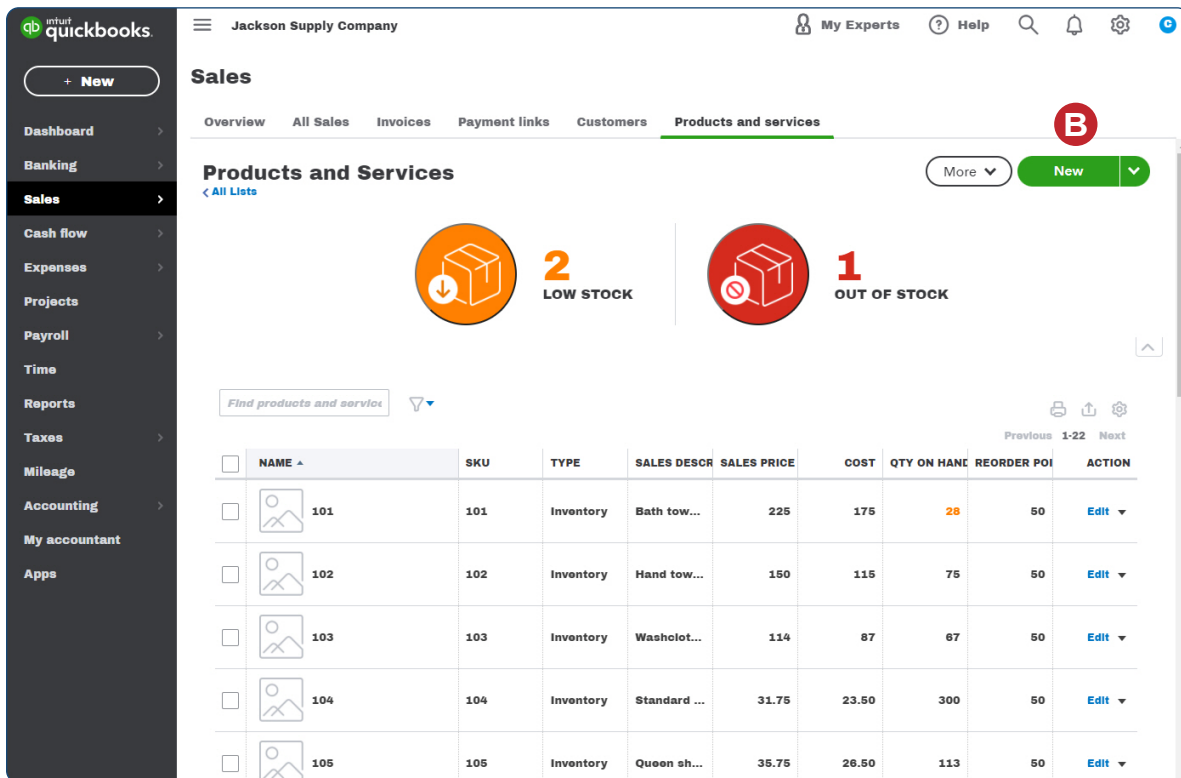
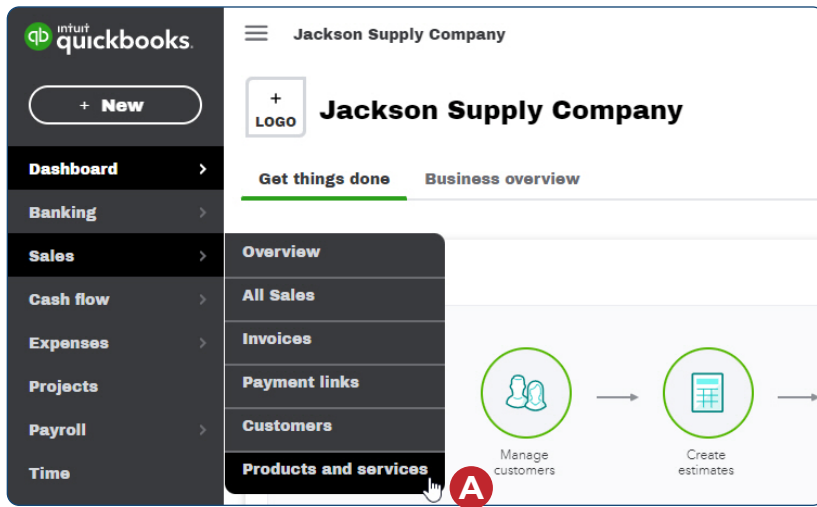
### Add an Inventory Item Record – Quick Reference Table

Step	Box or Other Location	Procedure
<b>A</b>	<b>QBO Navigation Bar</b>	Click <b>Sales</b> → <b>Products and services</b> to open a list of products and services.
<b>B</b>	<b>New button</b>	Click the <b>New button</b> in the top right portion of the <b>Products and Services window</b> .
<b>C</b>	<b>Product/Service information menu</b>	Select <b>Inventory</b> as the type of item to add, which will open the <b>Product/Service information window</b> .
<b>D</b>	<b>Name</b>	Enter the inventory item name and/or number.
<b>E</b>	<b>Initial quantity on hand</b>	Type the current quantity being added, even if it is 0.
<b>F</b>	<b>As of date</b>	Enter the date on which you are adding the item.
<b>G</b>	<b>Reorder point</b>	Type reorder point quantity.
<b>H</b>	<b>Inventory asset account</b>	Accept the default general ledger account or change it to the account that will be used to record purchases of the inventory item.
<b>I</b>	<b>Description</b>	Type a description of the inventory item.
<b>J</b>	<b>Sales price/rate</b>	Type the selling price of the inventory item.
<b>K</b>	<b>Income account</b>	Accept the default sales general ledger account or change.
<b>L</b>	<b>Purchasing information description box</b>	Type a description of the inventory item.
<b>M</b>	<b>Cost</b>	Type the cost of the inventory item.
<b>N</b>	<b>Expense account</b>	Accept the default expense account or change. This is normally a cost of sales type account.
<b>O</b>	<b>Preferred vendor</b>	Select a vendor from the drop-down list if there is a preferred vendor for this inventory item.
<b>P</b>	<b>Product/Service information window</b>	Review the information to verify that it is correct.
<b>Q</b>	<b>Save options</b>	Save the inventory item record and close the window.



## Add an Inventory Item Record


QBO windows





## Add an Inventory Item Record


QBO windows (continued)

**Product/Service information** ×


 **Inventory** C  
 Products you buy and/or sell and that you track quantities of.


 **Non-inventory**  
 Products you buy and/or sell but don't need to (or can't) track quantities of, for example, nuts and bolts used in an installation.

 **Service**  
 Services that you provide to customers, for example, landscaping or tax preparation services.

 **Bundle**  
 A collection of products and/or services that you sell together, for example, a gift basket of fruit, cheese, and wine.

P **Product/Service Information** ×

 **Inventory** Change type

**Name\***  
 D 

**SKU** ⓘ

**Category**

**Initial quantity on hand\***  E

**As of date\***  F  
What's the as of date?

**Reorder point**  G  
What's the reorder point?

**Inventory asset account**  
 H

**Description**  
 I

**Sales price/rate**  J      **Income account**  K

**Purchasing Information**  
 L

**Cost**  M      **Expense account**  N

**Preferred Vendor**  
 O

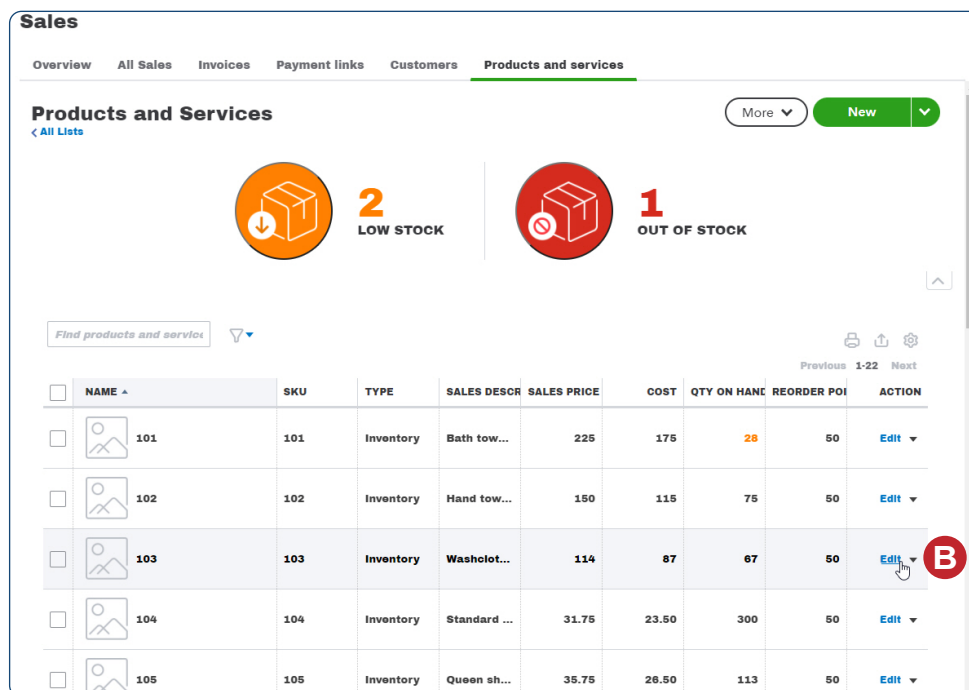
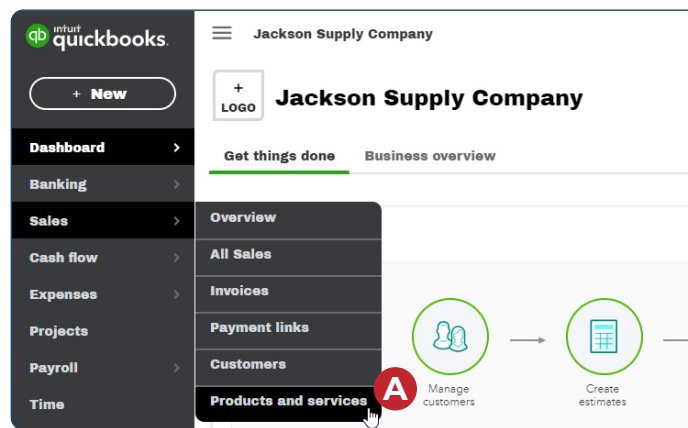
Save and close Q



## Change Information in an Existing Inventory Item's Record – Quick Reference Table

Step	Box or Other Location	Procedure
A	QBO Navigation Bar	Click <b>Sales</b> → <b>Products and services</b> to open a list of products and services.
B	Action column - Edit link	Locate the item you want to edit and click the <b>Edit link</b> in the <b>Action column</b> to open that item's <b>Product/Service information window</b> .
C	Product/Service information window	Change the appropriate information in the window.
D	Save options	Save the revised inventory item record and close the window.

## Change Information in an Existing Inventory Item's Record QBO windows




# Change Information in an Existing Inventory Item's Record

QBO windows (continued)

**C**

### Product/Service Information

 **Inventory**

**Name\***

**SKU** ⓘ

**Category**

Quantity on hand **67**  
Adjust: [Quantity](#) | [Starting value](#)

Reorder point **50**  
[What's the reorder point?](#)

Quantity on PO **0**

**Inventory asset account**

**Description**

**Sales price/rate**  **Income account**

**Purchasing Information**

**Cost**  **Expense account**

**Preferred Vendor**

**D**



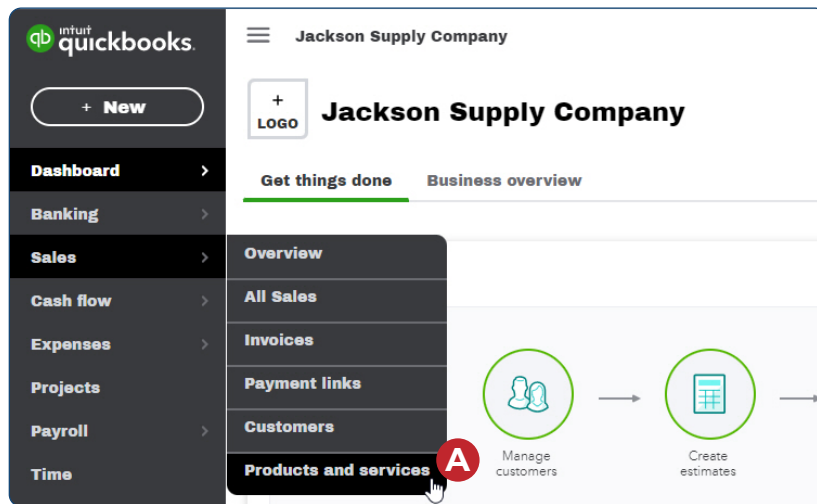


## Make an Inventory Item's Record Inactive – Quick Reference Table

Step	Box or Other Location	Procedure
<b>A</b>	<b>QBO Navigation Bar</b>	Click <b>Sales</b> → <b>Products and services</b> to open a list of products and services.
<b>B</b>	<b>Action column drop-down list button</b>	Locate the item you want to make inactive and click the <b>Action column drop-down list button</b> on that item's line → <b>Make inactive</b> .
<b>C</b>	<b>QBO message</b>	A message will appear that says "Are you sure you want to make [item name] inactive?" Click the Yes button.

## Make an Inventory Item's Record Inactive

### QBO windows



## Make an Inventory Item's Record Inactive


QBO windows (continued)

**Sales**


Overview All Sales Invoices Payment links Customers **Products and services**

**Products and Services** More ▾ New ▾

[All Lists](#)








**2**  
LOW STOCK



**1**  
OUT OF STOCK

Find products and services  Filter ▾ Print Share Settings

Previous 1-22 Next

<input type="checkbox"/>	NAME ▾	SKU	TYPE	SALES DESCR	SALES PRICE	COST	QTY ON HAND	REORDER POI	ACTION
<input type="checkbox"/>	 101	101	Inventory	Bath tow...	225	175	28	50	Edit ▾
<input type="checkbox"/>	 102	102	Inventory	Hand tow...	150	115	75	50	Edit ▾
<input type="checkbox"/>	 103	103	Inventory	Washlot...	114	87	67		
<input type="checkbox"/>	 104	104	Inventory	Standard ...	31.75	23.50	300		
<input type="checkbox"/>	 105	105	Inventory	Queen sh...	35.75	26.50	113	50	Edit ▾

**Make inactive** B


Run report

Duplicate

Adjust quantity

Adjust starting value

Reorder



**Are you sure you want to make 102 Inactive?**

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No

Yes C