





Converting a NonInventory Item to Inventory

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To convert a non-inventory item to inventory:

1. Add the non-inventory item to a sales document (notice the check mark under the NI column)
2. Right-click on the item and select Convert Item from the dropdown:

3. The "Item Maintenance" screen appears. You can either
 1. Fill in the information about the item on the three tabs and click **OK**
 2. Under the Item Information tab, click the ellipsis (...) next to Copy From Item:

The Inventory Lookup screen appears. Find and select an inventory item to copy from and click **OK**
 3. You will return to the Item Maintenance screen. Click **OK** to return to the sales document

The check mark under the NI column will now be gone, indicating that the item has been converted to inventory.