



## Converting a NonInventory Item to Inventory

Megan De Freitas - 2024-11-22 - Sales

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:

Item	Description	NI	Qty	UoM	Price	Cost	Ext Price	Req Ship	Invoice ...	Qty BO
200HD	200 Gig Hard Drive		1	Each	49.00	36.00	0.00	1/11/2011	0	0

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:

Item Maintenance

Item Information | Vendor Information (0) | Warehouse & Resource Planning

Properties

Item Number: 200HD\*\*\*\*\*

Item Description: 200 Gig Hard Drive

Short Description:

Generic Description:

Copy From Item: [Dropdown Menu]

Class ID:

UoM Schedule:

Selling UoM:

Price Level:

Standard Cost: 0.00 Current Cost: 0.00

List Price: 0.00

Item User Fields

Item Options:

OK Cancel

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.