



[Knowledgebase](#) > [SalesPad](#) > [Sales](#) > [Converting a NonInventory Item to Inventory](#)

## Converting a NonInventory Item to Inventory

Cavallo Support - 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:

The screenshot shows a sales document window with a table of items. The first item is 200HD, described as '200 Gig Hard Drive'. A right-click context menu is open over this item, showing options: 'Insert Line Before', 'Insert Line After', and 'Convert Item...'. The 'Convert Item...' option is highlighted. Above the table, there are fields for 'Ship Method' (LOCAL DELIVERY), 'Whse' (WAREHOUSE), 'Currency' (Z-US\$), 'Doc Date' (1/11/2011), and 'Created By' (sa). A 'Ship Complete' checkbox is also visible. To the right, there are 'Total' and 'Payment' fields.

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 screenshot shows the 'Item Maintenance' window with the 'Item Information' tab selected. The 'Copy From Item' field is circled in red, and the ellipsis (...) button next to it is highlighted. The 'Item Number' is 200HD\*\*\*\*\* and the 'Item Description' is 200 Gig Hard Drive. Other fields include 'Short Description', 'Generic Description', 'Class ID', 'U OF M Schedule', 'Selling UOFM', 'Price Level', 'Standard Cost', 'Current Cost', and 'List Price'. The 'Item User Fields' and 'Item Options' sections are also visible.

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.