Converting a NonInventory Item to Inventory

Cavallo Support - 2026-03-17 - Sales

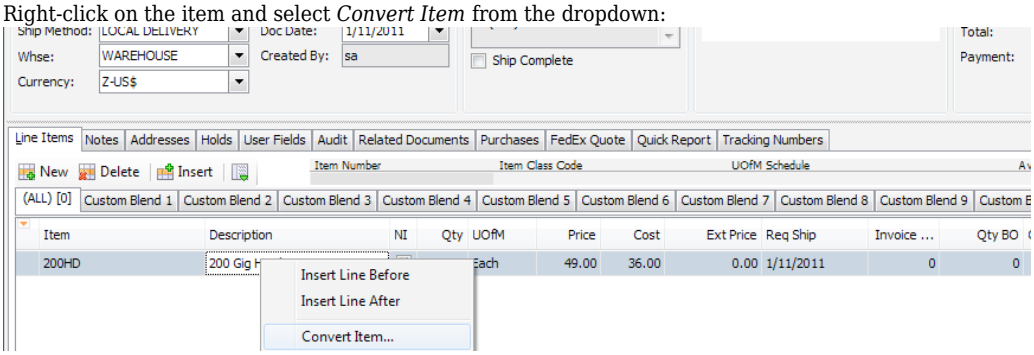
Overview

This article provides a step-by-step guide on how to convert a non-inventory item on sales line into a permanent inventory item in SalesPad Desktop.

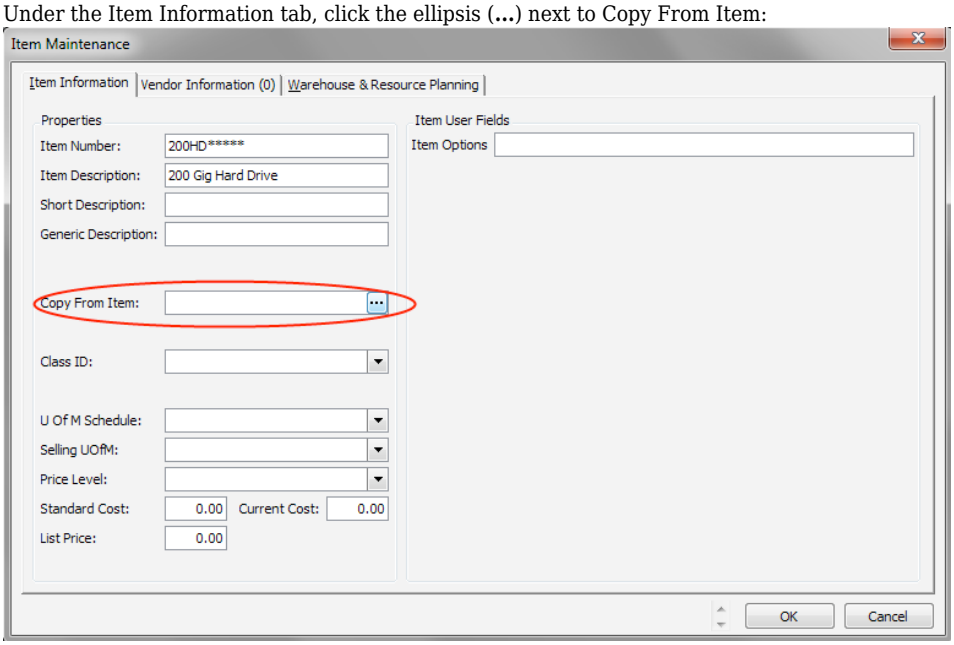
Usage

To convert a non-inventory item on a Sales Line to inventory:

1. Add the non-inventory item to a sales document (the NI checkbox field will be checked.)
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:



    If you opt to copy from another item, the Inventory Lookup screen will appear. 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.