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## Converting a NonInventory Item to Inventory

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### 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:

The screenshot shows the SalesPad Desktop interface. At the top, there are fields for Ship Method (LOCAL DELIVERY), Doc Date (1/11/2011), Whse (WAREHOUSE), Created By (sa), and Currency (Z-US\$). Below these is a table of Line Items. The table has columns for Item, Description, NI, Qty, UOFM, Price, Cost, Ext Price, Req Ship, Invoice, and Qty BO. The first row is highlighted, and a context menu is open over it, showing options: Insert Line Before, Insert Line After, and Convert Item... (which is highlighted).

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 screen. It has three tabs: Item Information, Vendor Information (0), and Warehouse & Resource Planning. The Item Information tab is active. It contains several fields: Item Number (200HD\*\*\*\*\*), Item Description (200 Gig Hard Drive), Short Description, Generic Description, Copy From Item (with an ellipsis button highlighted by a red circle), Class ID, U OFM Schedule, Selling UOFM, Price Level, Standard Cost (0.00), Current Cost (0.00), and List Price (0.00). There are also Item User Fields and Item Options sections.

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.