<u>Knowledgebase</u> > <u>SalesPad</u> > <u>Sales</u> > <u>Converting a NonInventory Item to Inventory</u>

Converting a NonInventory Item to Inventory

Megan De Freitas - 2024-11-22 - <u>Sales</u>

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:

Ship Method:	LOCAL DELIVE	RY 🔽	Doc Date	: 1/1	11/2011	•				Ŧ				Total:
Whse:	WAREHOUSE	-	Created	By: sa			Ship C	Complete			1			Payment:
Currency:	Z-US\$	•												
Line Items No	otes Addresse	es Holds U	lser Fields	Audit	Related [Document	s Purchas	es FedE	Ex Quote	Quick R	eport Trackin	g Numbers		
🌇 New 🙀	Delete 🛛 📫 I	Insert 🛛 🛄		Item Nur	nber		Item	Class Cod	e		UOfM	Schedule		A
(ALL) [0] CL	istom Blend 1	Custom Bler	nd 2 Cust	om Blend	3 Cust	om Blend	4 Custom	Blend 5	Custom E	lend 6	Custom Blend	7 Custom Blend 8	Custom Blen	nd 9 Custom
Item		Descrip	tion		NI	Qty	UOfM	P	rice	Cost	Ext Price	Req Ship	Invoice	Qty BO
200HD		200 Gig	H In	sert Lin	e Refore	-	Each	49	.00 3	36.00	0.00	1/11/2011	0	0
			In	isert Lin	e After									
		C	Convert Item											

- 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:

	iuor information (0) <u>W</u> arehouse		
Properties		Item User Fields	
Item Number:	200HD*****	Item Options	
Item Description:	200 Gig Hard Drive		
Short Description:			
Generic Description:			
	L		
Copy From Item:			
Class ID:		•	
U Of M Schedule:			
Selling UOfM:		•	
Price Level:		•	
Standard Cost:	0.00 Current Cost:	0.00	
List Price:	0.00		

The Inventory Lookup screen appears. Find and select an inventory item to copy from and click $\mathbf{O}\mathbf{K}$

3. You will return to the Item Maintenance screen. Click $\mathbf{O}\mathbf{K}$ 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.