



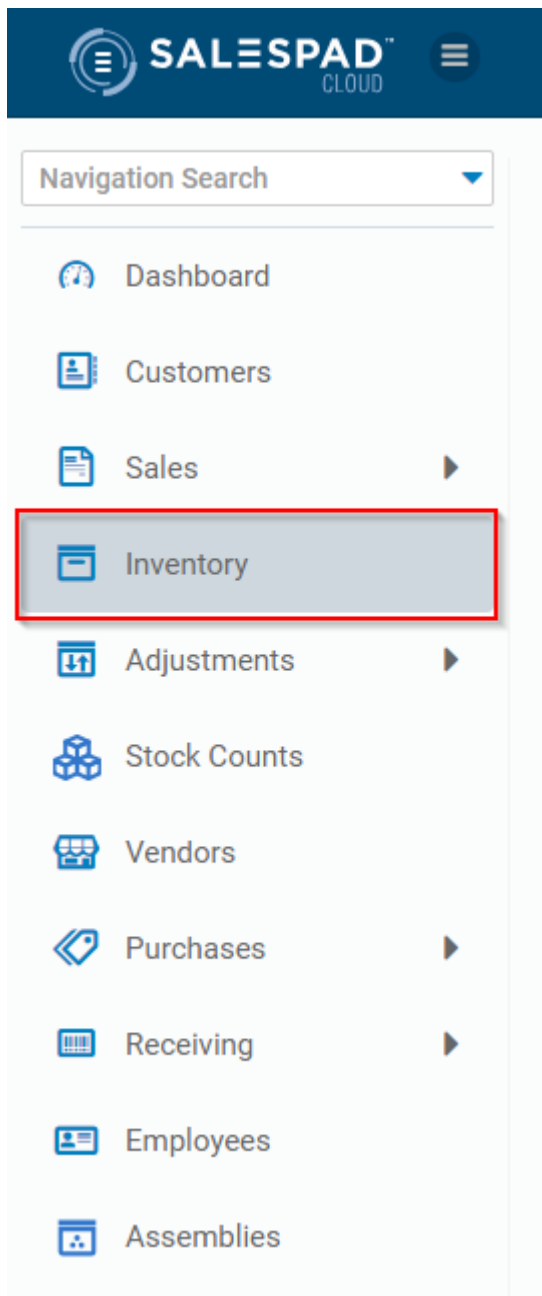
Inventory

Cavallo IT - 2024-12-02 - Modules

Overview

SalesPad Cloud's Inventory module provides you with a variety of powerful methods to manage your inventory. Inventory management is what SalesPad Cloud was created for. When the functionality offered in QuickBooks Online for managing inventory just doesn't cover the user's needs, SalesPad Cloud does. Or, if a user is looking to move away from QuickBooks Enterprise to a cloud-based system, that user can stay in the Intuit family of products by switching to QuickBooks Online and integrating with SalesPad Cloud. By adding a large number of QuickBooks Enterprise functionality plus additional SalesPad functionality to QuickBooks Online, users have the ability to keep the enterprise-level functionality for managing their inventory without paying for enterprise-level software.

To get started, click on the **Inventory** icon on the left-hand side of the screen.



Navigation Menu

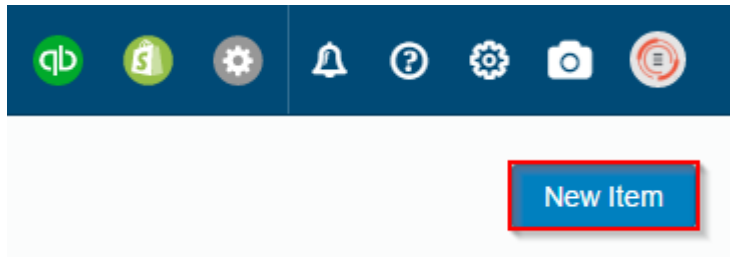
- [Create and Edit Items](#)
 - [Create a New Item](#)
 - [Edit an Existing Item](#)
 - [Vendor Items](#)
 - [Bundles and Pre-Assembled Bundles](#)
 - [Create a Bundle](#)
 - [Create a Pre-Assembled Bundle](#)
 - [Variant Items](#)
 - [Item Matrix](#)
 - [Item Card Tabs](#)
- [Search for an Item](#)

- [Printing Labels](#)
- [View Item Location Information](#)
- [Using the Batch Edit Feature](#)
- [QuickBooks Online Integration Notes](#)
- [Tutorials](#)

Create and Edit Items

Create a new Item

To create a new item, click the **New Item** button in the upper right-hand corner of the screen.



The Create Item drawer. Fill in the information fields and click **Save** when finished. For a brief description of each field in the Create Item drawer, click here:

Create Item

Item Number – Allows you to create a number or name for this item

Item Description – Allows you to describe the item

SKU – Displays the SKU (Stock Keeping Unit) number associated with the item

Item Class – Assigns the item to an [Item Class](#), which helps you categorize your items (if your item was a sweater, the Item Class might be Clothing)

Item Group – Serves as a plain text reference field

Item Type – Determines if the item is Non Inventory, Inventory, Bundle, Service, Other Charge, Pre Assembled Bundle, Gift Card, System, or Variant; Inventory and Pre Assembled Bundle are the only inventory tracked types

List Price – Displays the list price for the item

Selling Price – Displays the selling price for the item

Taxable – Determines whether or not the item is taxable

Spread Cost Supported – Determines whether or not the cost of this item can be spread on a receipt

Is Outsourced – Determines whether or not this is an outsourced item

Valuation Method – Determines if the item's valuation method is FIFO, LIFO, Average, or Standard

Current Cost – Displays the current cost of the item

Standard Cost – Displays your estimate on what the item should cost

Vendor – Displays your [Vendor](#) for the item; specifying a Vendor creates a vendor item record on the Item and Vendor cards

Purchase Cost – Displays your cost for purchasing the item

Qty Decimals – Displays the number of decimal places permitted on quantity information for this item; enter the number of digits permitted, not the format permitted (for example, enter 2 rather than 0.00)

Reorder Point – Indicates when the item should be reordered

Serial Lot Type – Determines if the item is a serial item, a lot item, or neither

Unit of Measure Type – Assigns a [Unit of Measure Type](#) to the item (a hamburger's Unit of Measure Type might be Food)

Selling UoM – Assigns a selling unit of measure to the item (a hamburger's Selling Unit of Measure might be Patties)

Purch UoM – Assigns a purchasing unit of measure to the item (a hamburger's Purchasing Unit of Measure might be Cases)

Tax Code – Shows the tax code associated with the item

Income Account – Links the item to an income account

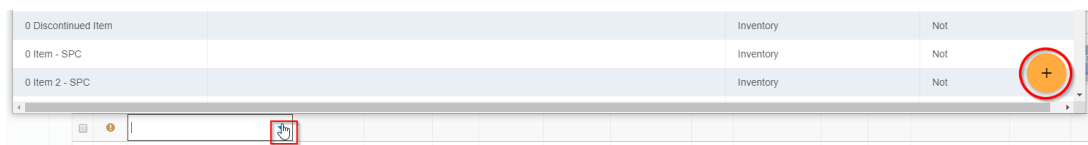
Asset Account – Displays the company's asset account associated with the item

COGS Account – Files the item in a COGS (Cost of Goods Sold) ledger account under the perpetual inventory system

Weight – Displays the weight of the item

Weight Unit – Displays the units used to determine weight

Another way to create a new item is to click the dropdown arrow on any line item entry grid, then choose the orange + icon in the bottom right of the dropdown drawer.



This will open the Create Item drawer. Once you've finished creating the item, it will automatically be added to the transaction you were editing.

Access to this quick-create button is protected by security. Navigate to the [Manage Security](#) module to grant access to the appropriate users.

Note: Creating bundles or variant items using the quick-create button will not immediately add this item to the transaction, as these items require further setup.


[Back to Navigation Menu](#)


Edit an Existing item

To make changes to an existing item, select that item from your grid in the Inventory module.

<input type="checkbox"/>	5608	Lamp Shade
<input type="checkbox"/>	4562	Classic Shade Red Lamp
<input type="checkbox"/>	5602	Lamp Base
<input type="checkbox"/>	6882	Screen Wipes

This will redirect you to the item card. Once inside the Item card, click the **Edit** button next to the item name.

 **5608**

 **Edit**

Item Number	List Price
5608	10.00
Item Description	Current Cost
Lamp Shade	7.00
Item Group	Average Cost
	7.00

The Edit Item drawer will appear. Make your necessary changes here and click **Save** when you are finished. For a brief explanation of each of the information fields in the Edit Item drawer, click here:

Edit Item

Item Number – Allows you to create a number or name for this item

Item Description – Allows you to describe the item

SKU – Displays the SKU (Stock Keeping Unit) number associated with the item

Item Class – Assigns the item to an [Item Class](#), which helps you categorize your items (if your item was a sweater, the Item Class might be Clothing)

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List Price – Displays the list price for the item

Selling Price – Displays the selling price for the item

Taxable – Determines whether or not the item is taxable

Spread Cost Supported – Determines whether or not the cost of this item can be spread on a receipt

Is Outsourced – Determines whether or not this is an outsourced item

Valuation Method – Determines if the item's valuation method is FIFO, LIFO, Average, or Standard

Current Cost – Displays the current cost of the item

Standard Cost – Displays your estimate on what the item should cost

Vendor – Displays your [Vendor](#) for the item; specifying a Vendor creates a vendor item record on the Item and Vendor cards

Purchase Cost – Displays your cost for purchasing the item

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Purch UofM – Assigns a purchasing unit of measure to the item (a hamburger's Purchasing Unit of Measure might be Cases)

Tax Code – Shows the tax code associated with the item

Income Account – Links the item to an income account

Asset Account – Displays the company's asset account associated with the item

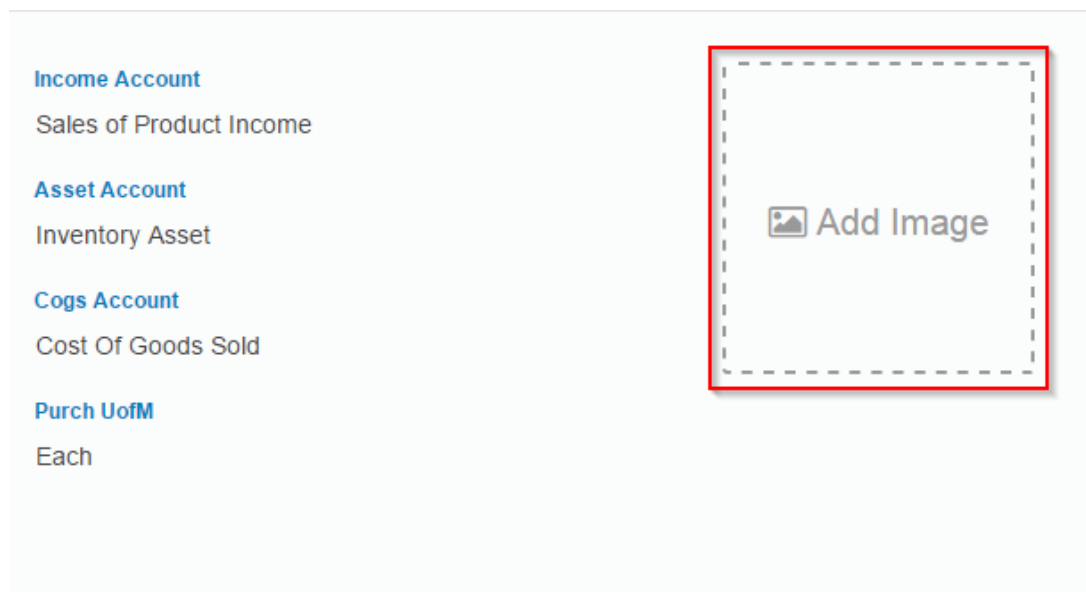
COGS Account – Files the item in a COGS (Cost of Goods Sold) ledger account under the perpetual inventory system

Weight – Displays the weight of the item

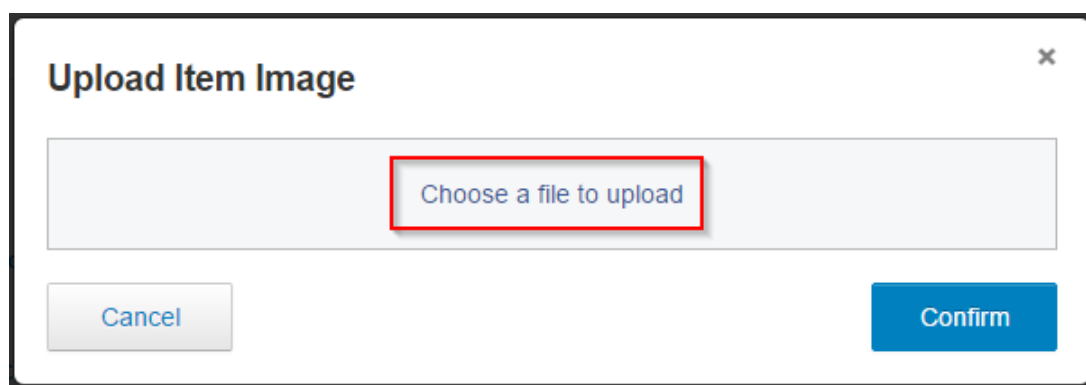
Weight Unit – Displays the units used to determine weight

Status – Allows you to label this item as active, inactive, or discontinued; active items are available for transactions, inactive items cannot be added to transactions, and discontinued items can be added to transactions until there is no more quantity available (at which point they should be manually changed to an inactive item)

Once you've saved your changes in the Edit Item drawer and returned to your item card, you have the option to add an image to your item. To add an image to your item, click the **Add Image** button on the far right-hand side of the item card.



The Upload Item Image window will appear. Click the “**Choose a file to upload**” box to select an image from your computer.



Once you've located and uploaded the image you want, click **Confirm**.

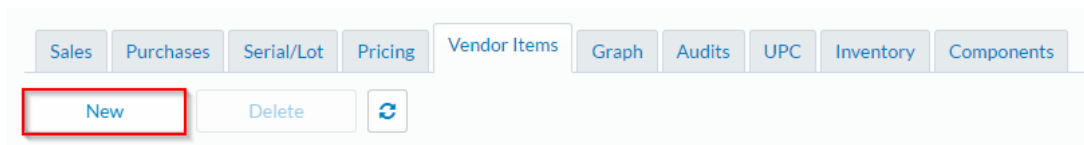
[Back to Navigation Menu](#)

Vendor Items

You can create and view [Vendor](#) items from the Item Card, in the Vendor Items tab, or from

the Vendor Card on the Items tab.

From either location (the process is identical), click the **New** button.



The Create Vendor Item drawer will appear. Make your necessary changes here and click **Save** when you are finished. For a brief explanation of each of the information fields in the Create Vendor Item drawer, click here:

Create Vendor Item

Vendor Item Number - Allows you to name the vendor item

Vendor Item Description - Allows you to describe the vendor item

Vendor - Allows you to select the vendor for this vendor item

Item Number - Indicates the inventory item that the vendor item is associated with

Uofm - Allows you to select a [Unit of Measure](#) to use for this vendor item

Lead Time - Indicates the expected wait time on this vendor item

Unit Cost - Indicates the unit cost for this vendor item

Min Order Qty - Designates a minimum order quantity for this vendor item

Max Order Qty - Designates a maximum order quantity for this vendor item

Is Primary - Indicates whether or not this is the primary vendor item for this inventory item

Vendor items are also created through the Item drawer by entering information into the vendor field when creating new items or editing existing items.

Edit Item



Item Number

PN201

Item Description

Oatmeal & Aloe Shampoo

SKU

Item Class

No Item Class

Item Group

Item Type

Inventory

List Price



Taxable

Valuation Method

FIFO

Current Cost

4.40

Standard Cost

Vendor

No Vendor

Purchase Cost

5.00

Qty Decimals

0

Reorder Point

Serial Lot Type

Not

Unit of Measure Type

Each

When you assign a vendor to an item in this way, and save the item, a vendor item record is automatically created. The vendor item's cost will match the value in the Purchase Cost field in the item drawer. If you didn't have a Purchase Cost entered prior to saving the item

card, you'll need to manually update the cost for the vendor item.

Note: If the Vendor field is changed in the Item drawer, the previous vendor item records will need to be manually deleted.

[Back to Navigation Menu](#)

Bundles and Pre-Assembled Bundles

Jump To

- [Create a Bundle](#)
- [Create a Pre-Assembled Bundle](#)

Bundles and pre-assembled bundles are two unique inventory types in SalesPad Cloud. They are similar in that they are made up of component items, which are other inventory or non-inventory tracked items used to make the bundle item. There are a number of differences between the two types of bundles, though, the biggest being how they are tracked in inventory.

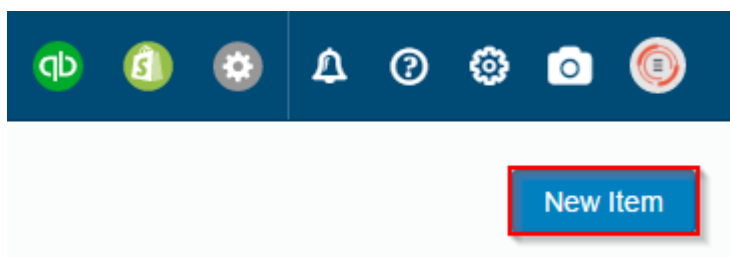
Pre-assembled bundles require an assembly transaction to be posted in order to add inventory into the system. The assembly transaction will build the cost of the assembled item based on the summed cost of the components required. Check out our [Assemblies documentation](#) to learn more.

Bundles, however, have no inventory record. The components are pulled from inventory when included on a posted sales transaction, and no cost is associated to the bundle line, only to the components.

Another difference between bundles and pre-assembled bundles is that pre-assembled bundles can be purchased, while the bundles cannot; only the component items of the bundle item can be purchased. Both bundle and pre-assembled bundle items will display inventory in the inventory search, but bundles will only show a quantity available that is based off of the available components.

Create a Bundle

To create a bundle, you must first create the inventory items that will become the components of the bundle. Once you've created the inventory items you want to include in your bundle, click the **New Item** button in the upper right-hand corner of the screen.



This reveals the Create Item drawer.

For Item Type, select Bundle.

Item Group	Item Type
<input type="text"/>	<div>Bundle</div>
Price Method	List Price
<div>Amount</div>	<div>25.00</div>

Bundle items are priced in one of two ways; price can be based on either the parent item (the bundle) or the components of the parent item. If the bundle parent item has a list price of zero, then the price is determined by the sum of the components, but if you assign a list price to the bundle parent item, the component prices are automatically ignored when the bundle is added to a sales document.

If you want to assign special pricing to the bundle rather than have bundle price be calculated based on the price of the components, fill in the List Price information field. If you don't want to assign a bundle price, leave this field blank and bundle price will be calculated based on the price of the components.

Item Group	Item Type
<input type="text"/>	<div>Bundle</div>
Price Method	List Price
<div>Amount</div>	<div>25.00</div>

Click **Save** to close the Create Item drawer and view the item card.

Basic T Shirt Package

Edit

Item Number	List Price	Tax Code	Income Account
Basic T Shirt Package	25.00	No Tax Code	Sales of Product Income
Item Description	Current Cost	UoM Type	Asset Account
T Shirt bundle	0.00	Each	Inventory Asset
Item Group	Average Cost	Selling UoM	Costs Account
	0.00	Each	Cost of Goods Sold
Item Class	Item Type	Purchase Cost	Purch UoM
Bundles	Bundle	0.00	Each

Sales

Purchases

Serial/Lot

Pricing

Vendor Items

Graph

Audits

UPC

Inventory

Components

Add Image

To add components to your bundle, open the Components tab.

Sales

Purchases

Serial/Lot

Pricing

Vendor Items

Graph

Audits

UPC

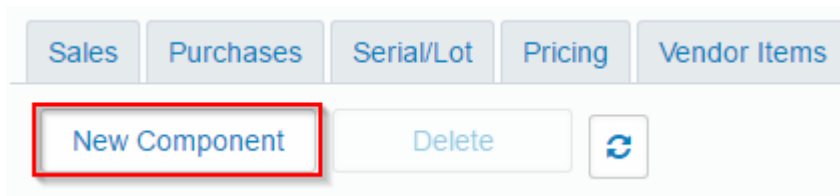
Inventory

Components

New Component

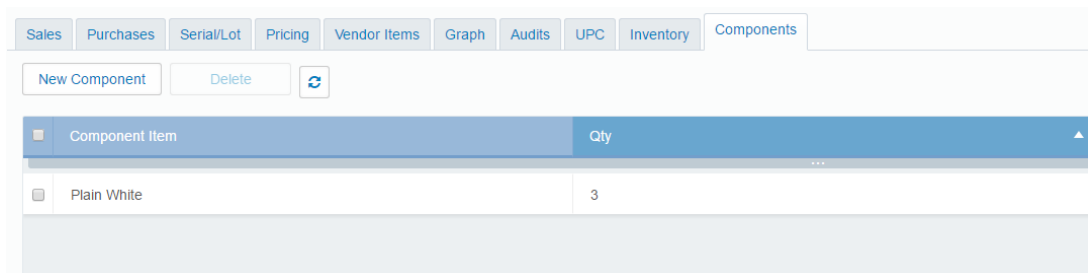
Delete

Click **New Component**.

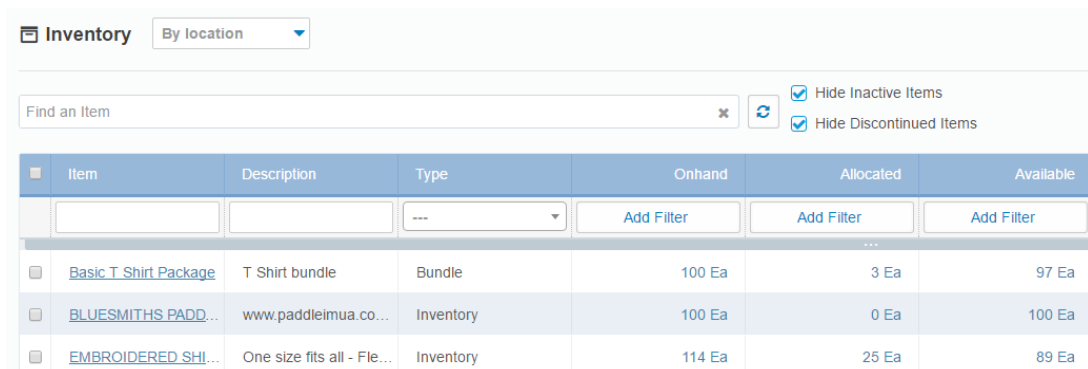


The New Component drawer will open. Select your Component Item from the dropdown, assign a quantity for the component, and set the unit of measure. If the component is a non-inventory component of an [outsourced](#) item, check the Is Outsource checkbox. Click **Save** when you are finished.

Your component is now in the Components tab of your bundle.



Continue adding components until your bundle is complete. Your bundle is now available in the Inventory module.

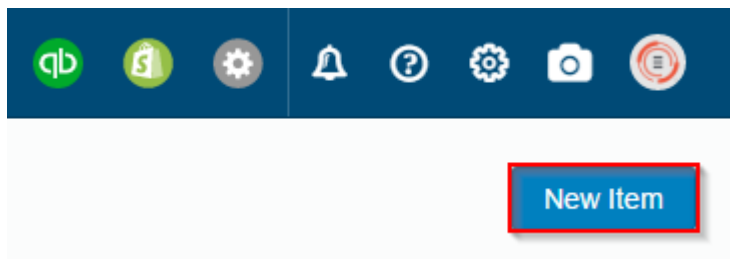


Note: The quantity displayed for a bundle is based on the quantity of the components. A bundle never has an inventory cost record and cannot be purchased or serial/lot tracked. Bundle components, however, can.

[Back to Navigation Menu](#)

Create a Pre-assembled bundle

To create a pre-assembled bundle, you must first create the inventory items that will become the components of the pre-assembled bundle. Once you've created the inventory items you want to include in your pre-assembled bundle, click the **New Item** button in the upper right-hand corner of the screen. This reveals the Create Item drawer.



Select Pre_Assembled_Bundle from the Item Type dropdown and assign a list price. Unlike bundles, pre-assembled bundles cannot be priced based on the sum of the components. They are priced like any other inventory item.

Item Group	Item Type Pre_Assembled_Bundle
Price Method No Price Method	List Price 30.00

Click **Save** when you're finished making your changes, and add components to the Components tab just like you did when creating a bundle.

Women's T-Shirt Package

Edit

Item Number	List Price	Tax Code	Income Account
Women's T-Shirt Package	30.00	No Tax Code	Sales of Product Income
Item Description	Current Cost	UoM Type	Asset Account
five t-shirts	0.00	Each	Inventory Asset
Item Group	Average Cost	Selling UoM	Cogs Account
	0.00	Each	Cost of Goods Sold
Item Class	Item Type	Purchase Cost	Purch UoM
Assemblies	Pre_Assembled_Bundle		Each

Sales

Purchases

Serial/Lot

Pricing

Vendor Items

Graph

Audits

UPC

Inventory

Components

New Component

Delete

Refresh

Qty	UoM	Component Item
1	Each	Women's Long Sleeve
2	Each	Women's Slim Fit
2	Each	Women's 3/4 Sleeve

Your pre-assembled bundle is complete, but it is not yet available in the Inventory module. To put your pre-assembled bundle into inventory, you must first adjust it into inventory using the [Assemblies](#) module.

[Back to Navigation Menu](#)

Variant Items

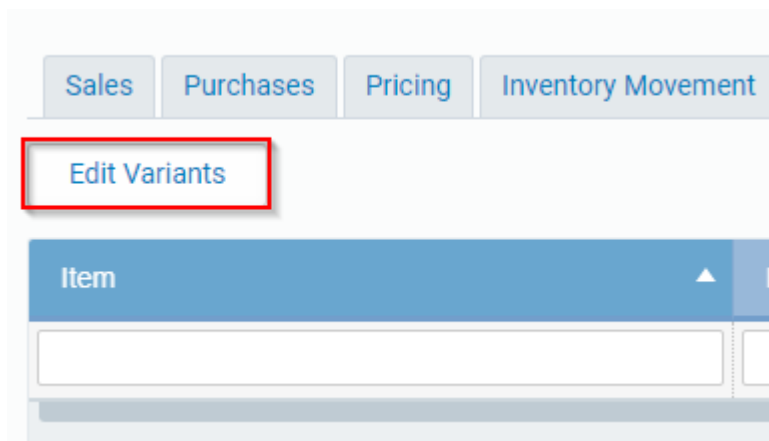
A variant item is a parent item comprised of multiple variant combinations. These combinations represent each of the inventory tracked items that further represent every possible combination of the parent item and variants. Variant items save the user time when creating new inventory items by allowing the user to create a large number of related

items at once.

Variant items can be used on any transaction to trigger the [Item Matrix](#), which allows for quick entry of the quantity needed for each variant combination without the user having to know the specific item number associated to that variant combination. This allows for quicker/easier transaction entry for items that have variant options.

To create a variant item, click the **New Item** button in the upper-right hand corner of the screen and set the Item Type as Variant (for more information on creating a new item, click [here](#)).

Once you've created the variant item, open the Variants tab and click **Edit Variants** in the upper left-hand corner of the tab.



The Add New Variant window will appear. Use this window to create a grid out of sets (columns) and options (rows) for your variant. In this example, we've created a variant item called Plain T-Shirts.

Variant Item Details



Variant Item Name Structure

Plain T-Shirts[]

Example:

Plain T-Shirts

Variant Sets Details



Variant Set Selected



<div>Name</div>	
Separator	<div>Seq 1</div>

Variant Options



To add a set for your variant item, click the **Name** field and enter the name for your set, then click the **Separator** field and indicate what symbol you want separating the set and option data displayed in the name of the inventory item that will be generated. In our example, we're creating a set called "Size," and we've chosen to use a dash as the separator. Notice that the *Example* field above the Variant Sets Details editor updates to display an example of what your finished inventory item will be named once it's been generated.

Variant Item Details

Variant Item Name Structure

Plain T-Shirts-[Size]

Example:

Plain T-Shirts-Size

Variant Sets Details +

Variant Set Selected

Size

Name	Size	
Separator	-	Seq 1

To add another set, click the + button to the right of the Variant Set Details field. To switch between sets while editing them, click the **Variant Set Selected** dropdown and choose the set you want to edit.

Variant Sets Details +

Variant Set Selected

Sleeve Length

Name	Sleeve Length	
Separator	-	Seq 3

To add options for your variant set, make sure you have the correct set selected, then click the + button next to Variant Options. Give your option a name and abbreviation. The abbreviation is what will appear after the separator when your inventory item is generated.


Variant Sets Details

Variant Set Selected

Size

Name	
Size	
Seq	
Separator	1

Variant Options

Name	Abbreviation	Seq	
Small	S	1	

You can add up to three sets to your variant item, and up to 150 options across the three sets. When editing sets and options, use the Seq fields for either to quickly reorder their appearance on your variant grid.

As you add sets and options, the grid to the right of the Variant Item Details pane will update. In this example, we've created a Plain T-Shirt variant item with three sets (size, color, and sleeve length), and a couple of options for each set.

	Small		Medium		Large		Extra Large	
	Short	Long	Short	Long	Short	Long	Short	Long
Black	0	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0	0
Gray	0	0	0	0	0	0	0	0

Once you've finished adding all of your sets and options, click **Save** to close the Add New Variant window and generate the inventory items.

The Variants tab of your Plain T-Shirt variant item is now populated with the associated inventory items.

Sales Purchases Pricing Inventory Movement Item Allocation Vendor Items Serial/Lot Graph Audits UPC Inventory Restock Notes Components User Fields Variants										
Edit Variants										
Item	Description				Available		Onhand		Selling Price	
					Add Filter		Add Filter		Add Filter	
Plain T-Shirts-L-BL-LG	Black, Large, Long variant for Plain T-Shirts				0 Ea		0 Ea			
Plain T-Shirts-L-BL-SH	Black, Large, Short variant for Plain T-Shirts				0 Ea		0 Ea			
Plain T-Shirts-L-GR-LG	Gray, Large, Long variant for Plain T-Shirts				0 Ea		0 Ea			
Plain T-Shirts-L-GR-SH	Gray, Large, Short variant for Plain T-Shirts				0 Ea		0 Ea			
Plain T-Shirts-L-WH-LG	White, Large, Long variant for Plain T-Shirts				0 Ea		0 Ea			
Plain T-Shirts-L-WH-SH	White, Large, Short variant for Plain T-Shirts				0 Ea		0 Ea			
Plain T-Shirts-M-BL-LG	Black, Medium, Long variant for Plain T-Shirts				0 Ea		0 Ea			

Each inventory item contains all of the same item data as the variant item it was generated

from except for Item Type (the items generated will be Inventory, rather than Variant) and any price or cost fields. These fields will need to be manually edited for each inventory item. Inventory items generated from variant items are treated the same as any other inventory item once they've been generated.

To make changes to your variant sets and options, open the Variants tab of your variant item and reopen the Add New Variants window by clicking the **Edit Variants** button.

[Back to Navigation Menu](#)

Item Matrix

The Item Matrix is used to quickly add inventory items associated with a variant item to a transaction.

When a variant item is added to a transaction, the Add Variant Items To window will appear, displaying the Item Matrix. Click on a cell in the Item Matrix to adjust quantities for each inventory item within it, then click the **Add To Transaction** button in the upper right-hand corner to add those inventory items to the transaction.

While editing your Item Matrix cells, use the Tab key to jump from one cell to the one to the immediate right, and use the Enter key to jump to the cell immediately below the one you're currently editing.

← ADD VARIANT ITEMS TO: IVT0000000012											ADD TO ADJUSTMENT
	← Short					→ Long					
	Small	Medium	Large	Extra Large		Small	Medium	Large	Extra Large		
Black	200	500	500	300		200	500	500	300		
White	200	500	500	300		200	500	500	300		
Gray	200	500	500	300		200	500	500	300		

[Back to Navigation Menu](#)

Item Card Tabs

The bottom of the item card contains tabs that utilize a variety of features.

Note: Any grid that appears inside a tab is searchable and customizable just like your main Inventory grid.

- Sales Tab - Displays open sales documents associated with this item
- Purchases Tab - Displays open purchase orders associated with this item
- Pricing Tab - Displays pricing history for the item
- Inventory Movement Tab - Displays a list of sales documents that have moved this item into or out of inventory
- Item Allocation Tab - Displays information on when and how inventory items were allocated
- Vendor Items Tab - Displays [Vendor](#) items created for that item; you can also create or edit vendor items here
- Serial/Lot Tab - Displays serial/lot numbers associated with the item
- Graph Tab - Allows you to view how this item is performing and to customize the graph with settings such as graph style, date range, and units of measure for the data display

- Audits Tab – Audits item activity
- UPC Tab – Lists UPC and SKU information associated with the item
- Inventory Tab – Displays [Location](#) information for this item
- Restock Tab – Allows you to create a restock plan for this item; click **New Restock Plan** and fill in the information fields in the New Restock Plan drawer that appears
 - For a brief explanation of all the information fields in the New Restock Plan drawer, click here:

New Restock Plan

Location - Indicates the [Location](#) information for this item

Purchasing UofM - Indicates the [UofM](#) used to purchase this item

Reorder Point - Specifies the quantity point at which this item needs to be reordered (for example, if the reorder point is 10, but the quantity on hand is 8, the item needs to be reordered)

Reorder Qty - Specifies the quantity to purchase when restocking

Min Purchase Qty - Sets a minimum purchase quantity




Max Purchase Qty - Sets a maximum purchase quantity

- Notes Tab – Allows you to record notes associated with the item
- Components Tab – Displays [components](#) associated with the item
- Resources Tab – Displays [resources](#) associated with the item
- User Fields Tab – Displays [user fields](#) associated with the item
- Variants Tab – Allows you to manage variants associated with the item (item must have the Variant Item Type)

[Back to Navigation Menu](#)

Search for an Item

Once you've opened the Inventory module, you will see a grid displaying your existing inventory.

Inventory By location					
Find an Item			<input checked="" type="checkbox"/> Hide Inactive Items <input checked="" type="checkbox"/> Hide Discontinued Items		
Item	Description	Type	Onhand	Allocated	
 10 Speed - 3mg, 100ml	Banana, Watermelon and Coconut. A prefe...	Inventory	1,015 Ea	6 Ea	
 10 Speed - 3mg, 12ml	Banana, Watermelon and Coconut. A prefe...	Inventory	1,000 Ea	8 Ea	
 10 Speed - 3mg, 32ml	Banana, Watermelon and Coconut. A prefe...	Inventory	989 Ea	42 Ea	