



## Item Class

Megan De Freitas - 2024-12-02 - Settings

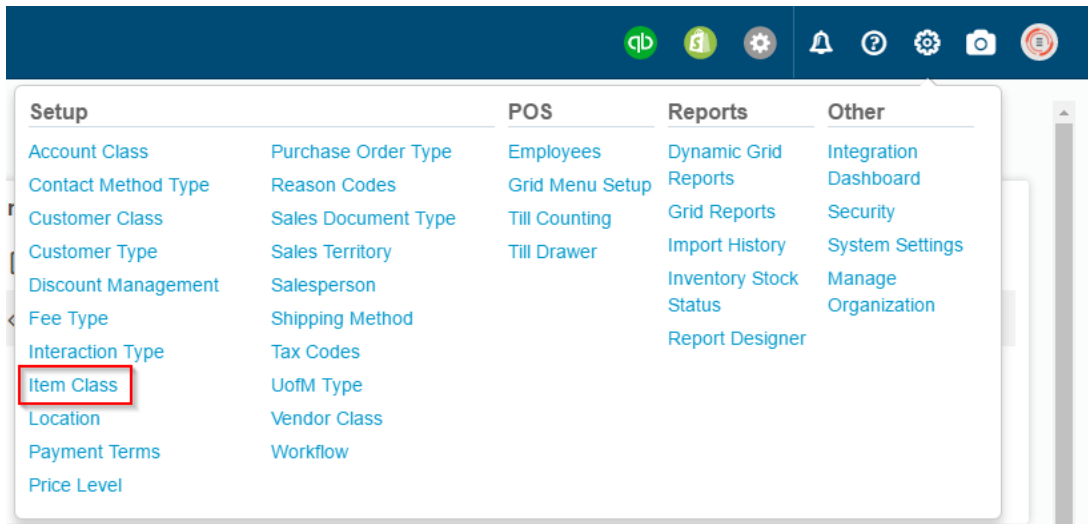
### Overview

Item Class is a function of the Inventory module of SalesPad Cloud. Item Class is a way to group like items together for visibility and reporting, and a way to make it easier to set up new items by rolling down class defaults. For example, when creating a new item, item valuation method, tax information, and accounts can be defaulted in based on the Item Class selected. Item Classes can also be mapped to a QuickBooks Online [Account Classes](#), which are used on all financial transactions on items within each Item Class, resulting in more detailed reporting options within QuickBooks Online.

**Note:** We recommend having Track Classes enabled in QuickBooks Online so that SalesPad Cloud can pass along class information for financial/account class reporting in QuickBooks Online.

| Account and Settings   |                   |                                |                             |
|------------------------|-------------------|--------------------------------|-----------------------------|
| Company                | Accounting        | First month of fiscal year     | January                     |
| Billing & Subscription |                   | First month of income tax year | Same as fiscal year         |
| Sales                  |                   | Accounting method              | Accrual                     |
| Expenses               |                   | Close the books                | Off                         |
| Payments               | Company type      | Tax form                       | Sole proprietor (Form 1040) |
| Advanced               | Chart of accounts | Enable account numbers         | Off                         |
|                        |                   | Discount account               | Discounts given             |
|                        | Categories        | Track classes                  | On                          |
|                        |                   | Track locations                | On                          |

To get started, select **Item Class** from the Settings menu.



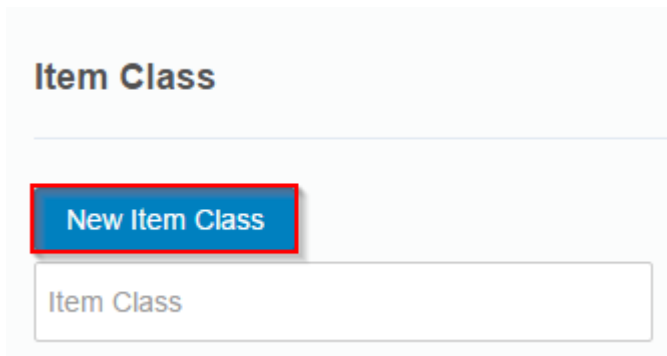
### Navigation Menu

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### Item Class

#### Create an Item Class

To create an Item Class, click the **New Item Class** button in the upper left-hand corner of the screen.



The Create Item Class drawer will appear. Fill out the information fields in this drawer.

## Create Item Class



Item Class

Account Class

No Account Class

Item Type

No Item Type

Serial Lot Type

No Serial Lot Type

Taxable

Uofm Type

No Uofm Type

Selling Uofm

No Selling Uofm

Purch Uofm

No Purch Uofm

Valuation Method

No Valuation Method

Income Account

No Income Account

Expense Account

No Expense Account

Asset Account

No Asset Account

Weight Uofm

No Weight Uofm

Save

For a brief explanation of the different information fields in the Item Class drawer, click

here:

Item Class

*Item Class* - Allows you to assign a name to the Item Class

*Account Class* - Designates the QBO parent account for the Item Class

*Item Type* - Indicates whether the Item Class is categorized as Inventory, Non Inventory, Service, or Other Charge

*Serial Lot Type* - Indicates whether the Item Class is categorized as Serial, Lot, or neither

*Taxable* - Determines whether or not the Item Class is taxable

*Uofm Type* - Indicates the default [Unit of Measure](#) for this Item Class (items within a Beverages Item Class might have Liters as the Uofm)

*Selling Uofm* - Indicates the Unit of Measure this Item Class is sold by (Beverages might be sold by the Pint)

*Purch Uofm* - Indicates the Unit of Measure this Item Class is purchased by (Beverages might be purchased by the Kiloliter)

*Valuation Method* - Allows you to choose between a FIFO, LIFO, Average, or Standard valuation method for this Item Class

*Income Account* - Indicates the QBO account that registers income for this Item Class

*Expense Account* - Indicates the QBO account that registers expenses for this Item Class

*Asset Account* - Indicates the asset account associated with this Item Class

*Weight Uofm* - Indicates the Unit of Measure with which is Item Class is weighed

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When you've finished entering your information, click **Save**.

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#### **Edit an Item Class**

To edit an existing Item Class, first select the Item Class from the list on the left-hand side of the Item Class Screen.

## Item Class

Item Class

**Beverage**

Collateral

Large Tee

Medium Tee

Small Tee

XL Tee

XXL Tee

Once you've selected the Item Class you want to edit, make your changes in the information fields on the right-hand side of the screen.

|                 |                  |                   |   |
|-----------------|------------------|-------------------|---|
| Item Class      | Account Class    | Item Type         | <input type="checkbox"/> Inactive           |
| Accessories     | Accessories      | Inventory         | <input checked="" type="checkbox"/> Taxable |
| Serial Lot Type | Uoqm Type        | Selling Uoqm      |   |
| Not             | Each             | Each              |   |
| Purch Uoqm      | Valuation Method | Income Account    |   |
| Each            | FIFO             | No Income Account |   |
| Cogs Account    | Asset Account    |                   |   |
| No Cogs Account | No Asset Account |                   |   |

Save

When you've finished making your changes, click **Save**.

To make an Item Class inactive, check the Inactive box in the upper right-hand corner.

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### See it in Action

Item Classes are assigned to [Items](#) in the New or Edit Item drawers.

 Feedback

## Edit Item



Item Number

Accrual - XX Large

Item Description

SKU

ACC0005

Item Class

XXL Tee  

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