How to add itemized inventory to a purchase

In this guide: Receive quantity-based merchandise such as cases, cables, parts, and supplies.

Steps

1. Start a new purchase and add the itemized product.
2. Enter the quantity physically received.
3. Enter the cost per unit shown on the vendor invoice.
4. Confirm the line total.
5. Repeat for each itemized product.
6. Review and save the purchase.
7. Open the Product List and verify the new quantity at the receiving location.

How itemized stock works

Itemized units are interchangeable. The received quantity is added to the location's existing balance. The new purchase cost may update the product's stored average cost, depending on your Inventory settings.

Check before saving

- Quantity matches the physical count.
- Unit cost is not the entire invoice total.
- The product and receiving location are correct.

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