Add New Item

Types of Items:

1. Service—to track services sold to or purchased from others
2. Inventory Part—to track materials or parts that are bought, kept as inventory and then resold
3. Inventory Assembly—to track assembled material units (finished goods) that are bought or produced, kept as inventory and then resold
4. Non-Inventory Part—to track materials or parts that are bought but not kept on hand as inventory such as office supplies or goods created for sale
5. Other Charge—to track income and expenses not related to the main business of a company such as freight or finance changes
6. Subtotal—to add the amounts of the items above it, up to any previous subtotal, allowing for a discount or surcharge to be calculated
7. Group— to enter a list of associated items to an invoice by selecting one group
8. Discount—to calculate amounts to be subtracted from a total or subtotal (percentages or straight amounts); discounts only affect the amount directly above so use a Subtotal item prior to the discount if the discount applies to more than one item
9. Payment—to record receipt of down payments and deposits prior to the invoice being created
10. Sales Tax Item—to track each tax that is collected at a specified rate and paid to a single agency
11. Sales Tax Group—to charge a combination of specific sales taxes and show only one sales tax line on the invoice
12. Fixed Asset—to maintain a list of the fixed assets owned

To Add a new item:

1) From the HOME choose 'Items & Services'
2) Click on Item at the bottom of the screen and select 'New'
3) Select the Type of item required

For Service Items:

1) Enter the Item Name or Number in the space provided
2) If the item can be classified as a subitem, click on the box to the left of Subitem of and select the appropriate Parent item
3) Enter the Description of the item as you wish it to appear on receipts and invoices
4) If there is a standard fee for the item enter it in the Rate space—If there is no standard fee it is best to leave the rate at 0 and enter the specific rate on the invoice
5) Select the appropriate Tax Code
6) Using the Account field, select the general ledger account to which income generated on this item should be posted
7) If the desire is track both the income and expense associated with the item, click the box to the left of 'This service is used in assemblies or performed by a subcontractor or partner'
    a. The screen will now show two boxes one for Sales Information and a second for Purchase information— The information previously entered will appear in the Sales Information box
    b. Enter the appropriate information in the Purchase Information box:

        Description on Purchase Transaction

        Cost of the service

        The appropriate general ledger account number to which the expense should be recorded

        Preferred vendor, if any

    c. Click OK

For Inventory Part:

1) Enter the Item Name or Number in the space provided
2) If the item can be classified as a subitem, click on the box to the left of Subitem of and select the appropriate Parent item
3) If appropriate, enter the Manufacturer's Part Number
4) There are two boxes in the center of the screen: Purchase information and Sales Information

   Enter the appropriate information in the Purchase Information box:

   - Description that will appear on Purchase Orders
   - Cost of the item
   - The appropriate general ledger account number to which the expense should be recorded
   - Preferred vendor, if any

   Enter the appropriate information in the Sales Information box:

   - Description that will appear on Sales Receipts and Invoices
   - Standard fee for the item enter it in the Sales Price space (If there is no standard fee it is best to leave the rate at 0 and enter the specific price on the individual sales receipts and invoices.)
   - Select the appropriate Tax Code
   - The appropriate general ledger account number to which the income should be recorded

   In the Inventory Information box at the bottom of the screen enter:

   - The appropriate general ledger account number to which the asset should be recorded
   - The minimum number of units you wish to have on hand in the Reorder Point field

5) For initial set up of QuickBooks database only—enter the number of units on hand, their total cost and the date. Please note this should only be done at initial set up—Any necessary adjustments to inventory quantity and/or value should be performed through Adjust Quantity on Hand on the Home page.
6) Click OK

For Non-inventory Part:

1) Enter the Item Name or Number in the space provided
2) If the item can be classified as a subitem, click on the box to the left of Subitem of and select the appropriate Parent item
3) Enter the Description of the item as you wish it to appear on receipts and invoices
4) If there is a standard fee for the item enter it in the Price space—If there is no standard fee it is best to leave the rate at 0 and enter the specific price on the invoice
5) Select the appropriate Tax Code
6) Using the Account field, select the general ledger account to which income generated on this item should be posted
7) If the item was purchased for and sold to a specific customer, click the box to the left of 'This item is used in assemblies or is purchased for a specific customer:job'
    a. The screen will now show two boxes: one for Sales Information and a second for Purchase information— The information previously entered will appear in the Sales Information box
    b. Enter the appropriate information in the Purchase Information box:

        Description on Purchase Transaction

        Cost of the item

        The appropriate general ledger account number to which the expense should be recorded

        Preferred vendor, if any

8) Click OK

For Sales Tax:

1) Enter the Tax Name
2) Enter the Description of the item as you wish it to appear on invoices
3) Enter the Tax Rate
4) Select the Tax Agency
5) Click OK

For Sales Tax Group:

1) Enter the Group Name/Number
2) Enter the Description of the item as you wish it to appear on invoices
3) Select the individual Sales Tax items to be included in the group
4) Click OK

For Other Charge:

1) Enter the Item Name or Number in the space provided
2) If the item can be classified as a subitem, click on the box to the left of Subitem of and select the appropriate Parent item
3) Enter the Description of the item as you wish it to appear on receipts and invoices
4) If there is a standard fee or percentage for the item enter it in the Price space—If there is no standard fee it is best to leave the rate at 0 and enter the specific price on the invoice
5) Select the appropriate Tax Code
6) Using the Account field, select the general ledger account to which income generated on this item should be posted
7) If the item will be reimbursed, click the box to the left of 'This is used in assemblies or is a reimbursable charge'
    a. The screen will now show two boxes one for Sales Information and a second for Purchase information— The information previously entered will appear in the Sales Information box

    b. Enter the appropriate information in the Purchase Information box:

Description on Purchase Transaction

Cost of the item

The appropriate general ledger account number to which the expense should be recorded

Preferred vendor, if any

8) Click OK

For Subtotal:

1) Enter the Item Name or Number in the space provided
2) Enter the Description of the item as you wish it to appear on receipts and invoices
3) Click OK

For Group:

1) Enter the Group Name or Number in the space provided
2) Enter the Description of the group as you wish it to appear on invoices
3) List the items and their quantities that should be included in the group
4) If you wish the individual items to be printed on the invoices, check the box 'Print items in group'
5) Click OK

For Discount:

1) Enter the Item Name or Number in the space provided
2) Enter the Description of the item as you wish it to appear on invoices
3) Enter the discount as a standard fee or percentage in the Amount or % space
4) Select the appropriate Tax Code
5) Using the Account field, select the general ledger account to which the discount should be recorded
6) Click OK

For Payment:

1) Enter the Item Name or Number in the space provided
2) Enter the Description of the item as you wish it to appear on invoices
3) If desired, select a payment method
4) Ensure 'Group with other undeposited funds' is chosen
5) Click OK