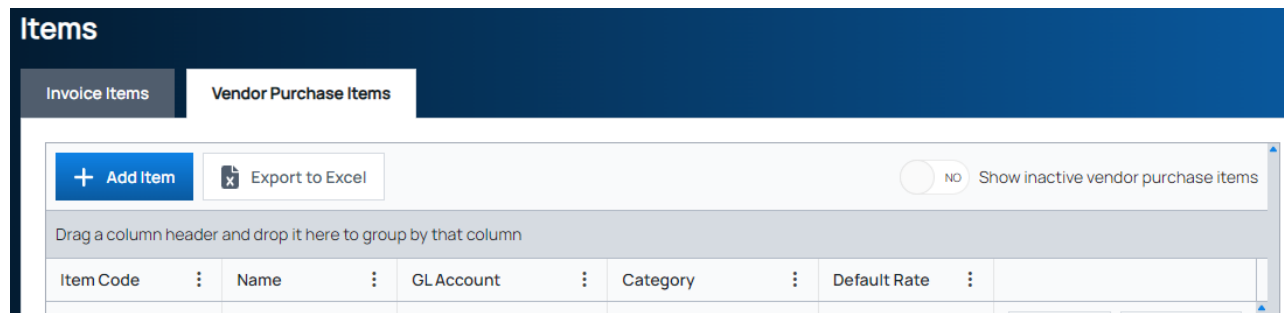


Add a Vendor Purchase Item

Last Modified on 08/18/2025 10:20 pm EDT

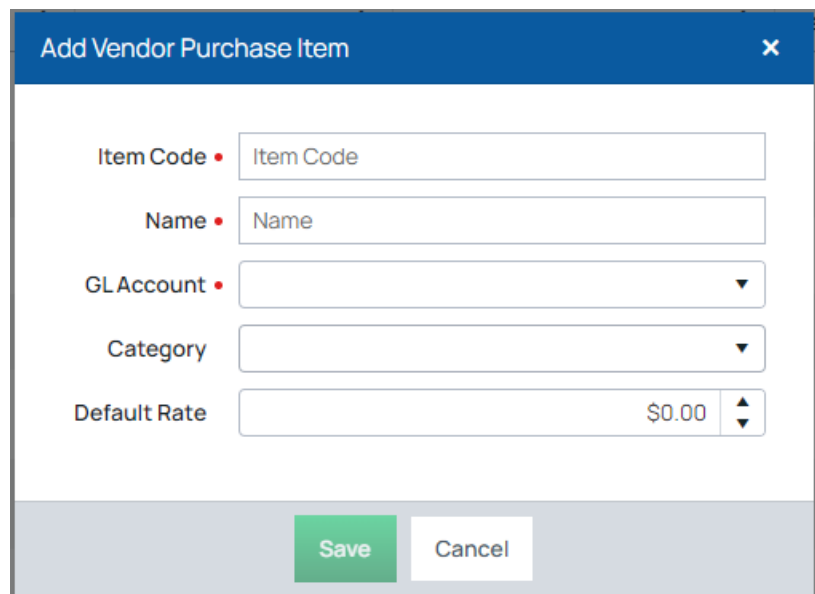
To add a new Vendor Purchase Item, from the main menu, arrive at the Vendor Purchase Items setup with this path: Setup > Items & Parts > Items > Vendor Purchase Items.

The Vendor Purchase Items list opens. Click the **Add Item** button at the upper left of the grid.



The screenshot shows the 'Items' section with a sub-tab for 'Vendor Purchase Items'. At the top left, there is a blue '+ Add Item' button and a grey 'Export to Excel' button. To the right is a toggle switch labeled 'Show inactive vendor purchase items' which is currently set to 'NO'. Below these buttons is a grey bar with the text 'Drag a column header and drop it here to group by that column'. Underneath is a table with the following headers: 'Item Code', 'Name', 'GL Account', 'Category', 'Default Rate', and an empty column. Each header has a vertical ellipsis icon to its right.

The Vendor Purchase Item form opens.



The screenshot shows the 'Add Vendor Purchase Item' form. It has a blue header with the title and a close button. The form contains five fields: 'Item Code' (text input), 'Name' (text input), 'GL Account' (dropdown menu), 'Category' (dropdown menu), and 'Default Rate' (text input with a '\$0.00' value and up/down arrows). At the bottom, there are two buttons: a green 'Save' button and a white 'Cancel' button.

Data Entry Fields

Data entry fields preceded with an asterisk are required.

- ***Item Code:** Enter a code for the item. Maximum of 25 characters allowed. The Item Code does not print on customer invoices or credits.
- ***Name:** Enter a long description for the Item. Maximum of 150 characters allowed. When using this Item on customer invoices or credits, this description will print.
- ***GL Account:** Select the appropriate GL Account from the drop-down list. Keep in mind Vendor Purchase Items are typically expenses, so the GL Account will most likely be a cost of goods sold or expense type GL Account.
- **Category:** If needed select a category. These come from Setup > Accounting > Categories.
- **Default Rate:** If the price your company pays for this item is typically the same, enter a default value.

When finished, click the **Save** button at the bottom of the form.

