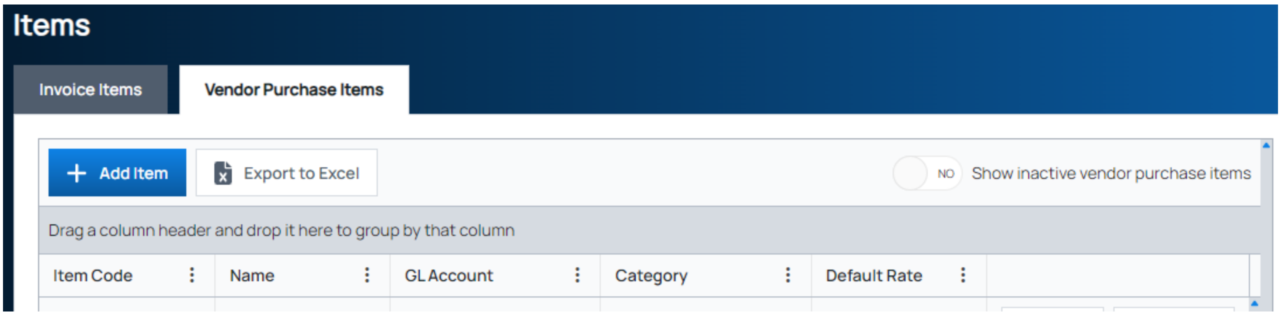
Add a Vendor Purchase Item

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.

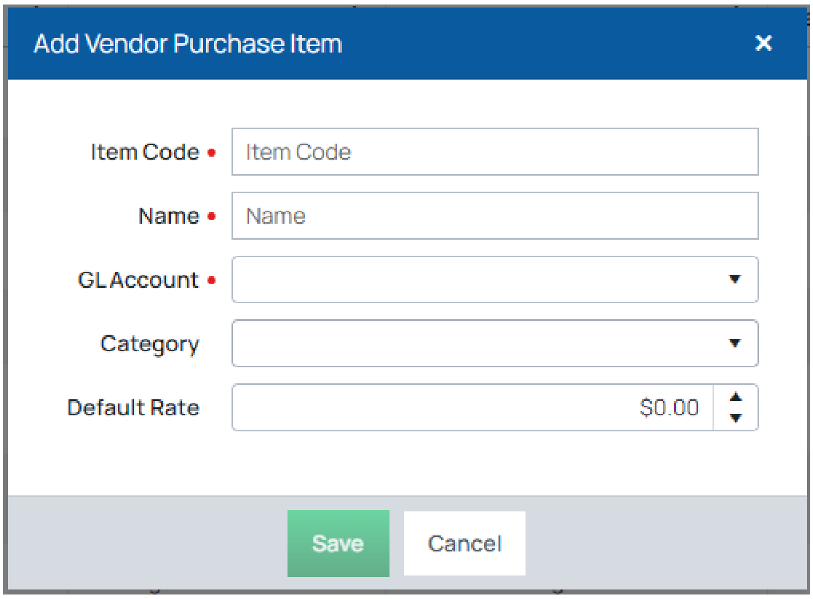
The Vendor Purchase Items list opens. Click the **Add Item** button at the upper left of the grid.



Drag a column header and drop it here to group by that column

Item Code	Name	GL Account	Category	Default Rate

The Vendor Purchase Item form opens.



Item Code • Item Code

Name • Name

GL Account •

Category

Default Rate $0.00

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.