

Add a Vendor Purchase Item

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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 form.

Items

Invoice Items | **Vendor Purchase Items**

+ Add Item NO Show inactive vendor purchase items

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

Item Code	Name	GL Account	Default Rate	
Sub Labor	Subcontractor Labor	63050 - Outsourcing	\$0.00	Edit Delete
Vehicle Maint	Vehicle Maintenance & Repair	63150 - Vehicle maintenance, repair, rental	\$0.00	Edit Delete
Travel-Meals	Travel - Meals	63200 - Travel, Meals, Lodging	\$0.00	Edit Delete
Travel-Lodging	Travel - Lodging	63200 - Travel, Meals, Lodging	\$0.00	Edit Delete
Equipment & Supplies	Equipment & Supplies	63300 - Equipment & Supplies	\$0.00	Edit Delete
Rent	Rent	63400 - Rent	\$0.00	Edit Delete

1 - 11 of 11 items Refresh

The Vendor Purchase Item form opens.

Vendor Purchase Item

Item Code *

Name *

GL Account *

Default Rate

Save Cancel

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.

- **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.
