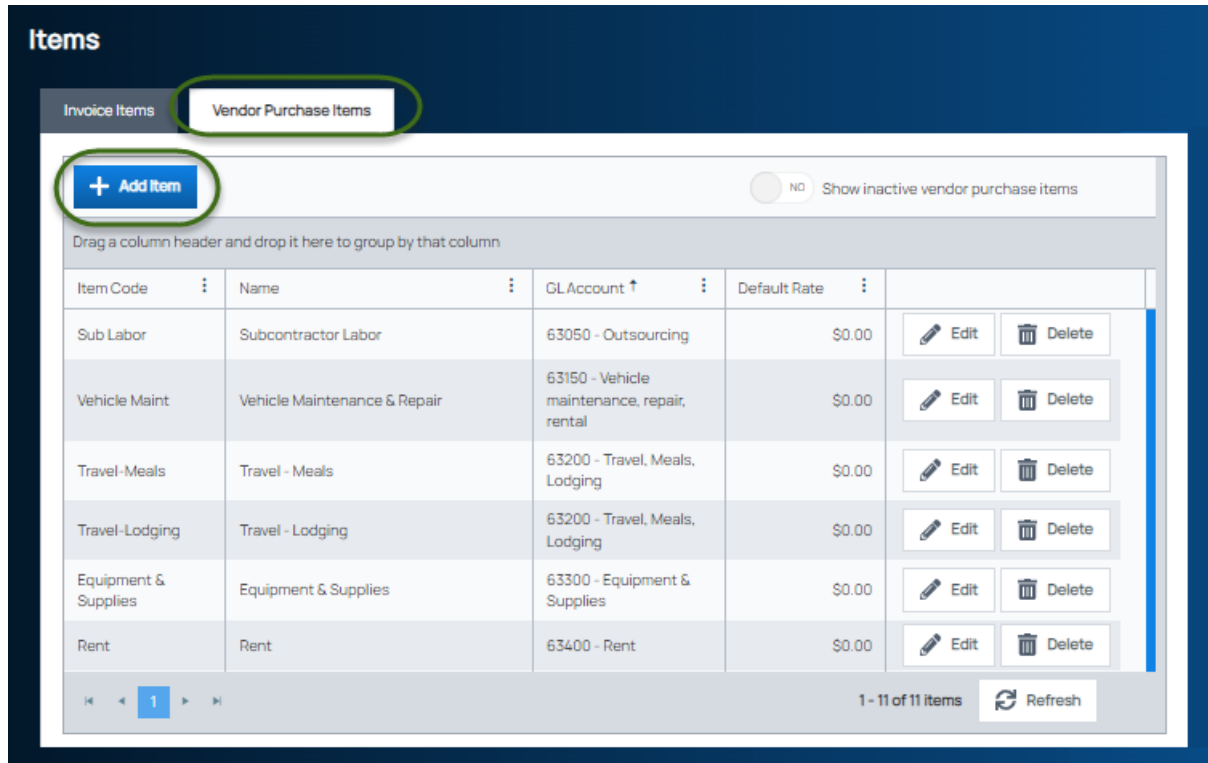


Add a Vendor Purchase Item

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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 will be displayed. Click on the Add Item button at the upper left of the form.



The Vendor Purchase Item form will be displayed. Each data entry field will be described below.

The screenshot shows the 'Vendor Purchase Item' form. It has a blue header with a close button. The form contains four fields: 'Item Code' with a red asterisk and a text input field containing 'Rent'; 'Name' with a red asterisk and a text input field containing 'Rent'; 'GL Account' with a red asterisk and a dropdown menu showing '63400 - Rent'; and 'Default Rate' with a red asterisk and a numeric input field showing '\$1,500.00'. At the bottom, there are 'Save' and 'Cancel' buttons.

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, you may enter a default value.

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