

How to add a new Stock item

Procedure

1. To add a new stock item, click on the “Stock Ledger” on the side navigation bar under the heading “Products”
2. Click on “New” on the bar along the top
3. Type in all of the information that you have about the product such as name, description, cost and sale price
4. To make it easier to find the product online next time, enter the name of the Supplier and the product code into the boxes labeled “Supplier A” and Order Code A” – If the supplier is unknown then these fields can be left blank
5. To save the stock item, click on “Save” on the bar along the top

The screenshot shows the 'Main' tab of the Stock Item form. Blue arrows point to the following fields:

- Supplier A (dropdown menu)
- Order Code A (text input)
- Cost (Purchase) (£ 0.00)
- Cost (Average) (£ 0.0000)
- Cost (Standard) (£ 0.00)
- Cost Price Per (1.00)
- Sale Price (0.00)
- RRP (VAT) (0.00)
- Trade Price (0.00)
- Sale Price Per (1.00)
- Unit Buy (1.0000)
- Unit Sell (1.0000)

Other visible fields include: Main Group Prd Code, Description, Active checkbox, Group (001), Hardware General, Stock Values (Actual, Pending, Allocated, Free, SoP, PoP, Available, Potential), Supplier B, Order Code B, Lead Time A/B, Bar Code, Price Group, Cost Currency (Sterling), Base FX, Fx 1, Fx 2, Stocked Unit De (Single), VAT Code (6, 20.0%), Trade Discount (0.00), On Cost (£ 0.0000), and On Cost (Average) (£ 0.0000).