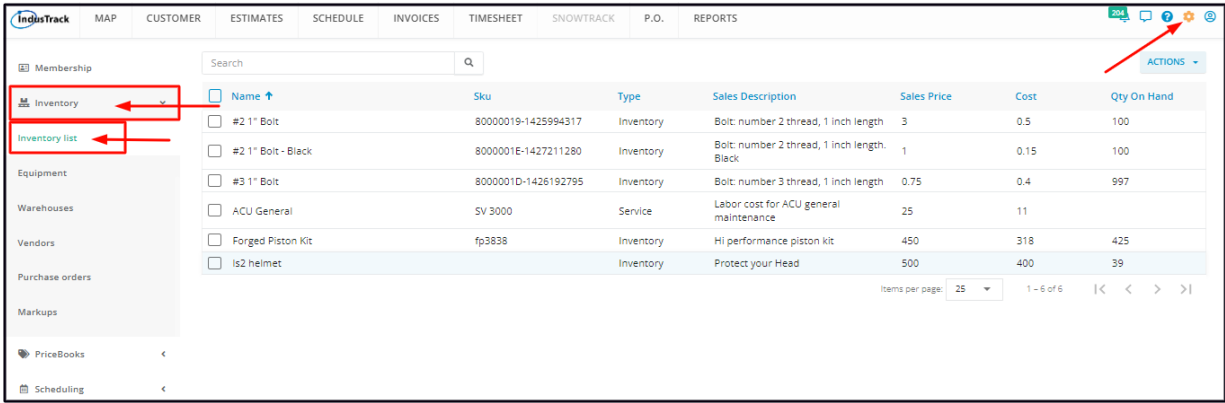


# Non-Inventory Items

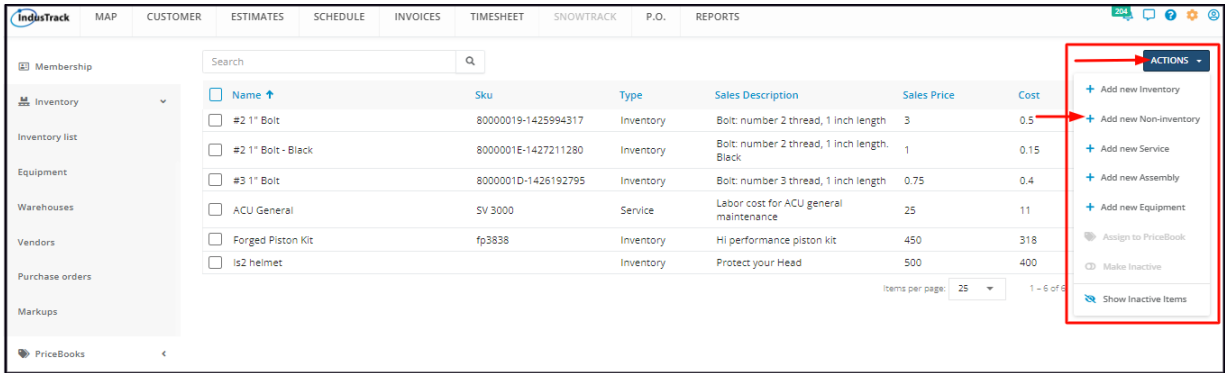
**Non-inventory** items are products or supplies that a company purchases for its own use, or in the performance of customer jobs. Also considered non-inventory are custom-designed products purchased for a specific project or job.

## Set Up a Non-Inventory Item

To add and manage your non-inventory items, go to **Settings > Inventory > Inventory List**.



Click on the **Actions** button and select **+ Add new Non-inventory**.

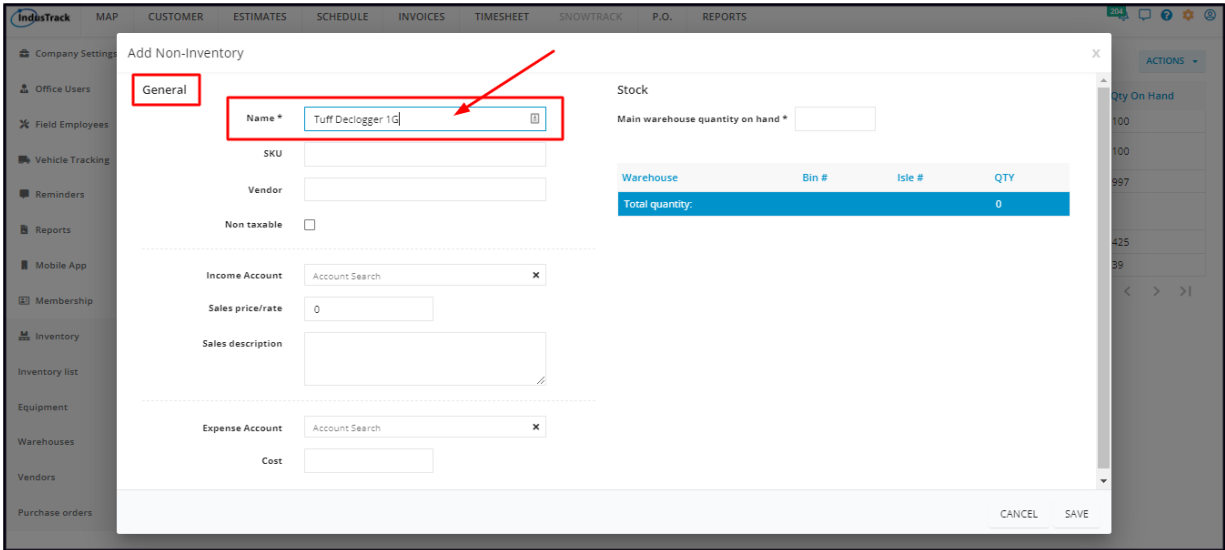


Fill in the item details on the **Add Non-Inventory** window. Fields with (\*) are required.

### General Details

#### Name\*

- Key in the name of the non-inventory item.



#### SKU

- Key in the item's assigned product code.

The screenshot shows the 'Add Non-Inventory' form in the IndusTrack application. The 'General' tab is active. The 'SKU' field is highlighted with a red box and contains the value 'NI - 3000'. Other fields include 'Name' (Tuff Declogger 1G), 'Vendor' (empty), 'Non taxable' (checkbox), 'Income Account' (Account Search), 'Sales price/rate' (0), 'Sales description' (empty), 'Expense Account' (Account Search), and 'Cost' (empty). The 'Stock' section shows 'Main warehouse quantity on hand' (empty) and a table with columns 'Warehouse', 'Bin #', 'Isle #', and 'QTY'. The table has one row with 'Total quantity' and a value of '0'. The background shows a sidebar with various navigation options like 'Company Settings', 'Office Users', 'Field Employees', 'Vehicle Tracking', 'Reminders', 'Reports', 'Mobile App', 'Membership', 'Inventory', 'Inventory list', 'Equipment', 'Warehouses', 'Vendors', and 'Purchase orders'.

## Vendor

- Select the supplier from the drop-down list.
- If the supplier is not on the list, key in the name. This will be added to the vendor list when the item is saved.

The screenshot shows the 'Add Non-Inventory' form in the IndusTrack application. The 'General' tab is active. The 'Vendor' field is highlighted with a red box and contains the value 'SC Johns'. Other fields include 'Name' (Tuff Declogger 1G), 'SKU' (NI - 3000), 'Non taxable' (checkbox), 'Income Account' (Account Search), 'Sales price/rate' (0), 'Sales description' (empty), 'Expense Account' (Account Search), and 'Cost' (empty). The 'Stock' section shows 'Main warehouse quantity on hand' (empty) and a table with columns 'Warehouse', 'Bin #', 'Isle #', and 'QTY'. The table has one row with 'Total quantity' and a value of '0'. The background shows a sidebar with various navigation options like 'Company Settings', 'Office Users', 'Field Employees', 'Vehicle Tracking', 'Reminders', 'Reports', 'Mobile App', 'Membership', 'Inventory', 'Inventory list', 'Equipment', 'Warehouses', 'Vendors', and 'Purchase orders'.

## Non taxable

- If the item is not taxable, tick the checkbox. But if it is, leave the checkbox empty.

The screenshot shows the 'Add Non-Inventory' form in the IndusTrack application. The 'General' tab is active. The 'Non taxable' checkbox is highlighted with a red box. Other fields include 'Name' (Tuff Declogger 1G), 'SKU' (NI - 3000), 'Vendor' (SC Johns), 'Income Account' (Account Search), 'Sales price/rate' (0), 'Sales description' (empty), 'Expense Account' (Account Search), and 'Cost' (empty). The 'Stock' section shows 'Main warehouse quantity on hand' (empty) and a table with columns 'Warehouse', 'Bin #', 'Isle #', and 'QTY'. The table has one row with 'Total quantity' and a value of '0'. The background shows a sidebar with various navigation options like 'Company Settings', 'Office Users', 'Field Employees', 'Vehicle Tracking', 'Reminders', 'Reports', 'Mobile App', 'Membership', 'Inventory', 'Inventory list', 'Equipment', 'Warehouses', 'Vendors', and 'Purchase orders'.

## Income Account

- Select the corresponding income statement account from the dropdown list.

- o Scroll down the list to find the correct account name. OR
  - o Key in the account name on the search field to quickly find the correct one.
- If the account name is not on the list, key in on the field. This will be added to the list when the item is saved.

The screenshot shows the 'Add Non-Inventory' form. The 'General' tab is active. The 'Name' field contains 'Tuff Declogger 1G', 'SKU' is 'NI - 3000', and 'Vendor' is 'SC Johns'. The 'Income Account' field is highlighted with a red box, and an 'Account Search' dropdown menu is open, showing a list of accounts including 'Accounts Receivable', 'Undeposited Funds', 'Inventory Asset', 'Construction in Progress', and 'Retainage Receivable'. A red arrow points to the search input field in the dropdown.

### Sales price/rate

- Key in the selling price of the item, if applicable.

The screenshot shows the 'Add Non-Inventory' form. The 'General' tab is active. The 'Name' field contains 'Tuff Declogger 1G', 'SKU' is 'NI - 3000', and 'Vendor' is 'SC Johns'. The 'Income Account' field is set to 'Construction Income'. The 'Sales price/rate' field is highlighted with a red box and contains the value '0'. The 'Expense Account' field is set to 'Account Search'.

### Sales Description

- Key in a short description of the item. Since this is a non-inventory item, who uses it or what it is used for may be a good addition to the description.

The screenshot shows the 'Add Non-Inventory' form. The 'General' tab is active. The 'Name' field contains 'Tuff Declogger 1G', 'SKU' is 'NI - 3000', and 'Vendor' is 'SC Johns'. The 'Income Account' field is set to 'Construction Income'. The 'Sales price/rate' field contains the value '0'. The 'Sales description' field is highlighted with a red box and contains the text 'Declogger for use the ACU service teams'. The 'Expense Account' field is set to 'Account Search'.

### Expense Account

- Select the corresponding expense account from the dropdown list.

- Scroll down the list to find the correct account name. OR
- Key in the account name on the search field to quickly find the correct one.
- If the account name is not on the list, key in on the field. This will be added to the list when the item is saved.

The screenshot shows the 'Add Non-Inventory' form in the IndusTrack application. The 'General' tab is active. The 'Name' field contains 'Tuff Declogger 1G', 'SKU' is 'NI - 3000', and 'Vendor' is 'SC Johns'. The 'Expense Account' dropdown menu is open, displaying a list of accounts. A red box highlights the 'Expense Account' field and the dropdown menu. A red arrow points to the 'Account Search' field at the bottom of the dropdown. The 'Stock' section shows 'Main warehouse quantity on hand' as 0. The 'Warehouse' table has columns 'Warehouse', 'Bin #', 'Isle #', and 'QTY', with a 'Total quantity' of 0.

## Cost

- Key in the most recent purchase cost of the item.

The screenshot shows the 'Add Non-Inventory' form in the IndusTrack application. The 'General' tab is active. The 'Name' field contains 'Tuff Declogger 1G', 'SKU' is 'NI - 3000', and 'Vendor' is 'SC Johns'. The 'Expense Account' is set to 'Construction Materials Costs'. The 'Cost' field is highlighted with a red box and contains the value '265.00'. The 'Stock' section shows 'Main warehouse quantity on hand' as 0. The 'Warehouse' table has columns 'Warehouse', 'Bin #', 'Isle #', and 'QTY', with a 'Total quantity' of 0.

## Stock Details

### Main warehouse quantity on hand \*

- Key in the stocks on hand. This will now be your beginning inventory.
- This is a required field so if there is no quantity on hand, use 0.

**Add Non-Inventory**

**General**

Name \* Tuff Declogger 1G

SKU NI - 3000

Vendor SC Johns

Non taxable ☐

Income Account Construction Income

Sales price/rate 0

Sales description Declogger for use the ACU service teams.

Expense Account Construction Materials Costs

Cost 265.00

**Stock**

Main warehouse quantity on hand \* 15.00

Warehouse	Bin #	Isle #	QTY
Total quantity:			0

CANCEL SAVE

Save the new non-inventory item. This will be added to the Inventory List.

Name	Sku	Type	Sales Description	Sales Price	Cost	Qty On Hand
<input type="checkbox"/> #2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100
<input type="checkbox"/> #2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	100
<input type="checkbox"/> #3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	997
<input type="checkbox"/> ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11	
<input type="checkbox"/> Forged Piston Kit	fp3638	Inventory	Hi performance piston kit	450	318	425
<input type="checkbox"/> Is2 helmet		Inventory	Protect your Head	500	400	39
<input type="checkbox"/> Tuff Declogger 1G	NI - 3000	Non-inventory	Declogger for use the ACU service teams.		265	15

Items per page: 25 1 - 7 of 7

Once a non-inventory item is saved, the stock location field will be activated. In edit mode and if the information is already available, or if applicable, enter the **Bin #** and/or **Isle #**.

**Edit Non-Inventory**

**General**

Name \* Tuff Declogger 1G

SKU NI - 3000

Vendor SC Johns

Non taxable ☐

Income Account Construction Income

Sales price/rate 0

Sales description Declogger for use the ACU service teams.

Expense Account Construction Materials Costs

Cost 265

**Stock**

Main warehouse quantity on hand \* 15

Warehouse	Bin #	Isle #	QTY
Main warehouse			15
Total quantity:			15

CANCEL SAVE

## Update the Details of a Non-Inventory Item

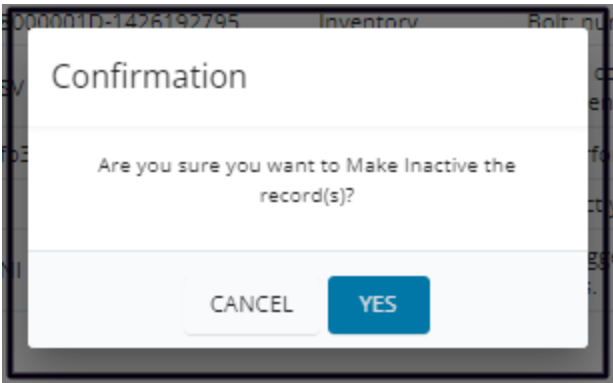
Find the non-inventory item to be updated from the list. Click on the item and the information will open in edit mode.



Name	SKU	Type	Sales Description	Sales Price	Cost
<input type="checkbox"/> #2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5
<input type="checkbox"/> #2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length, Black	1	0.15
<input type="checkbox"/> #3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4
<input type="checkbox"/> 3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75
<input type="checkbox"/> ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11
<input type="checkbox"/> Forged Piston Kit	fp3838	Inventory	Hi performance piston kit	450	318
<input type="checkbox"/> Is2 helmet		Inventory	Protect your Head	500	400
<input checked="" type="checkbox"/> Tuff Declogger 1G	NI - 3000	Non-inventory	Declogger for use the ACU service teams.		265

- To deactivate multiple non-inventory items, tick the checkboxes to the left of all those to be deactivated. If all items will be deactivated, just tick the checkbox of the Name header. Just note that the list includes the other types of inventory. And then go to the **Actions** button and select **Make Inactive**.

A warning window will come up. Click the **Yes** button to continue with the deactivation and **Cancel** to abandon the action.



The item will be removed from the **Active List** and moved to the **Inactive List**.

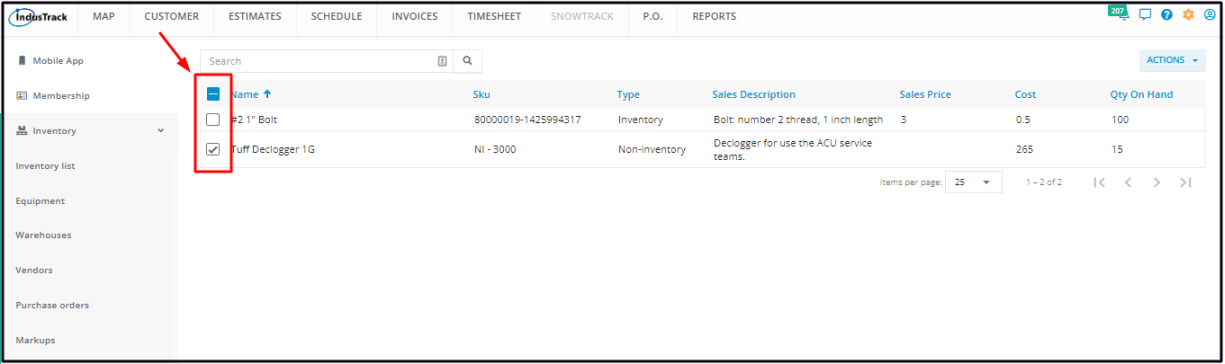
Name	SKU	Type	Sales Description	Sales Price	Cost	Qty On Hand
<input type="checkbox"/> Tuff Declogger 1G	NI - 3000	Non-inventory	Declogger for use the ACU service teams.		265	15

## Reactivate a Deactivated Non-Inventory Item

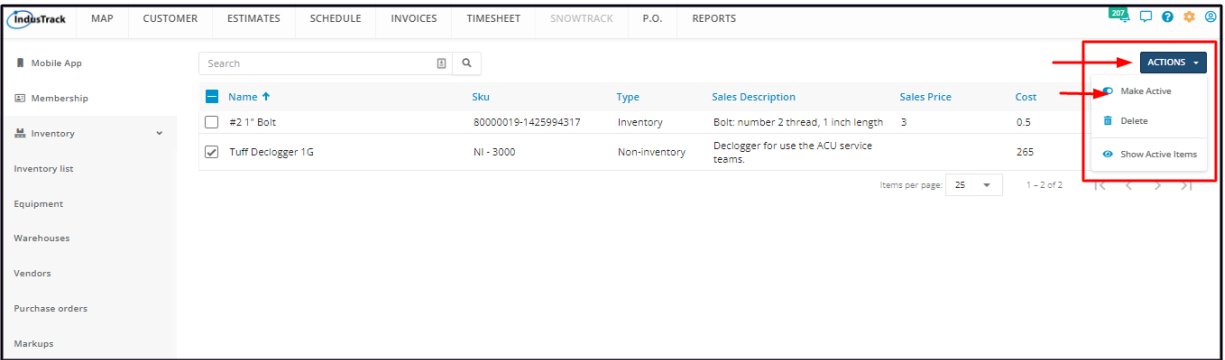
Go to the **Inactive Inventory List**

Name	SKU	Type	Sales Description	Sales Price	Cost
<input type="checkbox"/> #2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length, Black	1	0.15
<input type="checkbox"/> #3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4
<input type="checkbox"/> ACU General	SV 3000	Service	Labor cost for ACU general maintenance	25	11
<input type="checkbox"/> Forged Piston Kit	fp3838	Inventory	Hi performance piston kit	450	318
<input type="checkbox"/> Is2 helmet		Inventory	Protect your Head	500	400

Find the non-inventory item to be reactivated from the list and tick the checkbox to its left.

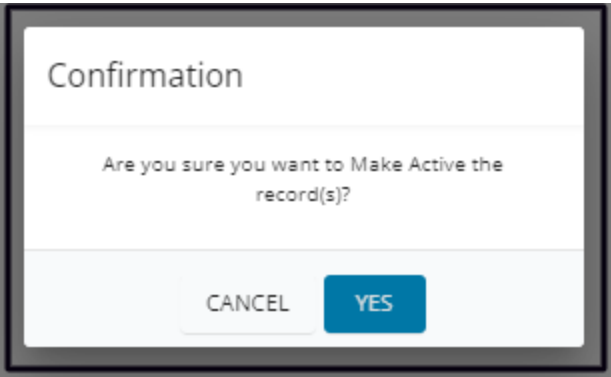


Click the **Actions** button and select **Make Active**.

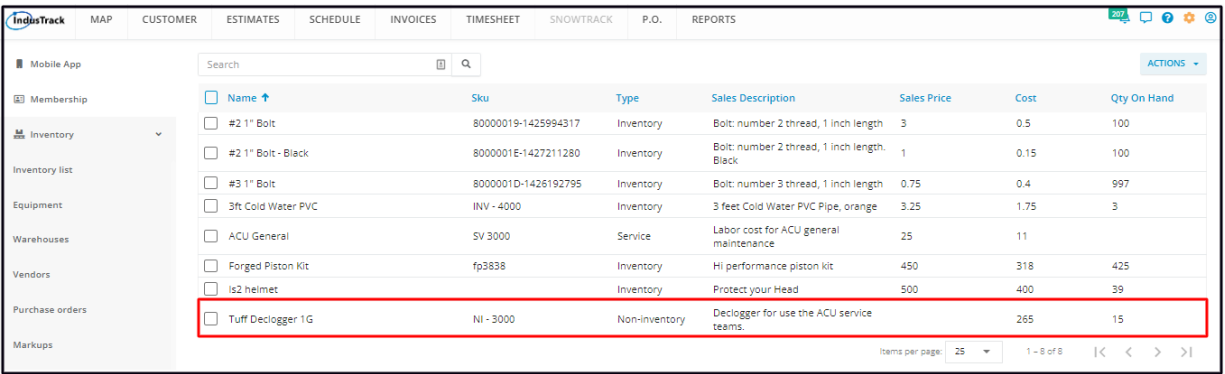


- To reactivate multiple non-inventory items, tick the checkboxes to the left of all those to be reactivated. If all items will be reactivated, just tick the checkbox of the Name header. Just note that the list includes the other types of inventory. And then go to the **Actions** button and select **Make Active**.

A warning window will come up. Click the **Yes** button to continue with the reactivation and **Cancel** to abandon the action.



The item will be removed from the **Inactive List** and moved to the **Active List**.



Update the inventory record/details as may be needed.

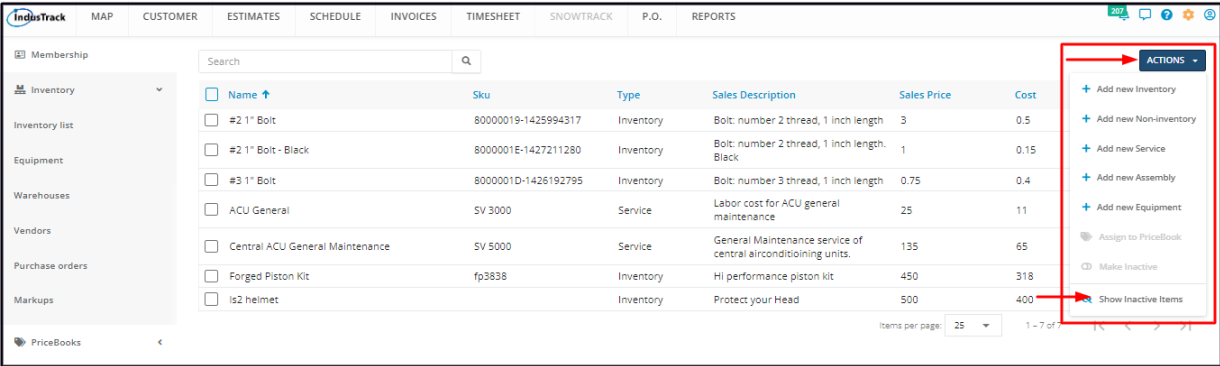
## Delete a Non-Inventory Item

Delete a non-inventory item that is no longer in use or was created in error. It is wise to exercise caution when using this function. Deleting a non-inventory item may have an effect on other functions, settings or data.



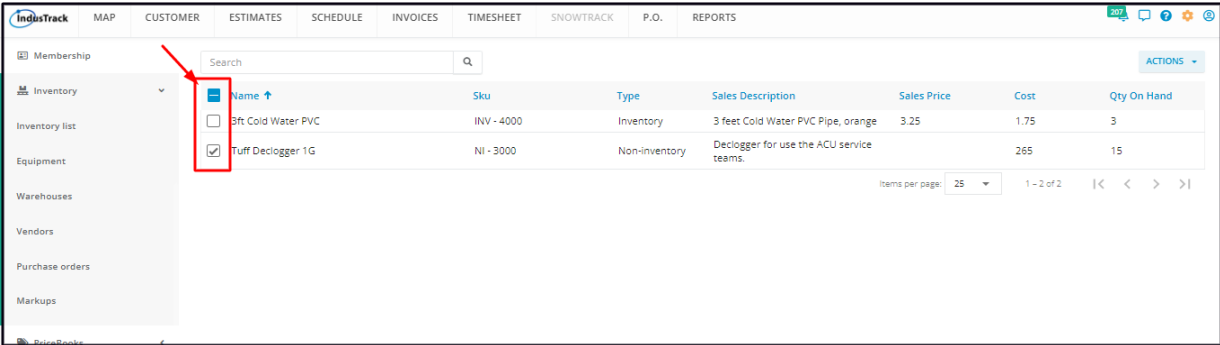
If the item has an active status, **deactivate this first**. An active non-inventory item can not be deleted.

Move to the **Inactive Inventory** table.

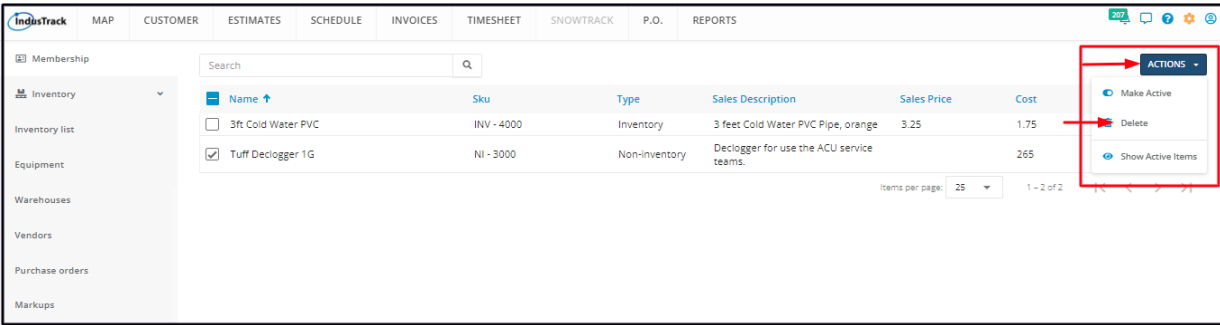


Find the non-inventory item to be deleted from the list, and tick the checkbox to its left.

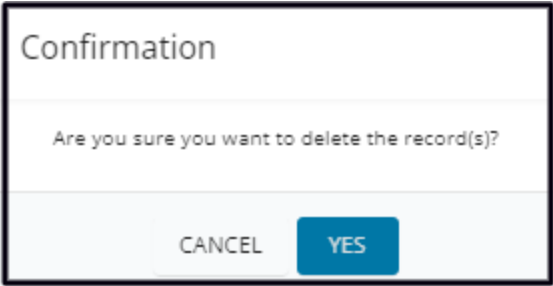
- To delete multiple non-inventory items, tick the checkboxes to the left of all. If all items will be deleted, just tick the checkbox of the Name header. Just note that the list includes the other types of inventory.



Go to the **Actions** button and select **Delete**.



A warning window will come up. Click the **Yes** button to continue with the deletion and **Cancel** to abandon the action.



The non-inventory item will be removed from the Inactive Inventory list.





