

Setting Up Items

Available in All Versions of Sage 50 Accounting

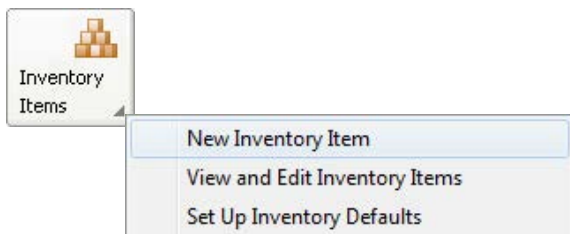
Quick Reference Guide

Do I need to set up my items (products) in Sage 50?

If you buy or sell products and need to keep track of quantities you have on hand, then you'll want to set up inventory items in Sage 50.

Where do I go?

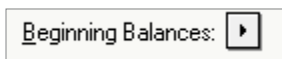
Inventory & Services navigation area > Inventory Items > New Inventory Item.



What kind of information can I enter?

Beginning Balances

If you already have items in stock, click Beginning Balances to enter the quantities and the cost you paid for each item (Unit Cost).



[How do I enter these beginning balances?](#)

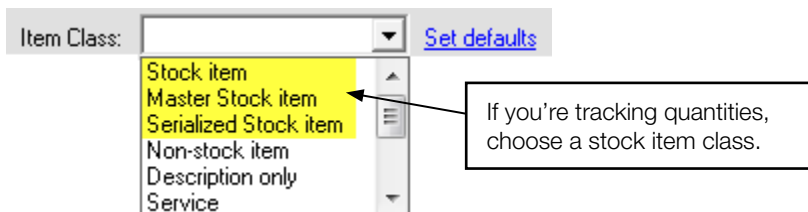
		Inventory Beginning Balances		
Item ID	Description	Quantity	Unit Cost	Total Cost
AVRY-10110	Bird House-Pole 14 Ft.	24.00	19.95	478.80

Item Class

Select an item class to define what type of item you are setting up.

If you track the quantities and cost of your products, then select one of the stock item classes.

Tip: To learn more about the different item classes, select the Item Class field and view the panel on the right hand side of the Maintain Inventory Items window.



Note: Once an item is assigned as a stock item, it cannot be changed.

Price Levels

Use price levels if you sell a product at different prices. Price Level 1 is the default price and the price you use most often when selling the item.

Price Level 1:

Level	Price	Calculation	Edit
Price Level 1	59.99	No Calculation	▶
Price Level 2	69.99	No Calculation	▶
Price Level 3	79.99	No Calculation	▶

Last Unit Cost

This is the most recent amount you paid for the item. As you enter purchases in Sage 50 for the item, this last unit cost will be updated if the unit price changes.

Last Unit Cost:

Minimum Stock

This is the lowest quantity that you always want to have for this item.

Minimum Stock:

Reorder Quantity:

Reorder Quantity

Use this field if you usually reorder the same quantity of this item.

Did you know?

- To **simplify the inventory setup process**, you can set up inventory item defaults. Go to Inventory & Services navigation area > Inventory Items > Set Up Inventory Defaults.
- You can get assistance while setting up your new items. When you select a field, the panel on the right side of the Maintain Inventory Items window explains the field and gives you setup tips.

Item Class (Required)

The item class defines what type of inventory item you are setting up. You must select an item class. [Which item classes are right for my type of business?](#)

The item class determines which fields and tabs are available on this screen for setting up the item. It also determines how the item is used in Sage 50.

[What item classes are available?](#)

Keep in Mind

- You can't change the item class for an item once you have saved it.
- If most of your items are the same item class, click "Set Defaults" to select the default item class. Once you do this, the item class field will automatically be populated when you create a new item. You can change the item class before you save the new item, if necessary.

For more info, visit: Sage.com
or contact us at 866-996-7243