

# Viewing Inventory Lists

Available in All Versions of Sage 50 Accounting

## Quick Reference Guide

### What are Lists?

Lists display your company information in a format similar to a spreadsheet. You can use Lists to get a quick glance at different types of information. Below is an example of an Inventory List, which displays your products and services. To get more details, you can open a record or transaction by double clicking it.

Item ID	Description	Item Class	Price Level 1	Last Unit Cost
TOOL-35400	Gardening Hoe - Gooseneck	Stock item	\$16.99	\$6.75
EQLW-14220	Gas Backpack Blower	Serialized Stock item	\$370.00	\$190.00
SEFL-31130	Geranium Seeds (Mix)	Stock item	\$1.99	\$0.55
NURS-22000	Ginko Tree	Stock item	\$49.95	\$17.50
TOOL-35230	Grubbing Hoe	Stock item	\$19.99	\$7.95
TOOL-35410	Hand Cultivator - 3 prong	Stock item	\$9.99	\$3.95
EQFF-13120	Hand Sprayer/Mister	Stock item	\$9.99	\$3.95
CMNT-12200	Have a Nice Day!	Description only	\$0.00	
TOOL-35520	Hedge Shears	Stock item	\$19.99	\$7.95
EQWT-15130	Hose Hanger - Wall Mount	Stock item	\$19.99	\$7.95
EQWT-15140	Hose Reel Cart	Stock item	\$49.99	\$19.95
EQFF-13130	Hose-End Sprayer	Stock item	\$12.95	\$5.20
FERT-16130	House Plant Food 8 oz.	Stock item	\$5.99	\$2.35

### How do I get there?

Go to the Lists menu or from the Inventory & Services navigation area, select Inventory Items > View and Edit Inventory Items.

The screenshot shows the 'Lists' menu with 'Inventory & Services' selected. A sub-menu is open for 'Inventory & Services', and a further sub-menu is open for 'Inventory Items', with 'View and Edit Inventory Items' highlighted.

- Lists
  - Customers & Sales
  - Vendors & Purchases
  - Employees & Payroll
  - Chart of Accounts
  - General Journal Entries
  - Inventory & Services**
    - Inventory & Services
    - Inventory Adjustments
    - Item Sales History by Customer
  - Jobs
  - Time/Expense...
  - Workflow Notifications

The 'Inventory Items' sub-menu contains:

- New Inventory Item
- View and Edit Inventory Items**
- Set Up Inventory Defaults
- Set Up Units/Measures
- Item Sales History by Customer

**How can I change my list view?**

- **Add or remove columns**  
Click Settings to add or remove information.
- **Sort columns**  
Click column headers to sort information in ascending or descending order.

Item ID ▾
AVRY-10120
AVRY-10110
AVRY-10100
AVRY-10050-SM-PYR
AVRY-10050-SM-HTL
AVRY-10050-SM-EFL
AVRY-10050-SM-CSL
AVRY-10050-LG-PYR

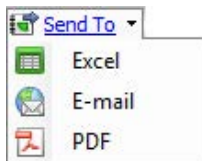
- **Search for information**  
Enter a search term, select the column to search, and then click Search.

Search for:  in Item ID ▾

Item ID  
 Description  
 Item Class  
 Price Level 1  
 Last Unit Cost

**Did you know?**

- You can **set up shortcuts** for the lists you use most. Click Customize in the Shortcuts area on the main Sage 50 screen.
- You can **add new records or transactions** from the lists by clicking New.
- You can quickly **rearrange columns** by dragging each column separately.
- List information can be **e-mailed** or **viewed in Excel or as a PDF**.



For more info, visit: [Sage.com](http://Sage.com)  
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