

Add Custom Item

Custom Item Setup

A custom item is a non stock item or intangible item that does not form part of your stock holding or stock control. Typically a custom item will be used for expenses that you wish to run through the creditors module and generate Purchase orders for.

Custom items can also be used for small consumables, such as screws, washers, etc used in manufacturing that you do not necessarily control stock quantities on.

There are 2 methods to create a custom item:

- 1. From Inventory Item setup**
- 2. From the GL account setup**

Custom item create from Inventory Setup:

Should you not have access to the General Ledger module, you can create a custom item as follows:

Go to: **Inventory Module > Configuration > Inventory Setup**

Click Add button

Enter a code

Enter a Description

Select the category: Custom

Enter any other relevant details such as group code, etc

You can tick the "Hide from Sales" box, which will exclude this item of sales document searches.

Inventory Module

Inventory Setup

Basic Search Custom Search Exp

Item Code: Barcode: Group Code: All Order By: Stock Code Active: ☒

Total Stock 445 Total Custom 66

Main Cost Price

#	Att	Memo	Status	Code
7				ACCDEPN
8				BOM2
9				BATTERY
10				BAT/BOX
11				Bend
12				1-2800
13				CAM65
14				CAT/CT-7/BAG
15				COAT
16				CONS
17				CONS1
18				CONS2
19				2000-02-001-4
20				Credit

Add Inventory Item

Inventory Detail

Attachment Memo Suppliers Warehouses Alerts Inventory Overview Functions Close

Inventory Code: Description:

General Details More Details Pricing Levels Properties Comment / Replace Bill of Material Custom

Inventory Code: ST01 Category: Custom Description: Office Stationery Long Description:

Group Code: Stock Category: Priority Level: Bar Code: Version Number: Active: ☒

Sync To Mobile: ☒ Hide From Purchase: ☐ Primary Image:

Sync to WebShop: ☐ Hide from Sale: ☐ Thumbnail Image:

Seasonal: ☐ Slow Mover: ☐ Label:

Save & New Save & Close Save Close

Credit line Custom Default 01 Yes

Click the more details tab

Select the required GL account for posting.

This is the GL account that the GRV needs to be posted to.

Leaving the default account: Cost of Sales General will result in the GRV entry being posted to Cost of sales instead of the requires Expense Account.

To search the required GL Account, click the long search icon

Then enter the account description

Click Search

Click Select

Custom, Service and Fixed Asset items only:

Account Type: BOM-COST - BOM-COST  Fixed Asset Setup

Zero Cost on Docs: ☒ Job Costing Allocation: ☐ Job Capture Max Hrs: 0

Zero Cost on Job: ☐ Flag Report: ☐ Use Mapping COS: ☐

Serial Number: Tick this box for serialised inventory items that require serial number tracking.

Expenses Account Lookup

Account Search 2

Search 1

Account Code: Name: Account Type:

Page 1 of 1

#	Code	Name	Account Type	Type
1	6-5750	Stationery	Expenses	IS

Select 3 Close

Add Inventory Item

Inventory Detail

Attachment Memo Suppliers Warehouses Alerts Inventory Overview Functions Close

Inventory Code: Description:

General Details More Details Pricing Levels Properties Comment / Replace Bill of Material Custom I

General:

Default Supplier: Commission %: Sales Rep Points Setup

Payment Method: Excl. From Comm.: ☐ Rep. Commission Setup Points:

Weight per Unit: Lead Time: Days:

Expenses Property: Job Activity Link: POS Item: ☐

UOM Type: Result Item UOM:

Unit of Measure: Conversion Value:

Selling UOM: Purchase UOM:

Custom, Service and Fixed Asset items only:

Account Type: Fixed Asset Setup

Zero Cost on Docs: ☒ Job Costing Allocation: ☐ Job Capture Max Hrs:

Zero Cost on Job: ☐ Flag Report: ☐ Use Mapping COS: ☐

Serial Number: Tick this box for serialised inventory items that require serial number tracking.

Serial No. Tracking: ☐

Save & New Save & Close Save Close

Credit line Custom Default 01 ... Yes

You will note the selected account is populated

Click Save

Enter a cost if required

Item Cost Price

Item Cost Price

Enter stock item cost price.

Cost Price: 0

Supplier Code: MAD SOUND EQUIPMENT

Pricing Level Type: ☐ Amount ☒ Percentage

Amount: 0 50

Tax Type: 01 Invoice VAT

Price Ex Vat: R 0.00

Tax: R 0.00

Price Incl: R 0

Continue Close

To create a custom Item from General Ledger:

Go to General Ledger Module

Configuration > General Ledger Account

Search for the require GL account using the Tree structure, or

Click the Search Tab

Enter the GL account Code or Description

Click Search

Edit the GL Account

General Ledger Mo... **General Ledger Accounts**

4 Tree Search 2

Search Edit Export Alerts GL Account Import / Export

Code: Name: stationery 3

Account Type: All Category: All

Division: All Region: All

GL Category:

Page 1 of 1 Remove Paging:

Code	Name	Description	Control Account Type	Cash Flow	Report Code	Region	Division
6-5750	Stationery	Stationery 5	Expenses	A1000-10			

Click the Create Custom item Button

Account Maintenance

Create Custom Item Create Fixed Asset Item Alerts Close

Basic Additional Fixed Asset

Code: 6-5750 GL Category:

Name: Stationery Division: None E: ☐

Description: Stationery Region: None E: ☐

Control Account Type: None Account Branch: None

Cash Flow Acct. Category: Expenses - Expenses Linked Sales/COS Acc: None

Bank Account No.: Report Link:

Allow Transactions: ☒ I/C Non Operating: ☐

Payment VAT Account: None Payment VAT Type: None

Deposit VAT Account: None Deposit VAT Type: None

Enable Currency: ☐ Exchange Rate Report:

Currency: None

Account Path: Owners Equity->Accumulative Profit->Expense->Stationery->Stationery

You will notice all the details have been populated as per the setup shown in creating Custom item from inventory above

Add Inventory Item

Inventory Detail

AttachmentMemoSuppliersWarehousesAlertsInventory OverviewFunctionsClose

Inventory Code: 6-5750Description: Stationery

General DetailsMore DetailsPricing LevelsPropertiesComment / ReplaceBill of MaterialCustom I

Inventory Code: 6-5750

Category: Custom

Description: Stationery

Long Description: Stationery

Add Inventory Item

Inventory Detail

AttachmentMemoSuppliersWarehousesAlertsInventory OverviewFunctionsClose

Inventory Code: 6-5750Description: Stationery

General DetailsMore DetailsPricing LevelsPropertiesComment / ReplaceBill of MaterialCustom I

Inventory Code: 6-5750

Category: Custom

Description: Stationery

Long Description: Stationery

Click Save And Close

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