



## Inventory Item — Edit

The Inventory Item edit form allows you to create a new inventory item or modify an existing one in Manager. This form includes several fields to help you accurately record and manage your inventory items.

### Item Code

Enter the inventory item code if you have one. This step is optional but can help with tracking and identifying items.

### Item Name

Type the name of the inventory item. This is the primary identifier that will appear in transactions and reports.

### Unit Name

Specify the unit name for the inventory item. The unit name will appear on quotes, orders, and invoices. For example, instead of displaying a quantity of "5", your invoice can say "5 kg".

### Division

If you're utilizing divisional accounting, select the **Division** responsible for this inventory item. This helps allocate revenues and expenses to different segments of your business.

### Control Account

If you're using custom control accounts for inventory items, choose your specific custom inventory control account here. By default, inventory items are recorded under the **Inventory on hand** account.

### Reorder Point

Enter the reorder point for the inventory item. The **Qty to order** column in the **Inventory Items** tab calculates the quantity to order based on this value. This feature helps you identify which inventory items need to be reordered to maintain adequate stock levels.

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You can add more details about this inventory item to meet your specific business needs by creating custom fields. See [Custom Fields](#) for more information.

## Setting Up Inventory Items with Starting Balances

Before setting up your inventory items, it is typically recommended to set up your customers and suppliers first, especially if they have unpaid invoices that affect your inventory quantities.

### Suppliers

- **Unpaid Purchase Invoices:** Enter any unpaid purchase invoices for your suppliers. This will automatically adjust the **Qty owned** for the inventory items purchased on these invoices.

### Customers

- **Unpaid Sales Invoices:** Enter any unpaid sales invoices for your customers. This will automatically adjust the **Qty owned** for the inventory items sold on these invoices.

### Adjusting for Historical Purchases

After entering unpaid invoices, use a journal entry to adjust the **Qty owned** for inventory items to account for historical purchases that won't be entered (typically because they are already paid invoices or other transaction types).

### Tracking Quantities to Deliver and Receive

If you are tracking the **Qty to deliver** and **Qty to receive** columns, you can also establish starting balances for these quantities.

- **Qty to Deliver:** Represents the quantity that has been ordered by customers but has not yet been delivered. To establish this starting balance, create sales orders under the **Sales Orders** tab for orders that haven't been fully delivered yet.
- **Qty to Receive:** Represents the quantity that has been ordered from suppliers but has not yet been received. To establish this starting balance, create purchase orders under the **Purchase Orders** tab for orders that haven't been fully received yet.

By following these steps, you ensure that your inventory balances are accurately reflected, including adjustments for unpaid invoices and historical purchases.

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Remember to regularly review and update your inventory items to keep your records accurate and up-to-date.