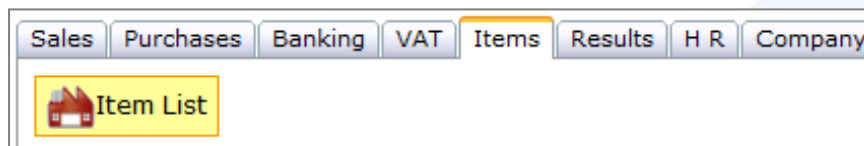


## Add an Item

Using Items allows you to set up as many stock codes as you want. This saves time and reduces errors whilst entering new lines on Sales invoices. You must have the Items module enabled to use this.

### Adding a new item

Press the **Items** tab then the **Items list** button.



All your current items will be displayed here. If you have not entered any before this screen will be blank. To add a new item, press the **New** button.

Item maintenance

Search

	Stock Code	Description	Sale Price	Nominal Account	VAT Code
Select	111	machines	20.0000	EH01	I1
Select	222	marketing	1000.0000	AD01	I1
Select	333	pies	15.0000	SA02	O1

This will bring up the following menu:

Item maintenance

Search

Stock Code

Description

Sale Price

Nominal account

VAT Code

- **Stock code** – Enter a unique code to identify the item. It can be made up of letters and/ or numbers.
- **Description** – Enter a description of the item.
- **Sale price** – Enter the sales price of the item.

- **Nominal account** – This is the nominal account that the item will be attributed to.
- **VAT code** – Enter the appropriate VAT code for the item.

Press **Insert** to save. The new item will now appear on the list.