OnDemand class tutorials

To Add an Item:

1. From the Lists menu, click on **Item** List.
2. Click on the Item menu button, then choose **New**.
3. Select **Inventory Part**.
4. Enter a name by which you will identify this item.
    a. If the item is to be a subitem of another item, check the **Subitem of** box and enter the parent item.
5. Enter the **Manufacturer's Part Number**.
6. Enter the description you use for this item on purchase forms such as purchase orders and bills.
7. In the **COGS Account** field, select the account to which you will charge the expense for this item (Cost of Goods Sold).
8. Select a **Preferred Vendor** if applicable.
9. In the **Cost** field, enter the amount you pay when you purchase this item.
10. Enter the description you use for this item on sales transactions such as invoices and sales receipts.
11. In the **Sales Price** field enter the amount you normally charge for this item.
12. In the **Tax Code** field, Indicate whether the item is taxable.
13. In the **Income Account** field, select the account to which you will record the income for this item (Sales).
14. Fill the inventory information, then click **Ok**.