Using generic inventory records

What is a generic inventory record?

Generic records are primarily used for tracking the sale of items that do not require a lot of detail. A good example of this might be selling greeting cards, magazines, or perhaps incense.

Reporting Considerations

When you sell a generic inventory record, your accountant will likely want to know which department the sale belongs to. Take a few moments and write down a list of the departments these generic items should be associated with. Go to Master Files | Departments and begin adding a department using the F4 New key. Enter in a meaningful name and shortcode, then F10 to Save. For example you might create a department called GreetingCards, or Magazines, or Incense. You'll use these departments in the next steps.

Setting up generic inventory records

Say we have several boxes of incense in different shapes and sizes. Creating a barcode for each of these items may not be a very effective use of our resources. This is a perfect situation for a generic record. We would simply create an inventory record to handle the sale of these items.

One question we need to ask is how much detail we want or need for these records. One record for all incense OR a few records to track size and type?

One Record - In this example we are creating a single record for ALL incense. At the Cash Register we enter the SKU (100) and the price for the item.

1. Open Master Files → Inventory
2. Click F4 New
3. In the ISBN/SKU field create a "generic" number for this item - **100**.
4. Leave the price fields blank
5. In the "Title/Description" field enter INCENSE
6. Add a department and section listing, selecting the appropriate department. In this example our department would be Incense.
7. And Save

Several Records - In this example we are creating a record for stick type and cone shaped incense. We need to repeat steps 2 - 7 for each record being created.

1. Open Master Files → Inventory
2. Click F4 New
3. In the ISBN/SKU field create a "generic" number for this item - **100**.
4. Leave the price fields blank
5. In the "Title/Description" we want to be a bit more descriptive. This will help us better distinguish between types of incense being sold.
    a. For this record I'll add **Incense -Cone**

6. Choose my department and section.
7. And save

The next record I may use **101** in the SKU field and change the title description to **Incense - Stick** - this way I can track the sales of these items by type as well.

NOTE: you are not restricted to only numbers in the ISBN/SKU field you could enter the words **INCENSE-C** & **INCENSE-S** in that field just as easily. You only need to keep them unique and less than 18 characters.

Continue adding individual inventory records for each generic type item you wish to sell. Be sure to use a meaningful ISBN/SKU and title, along with assigning the inventory item to the Department. Ultimately you will have a Master Files | Department record for each group of similar inventory items, and will assign that department to it's related inventory records.