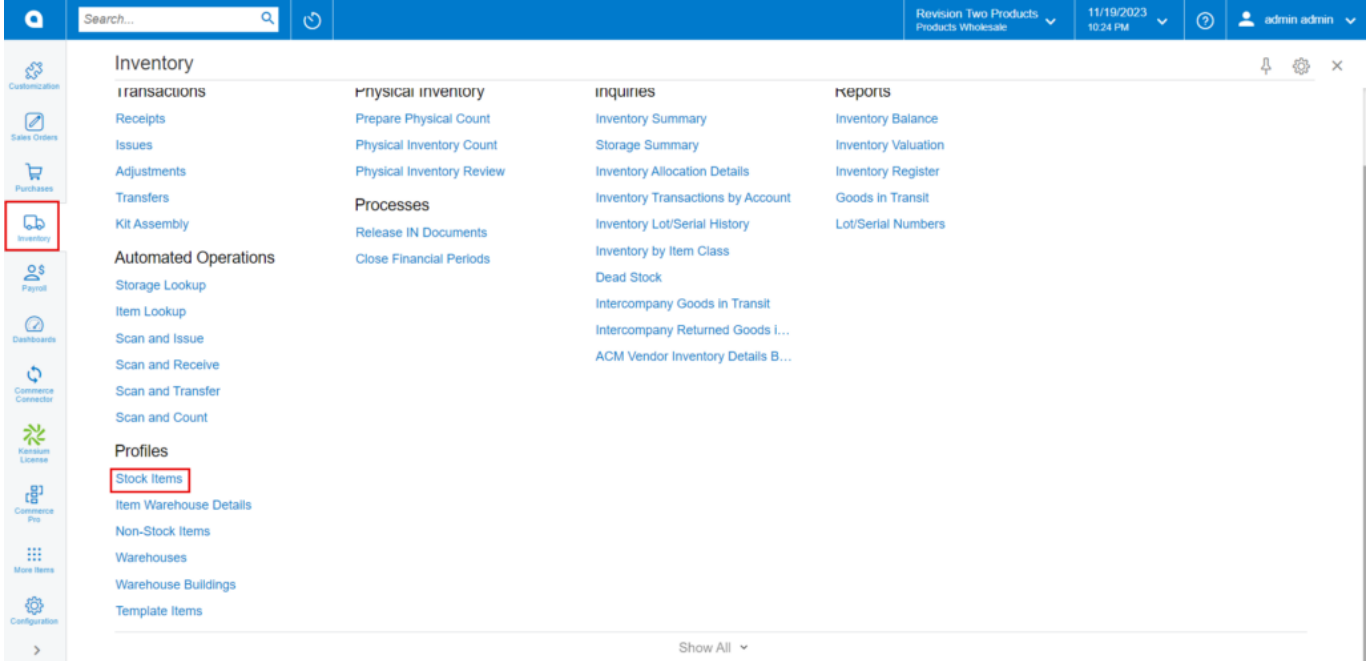


Syncing Free Stock Items in Stock Items



You need to navigate to the left side panel of **[Acumatica]** and click on **[Inventory]** and then click on **[Stock Items]** under **[Profiles]**.



The screenshot displays the Acumatica software interface. On the left sidebar, the 'Inventory' icon is highlighted with a red box. The main content area shows the 'Inventory' module with several sub-sections: Transactions, Physical Inventory, Inquiries, Reports, Automated Operations, and Profiles. Under the 'Profiles' section, 'Stock Items' is highlighted with a red box.

Stock Items

- Upon clicking you will be redirected to the Stock Items screen.
- Click on **[+]** icon.

Search...

Revision Two Products

Products Wholesale

11/19/2023

10:30 PM

admin admin

Stock Items

CUSTOMIZATION TOOLS

Stock Items

Customization

Sales Orders

Purchases

Inventory

Payroll

Dashboards

Commerce Connector

Kennametal License

Commerce Pro

More Items

Configuration

+

Type: All

Item Class: All

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Item Status:

Stock Items

- You need to create a new **[Inventory ID]**.
- Select the **[Item status]** from the drop-down.
- You can add the **[Description]** about the created item.

Search... 🔍 🔄 Revision Two Products Products Wholesale 11/20/2023 11:06 PM admin admin

Stock Items
CHAIR - Chair

Inventory ID: CHAIR - Chair
Item Status: Active
Description: Chair

Product Workgroup:
Product Manager:

GENERAL PRICE/COST WAREHOUSES S3 IMAGES VENDORS ATTRIBUTES MERCHANDISE PACKAGING CROSS-REFERENCE RELATED ITEMS REPLENISHMENT DEFERRAL

Template ID:
Item Class: ALLOTHER - All Others
Website(s):
Type: Finished Good
☐ Is a Kit
Valuation Method: Average
Tax Category: EXEMPT - Exempt Tax Category
Posting Class: AOL - All Other Items
Lot/Serial Class: NOTTRACKED - Not Tracked
Auto-Incremental Value:
Country Of Origin:
WAREHOUSE DEFAULTS
Default Warehouse: RETAIL - Retail Warehouse
Default Issue From: STORAGE - Storage and receiving
Default Receipt To: STORAGE - Storage and receiving

UNIT OF MEASURE
Base Unit:
Sales Unit: EA
Purchase Unit: EA
PACK
Divisible Unit
Divisible Unit
Divisible Unit
Weight Item
From Unit: EA
Multiply/Divide: Multiply
Conversion Factor: 1.000000
To Unit: PACK

WAREHOUSE KIT QTY
Warehouse:
Available Qty:
Possible Kit Qty:
Kit Qty Last Qty:
Calculated

PHYSICAL INVENTORY
PI Cycle:
ABC Code:
Fixed ABC Code
Movement Class:
Fixed Movement Class

Stock Items

GENERAL

- You need to search for **[Item class]** from the existing options.

Search...

Revision Two Products
Products Wholesale

11/20/2023
2:44 AM

admin admin

Stock Items
CHAIR - Chair

Inventory ID: CHAIR - Chair
Item Status: Active
Description: Chair

Product Workgroup:
Product Manager:

GENERAL PRICE/COST WAREHOUSES S3 IMAGES VENDORS ATTRIBUTES MERCHANDISE PACKAGING CROSS-REFERENCE RELATED ITEMS REPLENISHMENT DEFERRAL

Template ID:
Item Class: ALLOTH - -- All Others
Website(s):
Type:

Valuation Method:
Tax Category:
Posting Class:
Lot/Serial Class:
Auto-Incremental Value:
Country Of Origin:

WAREHOUSE DEFAULTS
Default Warehouse:
Default Issue From:
Default Receipt To:

UNIT OF MEASURE
Base Unit:
Sales Unit:

PACK
EA
EA
Divid
Conversion Factor
To Unit
1.000000 PACK

WAREHOUSE KIT QTY
Warehouse
Available Qty
Possible Kit Qty Last Qty Calculated

Divisible Unit
Divisible Unit
Divisible Unit
Weight Item
Fixed ABC Code
Fixed Movement Class

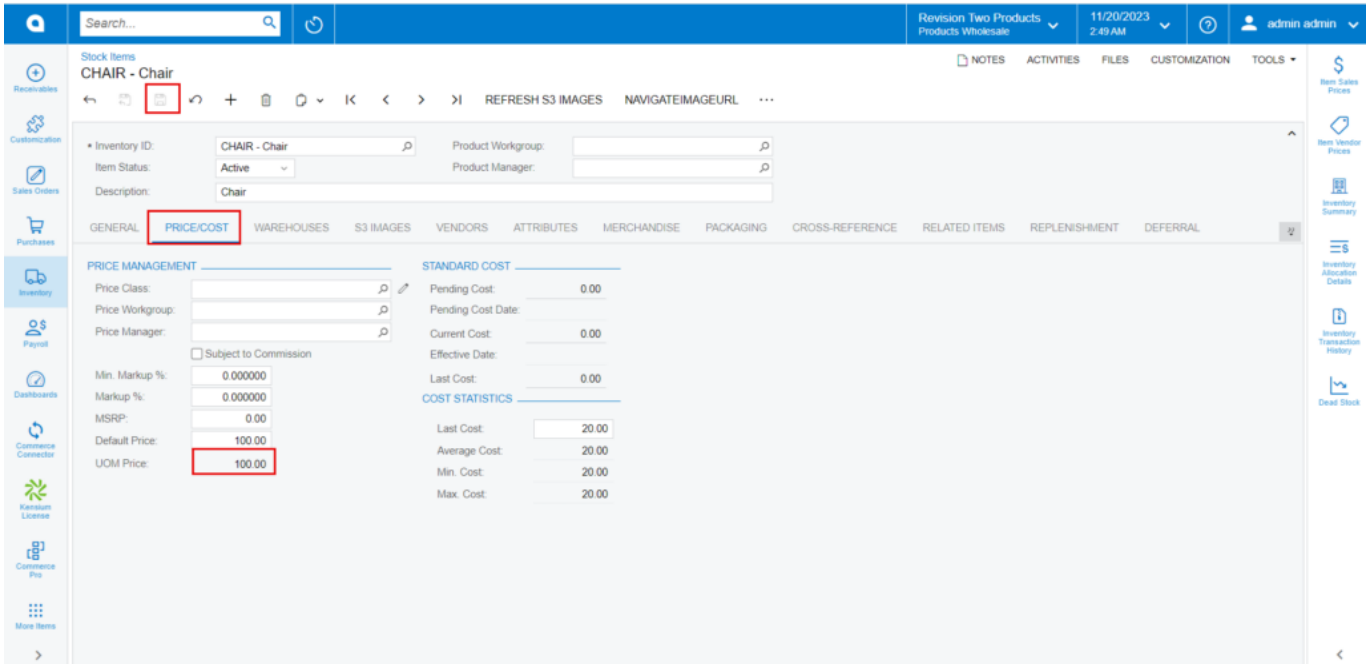
Select - Item Class

Class ID	Description
ALLOTH - --	All Others
CONSUMER - --	Consumer Goods
CONSUMER -100-...	Baby Products
CONSUMER -200-...	Fitness/Wellness
CONSUMER -300-...	Toys
CONSUMER -400-...	Garden & Patio
CONSUMER -500-...	Tee Shirts

Item Class

PRICE/COST

- You must enter the price in **[Default Price]** field.



The screenshot shows the 'PRICE/COST' tab for a stock item named 'CHAIR - Chair'. The interface includes a search bar at the top, a navigation menu on the left, and a main content area with various tabs and fields. The 'PRICE/COST' tab is highlighted, and the 'UOM Price' field is set to 100.00. The 'STANDARD COST' section shows 'Pending Cost' as 0.00 and 'Current Cost' as 0.00. The 'COST STATISTICS' section shows 'Last Cost' as 20.00, 'Average Cost' as 20.00, 'Min. Cost' as 20.00, and 'Max. Cost' as 20.00.

Price/cost

- Click on **[Save]**.

Adding Quantity to the Stock Items

- You must navigate to the left side of Acumatica and click on **[Inventory]** and then click on **[Receipts]** under **[Transactions]**.
- Click on **[+]** icon, then you will be redirected to Receipts screen.

Search...

Revision Two Products

Products Wholesale

11/20/2023

9:27 PM

admin admin

Receipts

+

Status: All

Date: All

		Document Type	Reference Nbr.	Status	Date	Post Period	Total Qty.	Total Cost	Batch Nbr.	Created On
		Receipt	001841	Released	11/19/2023	11-2023	5.00	0.00	00007593	11/19/2023
		Receipt	001840	Released	11/19/2023	11-2023	5.00	0.00	00007592	11/19/2023
		Receipt	001839	Released	11/19/2023	11-2023	5.00	0.00	00007591	11/19/2023
		Receipt	001838	Released	11/16/2023	11-2023	100.00	2,000.00	00007590	11/16/2023
		Receipt	001837	Released	11/14/2023	11-2023	60.00	0.00	00007588	11/14/2023
		Receipt	001836	Released	10/23/2023	10-2023	100.00	2,000.00	00007584	10/23/2023
		Receipt	001835	Released	10/22/2023	10-2023	5.00	100.00	00007582	10/22/2023
		Receipt	001834	Released	10/22/2023	10-2023	10.00	549.70	00007581	10/22/2023
		Receipt	001833	Released	10/22/2023	10-2023	65.00	0.00	00007580	10/22/2023
		Receipt	001832	Released	9/26/2023	09-2023	10.00	0.00	00007579	9/26/2023
		Receipt	001831	Released	9/26/2023	09-2023	10.00	0.00	00007578	9/26/2023
		Receipt	001830	Released	9/26/2023	09-2023	50.00	0.00	00007577	9/26/2023
		Receipt	001829	Released	9/21/2023	09-2023	15.00	0.00	00007576	9/21/2023
		Receipt	001828	Released	9/20/2023	09-2023	50.00	0.00	00007572	9/20/2023
		Receipt	001827	Released	9/19/2023	09-2023	15.00	0.00	00007571	9/19/2023
		Receipt	001826	Released	9/19/2023	09-2023	0.00	0.00	00007570	9/19/2023
		Receipt	001825	Released	9/1/2023	09-2023	100.00	0.00	00007566	9/1/2023
		Receipt	001824	Released	9/1/2023	09-2023	15.00	0.00	00007565	9/1/2023
		Receipt	001823	Released	9/1/2023	09-2023	100.00	0.00	00007564	9/1/2023

1-19 of 1655 records

1

of 88 pages

1-19 of 1655 records

1 of 88 pages

Receipts

- Click on **[+]** icon under **[Details]** and search for the created **[Inventory ID]**.
- Enter the **[Quantity]**.
- Click on **[Save]**.
- Click on **[Remove Hold]**.

Search...

Revision Two Products
Products Wholesale

11/20/2023
9:21 PM

admin admin

Receipts

New Record

REMOVE HOLD

Reference Nbr.: <NEW>

Transfer Nbr.:

Total Qty.: 0.00

Status: On Hold

External Ref.:

Total Cost: 0.00

Date: 11/20/2023

Description:

Post Period: 11-2023

DETAILS

FINANCIAL

+

X

LINE DETAILS

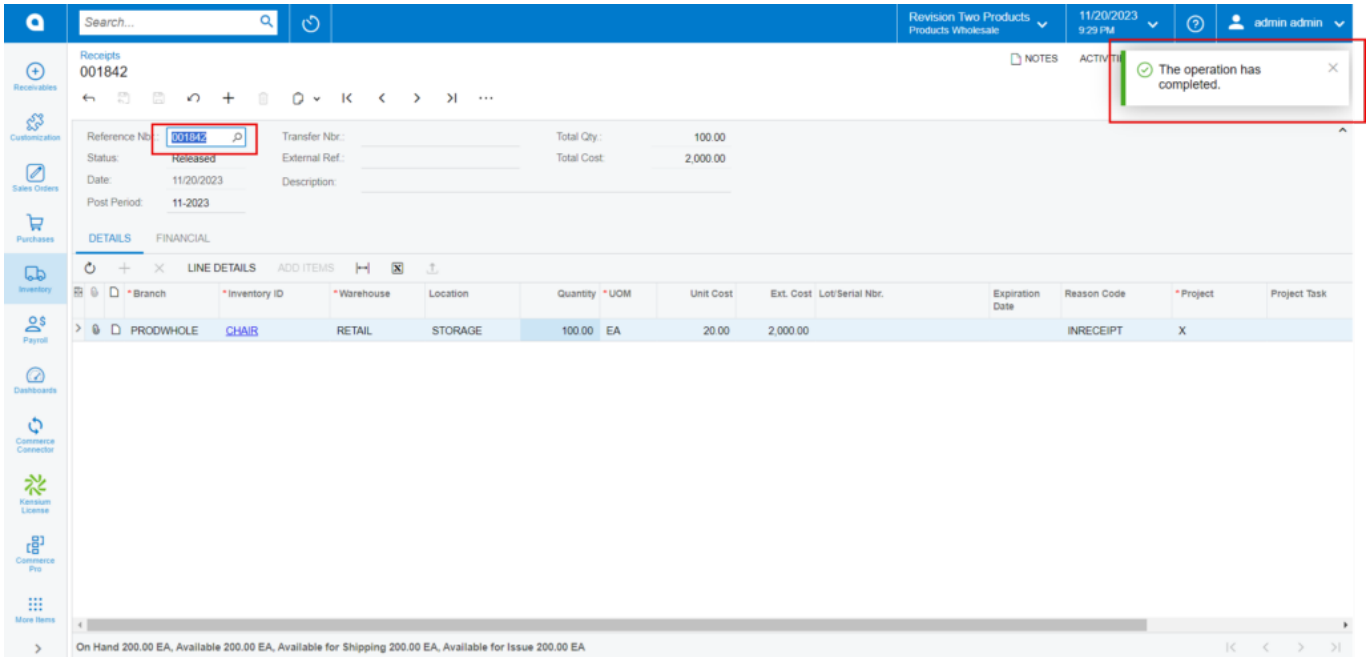
ADD ITEMS

Branch	Inventory ID	Warehouse	Location	Quantity	UOM	Unit Cost	Ext. Cost	Lot/Serial Nbr.	Expiration Date	Reason Code	Project	Project Task
PRODWHOLE	CHAIR	RETAIL	STORAGE	100.00	EA	20.00	0.00				X	

On Hand 100.00 EA, Available 100.00 EA, Available for Shipping 100.00 EA, Available for Issue 100.00 EA

Receipts

- Upon on clicking **[Remove Hold]** the **[Reference Nbr.]** will appear and **[The Operation Completed]** message will pop-up on the screen.



Search...

Revision Two Products
Products Wholesale

11/20/2023
9:29 PM

admin admin

Receipts
001842

NOTES ACTIVITIES

Reference No.: 001842

Status: Released

Date: 11/20/2023

Post Period: 11-2023

Transfer Nbr.:

External Ref.:

Description:

Total Qty.: 100.00

Total Cost: 2,000.00

DETAILS FINANCIAL

LINE DETAILS ADD ITEMS

Branch	Inventory ID	Warehouse	Location	Quantity	UOM	Unit Cost	Ext. Cost	Lot/Serial Nbr.	Expiration Date	Reason Code	Project	Project Task
PRODWHOLE	CHAIR	RETAIL	STORAGE	100.00	EA	20.00	2,000.00			INRECEIPT	X	

On Hand 200.00 EA, Available 200.00 EA, Available for Shipping 200.00 EA, Available for Issue 200.00 EA

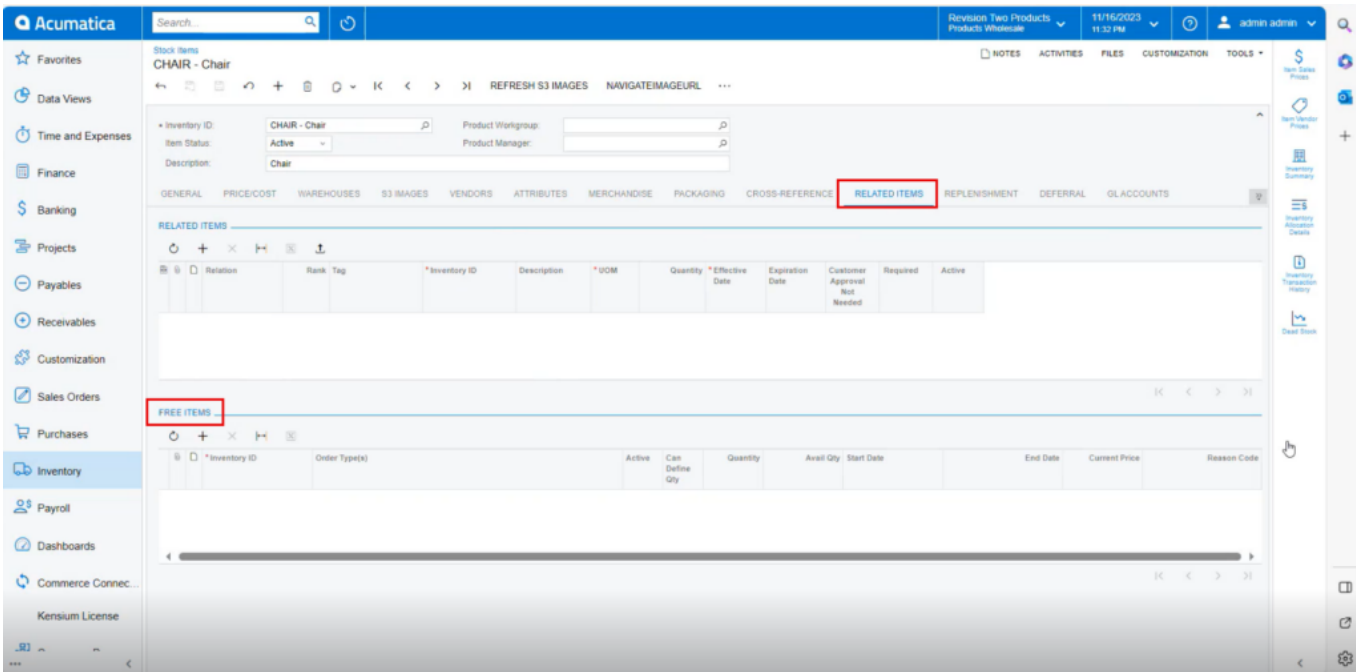
Receipts

- Upon adding the Quantity to the stock items, you must navigate back to stock items screen and click on **[Related Items]** tab to add the free item.

RELATED ITEMS

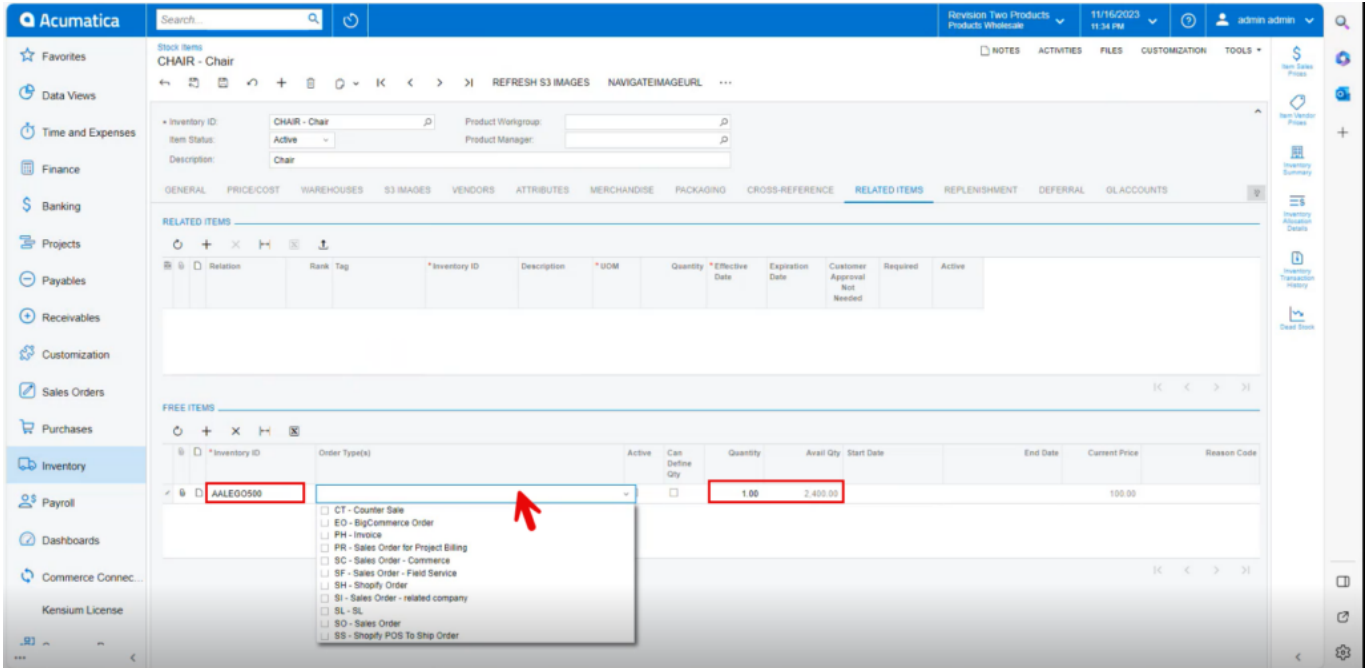
The Free items that you are supplying to the consumer with the parent item should be added under **[FREE ITEMS]**.

- Click on **[+]** icon.
- Search for the **[Inventory ID]** from the existing stock items.



Related Item

- Upon selecting the stock items, the **[Avail Qty]** will appear on the screen.
- Select the **[Order Type]** from the drop-down menu.



Acumatica

Search

Revision: Two Products
Product: Wholesale

11/16/2023
11:34 PM

admin admin

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Stock Items
CHAIR - Chair

Inventory ID: CHAIR - Chair
Item Status: Active
Description: Chair

Product Workgroup:
Product Manager:

GENERAL PRICE/COST WAREHOUSES S3 IMAGES VENDORS ATTRIBUTES MERCHANDISE PACKAGING CROSS-REFERENCE RELATED ITEMS REPLENISHMENT DEFERRAL GLACCOUNTS

RELATED ITEMS

Relation	Rank	Tag	Inventory ID	Description	DOM	Quantity	Effective Date	Expiration Date	Customer Approval Not Needed	Required	Active

FREE ITEMS

Inventory ID	Order Type(s)	Active	Can Define Qty	Quantity	Avail Qty	Start Date	End Date	Current Price	Reason Code
AALE00580	<input type="checkbox"/> CT - Counter Sale <input type="checkbox"/> EO - BigCommerce Order <input type="checkbox"/> PH - Invoice <input type="checkbox"/> PR - Sales Order for Project Billing <input type="checkbox"/> SC - Sales Order - Commerce <input type="checkbox"/> SF - Sales Order - Field Service <input type="checkbox"/> SH - Shopify Order <input type="checkbox"/> SI - Sales Order - related company <input type="checkbox"/> SL - SL <input type="checkbox"/> SO - Sales Order <input type="checkbox"/> SS - Shopify POS To Ship Order	<input type="checkbox"/>	<input type="checkbox"/>	1.00	2.400.00			100.00	

Order Type

- You must enable the **[Active]** radio button, then only the select free item will display in the sales orders screen.
- Enter the **[Quantity]**.
- Enable the Check box for **[Can Define Qty]**.
- You must select the **[Start]** and **[End]** dates, for the offer to be valid.
- The price of the selected free item will be displayed in the **[Current Price]** column.

Acumatica

Search

Revision Two Products
Products Wholesale

11/16/2023
11:35 PM

admin admin

Stock Items
CHAIR - Chair

Inventory ID: CHAIR - Chair
Item Status: Active
Description: Chair

Product Workgroup:
Product Manager:

GENERAL PRICE/COST WAREHOUSES S3 IMAGES VENDORS ATTRIBUTES MERCHANDISE PACKAGING CROSS-REFERENCE RELATED ITEMS REPLENISHMENT DEFERRAL GLACCOUNTS

RELATED ITEMS

Relation	Rank	Tag	Inventory ID	Description	*UOM	Quantity	Effective Date	Expiration Date	Customer Approval Not Needed	Required	Active

FREE ITEMS

Inventory ID	Order Type(s)	Active	Can Define Qty	Quantity	Avail Qty	Start Date	End Date	Current Price	Reason Code
AALEGO500	SO - Sales Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	2,400.00	11/16/2023	11/29/2023	100.00	

Enable the Checkbox

- Click on **[Save]**.