

'Inventory' Items in Xero

Introduction

While Xero does not track inventory levels, Items are very useful when recording invoices and bills. A report showing sales, purchases and net values for a selected period can be useful when full inventory tracking is not needed.

View Items List

- 1 From **Settings** in the main menu select **Inventory Items** – the list is displayed

Add Items

- 2 From the **Inventory Items** list click **Add Item**
- 3 Enter data as follows:-
 - a. **Item Code** – if you will be using a lot of items, consider designing rules for constructing codes.
 - b. **Description** to appear on your invoices
 - c. For purchases and sales as needed:-
 - i. **Unit Price**
 - ii. General Ledger **Account**
 - iii. **Tax Code**
- 4 **Save** the new item

Important: Please ask us if you are not 100% sure what General Ledger Accounts and Tax Codes to use

Edit Items

- 1 From the Items list click the **item** to edit
- 2 **Change** the data as needed
- 3 **Save** the changes