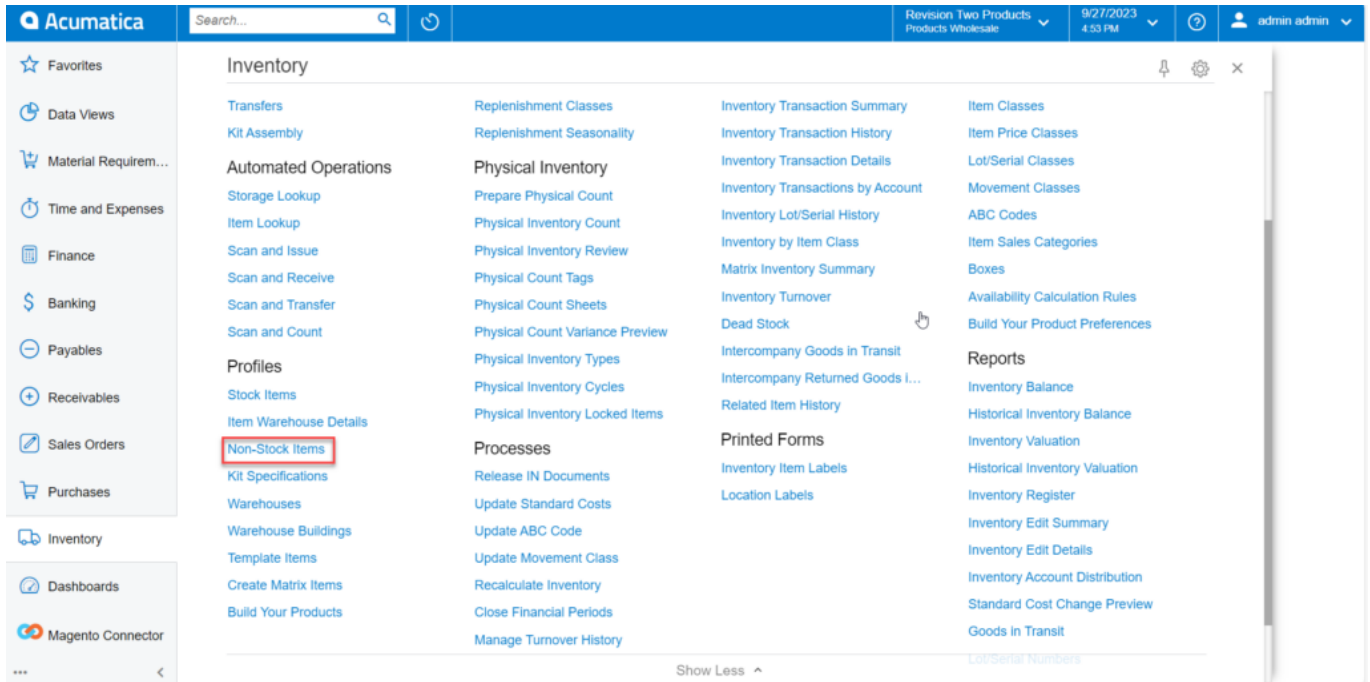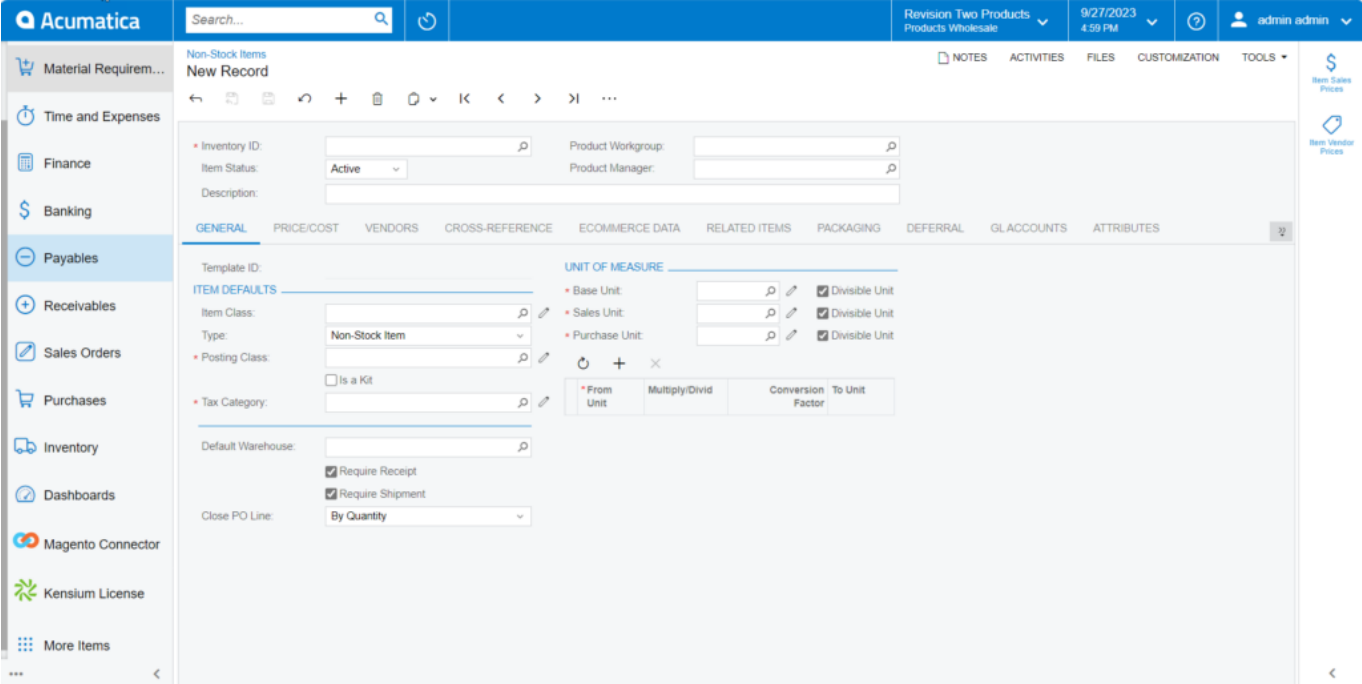# Managing Non-Stock Item

To access the non-stock item, go to the **[Inventory]** section on the left panel. Click on the **[Inventory]**, you will get an option [Non-Stock Item] under **[Profile]** as shown below.
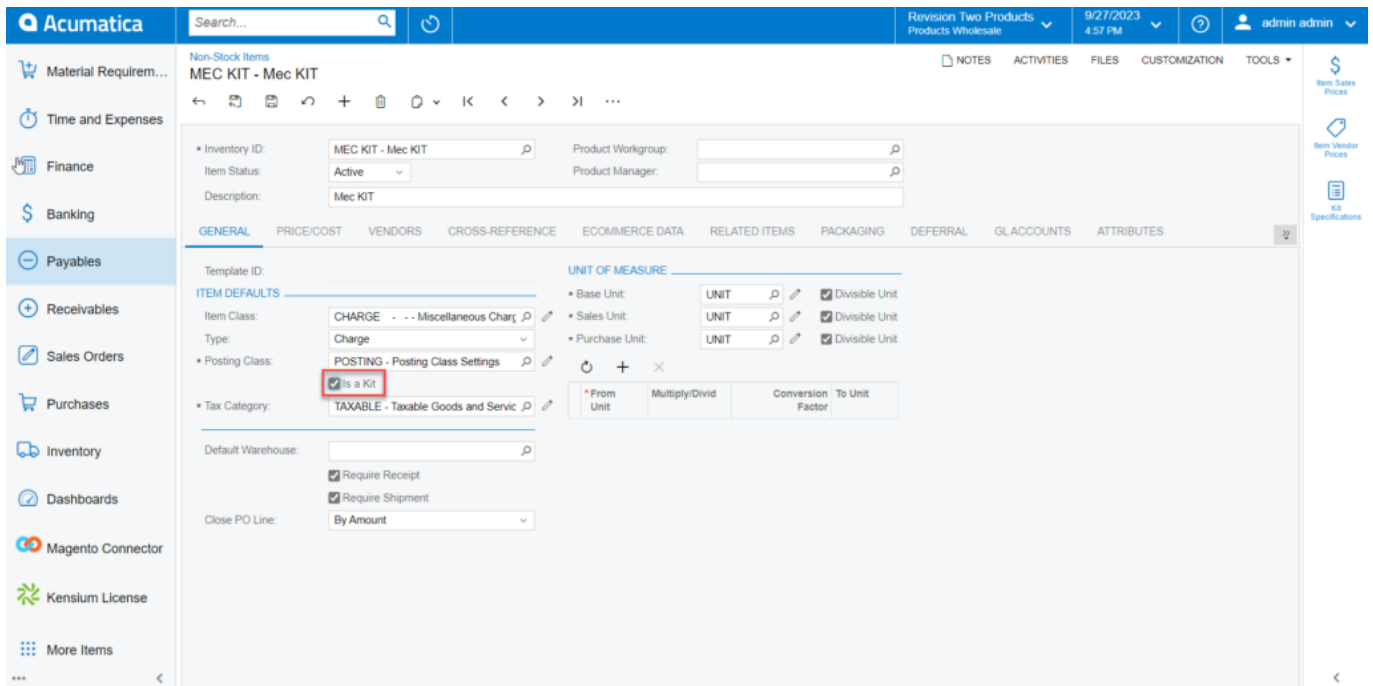

Non-Stock Items under the Profile option

Click on **[Non-Stock Items]**, you will be redirected to the Non-Stock Items screen as shown below.

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Non-Stock Items window

Field	Field Type	Description
Inventory ID	Text box	You must create an Inventory ID. If you have already created the [Inventory ID] then you need to search for the same.
Product Workgroup	Search box	Select the Product Workgroup from here.
Item Status	Drop-down	You need to select the Item Status from the existing records within Acumatica. You will have a couple of options in the drop-down. • Active • No Sales • No Purchases • No Request • Inactive • Marked for Deletion By default, you need to choose [Active] item status.
Product Manager	Search box	Select the respective Product Manager for the same.
Description	Text box	You need to describe the Inventory ID that you have created.

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Tick the box to access the Kit Specification screen
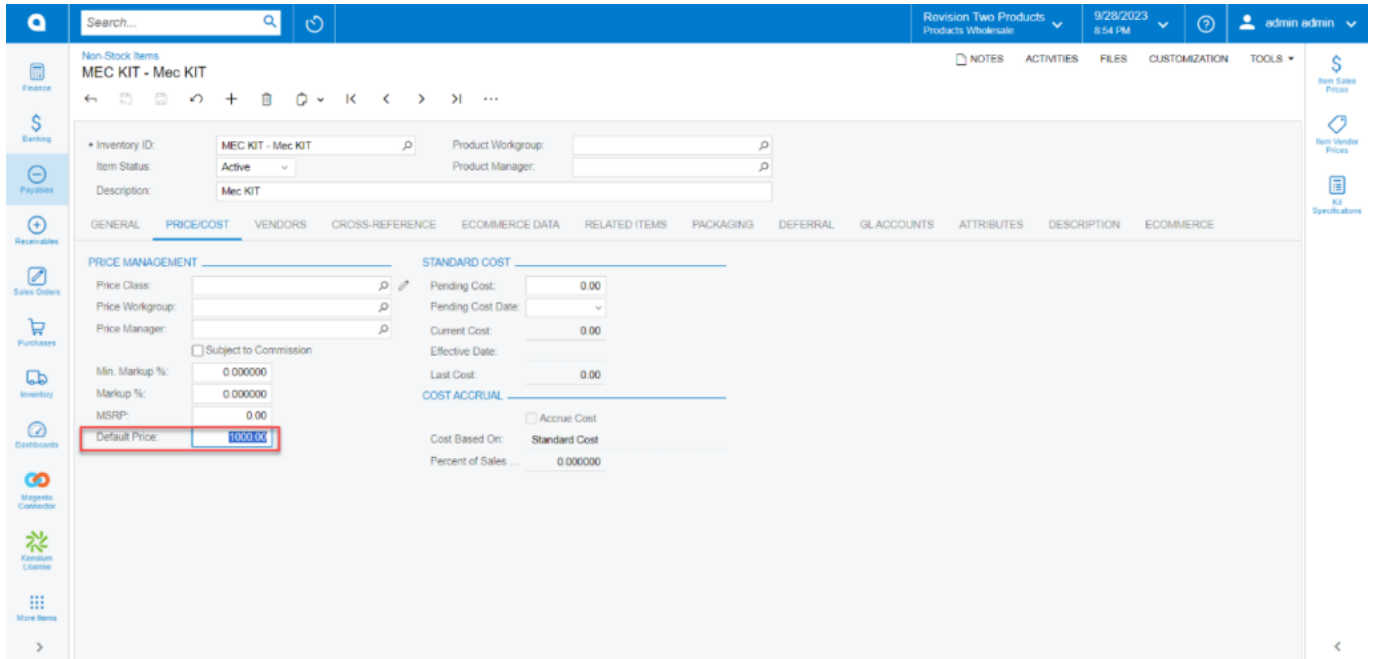
General Details:

Field	Field Type	Description
General (Template ID):		
ITEM DEFAULTS		
Item Class	Search Box	Search the Item Class from the existing records within Acumatica.
Type	Drop Down	You will have a list of options in the drop-down. • Non-Stock Item • Labor • Service • Charge • Expense You need to select the appropriate one.
Posting Class	Search Box	Search the Posting Class from the records.

Field	Field Type	Description
☒s a Kit	Check Box	This should be enabled to show the created Non-Stock item in the Kit Specification browse.
Tax Category	Search Box	Search the applicable tax category for the Non-Stock item.
Default Warehouse	Search Box	Search the default warehouse from here.
Require Receipt	Check box	To create a receipt, check the box.
Require Shipment	Check box	To ship the item, check the box.
Close PO line	Drop Down	You will have two options here. • By Amount • By Quantity
UNIT MEASURE		
Base unit	Search Box	Select Base Unit from the existing records.
Sales Unit	Search Box	Select the Sales Unit from the existing records.
Purchase Unit	Search Box	Select the Purchase Unit from the existing records.

Price/Cost:

You need to enter the default price for the product as shown in the figure below.

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Price/Cost in Non-Stock items

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