

Item Types

The Inventory feature lets you track and manage the items and services your company buys and sells. Item records track a wide range of information in your account, including physical inventory, and more.

Item records include the following:

- Records to track physical items that you manage, including:
 - [Inventory Items](#)
 - [Serial Numbered Items](#)
 - [Lot Numbered Items](#)
 - [Drop Ship Items](#)
 - [Special Order Items](#)
 - [Non-Inventory Items](#)
- Records include items you purchase and sell, but do not manage a physical inventory for, including:
 - [Service Items](#)
 - [Download Items](#)
 - [Gift Certificates](#)
- Clustering item records are used to assemble or package several items into one unit, including:
 - [Item Groups](#)
 - [Kit/Package Items](#)
 - [Assembly Items](#)
- Item records can help you with transaction management for selling and purchasing items, including:
 - [Discount Items](#)
 - [Subtotal Items](#)
 - [Markup Items](#)
 - [Payment Items](#)
- Use [Other Charge Items](#) to track purchase or sale charges that do not fit into any of the other categories. For example, for gift wrapping charges or vendor rush shipment charges.
- Use [Description Items](#) to add text to purchase and sale transactions, such as special shipping instructions or disclaimers.
- Use [Expense Items](#) to charge tracked project expenses back to customers using the Charged-Based Billing feature.
- Use [Matrix Items](#) to create a matrix of records. An item matrix uses parent item and subitems to track items by options such as size and color. You can create a matrix for inventory, non-inventory, other charge or service items.

Note: You cannot convert different item types. Create a new item type and deactivate the old one. You cannot move an item's history.

To convert Non-Inventory and Other Charge Items to an Inventory Item, enabled Serialized and Lot items. You can then choose to convert to Simple Inventory Item, Lot Inventory Item, or Serialized Inventory Item.

Related Topics