Entering Serialized Inventory Records

Creating serialized inventory or assembly items is similar to creating regular inventory items, with the added ability of being able to define serial numbers. When you enable the Serialized Inventory feature, you must create new serialized inventory items because you cannot convert existing inventory items into serialized items.

To create a new serialized item:

1. Go to Lists > Accounting > Items > New.
2. Click the **Serialized** link under Inventory Item.
3. Under Primary Information, enter the item name in the **Item Name/Number** field.
4. If you use Multiple Units of Measure, select a **Units Type**, **Stock**, **Purchase**, and **Sale** units. For more information, see Using Item Records.
5. On the **Accounting** subtab, select a **COGS**, **Income**, and **Asset** account for the Item. These fields are required to sell any inventory item.
6. Click the **Purchasing/Inventory** subtab.
7. Enter the current **Quantity on Hand** for the item, and enter the serial numbers you have on hand in the **Serial Numbers** field.

   Individual serial numbers must be separated by a space, comma, or line break. The number of serial numbers entered must be equal to the **Quantity On Hand** entered.

   - If you use the bar code feature, you can use a bar code scanner to scan and enter different serial numbers.
   - If you use multiple locations to track inventory, you must define the quantity on hand for each location, and the serial numbers in each location.

8. Enter other information, as required.
9. Click **Save**.

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