

Item Groups

An item group is sold as a single unit, but made up of several individual items. An item group is a group of items on a sales or purchase order that need to be sold or purchased together. The item group is not fulfilled, received, or stocked. The components of the group are. However, the item group is available in the item list on a sales or purchase order and can be added to those transactions.

For example, an electronics retailer sells an item group called Creativo 2400 Graphics Bundle. This group contains the following member components from inventory with the component prices:

- Creativo 2400 computer – \$2299.00
- UltraGear desktop speakers – \$10.00
- Laserscan scanner – \$199.99
- ManuScript 1000 color laser printer – \$275.00

Based on these component prices, the price of the group is \$2783.99. Group price is always dependent on member item prices.

Partially filled item groups display a quantity of zero (0) on printed invoices.

Note: A group can be made up of taxable and nontaxable items. If a grouped item has taxable and nontaxable components, the sales tax is calculated only on the value of the taxable components.

On transactions, you can print all the members of the group, with their quantities, descriptions, and rates. You can also print only the description and amount of the group item. You can change the details for each group component on transactions.

Important: If you **do not** print the transaction when you save it, note the following. You must remove the item group from the transaction, and then add it back to the transaction to print.

On item group records, you can choose whether the start and end lines of the item group are referenced for sorting picking tickets.

- Clear the Include Start/End Lines box to delete the start or end line of the group on picking tickets. Then, component items for the group are sorted with other items on the picking ticket.
- Check the Include Start/End Lines box to recognize the start or end line of the group on picking tickets.

Tip: To create a group item, go to Lists > Accounting > Items > New. On the New Item page, click Item Group.

Related Topics