Company Use of Inventory Products

Last Modified on 01/25/2022 3:52 pm CST

Sometimes inventory products get used by the company. It is important to get this product out of the inventory and into the expense account.

1. Verify a customer exists for the transaction. This could be the company name or a generic Company Use customer could be added if company-used product should be kept separate from anything else.
2. Add an Invoice (*A/R / Invoice / Add*) for the Company Use customer, selecting the products used. Since this is company-use product, it is typically priced at cost.
3. Go to the customer *Payment on Account* screen (*A/R / Payments / Add*) to add a payment for the company-use Invoice. Select the Company Use customer, enter the Invoice amount in the *Discount Amount* area, and select the appropriate expense account in the *Disc G/L*. In the grid, enter the amount of the Invoice in the *Discount* column, and then choose **Apply**.

   Note: Consider marking this Pay Method *Inactive* for locations that will not be utilizing this Pay Method.
4. **Save** the payment.