

How to change **Item Type** or change **Grid Labels**.

You can change the Item Type and Gridded Item labels only if there are no inventory records. Below are the steps needed to change either.

Step One: Record the inventory of the items you want to change. You can record the inventory by hand if just doing a few items or run an inventory report. Do this for all locations.

Report to use: / Inventory / Reports / -- Inv Status (Set the following on the parameters tab:)

Print Qty: <Qty on hand, qty on PO, Min qty, Max qty>

Additional information: <Inventory value, stock status>

Change filter tab(s) to print needed items

Step Two: Adjust the inventory to zero for all locations for the item(s) you want to change. This only needs to be done for item(s) with an inventory type of "Inventory". Other inventory types don't track inventory quantity.

/ Inventory / -- Adjustments

Step Three: For all items you want to change delete the Inventory record(s) for all locations.

/ Inventory / -- Inventory – Find item click delete icon  You must do this for all location.

Step Four: You can now Change the Inventory type or Grid labels.

Step Five: Recreate Inventory records for these items.

/ Inventory / -- Inventory – Enter item then press [Create inventory], then create inventory for specific or all locations.

Step Six: Adjust inventory to match what you recorded in step one.

/ Inventory / -- Adjustments

- **Note:** If changing to a non-inventory item you won't need to adjust inventory back in as inventory is not tracked for non-inventory or service items.