

Building items

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Building items is the process of making a finished item by *transferring* quantities and values from the *component* items (such as raw materials) to the finished item.

For example, you could build an item of furniture (the finished item) by transferring the required quantities and value of timber and fabric (component items) to that furniture item.

You can build items in two ways:

- manually, for a one-off build.
- automatically, for an item you build repeatedly. See [Auto-building items](#).

Before you can build a finished item, you need to have created an item record for each component and the finished item. See [Creating items](#).

To build items manually

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1. Go to the **Inventory** command centre and click **Build Items**. The **Build Items** window appears.
2. In the **Item Number** field of the first row, select the finished item you want to make.
3. Type the number of finished items you want to make in the **Quantity** field.
4. In the **Item Number** field of the next row, select a component you are using to make the finished item.
5. Type the number of units used as a negative number in the **Quantity** column.

The screenshot shows the 'AR Build Items' window. At the top, there are tabs for 'Journal' and 'Register'. Below the tabs, there are input fields for 'Inventory Journal No.' (I3000001), 'Date' (26/05/2017), and 'Memo'. A table is displayed with the following data:

Item Number	Quantity	Unit Cost	Amount	Job	Memo
123	1	\$391.78	\$391.78		
100	-1	\$346.326667	-\$346.33		
120	-1	\$45.450451	-\$45.45		

At the bottom of the window, there is an 'Out of Balance' field showing \$0.00 and buttons for 'Record' and 'Cancel'.

6. Repeat step 4 and step 5 above for all other components used.

7. If required, edit the unit cost of the finished item and of each component included in the build. The value in the **Out of Balance** field must be zero before you can record the transaction. That is, the value of the finished items in the **Amount** column must be equal to the sum of the component values.
8. Click **Record** to save the inventory transfer. The built item is added to your on-hand inventory and the component items are subtracted from your on-hand inventory.

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