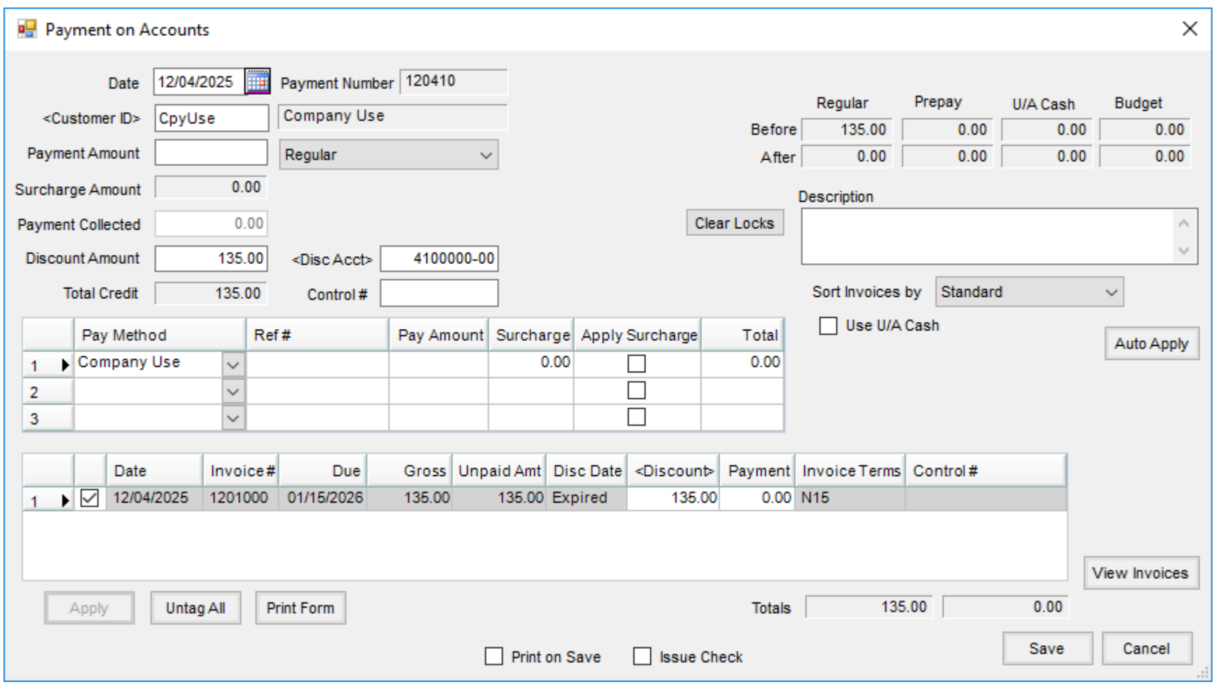
Company Use of Inventory Products

Last Modified on 04/06/2026 8:31 am CDT

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 at *A/R / Invoice* for the Company Use Customer, selecting the Products used. This is typically priced at cost.
3. Go to *A/R / Payments* 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 Acct* field. 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.