

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.

The screenshot shows the 'Payment on Accounts' window with the following details:

- Date:** 12/04/2025
- Payment Number:** 120410
- <Customer ID>:** CpyUse
- Company Use:** Company Use
- Payment Amount:** [Empty]
- Regular:** Regular
- Surcharge Amount:** 0.00
- Payment Collected:** 0.00
- Discount Amount:** 135.00
- <Disc Acct>:** 4100000-00
- Total Credit:** 135.00
- Control #:** [Empty]

	Regular	Prepay	U/A Cash	Budget
Before	135.00	0.00	0.00	0.00
After	0.00	0.00	0.00	0.00

Pay Method	Ref #	Pay Amount	Surcharge	Apply Surcharge	Total
1 Company Use			0.00	<input type="checkbox"/>	0.00
2				<input type="checkbox"/>	
3				<input type="checkbox"/>	

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1	12/04/2025	1201000	01/15/2026	135.00	135.00	Expired	135.00	0.00	N15	

Totals: 135.00 0.00

4. **Save** the payment.