

Creating items

Stock and inventory

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Creating items

Set up the products and services you buy and sell, with groups, units, variants and prices.

Beginner · About 20 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Kuza** and **Enterprise** plans. It is not part of **Biashara**. Contact us if you want to upgrade.

Overview

An **Item** is anything you buy or sell: goods, raw materials or services. Items drive your stock, pricing and reports, so setting them up carefully pays off.

Prerequisites

The Stock Manager role, or Item Manager. You should know your **Item Groups** and **units of measure**.

Barcodes

Add the item's barcodes in the **Barcodes** table so you can scan it. See Barcodes and scanners.

Steps

Create an item

1. Search for **New Item**.
2. Enter an **Item Code**: a short, unique reference, for example `CEM-50`. You can type your own or let numbering choose.
3. Enter the **Item Name**, for example `Cement 42.5N, 50kg bag`.
4. Choose the **Item Group** (such as *Cement and Concrete*). Create it first if it does not exist.
5. Choose the **Default Unit of Measure**, such as *Nos* or *Kg*.
6. Tick **Maintain Stock** for goods you count. Leave it unticked for services.
7. In the **Inventory** section, set a **Reorder Level** if you want a warning when stock is low (see Valuation and reorder levels).
8. In the **Sales** and **Purchase** sections, set the **Standard Selling Rate** and default supplier if you wish.
9. Click **Save**.

Set a selling price

1. Search for **Item Price** and click **Add**.
2. Choose the item, the **Price List** (for example *Standard Selling*) and the **Rate**. Save.

Variants (sizes and colours)

1. Create **Item Attributes**, such as *Size* with values *S, M, L*.
2. On the item, tick **Has Variants** and add the attributes.
3. Click **Create**, then **Multiple Variants** to generate each combination.

Other units of measure

Add **UOM Conversion Details** to the item, so that you can sell by the *Box* and buy by the *Pallet*.

Practical example

The hardware shop creates `CEM-50`, `IRS-G28` (iron sheet gauge 28, 3m) and `NAIL-4IN` (wire nails 4 inch, sold by the kg). Each is in an item group, with a selling price. A *Delivery within Nakuru* service item has **Maintain Stock** unticked.

Important notes

- An item that has stock movements cannot easily have its code or stock setting changed. Plan before you start.
- Use clear, consistent names. Staff will search by them.
- Disable items that you no longer sell instead of deleting them.

Common mistakes

- Forgetting **Maintain Stock**, so stock is never tracked.
- Creating duplicate items for different sizes instead of using variants.

Next steps

Read Warehouses and stock entries.

Related documentation

- Warehouses and stock entries
- Batches and serial numbers
- Creating a sales invoice