QuickBooks

Item type	Used for	Usual effect on accounts
Service	Services sold to customers; services purchased from others Examples: Computer programming, carpet installation	On sale: Increases income On purchase: Increases expense
Inventory Part	Products purchased, tracked as inventory, and then resold Examples: Electrical outlets, T-shirts	On sale: Increases income, increases cost of goods sold, and decreases inventory assets On purchase: Increases inventory assets
Inventory Assembly	Allows the combination of inventory parts and other assembly items into a single item	On sale: Increases income, increases cost of goods sold, and decreases inventory assets
Non-inventory Part	Products sold but not necessarily purchased; items that are purchased and used or resold but are not tracked as inventory Examples: Pizza, custom-made slipcovers	On sale: Increases income On purchase: Increases expense
Other Charge	Other charges relating to a sale or purchase Examples: Shipping charge, delivery charge, finance charge	On sale: Increases income On purchase: Increases expense
Subtotal	Calculating and printing a subtotal on sales forms	Subtotal Items have no effect on accounts.
Group	Fast entry of a group of individual items already on the list Example: A group of services and food items provided by a caterer	Each item in the group affects the same account as when used by itself.
Discount	Calculating an amount to be subtracted from a total or subtotal Example: A 10% discount given to nonprofit groups	Either decreases income or increases expense (depending on item setup)
Payment	On invoices: Payment received at the time of sale so that the amount owed on invoice is reduced On daily cash sale summaries: Showing totals for each type of payment (cash, checks, and credit card charges)	Decreases the balance due on an invoice; increases the balance of a specified checking account or the Undeposited Funds account (depending on the setup of the item)
Sales Tax Item	Calculating a single tax (available only if the sales tax feature is turned on)	Increases the balance in the Sales Tax Payable account
Sales Tax Group	Calculating two or more sales taxes that are grouped together and applied to the same sale (available only if the sales tax feature is turned on)	Increases the balance in the Sales Tax Payable account