How to change the tracking method on an item

Summary:

How to change the tracking method on an item

How to change an item from gridded / normal / serialized to another tracking method

Cause:

An item’s tracking method cannot be changed when the there are inventory records on file for an item.

Solution:

- Enter an **inventory adjustment** to bring the quantity on hand to **zero** for each location assigned to the item and post the adjustment.
- **Remove all inventory records** from the item, by choosing to delete the inventory location when the record is on screen.
- Change the item’s **tracking method** (Inventory/ Items)
- Enter an **inventory adjustment** to bring the quantity on hand back to the proper amount for each location assigned to the item and post the adjustment.

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