Nomad Small Business Inventory Free User Guide

Stock items, suppliers, adjustments, low-stock visibility, CSV import/export and Accounting product sync.

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Purpose

Nomad Small Business Inventory Free is the stock-control foundation for the Nomad Small Business Suite. It helps a small business keep a clean item list, track stock levels, record adjustments, maintain supplier records, import/export stock data and connect stock-managed physical products from Nomad Accounting.

Use Inventory Free when the business needs basic stock visibility without purchase-order workflows. Inventory Pro adds purchase orders, goods received notes, reorder planning, stock valuation and deeper operational reporting.

Recommended users

Retail stores, repair businesses, IT support companies, contractors, guesthouses, installers, small manufacturers and any business that needs to know what physical items are on hand.

Digital downloads, virtual products and services normally do not need inventory stock control. These should remain classified in Accounting as Downloadable, Virtual or Service products.

Installation

Install Nomad Small Business Inventory Free from Plugins > Add New > Upload Plugin. Activate the plugin, then open Small Business Inventory in the WordPress admin menu.

If Nomad Accounting is installed, Inventory can sync Accounting products where Product Type is Physical and Manage Stock is enabled.

First-run setup wizard

Open Small Business Inventory > Setup Wizard. Confirm whether Accounting sync should run, choose whether overselling should be blocked by default, decide if low-stock emails should be sent, and set a default adjustment reason.

After saving the wizard, use Dashboard > Sync Accounting Products to pull eligible stock-managed products into Inventory.

Inventory items

Each item stores name, SKU, category, unit of measure, cost price, selling price, opening stock, current stock, reorder level, preferred supplier and optional Accounting product link.

For clean reporting, keep SKU values unique and avoid creating separate item records for the same physical stock item.

Suppliers

Supplier records store supplier name, contact person, email, phone, address, payment terms, tax/VAT number and notes.

Free uses suppliers mainly for reference. Inventory Pro uses suppliers for purchase orders, goods received notes and supplier purchase history.

Stock adjustments

Use Stock Adjustments when stock changes outside a sale or purchase receipt. Typical reasons include opening balance correction, stocktake correction, damaged stock, returns, samples or manual write-off.

Every adjustment creates a stock movement record, so stock changes are visible in the movement history.

Accounting integration

Accounting products should be classified as Physical Product and have Manage Stock checked before Inventory should manage them.

When Inventory is active, Accounting Pro can show stock availability on invoice lines and can ask Inventory to reduce stock when an invoice is paid.

CSV import/export

Use Import/Export to bulk load inventory items or export stock records for review. Include SKU, item name, unit, cost, selling price, current quantity and reorder level where possible.

Check imported quantities carefully before using Inventory as the live stock position.

Daily workflow checklist

Review low-stock items, capture manual stock adjustments, update supplier details, check recent movements, export a backup before large imports, and sync Accounting products when new physical products are added in Accounting.

Troubleshooting

If an Accounting product does not sync, confirm it is Physical, Manage Stock is checked, and the Accounting product has a usable product name/SKU.

If stock does not reduce from Accounting Pro, confirm Inventory Free is active, the product is linked or has a matching SKU/product code, and the invoice status is paid.