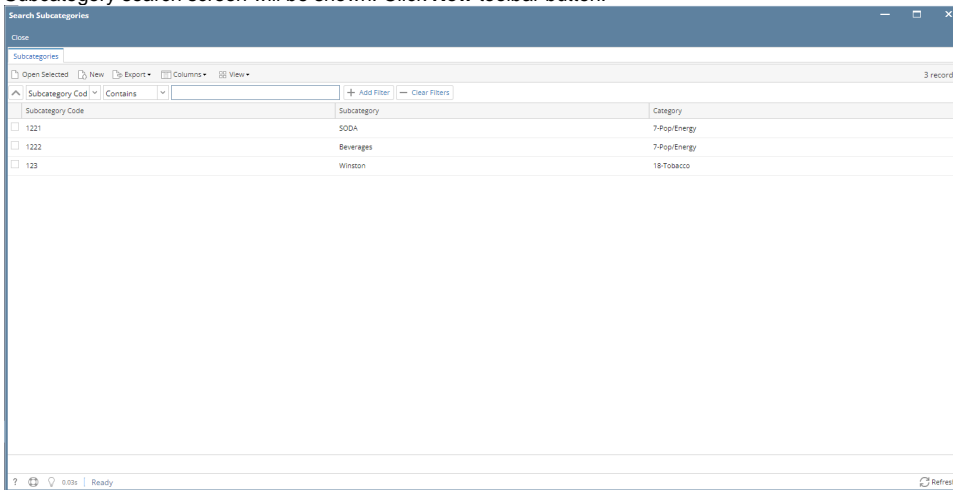# How to create Subcategory

1. In Store menu Maintenance, click **Subcategory**.
2. Subcategory search screen will be shown. Click **New** toolbar button.

3. A blank screen for Subcategory will show.

4. In the **Subcategory** screen enter the following details:

   a. **Category*** - Select the Category that you want to setup the Subcategory to.
   b. **Subcategory Code*** - Subcategory Code can be your own creation or NACS.
   c. **Subcategory*** - This serves as a short description for your Subcategory record.
   d. **Description** - Enter any appropriate. words or phrase to add more details for your Subcategory record
   e. **Register Code** - Enter desired register code. Could be a combination of letters and numbers.
5. Click **Save** to save the record. You can also click the **Close** toolbar button or the **X** button at the top right corner of the screen. i21 will prompt you if you would like to save it before closing the screen.