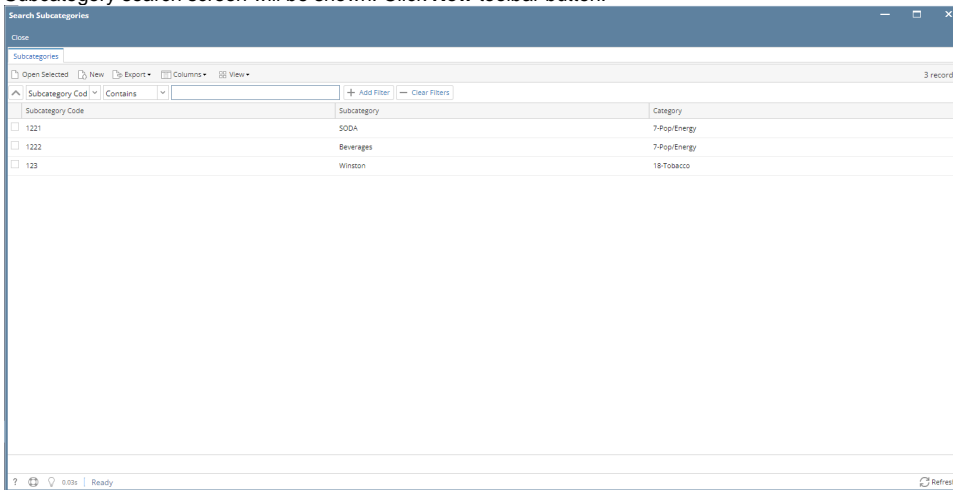


How to create Subcategory

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.

The screenshot shows a window titled 'Subcategory' with a 'New', 'Save', 'Delete', 'Undo', and 'Close' toolbar. The window has two tabs: 'Details' (selected) and 'Audit Log'. The 'Details' tab contains the following input fields:

- Category: A dropdown menu with a red asterisk indicating it is required.
- Subcategory Code: A text input field with a red asterisk indicating it is required.
- Subcategory: A text input field with a red asterisk indicating it is required.
- Description: A text input field.
- Register Code: A text input field.

The status bar at the bottom shows '0.19s', 'Ready', 'Page 1 of 1', and a 'Refresh' button.

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.