## How to Add Pricing Level

- 1. From Common Info module > click on **Company Locations menu**.
- 2. The Search screen for Company Locations will be shown. Select a company location you will want to add pricing levels to and click View toolbar
- button.
- 3. Go to Pricing tab.
- 4. In the Name field enter the Pricing Level name.
- 5. The Level field will be automatically filled in with a number as you add pricing level name. This number is incremented by 1 as pricing name is added.
- 6. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you 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.

Company Location - 0001 - Fort Wayne	^ 🗆 ×
New Save Search Delete Undo Close	
Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location Purchase Manufacturing	Audit Log (10)
Price Descriptions	
X Remove △ Up マ Down 🔛 Layout Q Filter Records (F3)	
Name	Level 🔺
Retail	1
Wholesale	2
Reseller	3