

# How to Setup Item Pricing

The following will guide you on how to setup item pricing.

1. Open **Item screen > Pricing tab**.

Item - Test Item No

New Save Search Delete Undo Duplicate Close

Details Setup **Pricing** Stock Factory & Lines Activities Attachments Audit Log

Export View Filter (F3)

Location	Last Cost	Standard Cost	Average Cost	Pricing Method	Amount/Percent	Retail Price	MSRP
<input type="checkbox"/> 0001-Fort Wayne	0.00	0.00	0.00	None	0.00	0.00	0.00
<input type="checkbox"/> 0002 - Indianapolis	0.00	0.00	0.00	None	0.00	0.00	0.00
<input type="checkbox"/>	0.00	0.00	0.00		0.00	0.00	0.00

Pricing Level Promotional Pricing

+ Insert X Remove Export View Filter (F3)

Location	Price Level	UOM	UPC	Min Qty	Max Qty	Pricing Method	Currency	Amount/Percent	Retail Price
<input type="checkbox"/>				0.00	0.00			0.00	

0.37s Edited Page 1 of 1 Refresh

2. Item Locations added in the Item > Setup tab > Location tab will automatically be shown on this tab.
3. You will have to enter the following information for each location added.
- a. Enter **Last Cost**. This field is updated with a new cost when you purchased this item with another cost.
  - b. Enter **Standard Cost**.
  - c. Leave Average Cost. This is automatically computed when you purchase the item.
  - d. Select a **Pricing Method**. To guide you on how each pricing method computes for the Price, see [How Price is computed based on different Pricing Methods](#).
  - e. Depending on the pricing method selected, fill in amount or rate in the **Amount/Percent** field.
  - f. The **Retail Price** will automatically be computed based on Standard Cost, Pricing Method and Amount/Percent selected. This price is used by default for Sales transaction > Price field.
  - g. Enter the **MSRP** (Manufacturer Suggested Retail Price).
4. Save the record. You can click **Save** or use the shortcut key **Ctrl+S**. In case you miss to save it and you click the **Close** or the **x button** at the top right corner of the screen or use the shortcut key **Alt+X** or **Esc** , i21 will prompt you if you would like to save it before closing the screen.

Item - item A

New Save Search Delete Undo Duplicate Close

Details Setup **Pricing** Stock Comments (0) Attachments (0) Audit Log (3)

+ Insert X Remove Layout Filter Records (F3)

Location	Last Cost	Standard Cost	Average Cost	Pricing Method	Amount/Percent	Retail Price	MSRP
<input type="checkbox"/> 2000-Location B	10.000000	10.000000	0.000000	Markup Standard Cost	40.000000	14.000000	15.00
<input type="checkbox"/> 1000-Location A	10.000000	10.000000	0.000000	Markup Standard Cost	40.000000	14.000000	15.00
<input type="checkbox"/>	0.000000	0.000000	0.000000		0.000000	0.000000	0.00