

How to Add Single Location to the item

The following will guide you on how to add single item location to the item.

1. Open **Item screen > Setup tab > Location tab.**
2. Click **Insert button** to add single location to the item.

The screenshot shows the 'Item Location' screen with the 'General & Default' section active. A red arrow points to the 'Insert' button in the top left corner of the screen. The 'Location' field is set to '0001 - Fort Wayne'. Other fields include 'Vendor', 'Storage Location', 'Storage Unit', 'Costing Method', 'Gross/Net UOM', 'Sale UOM', and 'Purchase UOM'. The 'Point of Sales' section is also visible, showing various flags and options.

3. The **Item Location screen** will open.
4. In the **General & Default** section,
 - a. Select a company location where the item will be available in the **Location field**.

Default Location

You can default Location fields to always show the default location of the user that is currently logged on. This is done on **User Security screen > Settings tab > Default Location**. This will save you an extra step in selecting the Location when creating record/transaction.

The screenshot shows the 'User Security' screen with the 'Settings' tab active. The 'Default Location' field is highlighted with a red box and set to '1000-Location A'. Other fields include 'Username', 'Title', 'Contact Method', 'Department', 'Maximum Number of Origin Screens Allowed', 'Allow User to only Post Transactions they created', 'Administrator User', 'Disable User', 'User cannot change password', 'User must change password on next login', 'Default Role', 'JIRA Username', 'Dashboard Role', and 'Require Approval For'.

- b. In the **Vendor field** select a vendor if applicable.
 - c. The **Costing Method** field is defaulted to AVG (Average). Other costing methods available is FIFO (First In First Out) and LIFO (Last In Last Out). Change this Costing method as needed.
 - d. Enter **POS Description**.
 - e. In the **Storage Location field** select the default Storage Location for this Item Location.
 - f. In the **Storage Unit field** select the default Storage Unit for this Item Location.
 - g. In the **Gross/Net UOM field**, select the default weight UOM when the item from this location is selected in Inventory Receipt.
 - h. In the **Sale UOM field**, select the default UOM when the item from this location is selected in Inventory Shipment and Sales screens.
 - i. In the **Purchase UOM field**, select the default UOM when the item from this location is used in Inventory Receipt and Purchasing screens.
5. In the **Point of Sales** section, enter other relevant item location information. These information are used in i21 Stores. See [Item Location - Field Description](#).
 6. In the **Stock** section,
 - a. In the **Negative Stock** field select:
 - i. No, if the item for this location is NOT allowed to go negative. This means that you cannot sell or consume the item when there is NO stock available.

- ii. Yes, if it is allowed to go negative. This means that you can sell or consume the item even without stock available.
 - b. Enter other relevant item location information. See [Item Location - Field Description](#).
7. In the Freight section, enter other relevant item location information. See [Item Location - Field Description](#).
8. 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 Location

New Save Search Delete Undo Close

Details

General & Default

Location: 1000-Location A Vendor: Costing Method: AVG

POS Description: Sub Location: Main Storage Location: M-bin1

Sale UOM: pound Purchase UOM: pound

Point of Sales

Family: Promotional Item: Open Price PLU: Class: Promotion Item: Linked Item: Product Code: Deposit Required: Vendor Category: Passport Fuel ID 1: Deposit PLU: ID Required (liquor): Passport Fuel ID 2: Bottle Deposit No: ID Required (Cigarettes): Passport Fuel ID 3: Saleable: Minimum Age: Tax Flag 1: Quantity Required: Apply Blue Law 1: Tax Flag 2: Scale Item: Apply Blue Law 2: Tax Flag 3: Food Stampable: Car Wash: Tax Flag 4: Returnable: Item Type Code: Pre Priced: Item Type Subcode:

Stock

Negative Inventory: No Reorder Point: 0.00 Min Order: 0.00 Suggested Qty: 0.00 Lead Time (Days): 0.00 Inventory Count Group: Counted: Counted Daily: Count by Serial Number: Serial Number Begin: Serial Number End:

Freight

Auto Calculate Freight: Freight Term: Freight Rate: 0.00 Ship Via:

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9. Close the record. You will be brought back to the Item > Setup tab > Location tab, showing the added location.

Item - Item A

New Save Search Delete Undo Duplicate Close

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

GL Accounts Location Sales Point of Sale Contract Item Xref Motor Fuel Tax Others

+ Insert + Add Multiple View X Remove Copy Location: Layout Filter Records (F3)

Location	POS Description	Default Vendor	Costing Method
1000-Location A			AVG