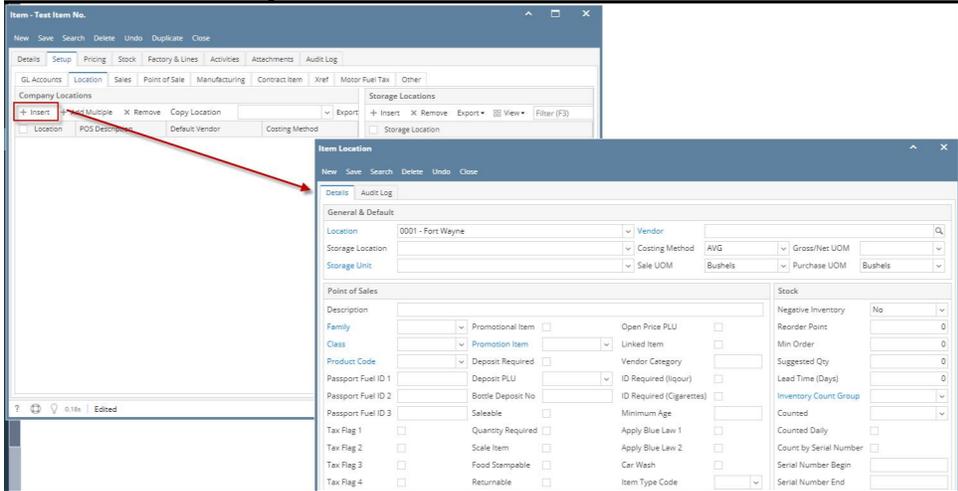


How to Add Single Location to the item

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.



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.

i 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.

- 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.

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