

How to Add Inventory Type Item to be used as Ingredient in a Recipe

1. From Inventory module > click on **Items** menu.
2. The Search screen for Items will be shown. Click **New** toolbar button.
3. This will open a new Item screen.
4. In the **Details** tab, fill in or select the ff.

- a. Enter **Item No** and **Description**.
- b. In the **Type** field select Inventory type.

The **Inventory item type** is used for regular items you purchase/sell. This type is also used for items used as ingredient to a recipe. This item type tracks stock quantities.

- c. In the **Lot Tracking** field select whether the item is Lot Tracked or not.
 - i. Select **Yes-Serial Number** if the item is lot tracked and will use the predefined lot number from the Starting Numbers screen.
 - ii. Select **Yes-Manual** if the item is lot tracked and will manually enter the lot number.
 - iii. Select **No** if the item is not lot tracked.
- d. Select **Category**.

Category is used to group together items that are of the same kind. Doing so will be easier to assign Tax and GL Accounts to items since you will not have to assign/add it on each and every item. Instead, Tax will be assigned and GL Accounts will be added to the Category, then once Category is selected for the item, Tax and GL Accounts will be applied. Though you can still define Tax Class and GL Accounts at item level.

Ex. GL Accounts for selected required accounts can be modified at Item Level.

*Note that for Item with Inventory type and will be used as ingredient to a recipe, it is required that you have **Work in Progress GL account** setup. You can setup that at Category Level or Item Level like shown in the screenshot above.*

- e. Select **Commodity**.

Commodity is used to group together items that are of the same commodity. This is required if you will use the item in a Contract, either in Purchase Contract or Sales Contract. It is in Commodity where you will configure the Unit of Measure. Once Commodity is selected for the item, it will auto-populate the item's Unit of Measure grid. This is handy since you will not have to add Unit of Measure to each and every item. Though you can still define Unit of Measure at item level.

- f. Fill in other information as needed.

5. Setup Unit of Measure. See [How to Setup Item UOM](#).
6. Setup Item Locations. See [How to Setup Item Location](#).
7. Setup GL Accounts. See [How to Setup GL Accounts for the items](#).
8. Setup Tax for the item if it is taxable. See [How to Setup Tax for an item](#).
9. Setup Pricing. See [How to Setup Item Pricing](#).
10. Setup Pricing Level as needed. See [How to Setup Pricing Level](#).
11. Setup Special Pricing as needed. See [How to Setup Promotional Pricing](#).
12. 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.