

# How to Add Item - Non Inventory Type

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.  
[blocked URL](#)
4. In the **Details** tab, enter **Item No** and **Description**.
5. In the **Type** field select Non-Inventory.

The screenshot shows the 'Item - Test Non Inventory' form. The 'Details' tab is active. The form contains the following fields and sections:

- Item No:** Test Non Inventory
- Item Type:** Non-Inventory
- Short Name:**
- Description:** Test Non Inventory
- Status:** Active
- Inv. Valuation:** Item Level
- Commodity:**
- Brand:**
- Category:** OTHER
- Model No:**
- Lot Tracking:** No
- Manufacturer:**
- Use Weigh Scales:** ☐
- Unit of Measure:**

Unit*	Unit Qty	Short UPC	UPC Code	Stock Unit	Allow Purchase	Allow Sale	Max Qty
<input checked="" type="checkbox"/> Each	1.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00
<input type="checkbox"/>	0.00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00

6. Lot tracking should be default as No and disabled.
7. Fill in other information as needed.
8. Setup Unit of Measure. See [How to Setup Item UOM](#).
9. Setup Item Locations. See [How to Setup Item Location](#).
10. Setup GL Accounts. See [How to Setup GL Accounts for the items](#).
11. Setup Tax for the item if it is taxable. See [How to Setup Tax for an item](#).
12. Setup Pricing. See [How to Setup Item Pricing](#).
13. Setup Pricing Level as needed. See [How to Setup Pricing Level](#).
14. Setup Special Pricing as needed. See [How to Setup Promotional Pricing](#).
15. 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.