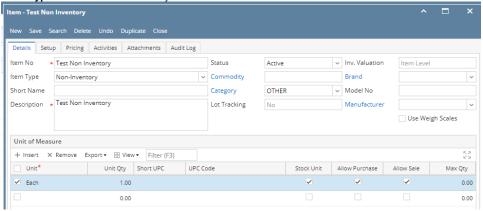
## **How to Add Item - Non Inventory Type**

- 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.



- 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.