

How to Add Item - Software Type

Software type is used for the software items of the company.

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 Software.

Item - Test Software Type

New Save Search Delete Undo Duplicate Close

Details Setup Pricing Activities Attachments Audit Log

Item No: Test Software Type Status: Active Inv. Valuation: No Item Level: Item Level

Item Type: Software Commodity: Brand

Short Name: Category: Software Model No: Model No

Description: Test Software Type Lot Tracking: No Manufacturer: 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



Notice that as Software is selected in the Type field, Lot Tracking and Inventory Valuation will be disabled, showing No and Item Level respectively. This is because Service type of item does not allow lot tracking as well as stock tracking.

6. Fill in other information as needed.
7. Setup Unit of Measure. See [How to Setup Item UOM](#).
8. Setup Item Locations. See [How to Setup Item Location](#).
9. Setup Tax for the item if it is taxable. See [How to Setup Tax for an item](#).
10. Setup Pricing. See [How to Setup Item Pricing](#).
11. Setup Pricing Level as needed. See [How to Setup Pricing Level](#).
12. Setup Special Pricing as needed. See [How to Setup Promotional Pricing](#).
13. 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.