

# How to Add Item - Other Charge Type

The following will guide you through the steps on how to create Other Charge type of item.

1. From Inventory module > click on **Items menu**.
2. The Search screen for Items will be shown. Click **New**.
3. This will open a new Item screen.  
[blocked URL](#)
4. In the **Details tab**, enter **Item No.**
5. In the **Item Type field** select Other Charge.
6. Enter Description for the item in the **Description field**.
7. In the **Category field**, select a category for the item.
8. **Commodity** is optional.
9. Fill in other information as needed.

**Item - Test Other Charge**

New Save Search Delete Undo Duplicate Close

Details Setup Pricing Activities Attachments Audit Log

Item No. Test Other Charge Status Active Inv. Valuation Item Level  
Item Type Other Charge Commodity Corn Brand  
Short Name Category Other Charges Model No.  
Description Test Other Charge Lot Tracking No Manufacturer  
☐ Use Weigh Scales

**Unit of Measure**

+ Insert X Remove Export View Filter (F3)

Unit*	Unit Qty	Allow Purchase	Allow Sale
<input type="checkbox"/> lb	0.01785	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Bushels	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Ton	35.714285	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Metric Ton	39.3682	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> KG	0.039368	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>

10. Setup Unit of Measure.  
If the Category selected has Unit of Measure setup, you can simply click on **Load UOM button** and those UOM configured for the category will be loaded on this item's Unit of Measure grid. Else, you can setup it here manually. See [How to Setup Item UOM](#).
11. Setup GL Accounts. See [How to Setup GL Accounts for the items](#).
12. Setup Item Locations. See [How to Setup Item Location](#).
13. Setup Tax for the item if it is taxable. See [How to Setup Tax for an item](#).
14. Setup Pricing. See [How to Setup Item Pricing](#).
15. Setup Pricing Level as needed. See [How to Setup Pricing Level](#).
16. Setup Special Pricing as needed. See [How to Setup Promotional Pricing](#).
17. 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.