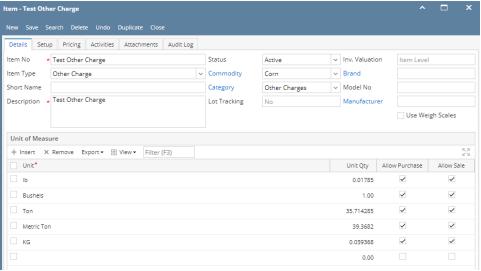
How to Add Item - Other Charge Type

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.



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 gird. 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.