

How to Add Item - Raw Material 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, fill in or select the ff.

- a. Enter **Item No** and **Description**.
- b. In the **Type** field select Finished Good.

The **Raw Material** item type is used for manufacturing to produce finished good items. This type tracks stock.

- c. In the **Lot Tracking** field select whether the item is Lot Tracked or not.
 - i. Select **Yes-Serial Number** if the item is lot tracked and will use the predefined lot number from the Starting Numbers screen.
 - ii. Select **Yes-Manual** if the item is lot tracked and will manually enter the lot number.
 - iii. Select **No** if the item is not lot tracked.
- d. Select **Category**.

Category is used to group together items that are of the same kind. Doing so will be easier to assign Tax and GL Accounts to items since you will not have to assign/add it on each and every item. Instead, Tax will be assigned and GL Accounts will be added to the Category, then once Category is selected for the item, Tax and GL Accounts will be applied. Though you can still define Tax Class and GL Accounts at item level.

Ex. GL Accounts for selected required accounts can be modified at Item Level.

Item - AB1

New Save Search Delete Undo Duplicate Close

Details Setup Pricing Stock Factory & Lines Activities (0) Attachments (0) Audit Log (5)

GL Accounts Location Sales Manufacturing Contract Item Xref Motor Fuel Tax Other

Note: You can choose not to setup your Item's GL Accounts if the Category specified for this Item has it's own GL Account setup on the Category screen. If there is no Category specified, or the Category has no GL Account setup, then it will look into the Commodity. If there is no Commodity, or Commodity GL Accounts setup, then it will look into the default GL Accounts for the Company Locations.

+ Add Required + Insert X Remove Report View Filter (F3)

Account Category*	Account Id*	Description
<input type="checkbox"/> Work In Progress	15023-0001-001	Inventory - WIP-Fort Wayne-Grains
<input checked="" type="checkbox"/> Inventory	15033-0001-001	Inventory - FG-Fort Wayne-Grains
<input type="checkbox"/>		

*Note that for Finished Good item type, it is required that you have **Work in Progress GL account** setup. You can setup that at Category Level or Item Level like shown in the screenshot above.*

- e. Select **Commodity**.

Commodity is used to group together items that are of the same commodity. This is required if you will use the item in a Contract, either in Purchase Contract or Sales Contract. It is in Commodity where you will configure the Unit of Measure. Once Commodity is selected for the item, it will auto-populate the item's Unit of Measure grid. This is handy since you will not have to add Unit of Measure to each and every item. Though you can still define Unit of Measure at item level.

- f. Fill in other information as needed.

5. Setup Unit of Measure. See [How to Setup Item UOM](#).
6. Setup Item Locations. See [How to Setup Item Location](#).
7. Setup GL Accounts. See [How to Setup GL Accounts for the items](#).
8. Setup Tax for the item if it is taxable. See [How to Setup Tax for an item](#).

9. In the **Setup tab > Sales tab** > mark **Auto-Blend checkbox** as checked if this item will be selected in Invoice and is intended to be auto-blended when stock is not enough to complete the sales.

The screenshot shows the 'Item - AB1' window with the 'Setup' tab selected. The 'Sales' sub-tab is active. In the 'Physical Item' section, the 'Auto Blend' checkbox is checked and highlighted with a red rectangle. Other visible fields include 'Stocked Item', 'Dyed Fuel', 'Barcode Print', 'Required', 'EPA Number', 'Inbound Tax', 'Outbound Tax', 'Restricted', 'Fuel Item', 'List Bundle Items Separately', 'RINS', 'Fuel Inspect Fee', 'RIN Required', 'Fuel Category', '% Denaturant', 'Feed', 'Tonnage Tax', 'Load tracking', 'Mix Order', 'Hand Add Ingredients', 'Volume Rebate Group', 'Physical Item', 'Extend on Pick Ticket', 'Export EDI', 'Hazard Material', 'Medication Tag', 'Ingredient Tag', 'Hazmat Message', 'Material Fee', 'User Group Fee %', 'Wgt Tolerance %', 'Over Receive Tolerance %', 'Maintenance Calculation Method', and 'Rate'.

10. In the **Setup tab > Manufacturing tab** > fill in or select the ff.

The screenshot shows the 'Item - AB1' window with the 'Setup' tab selected. The 'Manufacturing' sub-tab is active. The 'Material Detail' section contains 'Require Approval', 'Associated Recipe', and 'Received Lot Status'. The 'Life Time' section has 'Life Time' set to 3 Years and 'Receive Life' set to 1, both highlighted in yellow. The 'Warehouse Management' section includes 'GTIN', 'Rotation Type', 'NMFC', 'Height', 'Width', 'Depth', 'Dimension UOM', 'Weight UOM', 'Weight', 'Material Pack', 'Material Size Code', 'Inner Units', 'Layers per Pallet', 'Units per Layer', 'Std. Pallet Ratio (%)', 'Mask 1', 'Mask 2', 'Mask 3', and 'Max Wgt Per Pack'.

11. a. Required fields are"
 i. **Life Time**
 ii. **Receive Life**
 b. Fill in or select other information as needed.
12. In the **Factory & Lines tab** > select the ff.

The screenshot shows the 'Item - AB1' window with the 'Factory & Lines' tab selected. The 'Factory' sub-tab is active. The 'Factory Association' grid shows one entry: '0001 - Fort Wayne' with a checked 'Default' box. The 'Manufacturing Cell Association' grid shows one entry: 'Blending' with a checked 'Default' box and a 'Preference' of 1.

- a. In the **Factory tab > Factory Association grid**, select the **Factory Name**. This factory name is the item location that determines an item is allowed for transaction in a particular location.
- b. In the **Factory tab > Manufacturing Cell Association grid**, select the **Manufacturing Cell** that can process the specific item. This is only required for Semi-finished and Finished Goods items.
13. Setup Pricing. See [How to Setup Item Pricing](#).
14. Setup Pricing Level as needed. See [How to Setup Pricing Level](#)
15. Setup Special Pricing as needed. See [How to Setup Promotional Pricing](#).
16. 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.

