Solution-IV™ Accounting
Items

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Add Items

For help with any option or field please refer to the Inventory Control Manual (Item Maintenance Menu) or press **F6** on your keyboard.

Note: For your convenience, default IC Parameters have been set, however, you may change them. Please refer to the Inventory Control Manual for more information.

From the Solution-IV Main Menu select **Inventory Control**.
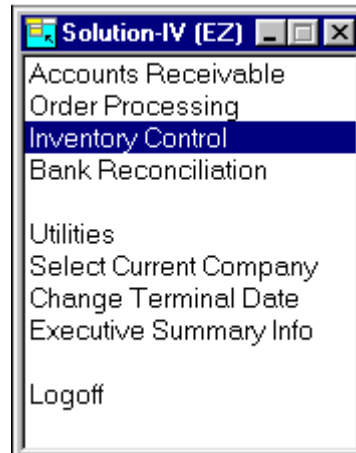
From the Inventory Control Main Menu select **Item Maintenance Menu**.
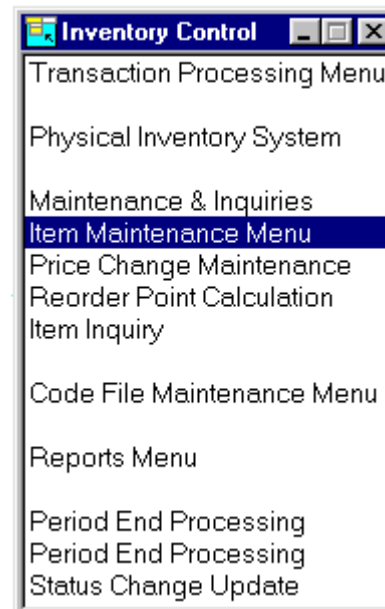
The following header screen appears:

Type your Item Code
(for example, **TRANS**)
and press **Enter**.

```
Item Maintenance - Menu                                                    _ □ ✕
  Solution
    IV     Lightspeed Reprographics (DEM)                        03/07/03    TD

     Item  TRANS                        Desc
```

The system prompts:

Record not found in masterfile. Add this record? Yes No

Select **Yes**, the following screen displays:
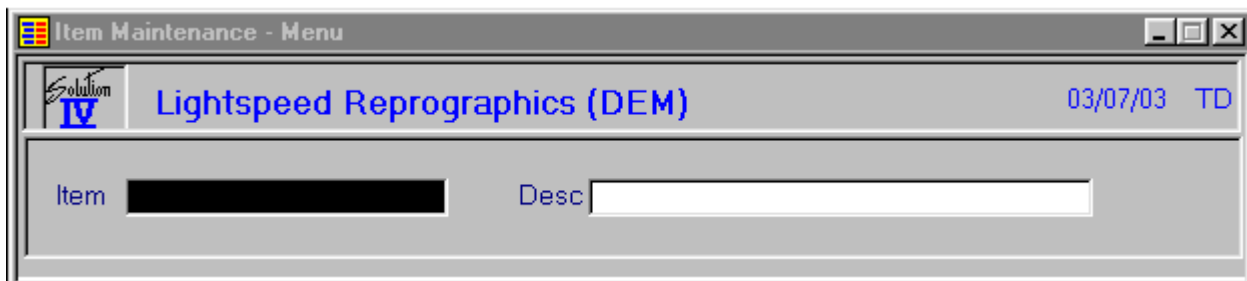
```
Item Maintenance - Description & Costs                                     _ □ ✕
  Solution
    IV     Lightspeed Reprographics (DEM)                        03/05/03    TC

   Item   TR-ANS                        Desc  Transparency
   Product Code  000075   Printers                         Item Type  S ▼

   Costing Method   S ▼             Post kit qty?   Y    Show components Y
      Unit Cost        .0000        Commissionable? Y    Taxable?    Y
      Last Cost        .0000        Discountable?   Y    Drop ship?  N
      Average Cost     .0000        Display internal comment?        Y
                                    Override standard description?  N ▼
   Valuation UOM  EA                Use Prod Min? N   Incl Min Chg?  Y
   Purchase UOM   EA
   Sales UOM      EA       .0000    Production & Ordering Information
                          .0000        Wgt  .00    Dim        X         X
                          .0000        Production days     .0   Type A ▼
                          .0000        Lead time (days)
                          .0000
   Sugg  retail price     .0000    Alternate sort
   Delivered markup       .0000    UPC Code
   Royalty fee            .0000    ABC Code C ▼   EPA restricted?  N
```

Press **F2** to lookup a Product Code or press **F3** to add a Product Code. Highlight the code in the listing and press **Enter**.

When you enter the Item Type field you can point and click the arrow at the field to select the **Item Type** you want to use. For more information please press **F6** or refer to the Inventory Control Manual.

When you enter the Costing Method field, the options display at the bottom of the window. To make a selection point and click the arrow at the field and select the **Costing Method** you want to use. For more information press **F6** or refer to the Inventory Control manual.

Continue entering the fields until the system prompts:

  Add this record? Yes-Add record   No-Do not add record F4-Make corrections

Select **Yes-Add record**.

Add another item of your own.

You can continue adding items or press **F4** until you return to the Solution-IV Main Menu.