

# Item: Add New Screen

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## Data Input for 'Add New Product or Service Item' Screen

- Item Number
- Description
- Type - Type of Item - Inventory/Service/Non-inventory/Bundle?
- Search Category - Select the **Search Category** (for searching on Catalogue) from the dropdown list. If not found on the list, select **Add New** (bottom part of the dropdown).
- Search Sub Category - What sub Category is this Item in (More descriptive like Radiator)?
- Default Vendor - Select the default Vendor or click Add New (bottom part of the dropdown) if not found on the list.
- List Price - The item's suggested retail price.
- Taxable (checkbox) - Check if Item is taxable.
- Assembly (checkbox)
- Add item to searchable Catalog (checkbox)
- Replenish Stock Category
- Pricing Category
- QuickBooks Income Account
- QuickBooks Expense Account
- QuickBooks Asset Account

## Pricing Levels

- List Price
  - Price Level - A general type of pricing which you can define for all of your goods or services.
  - Qty Low - The minimum quantity to which a defined Price Level is applied.
  - Qty High - The maximum quantity to which a defined Price Level is applied.
  - Price
  - Discount % Off List Price - The set Discount % that will be deducted off the List Price.
  - Action (X icon)
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