Item Master

Item

- Any object other than a name can be an **Item**. The only requirements is that it should be identified by a unique code.It can be **Stock Item** like a component, or **Non-Stock Item** like service charges or any item that is built by you could be define as **Item**.

Sample page for Item master

Mandatory field for Item Master

- **Warehouse** - Location of the stock. It is also used in the GL Interface Table.

- **Item Group** - A method of classifying items for Sales Analysis. Used mainly for accounting interfaces.

- **Tax Category** - A classification of tax options based on similar characteristics or attributes.
  - A tax category allows to group and manage similar product or services tax rates. Not all the products and services have the same tax rate.
  - There are tax exempt products and there are products or services to which a higher tax rate applied just because the type of product or service.
  - If you require to set up a single level sales tax (like in Singapore GST), you may just set up the Tax Category as None.
  - If you need to calculate sales tax by product groups (like item or services), whether out-of-state or any situations that require more than one level of sales tax, then you will need to set up the Tax Category accordingly.
- **Stock Type** - is a mandatory field.
  1. All normal stock items are **Stock-N-Sale Items**.

2. All items that are of <u>Intangible nature</u> like Freight, Service Charges, Custom Duty, etc and therefore, do not have stock, are **Non-Stock Items**.
3. **Indent items** are like Stock-N-Sale items but you usually order them only when you receive an order for them. These are items that you do not want to stock physically.
4. **Manufactured Items** are those that you manufacture or assemble internally and normally never buy from the market.

For items that are checked for either Serial or Batch Number, you will need to supply the Serial or Batch Number during any issue or receipt transaction of the items.

Serial Number is required to identify an item.

- In the PO module, during goods-in, that is, after creation of Goods Receipt Note (GRN) but before confirmation, you have to enter the serial number for each piece of stock item received. In other words, if you are receiving ten units of an item which are checked for serial number, you have to enter ten unique serial number, otherwise, you won't be able to confirm the GRN and there will be an error message—"Serial Number Mismatched".
- In the OP, during delivery order, that is after creation of delivery order (DO) but before confirmation, you have to select the serial number for each piece of stock item to be issued, otherwise, you won't be able to confirm the DO and there will be an error message —"Serial Number Mismatched".
- The same principal applies to all transactions for items that are checked as Serial Item. Namely, Transfer Order, Inventory Management, Sales Returns, Engineering Sales and Stock Take.

Commonly Used terms

Terms	Definition
Visibility	To hide Item. (It will not appear in the search menu).
Stop Order	If you want to stop any transaction for this item. (In case there's a transaction, a notification will popped up).
Cut-pieces	Used for Items with dimension requirement.
Batch/Matrix	Collection of Item you want to monitor by batch.
Stock type	Actual Physical type of the Item.
Link	Image uploading (You need to write the file name in the space provided)
Alias	Another name of the Item
Standard Cost	Initial cost
Standard Price	Price taken by the system during transaction (Selling Price).
Minimum Price	The system will notify you if the Price exceeds below this set amount.
Bin Location	It can be shelves, corner of your warehouse, cupboard, etc…