

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 an item that is built by you could be define as Item. The following menu displays the various types of data that could be stored in respect of an item.

Sample page for Item master

The screenshot displays the 'Item Master' form with the following sections:

- Top Bar:** Includes tabs for 'Item', 'Price', 'Tax', 'Order Reference', 'Serial Number', 'Data', 'Bar Codes', and 'Inventory Stock Order'. Action buttons include 'Show', 'Clear', 'Top', 'Previous', 'Next', 'Bottom', 'Add', 'Update', and 'Delete'.
- Item Code:** A text field with a search icon.
- Description:** A large text area for 'Long Description' and a smaller one for 'Notes'.
- Links:** A section for additional information.
- Bar Code:** A field for the item's bar code.
- Warehouse:** A dropdown menu.
- Stock Unit:** A dropdown menu.
- Conv Factor Base:** A text field.
- Stocking Unit:** A dropdown menu.
- Packing Unit:** A dropdown menu.
- Conv Factor Packing:** A text field.
- Alternate Unit:** A dropdown menu.
- Statistical Unit:** A dropdown menu.
- Conv Factor Statistical:** A text field.
- Item Group:** A dropdown menu.
- Price Category:** A dropdown menu.
- Tax Category:** A dropdown menu.
- Grade:** A dropdown menu.
- Division:** A dropdown menu.
- Item Cus:** A dropdown menu.
- Item Category:** A dropdown menu.
- Support Category:** A dropdown menu.
- Country of Origin:** A dropdown menu.
- Weight Net Unit:** A text field.
- Unit in:** A text field.
- Order Multipl:** A text field.
- Packing Intermitt:** A text field.
- Lead Time - Transport:** A text field.
- Superceded By:** A text field.
- Drawing Number:** A text field.
- Length:** A text field.
- Brand:** A dropdown menu.
- Minimum Price:** A text field.
- Inventory Item:** A dropdown menu.
- Bin Locations:** A text field.
- Unit of length:** A dropdown menu.
- Height:** A text field.
- Standard Cost:** A text field.
- Multiple Selling:** A text field.
- Superceded:** A text field.
- Unit of weight:** A dropdown menu.
- Weight:** A text field.
- Standard Price:** A text field.
- Multiple Purchasing:** A text field.
- Unit of volume:** A dropdown menu.
- Volume:** A text field.

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.
 - 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.
 - All normal stock items are **Stock-N-Sale Items**.
 - All items that are of intangible nature like Freight, Service Charges, Custom Duty, etc and therefore, do not have stock, are **Non-Stock Items**.
 - 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.

Serial and Batch number

- 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.

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