

# 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**. The following image 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 'Show', 'Clear', 'Top', 'Previous', 'Next', 'Bottom', 'Add', 'Update', and 'Delete' buttons.
- Item Code:** A text field with a search icon.
- Description:** A large text area for the item's description.
- Notes:** A text area for additional notes.
- Links:** A text area for links.
- Bar Code:** A text 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.
- Grade:** A dropdown menu.
- Division:** A dropdown menu.
- Item Weight per Unit:** A text field.
- Minimum Order Qty:** A text field.
- Year to:** A text field.
- Lead Time - Fixed:** 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- Superceded By:** A text field.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 text field.
- Bin Locations:** A text field.
- Item Class:** A dropdown menu.
- Tax Category:** A dropdown menu.
- Import Duty:** A dropdown menu.
- Supplier Number:** A text field.
- Unit Weight:** A text field.
- Minimum Order Value:** A text field.
- Lead Time - Variable:** A text field.
- Lead Time - Variable:** A text field.
- Superceded:** A text field.
- ABC Code:** A text field.
- Standard Cost:** A text field.
- Multiple Selling:** A text field.
- Expenditure Date:** A text field.
- Item:** A dropdown menu.
- Item Category:** A dropdown menu.
- Supplier Category:** A dropdown menu.
- Country of Origin:** A dropdown menu.
- Weight per Unit:** A text field.
- Unit in:** A text field.
- Order Multiple:** A text field.
- Packing Time/Price:** A text field.
- Lead Time - Transport:** A text field.
- Superceded Code:** A dropdown menu.
- Unit of length:** A dropdown menu.
- Height:** A text field.
- Standard Price:** A text field.
- Multiple Purchasing:** A text field.
- Exp:** 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.
  - 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 intangible nature 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.

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