

# 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**

[illegible]

### 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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