

# 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.
- 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.
- Unit of Measure:** A dropdown menu.
- 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- Superceded By:** A text field.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 Date:** A date field.
- Bin Locations:** A text field.
- Item Class:** A dropdown menu.
- Tax Category:** 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.
- Superceded By:** A text field.
- ABC Code:** A text field.
- Width:** A text field.
- Standard Cost:** A text field.
- Multiple Selling:** A text field.
- Inventory Date:** A date field.
- Item Category:** A dropdown menu.
- Supplier Category:** A dropdown menu.
- Country of Origin:** A dropdown menu.
- Weight per Unit:** A text field.
- Unit of Measure:** A dropdown menu.
- Order Multiple:** A text field.
- Planning Timezone:** 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- Superceded Code:** A dropdown menu.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.
- Unit of Measure:** A dropdown menu.

## 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.

- 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.

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