

Item Master

The item master has the following hierarchy

- Item Main Group
- Item Sub Group
- Items

During data entry, the entries can be posted items only and not to item main groups or item sub groups

Your business operation and product mix will determine how you use the above facility.

Add new Item Main Group

[Add Group]	Name	UM1	UM2	Under Sub Group	Under	CATEGORY	Short Name
689	Pen Drive 2gb	NOS	FLOPPIES	TRD ITMS	FINISHED MATERIAL	Pen Drive 2gb	
726	Micro SD Card 2gb	NOS	FLOPPIES	TRD ITMS	FINISHED MATERIAL	Micro SD Card 2	
780	Pen Drive 8gb	NOS	FLOPPIES	TRD ITMS	FINISHED MATERIAL	Pen Drive 8gb	
28	STATIONERY	NOS		TRD ITMS	FINISHED MATERIAL	STATIONERY	
427	Stationery Arc	SHTS	STATIONERY	TRD ITMS	FINISHED MATERIAL	Stationery Arc	
428	Stationery Plain - Cont	SHTS	STATIONERY	TRD ITMS	FINISHED MATERIAL	Stationery Plai	
429	Stationery Paper Roll	NOS	STATIONERY	TRD ITMS	FINISHED MATERIAL	Roll	
551	Stationery Plain 8 X 8	NOS	STATIONERY	TRD ITMS	FINISHED MATERIAL	Stationery Plai	
560	Toners / Cartridges	NOS		TRD ITMS	FINISHED MATERIAL	Toners / Cartri	
561	Toner Q3972A Yellow LC	NOS	Toners / Cartri	TRD ITMS	FINISHED MATERIAL	Toner Q3972A -	
562	Toner Q3963A Magenta HC	NOS	Toners / Cartri	TRD ITMS	FINISHED MATERIAL	Toner Q3963A -	
563	Toner Q3961A Cyan HC	NOS	Toners / Cartri	TRD ITMS	FINISHED MATERIAL	Toners / Cartri	
583	Toner Q3962A Yellow HC	NOS	Toners / Cartri	TRD ITMS	FINISHED MATERIAL	Toner Q3962A	
584	Toner Q3960A Black	NOS	Toners / Cartri	TRD ITMS	FINISHED MATERIAL	Toner Q3960A Bl	
585	Toner Q3971A Cyan LC	PCS	Toners / Cartri	TRD ITMS	FINISHED MATERIAL	Toners / Cartri	
586	Toner Q3973A Magenta LC	PCS	Toners / Cartri	TRD ITMS	FINISHED MATERIAL	Toners / Cartri	
29	MISC COMPONENTS.	NOS		TRD ITMS	FINISHED MATERIAL	MISC COMPONENTS	
431	Instrument Cooling Fan.	PCS	MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	I Cooling Fan	
432	PCI Usb Card	NOS	MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Pci Usb Card	
433	Web Camera Logitech	NOS	MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera Lo	
434	Web Camera Creative	NOS	MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera Cr	
435	Web Camera IBM	NOS	MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera Ib	
436	Miscellaneous Items	NOS	MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Miscellaneous I	
542	Toner - 49A	NOS	MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Toner - 49A	
543	Ink Cartridge 852	NOS	MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Ink Cartridge 8	
572	Docking Station	NOS	MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Docking Station	
574	Toner Q3964A (Imaging Drum)	NOS	MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Toner Q3964A (i	

Add Record - Item Master - Group Definition

Group Name * Short Name * Defined Under Category * ID

UM 1* UM 2 Excise Chapter No

Display during entry of Purchase Sales

Save Cancel Exit

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- The categories are predefined and cannot be altered
- UM1 is compulsory, but UM2 is optional
- Excise chapter number is not required unless you have opted for our excise package plug-in
- If you have a manufacturing operation, you may not want to see the finished items during purchase entry and similarly you may not want to see the raw materials during sales entry. Therefore select the appropriate option for the group you are creating.
- All the parameters you select here will flow to all the item sub groups that you define under this item main group.

- Add new Item Sub Group

Browse - Item Master

Record Sort Sequence Exit

Select Column to Search Show Matching Show All Search Show Only

ID	Name	UM1	UM2	Under Sub Group	Under Group	CATEGORY	Short Nar
433	Web Camera Logitech	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera Lo
434	Web Camera Creative	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera Cr
435	Web Camera IBM	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera Ib
436	Miscellaneous Items	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Miscellaneous I
542	Toner - 49A	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Toner - 49A
543	Ink Cartridge 852	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Ink Cartridge 8
572	Docking Station	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Docking Station
574	Toner Q3964A (Imaging Drum)	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Toner Q3964A (i
590	FM Transmitter	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	FM Transmitter
657	Web Camera Dlink	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera Dlin
661	Head Phone	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Head Phone
664	Ink Cartridge	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Ink Cartridge
665	Ink Cartridge C9351A	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Ink Cartridge C
666	PCI Serial Port Card	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	PCI Serial Port
678	Web Camera OEM	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera - OE
706	Web Camera Enterge	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera Ente
769	CPU Mobile Stand	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	CPU Mobile Stan
774	Computer Trolley	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Computer Trolle
30 TOOLS		NOS			TRD ITMS	FINISHED MATERIAL	TOOLS
438	Tools Cable Tester	NOS		TOOLS	TRD ITMS	FINISHED MATERIAL	Tools Cable T
439	Tools Krone	PCS		TOOLS	TRD ITMS	FINISHED MATERIAL	Krone
440	Tools Rj Punch Tool	PCS		TOOLS	TRD ITMS	FINISHED MATERIAL	Rj Punch Tool
443	Tools Rj 45 Crimp Red	PCS		TOOLS	TRD ITMS	FINISHED MATERIAL	Rj45 Red
444	Tools Rj 58 Crimp Red	PCS		TOOLS	TRD ITMS	FINISHED MATERIAL	Rg58 Red
591 Barebones		NOS			TRD ITMS	FINISHED MATERIAL	Barebones
592	Asus Spresso	NOS		Barebones	TRD ITMS	FINISHED MATERIAL	Asus Spresso
788 INK CARTRIDGES / TONERS		NOS			TRD ITMS	FINISHED MATERIAL	INK CARTRIDGES

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Add Record - Item Master - Sub Group Definition

Sub Group * Short Name * Defined Under Group * ID

UM 1 * UM 2 Excise Chapter No

Display during entry of Purchase Sales

Save Cancel Exit

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Add an item

The screenshot shows the 'Browse - Item Master' window with a list of items. The '789 INK CARTRIDGES' row is selected, and a context menu is open with the following options:

- Add Group (Ctrl+G)
- Add Sub Group (Ctrl+S)
- Add Item (Ctrl+A)

ID	Name	UM1	UM2	Under Sub Group	Under Group	CATEGORY	Short Name
435	Web Camera IBM	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera Ib
436	Miscellaneous Items	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Miscellaneous I
542	Toner - 49A	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Toner - 49A
543	Ink Cartridge 852	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Ink Cartridge 8
572	Docking Station	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Docking Station
574	Toner Q3964A (Imaging Drum)	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Toner Q3964A (i
590	FM Transmitter	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	FM Transmitter
657	Web Camera Dlink	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera Dlin
661	Head Phone	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Head Phone
664	Ink Cartridge	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Ink Cartridge
665	Ink Cartridge C9351A	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Ink Cartridge C
666	PCI Serial Port Card	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	PCI Serial Port
678	Web Camera OEM	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera - OE
706	Web Camera Enterage	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Web Camera Ente
769	CPU Mobile Stand	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	CPU Mobile Stan
774	Computer Trolley	NOS		MISC COMPONENTS	TRD ITMS	FINISHED MATERIAL	Computer Trolle
30	TOOLS	NOS			TRD ITMS	FINISHED MATERIAL	TOOLS
438	Tools Cable Tester	NOS		TOOLS	TRD ITMS	FINISHED MATERIAL	Tools Cable T
439	Tools Krone	PCS		TOOLS	TRD ITMS	FINISHED MATERIAL	Krone
440	Tools Rj Punch Tool	PCS		TOOLS	TRD ITMS	FINISHED MATERIAL	Rj Punch Tool
443	Tools Rj 45 Crimp Red	PCS		TOOLS	TRD ITMS	FINISHED MATERIAL	Rj45 Red
444	Tools Rj 58 Crimp Red	PCS		TOOLS	TRD ITMS	FINISHED MATERIAL	Rg58 Red
591	Barebones	NOS			TRD ITMS	FINISHED MATERIAL	Barebones
592	Asus Spresso	NOS		Barebones	TRD ITMS	FINISHED MATERIAL	Asus Spresso
788	INK CARTRIDGES / TONERS	PCS			INK CARTRIDGES	FINISHED MATERIAL	INK CARTRIDG
789	INK CARTRIDGES	PCS			INK CARTRIDGES	FINISHED MATERIAL	INK CARTRIDG

The screenshot shows the 'Add Record - Item Master - Item Definition' window. The 'Item Description' is 'Ink Cartridge - 57A' and the 'Short Name' is 'Ink Cartridge -'. The 'Defined Under Sub Group' is 'INK CARTRIDGES'. The 'UM1' is 'PCS'. The 'Display during entry of' checkboxes for 'Purchase' and 'Sales' are checked. The 'Long Description' is 'Ink Cartridge - 57A'. The 'Pur. Rate', 'Sales Rate', and 'Std. Rate' are all 0.00, and the 'Per No. of Units' is 1.00.

Opening Balances				Purchase Sales Budget					
Show Current AI - 0809				Total Budget *	April	May	June	July	August
Company *	A/c Year	R / I *							
1									

During the add mode, the Long description is automatically replaced by the item name that you enter, but it can be overwritten by what ever you desire. This long description is optionally printed instead of item description in all the external documents of the package like GRN, Sale Invoice, etc.

Entering details of opening stock

Edit Record - Item Master - Item Definition

Item Description * Short Name * Defined Under Sub Group * ID

UM 1* UM 2 Excise Chapter No

Display during entry of Purchase Sales

Long Description

Pur. Rate Sales Rate Std. Rate Per No. of Units *

Opening Balances				Purchase Sales Budget						
Show Current AI - 0809										
	Company *	A/c Year	Year Opening Qty	Year Opening Qty	Value	Minimum Level	Maximum Level	Re Order Level	Re Order Qty	
4	ARC Technologies	0405	7.000	0.000	1,925.00	0.000	0.000	0.000	0.000	
5	ARC Enterprise	0405	-3.000	0.000	0.00	0.000	0.000	0.000	0.000	
6	ARC Technologies	0506	0.000	0.000	0.00	0.000	0.000	0.000	0.000	
7	ARC Enterprises	0506	0.000	0.000	0.00	0.000	0.000	0.000	0.000	
8	ARC Technologies	0607	1.000	0.000	207.00	0.000	0.000	0.000	0.000	
9	ARC Technologies	0708	6.000	0.000	1,586.54	0.000	0.000	0.000	0.000	
10	ARC Technologies	0809	7.000	0.000	1,634.61	0.000	0.000	0.000	0.000	
11										

Save Cancel Exit

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Purchase and Sales Budgets (Quantitative)

Edit Record - Item Master - Item Definition

Item Description * Short Name * Defined Under Sub Group * ID

UM 1* UM 2 Excise Chapter No

Display during entry of Purchase Sales

Long Description

Pur. Rate Sales Rate Std. Rate Per No. of Units *

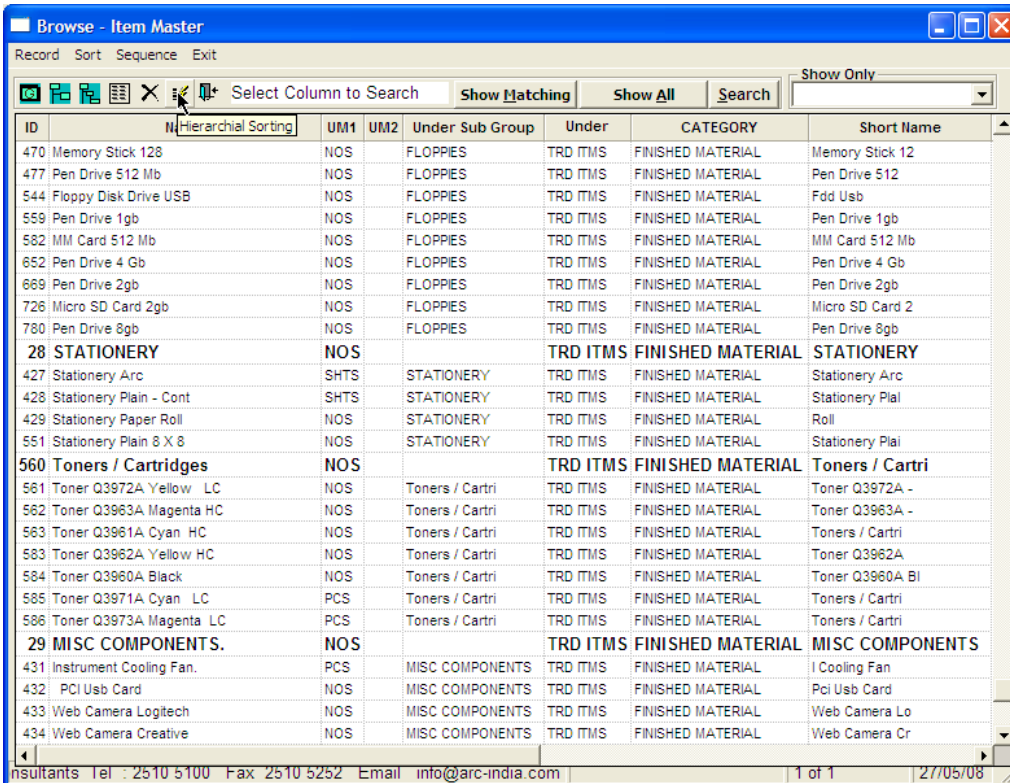
Opening Balances				Purchase Sales Budget						
Show Current AI - 0809										
	Company *	A/c Year	R / I *	Total Budget *	April	May	June	July	August	
1	ARC Enterprises	0809	I	1,200	100	100	100	100	100	

Save Cancel Exit

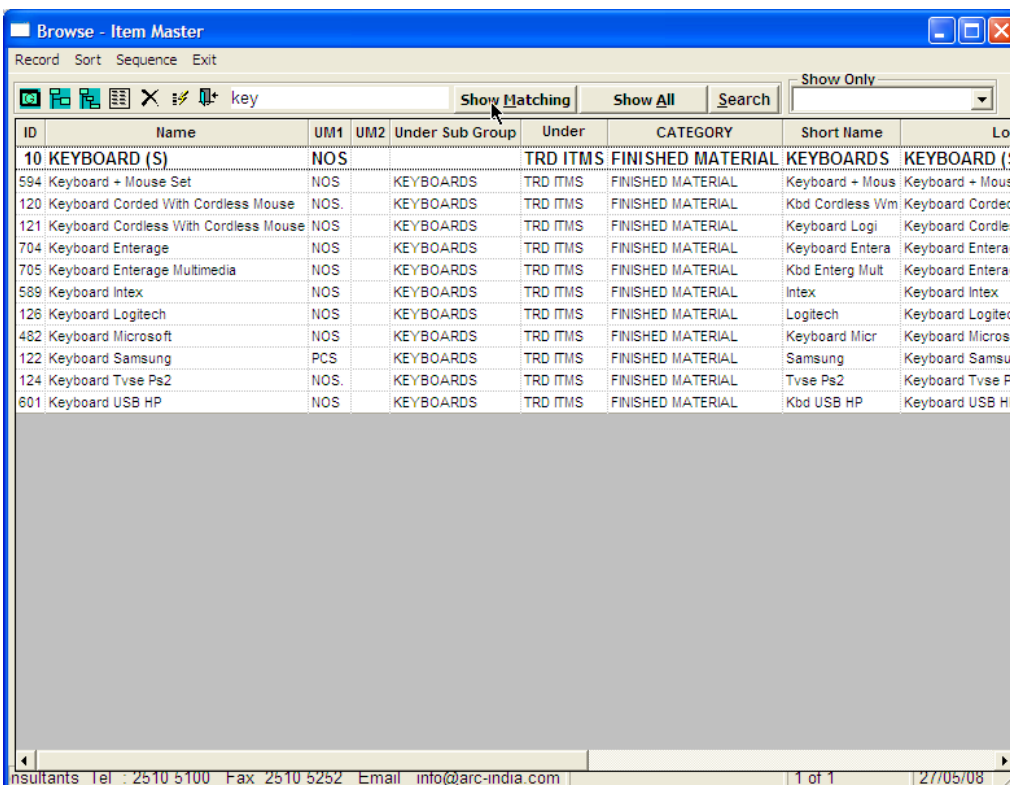
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Hierarchical Sorting

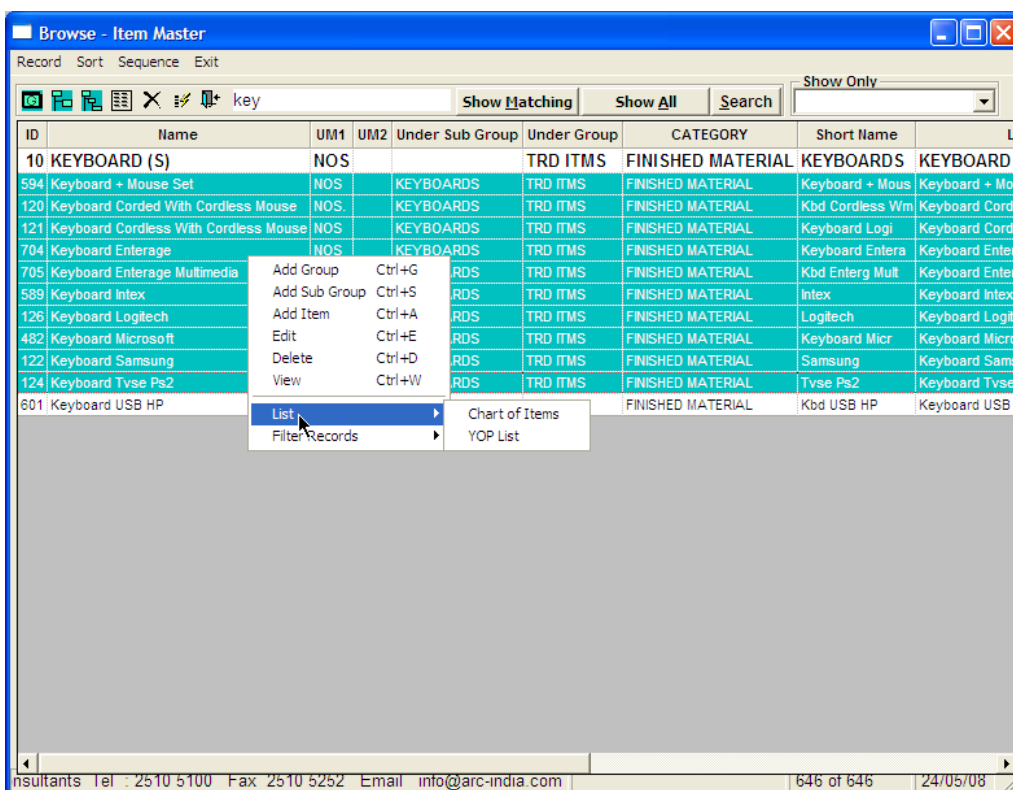
By default when you enter item master module only the item added last is displayed. When you click on "Show All" button all the items are displayed in the alphabetical order. However if you want to see the items ordered by their main groups, sub groups etc, click on the Hierarchical Sort button.



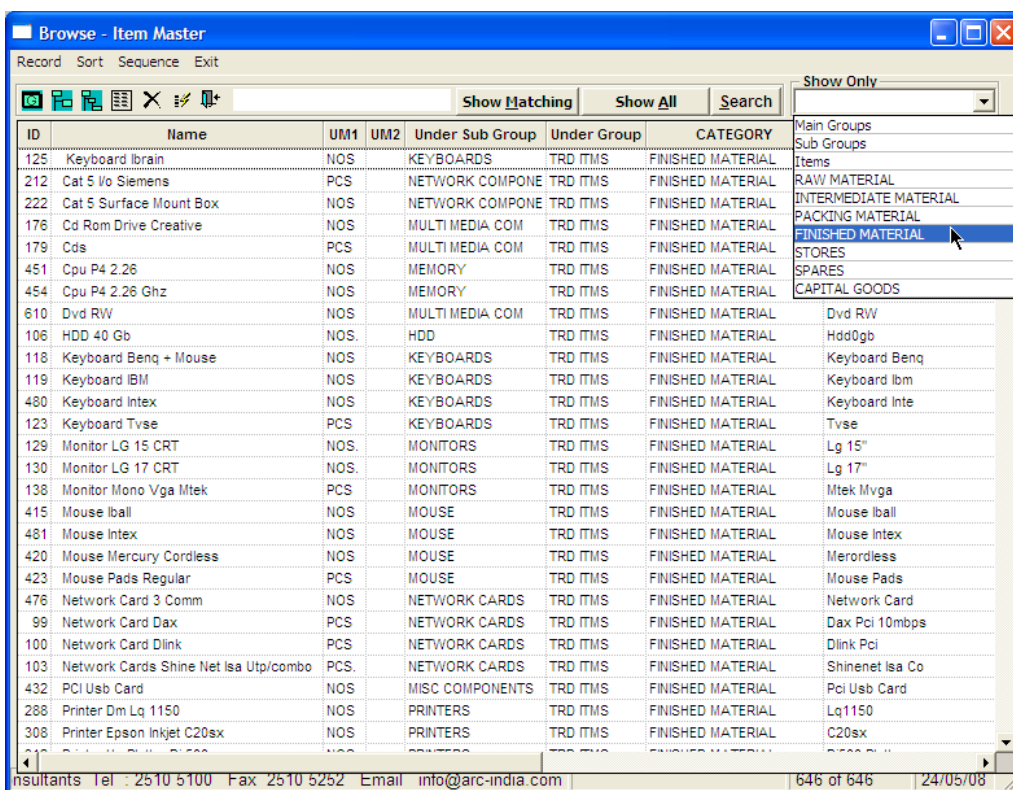
Locating records – if you wish to access a particular item quickly, enter a few starting characters of the item name and click on "Show Matching" button. All the items matching the characters you have entered will be displayed immediately.



Other Options – you have various different options to list the data from your item master in different formats thru the “List Option” from the pop up menu.



Filtering displayed data – you also have an option to display the items under a specific category by selecting the category from the drop down list box captioned as “Show Only”



Custom Sequencing – for a detailed explanation of custom sequencing, refer [AccountMaster.doc](#)

Browse - Item Master

Record Sort Sequence Exit

Update Custom Update Alpha Show Matching Show All Search Show Only

ID	Name	UM1	UM2	Under Sub Group	Under Group	CATEGORY	Short Name	L
10	KEYBOARD (S)	NOS			TRD ITMS	FINISHED MATERIAL	KEYBOARDS	KEYBOARD
594	Keyboard + Mouse Set	NOS		KEYBOARDS	TRD ITMS	FINISHED MATERIAL	Keyboard + Mous	Keyboard + Mo
120	Keyboard Corded With Cordless Mouse	NOS		KEYBOARDS	TRD ITMS	FINISHED MATERIAL	Kbd Cordless Wm	Keyboard Cord
121	Keyboard Cordless With Cordless Mouse	NOS		KEYBOARDS	TRD ITMS	FINISHED MATERIAL	Keyboard Logi	Keyboard Cord
704	Keyboard Enterage	NOS		KEYBOARDS	TRD ITMS	FINISHED MATERIAL	Keyboard Entera	Keyboard Enter
705	Keyboard Enterage Multimedia	NOS		KEYBOARDS	TRD ITMS	FINISHED MATERIAL	Kbd Enterg Mult	Keyboard Enter
589	Keyboard Intex	NOS		KEYBOARDS	TRD ITMS	FINISHED MATERIAL	Intex	Keyboard Intex
126	Keyboard Logitech	NOS		KEYBOARDS	TRD ITMS	FINISHED MATERIAL	Logitech	Keyboard Logit
482	Keyboard Microsoft	NOS		KEYBOARDS	TRD ITMS	FINISHED MATERIAL	Keyboard Micr	Keyboard Micro
122	Keyboard Samsung	PCS		KEYBOARDS	TRD ITMS	FINISHED MATERIAL	Samsung	Keyboard Sams
124	Keyboard Tvse Ps2	NOS		KEYBOARDS	TRD ITMS	FINISHED MATERIAL	Tvse Ps2	Keyboard Tvse
601	Keyboard USB HP	NOS		KEYBOARDS	TRD ITMS	FINISHED MATERIAL	Kbd USB HP	Keyboard USB

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Utility to Rearrange the Sequence for Items

Rearrange Main Group Sub Group Item

Under Sub Group: KEYBOARD (S)

- Keyboard Acer/benq Normal
- Keyboard Acer Ps2
- Keyboard Benq + Mouse
- Keyboard IBM
- Keyboard Corded With Cordless Mouse
- Keyboard Cordless With Cordless Mouse
- Keyboard Samsung
- Keyboard Tvse
- Keyboard Tvse Ps2
- Keyboard Ibrain
- Keyboard Logitech
- Keyboard Intex
- Keyboard Microsoft**
- Keyboard Intex
- Keyboard + Mouse Set
- Keyboard USB HP
- Keyboard Enterage
- Keyboard Enterage Multimedia

Navigation buttons: Up, Down, Home, End, UPDATE, Exit