List Of Item

Module Guide: Item/Service List (Item Master)

Module Location

Inventory > List Of Item

Module Objective

The **Item/Service List** module is the master data hub or "dictionary" for all items managed by the company. This is the place to register and manage every item—from raw materials and packaging materials to finished goods—as well as services. The data created here is the foundation for almost all other operational modules, including Purchasing, Sales, and Production.

1. Main View (Item List)

The main page of this module displays a complete list of all items (goods and services) that have been registered in the system.

View Explanation & Key Filter

This page is for viewing, searching for, and managing all item data.

- **Item/Service Category Type Filter**: This is a key filter to switch between different item views, such as **FINISHED GOODS** (as in the example), **RAW MATERIALS, PACKAGING MATERIALS,** etc.

- **Item List**: The main table displays all items with details such as **Item/Service Code, Item/Service Name,** and **Category**.

Button Functions

- **[New]**: The primary button to register a new item.

2. Steps to Create a New Item (Example: Finished Good)

Step 1: Start Item Creation

1. From the Main View, click the **[New]** button.

2. You will likely be asked to first select the type of item to be created (e.g., Finished Good).

Step 2: Fill in Basic Information

1. You will be directed to the **Add Item/Service** form.

2. Fill in the **Item/Service Code** according to company numbering standards.

3. Fill in the **Item/Service Name** with a clear and descriptive name.

4. Select the **Costing Method** (e.g., AVG for Average Costing).

Step 3: Define Item Properties (Important!)

In the **View Category** section, check the appropriate boxes to define how this item will be treated by the system:

- **Purchase**: Check if this item can be purchased from a supplier.

- **Sell**: Check if this item can be sold to a customer.

- **Inventory**: Check if the stock of this item will be managed in the warehouse.

For a Finished Good example, you would check **Sell** and **Inventory**.

Step 4: Continue to the Next Stage

After filling in the basic information, click the **[Next >>]** button to continue to other detailed settings (such as unit of measure, dimensions, suppliers, etc.) before saving the data finally.

Tips & Important Notes

- This module is the **heart** of the Inventory, Sales, and Purchasing modules. Incorrect data here will cause problems in many other transactions.

- Ensure that item naming and coding are consistent and follow the standards set by the company.

- Pay close attention to the checkboxes in the **View Category** section, as this determines where this item can be used. For example, if **Sell** is not checked, the item will never appear when you create a Sales Order.

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