

# Product Category

## Module Guide: Product Category

### Module Location

Settings > Inventory > Product Category

**Internal System Name:** `MaterialType`

### Module Purpose

The **Product Category** (`MaterialType`) module serves as the most fundamental master data for creating the primary classifications or groupings for all inventory items (goods or materials). Its main purpose is to standardize general categories (e.g., Raw Materials, Finished Goods, Spare Parts) that will be used to organize and report inventory data in a more structured manner.

## 1. Main View (Category List)

The main page displays all material categories that have been defined in the system. In the provided image, this list is still empty, indicating that no categories have been created yet.

### View Explanation

- **List Table:** The columns will display `Material_CatCode` (Material Category Code) and `Material_CatName` (Material Category Name) once data is added.
- **Action Buttons:**

- **Add Item:** Opens the form to create a new category.

## 2. Add Item Page

This form is used to define a new product or material category.

### View Explanation

- **All Fields Required:** A note indicating that all columns are mandatory.
- **Material\_CatCode:** A field to enter a unique alphanumeric code for the new category.
- **Material\_CatName:** A field to enter a descriptive name for the category.

## 3. Steps to Add a Product Category

1. From the main page, click the **Add Item** button.
2. Fill in the **Material\_CatCode** with a unique and easily identifiable code (e.g., "RM" for Raw Material).
3. Fill in the **Material\_CatName** with a clear category name (e.g., "Chemical Raw Materials").
4. Click **Save**.

## 4. Integrated Workflow & Business Process

- **Foundation for the Item Master:** The categories created here will be the primary choice when registering a new item in the **Item Master** module. This is the first level of classification before other details.
- **Inventory Management:** This makes it easier for the warehouse and inventory team to manage and search for stock based on its group. For example, performing a stock take only for items in the "Spare Parts" category.
- **Reporting and Analysis:** It allows management to generate inventory reports segmented by category. For example, a report on inventory value by category or a report on slow-moving items for each category.
- **Data Structuring:** This module creates the basic structure for inventory. When compared to the *Product Type* module, Product Type focuses on financial classification (revenue accounts), whereas **Product Category** focuses on the physical or logical classification of the item itself.

## 5. Tips & Important Notes

- The naming and coding system for categories should be carefully planned and standardized across the entire company.
- Although simple, this module has a major impact on the inventory data structure. It is recommended that the management of this module be handled centrally by an Inventory Manager or Cost Accountant.

- Because this is foundational data, changes to existing categories should be made with caution as they can affect historical data and reports.

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Revision #1

Created 23 October 2025 10:01:06 by Muhammad Ali Akbar

Updated 23 October 2025 10:03:23 by Muhammad Ali Akbar