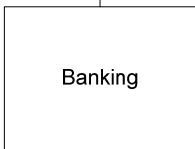
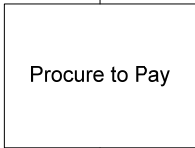
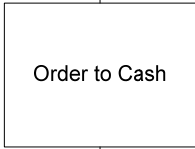
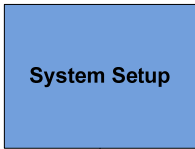


ADDING NEW ITEMS



CONTENTS

Adding New Items.....	1
Process Flow	1
Add New Item	2
Alternative Items	8
BP Catalog Numbers	9

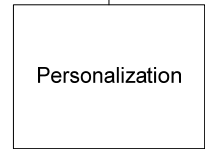
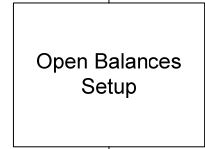
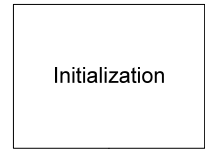
PROCESS FLOW

SAP Business One enables you to manage all items that you purchase, manufacture, sell, or keep in inventory. Services can also be defined as items, although they are only relevant for sales. For each item, you enter the data relevant for a particular area in the system. SAP Business One uses this data for purchasing, sales, production, warehouse management, accounting, and service.

Master data items need to be configured before opening balances can be setup and then are maintained on an ongoing basis to ensure proper functioning of your system. You use the *Item Master Data* window to add, update, search, and maintain item data. The window includes the list of items that the company uses.

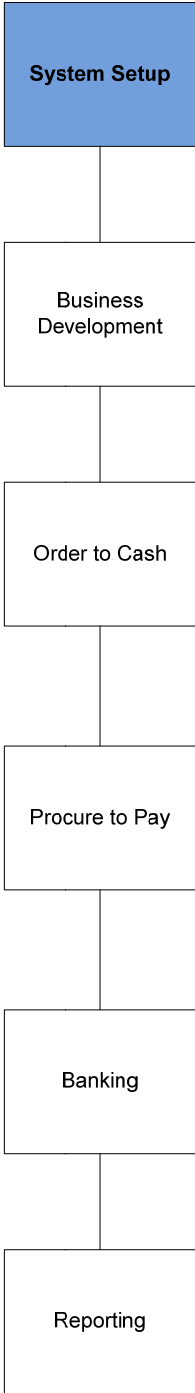
In Business One you can also maintain Alternative Items that are equivalent or roughly equivalent for use in up-selling and reducing back order or out of stock situations.

Business One also allows you to maintain unlimited Business Partner Catalog Numbers for use in sales and purchasing documents in place of or in addition to your item number.



ADD NEW ITEM

1. Inventory -> Item Management



Item Master Data [min] [max] [close]

Item Number	A00001	Bar Code		<input checked="" type="checkbox"/> Inventory Item
Description	IBM Infoprint 1312			<input checked="" type="checkbox"/> Sales Item
Desc. in Foreign Lang.				<input checked="" type="checkbox"/> Purchased Item
Item Type	Items			<input type="checkbox"/> Fixed Assets
Item Group	IBM Printers			
Price List	Base Price	Unit Price	\$ 400.00	

General
Purchasing Data
Sales Data
Inventory Data
Planning Data
Properties
Remarks

Tax Liagle
 Manufacturer: IBM
 Additional Identifier:
 Shipping Type: Fedex EM
 Serial and Batch Numbers
 Manage Item by: None

Production Data
 Phantom Item
 Issue Method: Backflush

Active From: To: Remarks:

Inactive
 Advanced

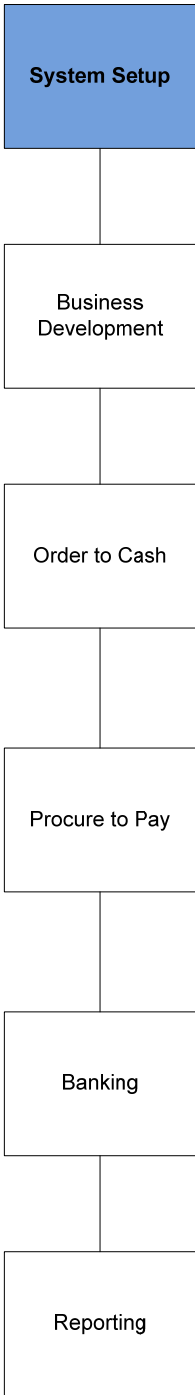
Update
Cancel



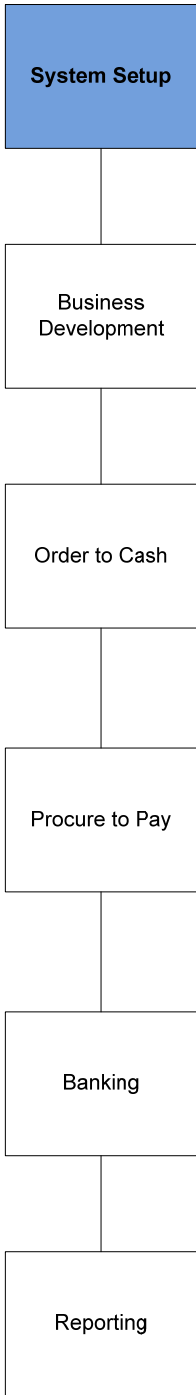
The *Item Master Data* window opens in *Find* mode. Switch to *Add* mode to add new items to the company master file.

Header Fields

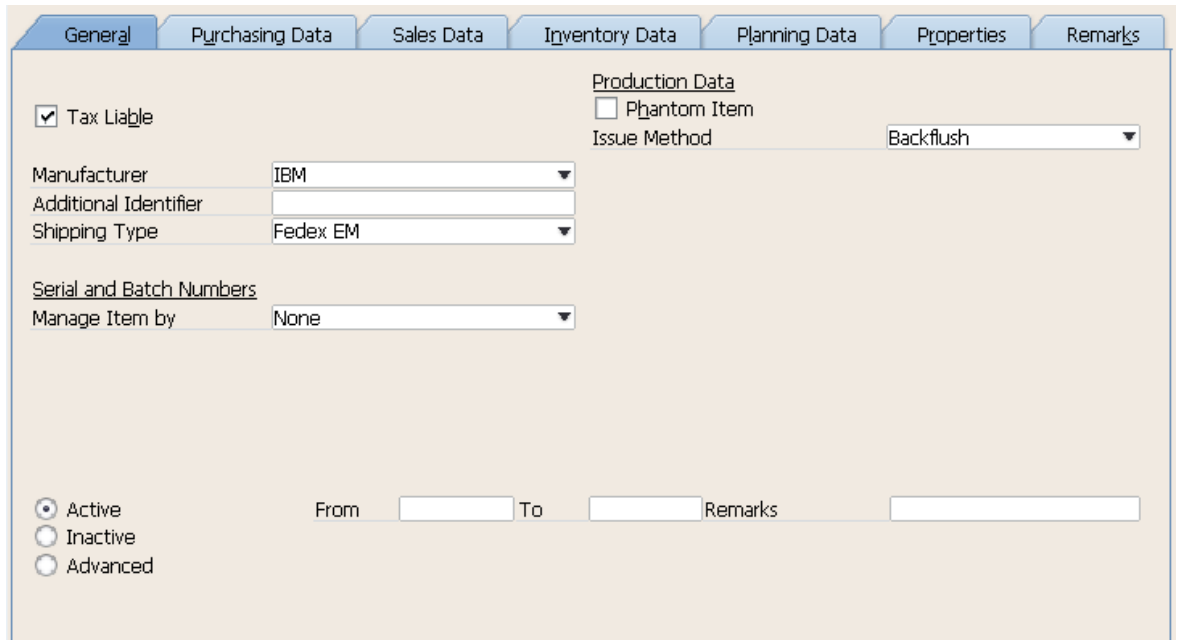
Field	Definition	Notes
Item Number	The item number is the unique key field that represents an item.	
Description	Long description generally used in marketing documents	
Description in Foreign Language	Enter a description of the item in a foreign language. You can copy this name to documents for business partners that use other languages.	Can also be used as an extended description field.



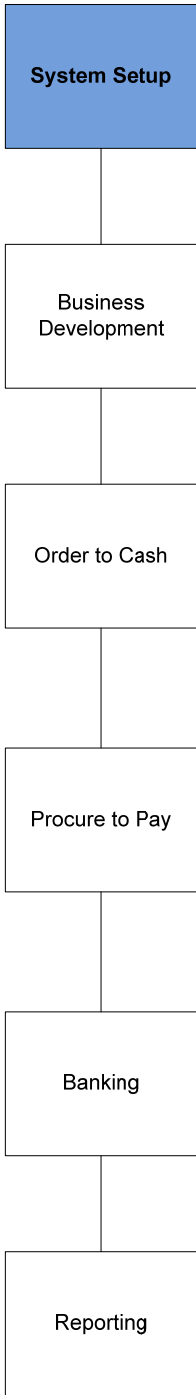
Field	Definition	Notes
Item Type	Select one of the following: <i>Items</i> – to define as an SAP Business One item. <i>Labor</i> – to use in the <i>Service</i> module to calculate the amount of time spent completing a task. <i>Travel</i> – to use in the <i>Service</i> module to calculate the amount of time the technician spends traveling.	
Item Group	Arrange the items into groups. Assign an item to one group only. Use the <i>Item Group</i> later for reports	
Price List	Enter the price for the item by selecting one of the price lists	Use Price List 01
Unit Price		Unit Price under Price List 01 is the standard selling cost and Unit Price for Standard Cost is the cost “price”
Inventory Item	<i>Inventory Item</i> enables you to use the item in inventory management. For example, you can perform inventory transactions, such as stock transfers, only for inventory items. If you define the item as inventory only, you cannot sell or purchase it.	
Sales Item	A <i>Sales Item</i> is sold to a customer. For example, you can create a sales order for a customer if you have defined the item as sales. Services that are neither purchased nor kept in stock belong to this category.	
Purchased Item	A Purchased Item is bought from a vendor. For example, you can create a purchase order if you have defined the item as purchase.	
Fixed Assets	Select to define an item as a fixed asset, that is, an item that you can only buy.	



2. General Tab



Field	Definition	Notes
Tax Liable		Be sure to uncheck this box for service items that are not taxable.
Manufacturer	Enter a manufacturer if the item is a brand product. You can assign an item to only one manufacturer.	
Additional Identifier	Enter additional information about the item.	
Shipping Type	Enter the means of transport and mode of transport to be used to perform the shipment	
Manage Item by	From the dropdown list, select one of the methods by which you receive and release items: <ul style="list-style-type: none"> • <i>None</i> (default) – no special management for this item. • <i>Serial Numbers</i> – the item is managed by serial numbers. • <i>Batches</i> – the item is managed by batches. This type of management tracks items that have unique numbers and characteristics but have been combined in a single group, for example, food, wood, tile, etc. 	



Field	Definition	Notes
Management Method	Select one of the item management methods, which is relevant for serial numbers and batches only: <ul style="list-style-type: none"> • <i>On Every Transaction</i> – you are forced to assign serial or batch numbers during every inventory transaction. • <i>On Release Only</i> – you are forced to assign serial or batch numbers only on release; it is optional for other transactions. 	This field is displayed only if the option to manage the item by serial numbers or batches was set in the previous field. The default for new items is set according to the definition in <i>System Initialization</i> . However, the definition may be changed in the <i>Item Master Data</i> window
Phantom Item	Defines the item as a phantom.	A Phantom is an item type in BOM that has an engineering or structure function only. Phantom items do not represent a physical component or a subassembly, thus they are defined as non-inventory items.
Issue Method	Select one of the following issue methods: <ul style="list-style-type: none"> • <i>Backflush</i> – after you report the completion of the parent item, the components are automatically issued to the production order. • <i>Manual</i> – the components are manually issued to the production order, regardless of the issue of the product. 	You cannot use the backflush method for serial and batch-managed items.
Active	Enter the range of dates to determine a validity period for the item.	
On Hold	Enter the range of dates to determine the period for which you freeze the item.	
Advanced	Enter the range of dates to determine: <ul style="list-style-type: none"> • Active Range – A validity period for the item. • Inactive Range – The period for which you freeze the item. 	