

SAP Business One 10.0 Basics – Item Master Data

EN-SBO1002

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Item overview

	Item that is bought in and sold from the warehouse	Assembly, self-produced	Component of an assembly	Services	Drop shipping items
Stock item	x	x	x		x*
Sales item	x	x		x	x
Purchase item	x		x		x
Sales price list	x	x		x	x
Purchase price list	x		x	x	x
Item type	Items	Items	Items	Items or Labor (if it is an hourly rate) or Travel (if it is a travel expense)	Items
Valuation	Moving average, Fifo or standard costs	Moving average, Fifo or standard costs	Moving average, Fifo or standard costs	Standard costs	Moving average, Fifo or standard costs
Warehouse	Warehouse	Warehouse	Warehouse		Drop ship
Planning method	MRP	MRP	MRP	None	None
Procurement method	Buy	Make	Make	Make	Make

* It is recommended to create physical items from the drop shipments as stock items. If one day the items are bought in the company's own warehouse or produced in-house, the item master record can still be used for this purpose. If the checkmark for stock items is not set in the item master record, a new item needs to be created.

Item master data

Inventory > Item Master Data

The screenshot shows the SAP Item Master Data form. The left sidebar contains a navigation menu with 'Item Master Data' highlighted. The main form area includes fields for 'Item No.', 'Description', 'Foreign Name', 'Item Type', 'Item Group', 'UoM Group', 'Price List', 'Bar Code', and 'Unit Price'. A red box highlights the 'Inventory Item', 'Sales Item', and 'Purchase Item' checkboxes. A yellow box highlights the navigation icons in the top toolbar, and a yellow callout box points to them with the text 'Binoculars + Arrows Find New record First to last record'. The 'General' tab is active, showing fields for 'Manufacturer', 'Additional Identifier', 'Shipping Type', 'Serial and Batch Numbers', and 'Manage Item by'. At the bottom, there are 'Find' and 'Cancel' buttons. A dark blue overlay on the right contains the text: 'are editing now is empty.', 'ght into company performance', and 'get started.'

Item master data – Settings for inventory, sales and purchase items

By selecting the option **inventory item** you can use the corresponding item in the stock management. For example, inventory transactions such as stock transfers can only be performed for inventory items. If you define an item as a inventory item only, you cannot sell or buy this item.

You sell a **sales item** to a customer. If you have defined an item as a sales item, you can e.g. create a sales order for a customer. This category also includes services, as these are neither purchased nor kept in stock.

Purchase items are purchased from a vendor. If you have defined an item as a purchase item, you can e.g. create a purchase order.

In the standard setting, the item is a combination of all three categories. However, these values change depending on the type of item selected (see also slide 4).

Inventory items can not be changed to non-stock items and vice versa, provided that:

- warehouse transactions (receipt, delivery, and stock transfer) have been posted for the item
- There are purchase or sales receipts for the item, such as offers, customer orders, purchase orders, purchase or sales down payment requests, incoming and outgoing invoices and credit notes (also parked documents are relevant)

If an item is used in a parts list, the setting for warehouse, sales and purchase items can no longer be changed, even if the item has not yet been used in a document. If the setting is to be changed, the item must be taken from the parts list and then changed. After that it can be added to the parts list again.

Consider carefully the settings for inventory, sales and purchase items when an item is created, as it is rarely possible to change the settings later.

Item master data – Head and general

Inventory > Item Master Data

The assignment to **item groups** is used in reports and valuations. The valuation, planning and procurement method, the assignment to G / L accounts and discounts can be associated to item groups.

All **price lists** in which the item is contained are called up and the corresponding price is entered in the Unit price field. Alternatively, prices can be maintained using the price list tables, which are located under Warehouse Inventory > Price Lists> Price Lists.

The **shipping type** can be maintained for items. Alternatively, it is maintained for customers or suppliers (which is the more common case in practice).

Item Master Data

Item No. Inventory Item
Description Sales Item
Foreign Name Purchase Item
Item Type
Item Group
UoM Group
Price List Bar Code Unit Price

General **Purchasing Data** Sales Data Inventory Data Planning Data Production Data Properties Remarks Attachments

Do Not Apply Discount Groups
Manufacturer
Additional Identifier
Shipping Type

Active Inactive Advanced
From To Remarks

Country of Origin
Standard Item Identification
Commodity Classification

Item master data – Head and general: Manage Item by Serial and Batch Number

Lagerverwaltung > Artikelstamm

The screenshot shows the SAP Item Master Data configuration interface. The left sidebar contains a navigation menu with categories like Administration, Financials, CRM, Opportunities, Sales - A/R, Purchasing - A/P, Business Partners, Banking, Inventory, Resources, and Production. The main area is titled 'Item Master Data' and has tabs for General, Purchasing Data, Sales Data, Inventory Data, Planning Data, and Production Data. The 'General' tab is active. Fields include Item No., Description, Foreign Name, Item Type, Item Group, UoM Group, Price List, Bar Code, and Unit Price. The 'Serial and Batch Numbers' section is highlighted with a red box and contains a 'Manage Item by' dropdown menu set to 'None'. Below this are radio buttons for 'Active', 'Inactive', and 'Advanced'. At the bottom, there are 'Find' and 'Cancel' buttons.

Serial numbers and batches can be managed at each posting or only at issue.

On every transaction: With this method of serial number management, serial numbers are created and selected whenever inventory is received or issued, transferred, or produced.

On release only: With this method of serial number management, serial numbers are always created and selected when stock is issued, i.e. internally or externally. Before that, the item is in stock quasi anonymously (without serial number).

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get started.

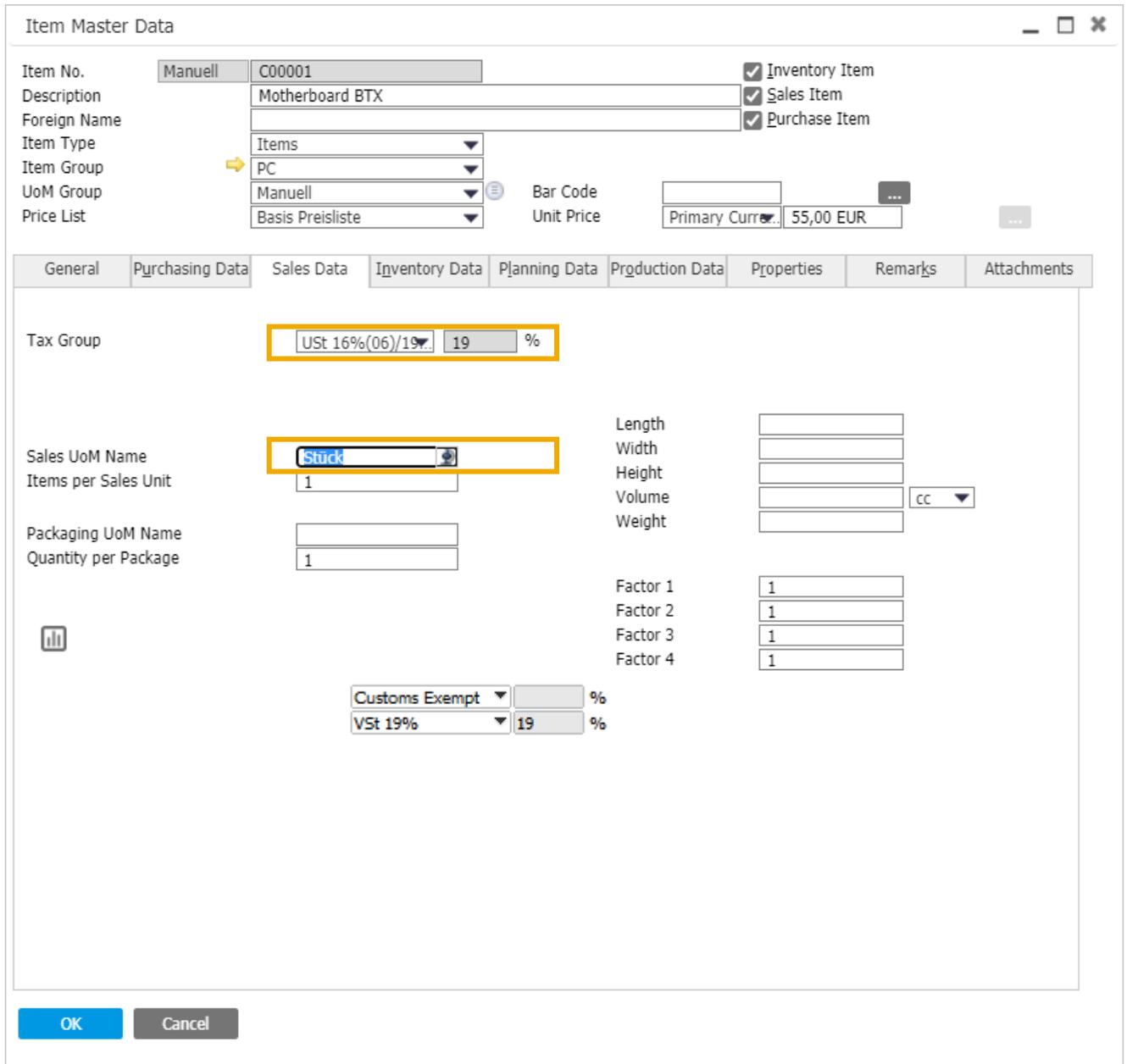
Consider carefully the management of serial and batch numbers when an item is created, as it is rarely possible to change the settings later.

Item master data – Sales data

Inventory > Item Master Data

For items with 7% / 5% sales tax, the corresponding tax code must be entered into field **tax group**. The default is 19% sales tax.

The name of the **sales unit of measure** must be maintained for sales documents



The screenshot shows the 'Item Master Data' window in SAP, specifically the 'Sales Data' tab. The 'Item No.' is 'C00001' and the 'Description' is 'Motherboard BTX'. The 'Item Type' is 'Items' and the 'Item Group' is 'PC'. The 'UoM Group' is 'Manuell' and the 'Price List' is 'Basis Preisliste'. The 'Unit Price' is '55,00 EUR'. The 'Tax Group' is 'USt 16%(06)/19%' with a value of '19 %'. The 'Sales UoM Name' is 'Stück' and the 'Items per Sales Unit' is '1'. The 'Packaging UoM Name' is empty and the 'Quantity per Package' is '1'. The 'Length', 'Width', 'Height', 'Volume', and 'Weight' fields are empty. The 'Factor 1', 'Factor 2', 'Factor 3', and 'Factor 4' fields are all '1'. The 'Customs Exempt' field is 'VSt 19%' with a value of '19 %'. The 'OK' and 'Cancel' buttons are at the bottom.

Field	Value
Item No.	Manuell C00001
Description	Motherboard BTX
Foreign Name	
Item Type	Items
Item Group	PC
UoM Group	Manuell
Price List	Basis Preisliste
Bar Code	
Unit Price	Primary Currency: 55,00 EUR
Tax Group	USt 16%(06)/19% 19 %
Sales UoM Name	Stück
Items per Sales Unit	1
Packaging UoM Name	
Quantity per Package	1
Length	
Width	
Height	
Volume	
Weight	
Factor 1	1
Factor 2	1
Factor 3	1
Factor 4	1
Customs Exempt	VSt 19% 19 %

Item master data – Inventory data

Inventory > Item Master Data

If the **G / L account definition** under Administration > System Initialization > General settings > tab Inventory is configured, then this field does not have to be changed. The G / L accounts can be controlled according to: warehouse, article groups or articles.

For inventory purposes, the name of the **inventory unit of measure** must be maintained.

The following **valuation methods** are possible when perpetual inventory management is activated: Standard, Moving Average and FiFo.

The standard **valuation method** for all items is configured using Administration > System Initialization > Company Details > tab. Basic initialization.

If the evaluation method differs according to item groups, this can also be controlled via the item group.

If the standard price rating is selected, the standard price must be determined via a revaluation (Inventory > Inventory Transactions > Inventory Revaluation). The valuation method can only be changed when available stock is zero.

Item Master Data

Item No. Manuell C00001 Inventory Item
 Description Motherboard BTX Sales Item
 Foreign Name Purchase Item
 Item Type Items
 Item Group PC
 UoM Group Manuell Bar Code
 Price List Basis Preisliste Unit Price Primary Currency 55,00 EUR

General Purchasing Data Sales Data **Inventory Data** Planning Data Production Data Properties Remarks Attachments

Set G/L Accounts By Artikelgruppe Manage Inventory by Warehouse
 UoM Name Stück Inventory Level
 Weight Required (Purchasing UoM)
 Minimum
 Maximum

Valuation Method Moving Average

#	Whse Code	Whse Name	Locked	First Bin Location	Default Bin Location
1	01	Allgemeines Lager	<input type="checkbox"/>		
2	02	Außenlager	<input type="checkbox"/>		
3	03	Streckengeschäft	<input type="checkbox"/>		
4	04	Konsignationslager	<input type="checkbox"/>		
5	05	Lagerplätze	<input type="checkbox"/>		
6			<input type="checkbox"/>		

Set Default Whse

Determining the amount:
Available = in stock + ordered (from a vendor) - committed (in the form of a customer confirmation)

Consider carefully the valuation method when an item is created, as it is rarely possible to change the settings later.

Item master data – Planning data 1

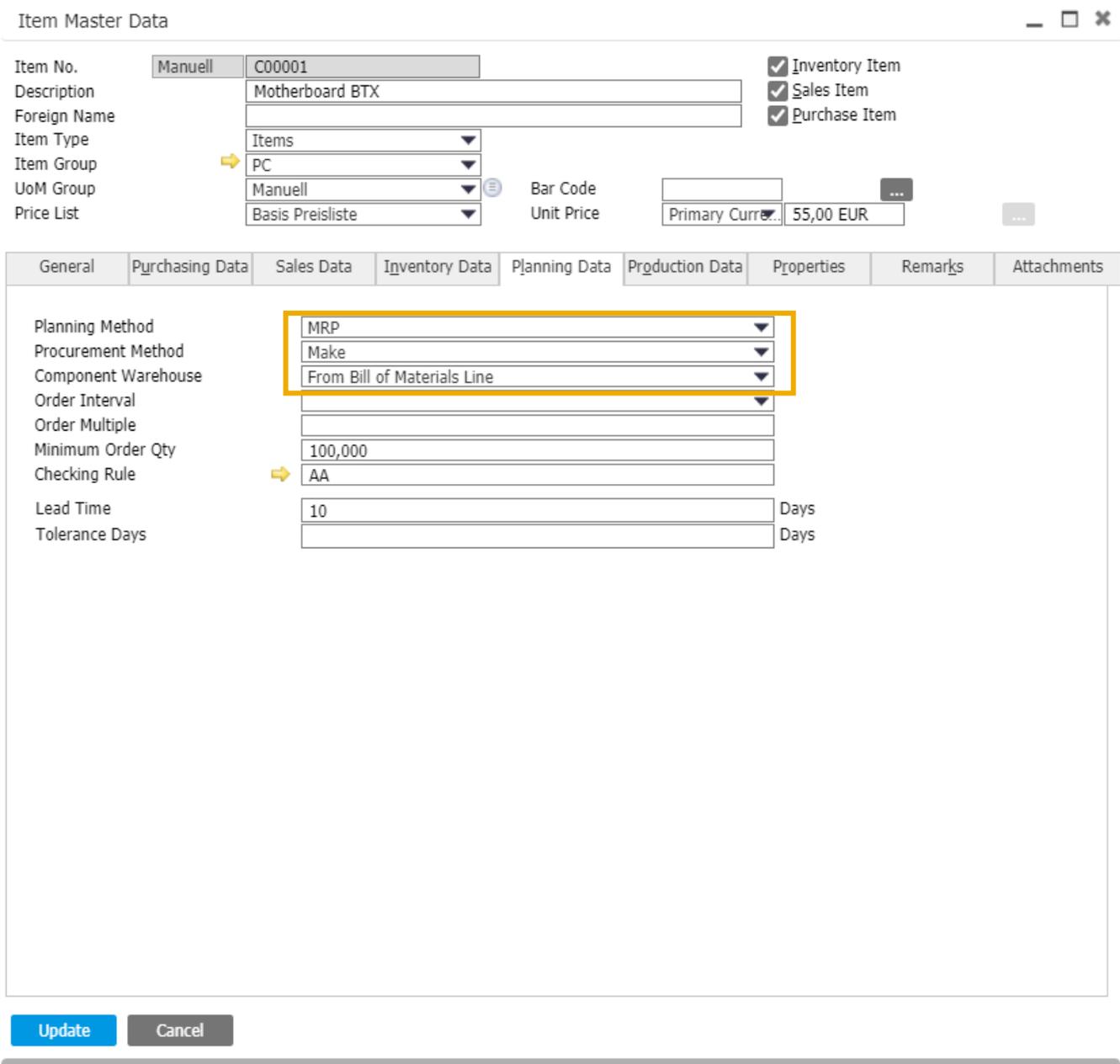
Inventory > Item Master Data

In the **planning method** field, you specify whether material requirements planning is to be used for this article or not.

In the **procurement method** field, it is selected whether the item is bought or manufactured.

The **component warehouse** field is only available if Make is defined as the procurement method. This defines which warehouse sources are to be used for the disposition of the components. You can choose from the warehouse of the components that is defined in the parts list or the warehouse that was defined in the document (customer order) for the higher-level item.

Instead of entering the planning data directly in the individual article master data, you can also define the planning data on item group level. This definition is automatically preselected in the item master data.



The screenshot shows the 'Item Master Data' window in SAP, specifically the 'Planning Data' tab. The 'Item No.' is 'Manuell C00001' and the 'Description' is 'Motherboard BTX'. The 'Inventory Item', 'Sales Item', and 'Purchase Item' checkboxes are all checked. The 'Item Type' is 'Items', 'Item Group' is 'PC', 'UoM Group' is 'Manuell', and 'Price List' is 'Basis Preisliste'. The 'Bar Code' is empty and the 'Unit Price' is '55,00 EUR'. The 'Planning Data' tab is active, showing the following fields: 'Planning Method' (MRP), 'Procurement Method' (Make), 'Component Warehouse' (From Bill of Materials Line), 'Order Interval' (empty), 'Order Multiple' (empty), 'Minimum Order Qty' (100,000), 'Checking Rule' (AA), 'Lead Time' (10 Days), and 'Tolerance Days' (empty). The 'MRP', 'Make', and 'From Bill of Materials Line' fields are highlighted with a yellow box. At the bottom, there are 'Update' and 'Cancel' buttons.

Item master data – Planning data 2

Inventory > Item Master Data

The **order interval** field specifies how often order recommendations should be generated. You can define several intervals and, if necessary, select the relevant interval for the individual item. The definition of the order interval can be useful if a contract has been concluded with a vendor, as a result of which, an order is placed once a week (e.g. only on Mondays). The material requirements planning automatically combines recommended orders into interval groups.

The **order multiple** indicates the batch size used in a disposition run. If the value is "50", MRP will recommend ordering the item in multiples of 50. So if 80 articles are required and the value is 50, SAP Business One suggests ordering 100 articles.

A minimum batch size is specified in the **minimum order quantity** field. The definitions for order multiple and minimum order quantity can also reflect a delivery agreement with the vendor.

The **lead time** field can be used to calculate how long it will take to manufacture the item or, in the case of a purchase, to receive it from the vendor.

The last field in the list is the field **tolerance days**. An expected receipt can arrive a few days after the actual demand date, and in some situations it is possible to postpone delivery. This function minimizes the recommendations of the disposition assistant and covers the demand with the expected receipt due within the tolerance period.

If the extended available-to-promise function is used, a **checking rule** for the availability check can also be specified. These test rules are not part of this training document. More information can be found here:

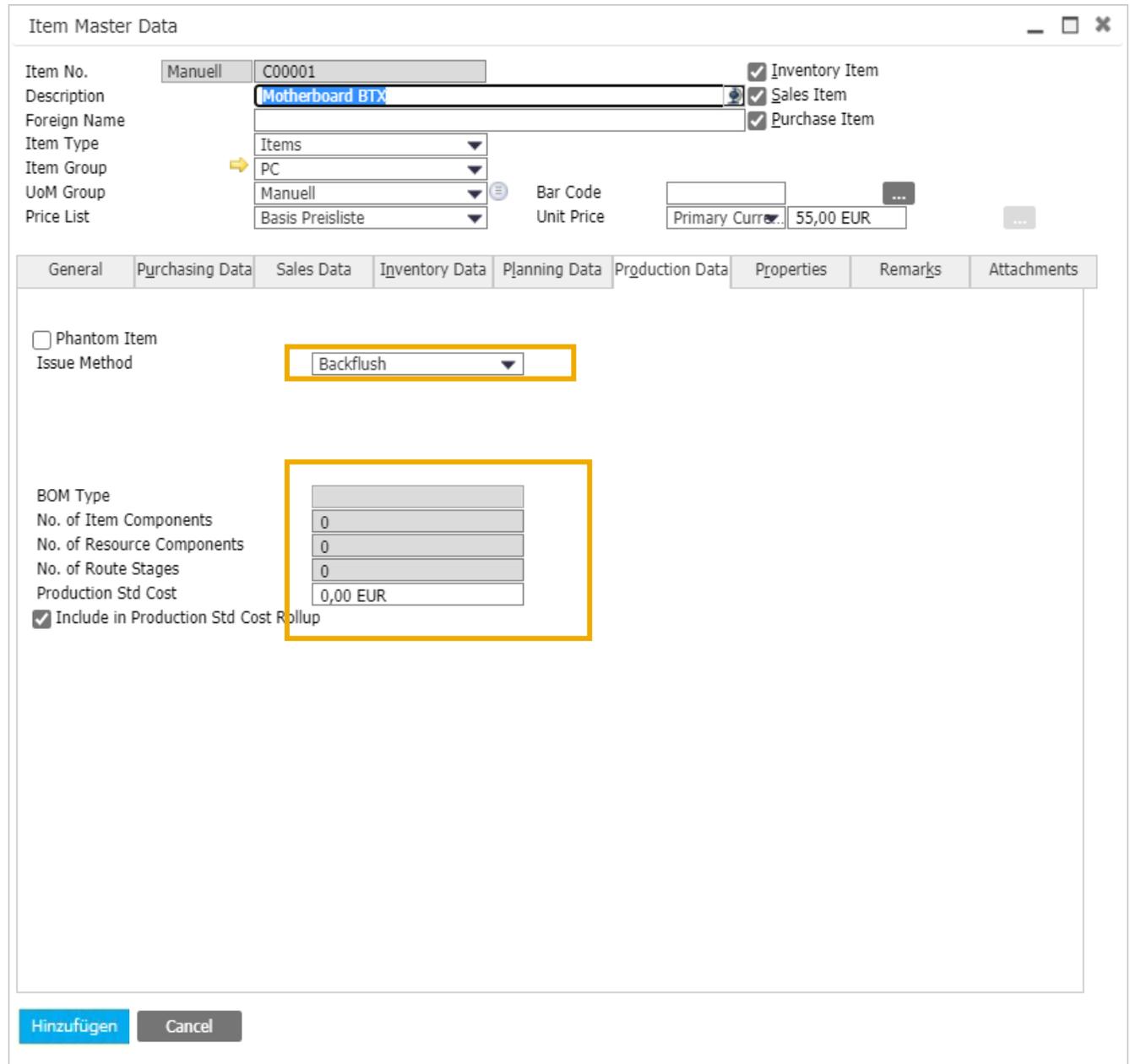
https://help.sap.com/saphelp_sbo92/helpdata/de/44/c4c1cd7ca22e17e1000000a114a6b/frameset.htm

The screenshot shows the 'Item Master Data' window with the 'Planning Data' tab selected. The 'Order Interval' field is highlighted with a yellow box. The 'Order Multiple' field is set to 10, 'Minimum Order Qty' is 100,000, 'Checking Rule' is AA, 'Lead Time' is 5 Days, and 'Tolerance Days' is empty. The 'Update' button is highlighted in blue.

Instead of entering the planning data directly in the individual article master data, you can also define the planning data at item group level. This definition is automatically applied as the standard in the item master data. To be able to plan the disposition correctly public holidays need be configured in SAP Business One. These are set under: Administration > System Initialization > Company Details > tab. Accounting Data

Item master data – Production Data

Inventory > Item Master Data



The screenshot shows the SAP Item Master Data window for item C00001. The 'Production Data' tab is active. The 'Issue Method' is set to 'Backflush'. The 'BOM Type' is set to '0'. The 'No. of Item Components', 'No. of Resource Components', and 'No. of Route Stages' are all set to '0'. The 'Production Std Cost' is set to '0,00 EUR'. The 'Include in Production Std Cost Rollup' checkbox is checked. The 'Bar Code' and 'Unit Price' fields are empty. The 'Primary Currency' is set to 'EUR' and the 'Unit Price' is '55,00 EUR'.

Field	Value
Item No.	Manuell C00001
Description	Motherboard BTX
Foreign Name	
Item Type	Items
Item Group	PC
UoM Group	Manuell
Price List	Basis Preisliste
Bar Code	
Unit Price	55,00 EUR
Primary Currency	EUR
Issue Method	Backflush
BOM Type	0
No. of Item Components	0
No. of Resource Components	0
No. of Route Stages	0
Production Std Cost	0,00 EUR
Include in Production Std Cost Rollup	<input checked="" type="checkbox"/>

The issue method Backflush is set by default and can be changed to Manual.

The parts list information results automatically when parts lists have been created.

Item master data – Properties

Inventory > Item Master Data

Item Master Data

Item No. Manuell C00001 Inventory Item
Description Motherboard BTX Sales Item
Foreign Name Purchase Item
Item Type Items
Item Group PC
UoM Group Manuell Bar Code
Price List Basis Preisliste Unit Price Primary Curr. 55,00 EUR

General Purchasing Data Sales Data Inventory Data Planning Data Production Data Properties Remarks Attachments

#	Property Name
1	Einfarbig
2	Mehrfarbig
3	Einzelteile
4	Fertigteil
5	Bauteile
6	Artikel Eigenschaft 6
7	Artikel Eigenschaft 7
8	Artikel Eigenschaft 8
9	Artikel Eigenschaft 9
10	Artikel Eigenschaft 10
11	Artikel Eigenschaft 11
12	Artikel Eigenschaft 12
13	Artikel Eigenschaft 13

Select All
Clear Selection

Hinzufügen Cancel

Items can be classified based on **properties**. There are 64 properties available.

With those properties you can:

- Define reports and valuations
- Select master data records during processing

Item master data – Remarks

Inventory > Item Master Data

Item Master Data

Item No. Inventory Item

Description Sales Item

Foreign Name Purchase Item

Item Type

Item Group

UoM Group

Price List

General Purchasing Data Sales Data **Inventory Data** Planning Data Production Data Properties Remarks Attachments

Comments and a photo can be saved in this tab.

Hinzufügen Cancel

Item master data – Attachments

Inventory > Item Master Data

Item Master Data

Item No. Manuell C00001 Inventory Item
Description Motherboard BTX Sales Item
Foreign Name Purchase Item
Item Type Items
Item Group PC
UoM Group Manuell Bar Code
Price List Basis Preisliste Unit Price Primary Curr... 55,00 EUR

General Purchasing Data Sales Data Inventory Data Planning Data Production Data Properties Remarks Attachments

#	Target Path	File Name
---	-------------	-----------

Attachments can be stored for items.

Browse
Display
Delete

OK Cancel

The master data record is only saved at the end of the entry.

Different purchasing and sales units

Inventory > Item Master Data

The screenshot displays two views of the SAP Item Master Data for 'Peanuts'. The left view shows purchasing data, and the right view shows sales data. Annotations highlight key differences between purchasing and sales units.

Annotations:

- The price is given in the packaging unit.** (Points to the Unit Price field in both views, which is 0,70 EUR.)
- The purchasing unit and the packaging unit do not have to be identical** (Points to the Purchasing UoM Name 'Pallet' and Packaging UoM Name 'Package' in the purchasing view.)
- Sales unit and packaging unit do not have to be identical** (Points to the Sales UoM Name 'Package' and Packaging UoM Name 'Package' in the sales view.)
- The item per unit field shows in the document how many packaging units per item are bought or sold.** (Points to the 'Items per Purchase Unit' field '20' in the purchasing view and the 'Items per Sales Unit' field '1' in the sales view.)

Item Master Data - Purchasing Data:

- Item No.: Manuell Peanuts
- Description: Peanuts
- Item Type: Items
- Item Group: Artikel
- UoM Group: Manuell
- Price List: EK Discount
- Unit Price: 0,70 EUR
- Purchasing UoM Name: Pallet
- Items per Purchase Unit: 20
- Packaging UoM Name: Package
- Quantity per Package: 1

Item Master Data - Sales Data:

- Item No.: Manuell Peanuts
- Description: Peanuts
- Item Type: Items
- Item Group: Artikel
- UoM Group: Manuell
- Price List: EK Discount
- Unit Price: 0,70 EUR
- Sales UoM Name: Package
- Items per Sales Unit: 1
- Packaging UoM Name: Package
- Quantity per Package: 1

Purchase Order - Split:

- Vendor: V20000 Michael Krause GmbH
- Contact Person: Sebastian Winter
- Local Currency: EUR

#	Type	Item No.	BP Catalog No.	Item Description	Quantity	UoM Name	Unit Price	Discount %
1		Peanuts		Peanuts	1	Pallet	14,00 EUR	0,0000
2								0,0000

Kundenauftrag:

- Kunde: L00001 Andreas Ackermann
- Anspruchspartner: Alexandre Gueriot
- Kundenref.nr.: EUR

#	Typ	Artikelnr.	Artikelbeschreibung	Menge	ME-Name	Stückpreis	Raba
1		Erdnüsse	Erdnüsse	1,000	Paket	1,30 EUR	0,00
2							0,00

Valuation: Perpetual inventory management versus non-perpetual inventory management

There are **two options** to choose from when defining the inventory valuation: perpetual inventory management and non-perpetual inventory management.

Perpetual inventory management reflects the value of inventory postings in the form of financial transactions in the financial accounting system. Such financial transactions occur when items defined as inventory items enter or are released from inventory. With perpetual inventory management, inventory postings affect both inventory levels and the inventory value. Automatic journal entries are created in the general ledger for changes in the inventory value.

The second option is to **use non-perpetual inventory management**, in which sales, purchasing, inventory, and production transactions automatically create inventory transactions that only affect inventory levels and not inventory value. Transactions in a non-perpetual inventory management do not generate any direct, inventory-relevant financial postings in the general ledger. However, you can use the various inventory reports to get an estimate of the inventory value.

Perpetual inventory management must be activated before the first transaction is posted. After posting the first inventory transaction, the option to choose between perpetual and non-perpetual inventory management is deactivated and you can no longer change the status.

The choice between perpetual inventory management and non-perpetual inventory management must be discussed with your tax accountant.

Perpetual inventory management

If **perpetual inventory management is activated**, items can be valued using the valuation methods FIFO, moving average and standard price. The evaluation can take place at the company level, at the warehouse level or at the batch level.

Perpetual inventory management creates a **causal posting of material costs**. Inventory transactions affect both the inventory and the inventory value. Automatic postings are created in the general ledger. **Stock and stock value are up-to-date** if the posting of goods receipt and incoming payment is made promptly.

Purchases of inventory-managed articles are posted to a so-called inventory account. The cost of materials is only posted when the items leave the warehouse and are delivered to the customer or are consumed during the production process. At the same time, the pre-booked inventory account is posted, i.e. this is reduced by the items to be delivered or used. This can be triggered, for example, by the delivery or the outgoing invoice (without the previous delivery document) as well as the backflush or manual withdrawal in the production process.

Perpetual inventory management requires a certain discipline of postings, because incoming goods and incoming invoices for items should be posted promptly in accordance with the business model in order to be able to use the items in SAP Business One with the correct valuation. If an incoming invoice is posted after the item has been sold and the purchase price differs from the price posted in the incoming goods department, SAP Business One automatically posts a correction item. Everything is correct in terms of accounting and valuation. If this happens often, however, the complexity of the bookkeeping is increased by additional postings, which can increase the time required for the postings to be traceable. The same applies to negative stock levels: these are possible, but not recommended, because they also increase the complexity of the bookings and make them difficult to understand.

- ⇒ The quantity of stored items is known
- ⇒ Inventory value is transparent
- ⇒ Material costs are posted according to the cause
- ⇒ Negative stocks are not recommended
- ⇒ Incoming goods and incoming invoices should be posted promptly in accordance with the business model

Non-perpetual inventory management

In the case of **non-perpetual inventory management**, sales, purchasing, inventory and production transactions reflect the inventory levels, but do not generate any direct, inventory-relevant financial postings in the general ledger. The inventory value of an item is therefore not revalued every time the inventory is released or added.

When purchasing inventory-managed articles, the goods receipt triggers a posting of the material costs. The cost of materials is therefore incurred at the time of purchase. With perpetual inventory management, it occurs at the time of delivery to the customer or consumption in the production process. The consequence of the non-perpetual inventory management is that the inventory value has to be corrected manually at certain time intervals (monthly / quarterly / annually) using inventory change postings, only then is the correct inventory value included in the balance sheet.

- ⇒ The quantity of stored items is known
- ⇒ Inventory value is only correct in the balance sheet at the end of a period if inventory change postings have been made
- ⇒ The cost of materials only matches the inventory disposals caused at the end of the period
- ⇒ Negative stocks are possible

Valuation method: Fifo, moving average and standard price

If perpetual inventory management is activated, the following valuation methods can be selected:

- Fifo
- Moving average and
- Stock price

A selected evaluation method can be set as the standard for the entire company. It can also be defined via the item groups. It is therefore possible to set different evaluation methods for different item groups.

The valuation can take place at the item level (here an item always has the same valuation, regardless of which warehouse it is in) or at the warehouse level (here the evaluation of the item depends on the warehouse in which it is stored).

If the valuation method is set and there is an item in stock in the warehouse, the valuation method can no longer be changed!

The valuation method and whether this is applied at the item or warehouse level must be discussed with your tax accountant.

Before going live, it must be checked that each item has been assigned the correct valuation method at the correct level!

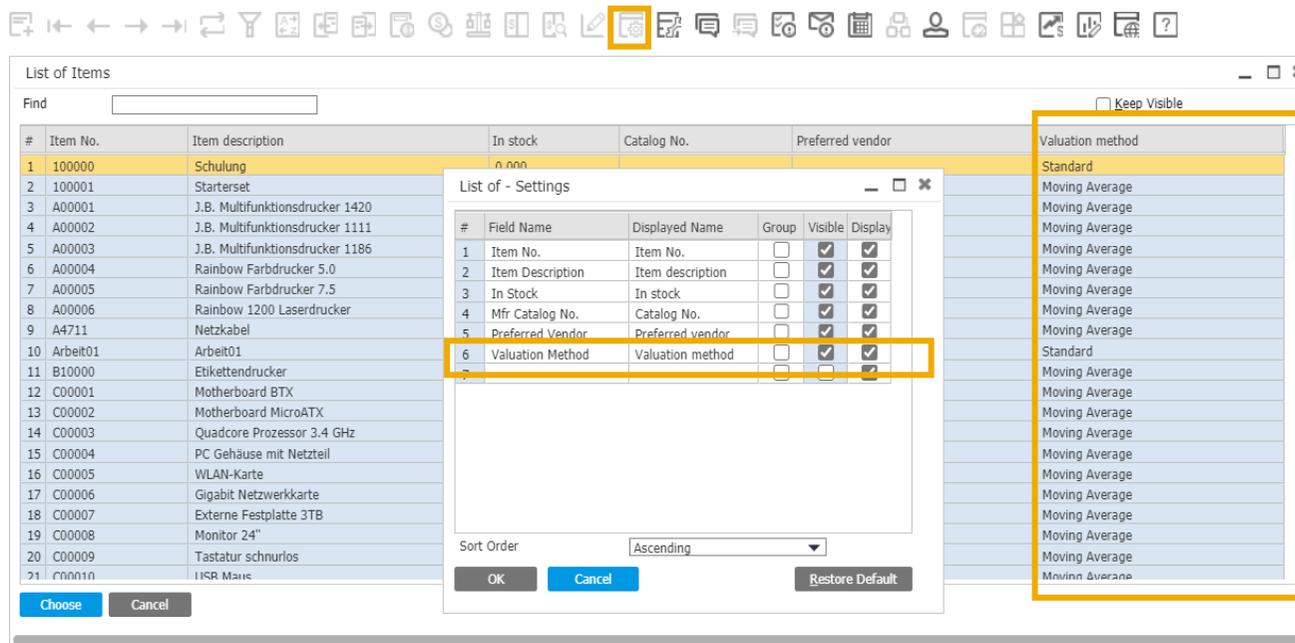
Review of the valuation method before go-live 1

Before going live, it must be checked that each item has been assigned the correct valuation method at the correct level!

Review of the valuation method for each item:

Call up the item list via the item master (refer to the slide: Create item list 2).

Now open the form settings  (icon with the gearwheel). There you add the valuation method field. Now close the table and open it again. The valuation method field is now visible.



The screenshot shows the SAP 'List of Items' interface. A table lists various items with columns for Item No., Item description, In stock, Catalog No., Preferred vendor, and Valuation method. The 'Valuation method' column shows 'Standard' for item 1 and 'Moving Average' for others. A 'List of - Settings' dialog is open, showing a table of fields to be displayed in the list. The 'Valuation Method' field is highlighted in yellow in the dialog. The dialog table is as follows:

#	Field Name	Displayed Name	Group	Visible	Display
1	Item No.	Item No.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Item Description	Item description	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	In Stock	In stock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Mfr Catalog No.	Catalog No.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Preferred Vendor	Preferred vendor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Valuation Method	Valuation method	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The valuation method and whether this is applied at the item or warehouse level must be discussed with your tax accountant.

Before going live, it must be checked that each item has been assigned the correct valuation method at the correct level!

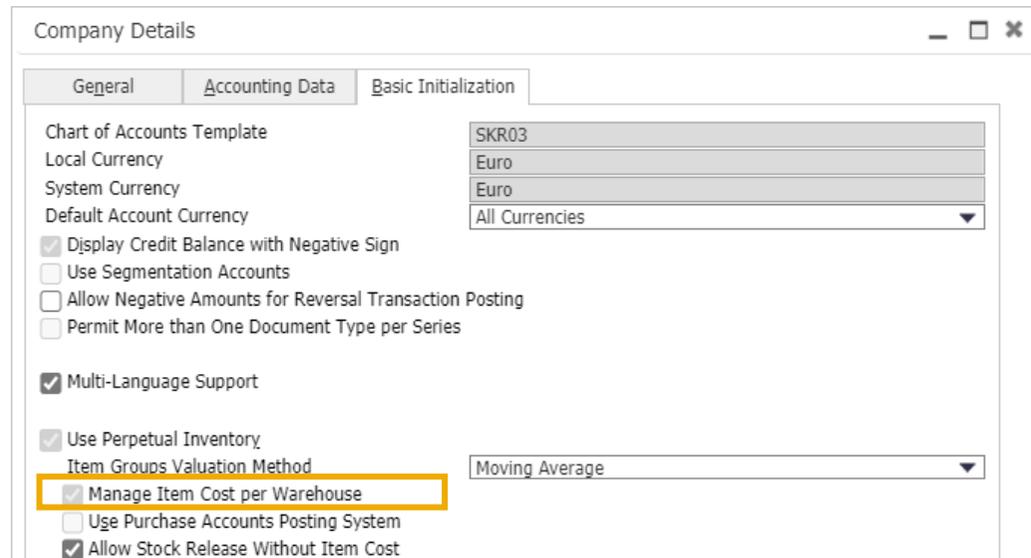
Review of the valuation method before go-live 2

Administration > System Initialization > Company Details > tab Basic Initialization

Before going live, it must be checked that each article has been assigned the correct evaluation method at the correct level!

Review of the assessment level:

The evaluation can take place at the item level (here an item always has the same evaluation, regardless of which warehouse it is in) or at the warehouse level (here the evaluation of the item depends on the warehouse in which it is stored). The check is carried out under Administration > System Initialization > Company Details > tab. Basic Initialization. If “Manage item costs per warehouse” is checked. The assessment is carried out at warehouse level. If no check mark is set, the evaluation is carried out at the item level.



The screenshot shows the 'Company Details' window with the 'Basic Initialization' tab selected. The 'Manage Item Cost per Warehouse' checkbox is checked and highlighted with a yellow box. Other settings include 'Chart of Accounts Template' (SKR03), 'Local Currency' (Euro), 'System Currency' (Euro), 'Default Account Currency' (All Currencies), 'Use Perpetual Inventory' (checked), 'Item Groups Valuation Method' (Moving Average), and 'Allow Stock Release Without Item Cost' (checked).

The valuation method and whether this is applied at the item or warehouse level must be discussed with your tax accountant.

Before going live, it must be checked that each item has been assigned the correct valuation method at the correct level!

Create item list 1

Inventory > Inventory Reports > Item List

Items List - Selection Criteria

Item No. From To

Group

Hide Items with No Quantity in Stock

Expanded Selection Criteria

Item lists can be created based on item groups, item numbers or item properties.

To this list additional columns can be added via the form settings (1).
If a column is added, the list must be closed and reopened in order to make the new column visible.

Visible columns can be grouped using the form settings (2).

Contents can be filtered using the filter (3).

Items List

#	Item No.	Item Description	In Stock	Bar Code	Item Group	Manufacturer	Inventory UoM	Last Eval. Price	Last Purchase Price	Basis Preisliste	EK Discount	EK I
1	100000	Schulung			Artikel	OEC				361,34 EUR	252,94 EUR	2
2	100001	Starterset			Artikel	OEC						
3	A00001	J.B. Multifunktionsdrucker 1420	10.600		J.B. Drucker	J.B.	Stück		110,00 EUR	110,00 EUR	77,00 EUR	8
4	A00002	J.B. Multifunktionsdrucker 1111	1.904		J.B. Drucker	J.B.		153,06 EUR	100,00 EUR	90,00 EUR	63,00 EUR	7
5	A00003	J.B. Multifunktionsdrucker								95,00 EUR	66,50 EUR	7
6	A00004	Rainbow Farbdrucker 5.0								75,00 EUR	52,50 EUR	6
7	A00005	Rainbow Farbdrucker 7.5								85,00 EUR	59,50 EUR	6
8	A00006	Rainbow 1200 Laserdrucker								105,00 EUR	73,50 EUR	8
9	A4711	Netzkabel								3,99 EUR	2,79 EUR	3
10	AG00001	LKW										
11	AG00002	Server										
12	AG00003	Workstation										
13	Arbeit01	Arbeit01										
14	B10000	Etikettendrucker								100,00 EUR	70,00 EUR	8
15	C00001	Motherboard BTX								65,00 EUR	45,50 EUR	5
										55,00 EUR	38,50 EUR	4

Filter Table

#	Field	Rule	Value	To Value
1	#			
2	Item No.			
3	Item Description			
4	In Stock			
5	Bar Code			
6	Item Group			
7	Manufacturer			
8	Inventory UoM			
9	Last Eval. Price			
10	Last Purchase Price			
11	Basis Preisliste			
12	EK Discount			
13	EK Regulär			
14	VK Wiederverkäufer			
15	VK Regulär			
16	VK Einzelhandel			

Form Settings - Items List

Select UI Template

Table Format Row Format

Find Next

Column	Visible	Active
Item No.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manufacturer Catalog No.	<input type="checkbox"/>	<input type="checkbox"/>
Item Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In Stock	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bar Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manufacturer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inventory UoM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Eval. Price	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Purchase Price	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Production Standard Cost	<input type="checkbox"/>	<input type="checkbox"/>
Include In Production Standard Cost	<input type="checkbox"/>	<input type="checkbox"/>
Linked Resource	<input type="checkbox"/>	<input type="checkbox"/>

conespritz Business One

Create item list 2

Inventory > Item Master Data open item master data in ‚Find‘ mode (Icon binoculars), enter asterisk (*) in any field and complete by pressing enter

The screenshot shows the SAP Item Master Data 'Find' mode. The 'List of Items' table is displayed with columns: #, Item No., Item description, In stock, Catalog No., Preferred vendor, and a hidden column. Annotations 1, 2, and 3 highlight specific icons in the toolbar used for customizing the list view.

#	Item No.	Item description	In stock	Catalog No.	Preferred vendor	
1	100000	Schulung	0,000			Standard
2	100001	Starterset	0,000			Moving Average
3	A00001	J.B. Multifunktionsdrucker 1420	10.599,000	1234567	Computer Import GmbH	Moving Average
4	A00002	J.B. Multifunktionsdrucker 1111	1.904,000		Grosshandel Schmidt	Moving Average
5	A00003	J.B. Multifunktionsdrucker 1186	2.043,000		Michael Krause GmbH	Moving Average
6	A00004	Rainbow Farbdrucker 5.0	2.016,000		Computer Import GmbH	Moving Average
7	A00005	Rainbow Farbdrucker 7.5	2.180,000		Grosshandel Schmidt	Moving Average
8	A00006	Rainbow 1200 Laserdrucker	298,000		Michael Krause GmbH	Moving Average
9	A4711	Netzkabel	47,000			Moving Average
10	Arbeit01	Arbeit01	0,000			Standard
11	B10000	Etikettendrucker	1.495,000		Electronic Group	Moving Average
12	C00001	Motherboard BTX	1.889,000		Grosshandel Schmidt	Moving Average
13	C00002	Motherboard MicroATX	1.753,000		Michael Krause GmbH	Moving Average
14	C00003	Quadcore Prozessor 3.4 GHz	1.748,000		Computer Import GmbH	Moving Average
15	C00004	PC Gehäuse mit Netzteil	1.833,000		Grosshandel Schmidt	Moving Average
16	C00005	WLAN-Karte	1.747,000		Michael Krause GmbH	Moving Average
17	C00006	Gigabit Netzwerkkarte	1.543,000		Electronic Group	Moving Average
18	C00007	Externe Festplatte 3TB	1.824,000		Grosshandel Schmidt	Moving Average
19	C00008	Monitor 24"	1.715,000		Computer Import GmbH	Moving Average
20	C00009	Tastatur schnurlos	1.536,000		Grosshandel Schmidt	Moving Average
21	C00010	USB Maus	1.325,000		Michael Krause GmbH	Moving Average
22	C00011	Arbeitsspeicher DDR RAM 8GB	1.609,000		Computer Import GmbH	Moving Average
23	C00012	Gehäuse für externe Festplatte	180,000		Soft- und Hardware GmbH	Standard
24	C00013	1TB Disk für externe Festplatte	103,000		Computer Import GmbH	Standard
25	C00014	Laptop-Gehäuse	296,000			Standard
26	D00001	Tragbare Festplatte 1TB	53,000			Standard

Additional columns can be added to the list using the form settings (magnifying glass icon). If a column is added, the list must be closed and reopened before the new column is visible.

The list can be supplemented with additional columns via the form settings (1). If a column is added, the list must be closed and reopened before the new column is visible.

Visible columns can be grouped using the form settings (2).

Contents can be filtered using the filter (3).

Item groups

Administration > Setup > Inventory > Item Groups

The assignment to item groups helps with reports and valuations. The valuation, planning and procurement method, allocation to G / L accounts and discounts can be associated with item groups.

New item groups are added using the "+" symbol. Existing item groups are searched by using the arrows.

Item Groups - Setup

Item Group Name

General Accounting

Default UoM Group

Planning Method: None

Procurement Method: Buy

Order Interval

Order Multiple: 0,000

Minimum Order Qty: 0,000 Inventory UoM

Checking Rule

Lead Time: Days

Tolerance Days: Days

Default Valuation Method: Moving Average

Default Bin Locations

#	Whse Code	Whse Name	Default Bin Location	Enforce Default Bin Loc.
1	05	Lagerplätze		<input type="checkbox"/>

Add Cancel

Price lists

Inventory > Price lists> Price lists

Up to 10 price lists can be used. Base price lists can be defined to which other price lists refer by means of a factor or multiplier.

Prices can be maintained in the header of the item master data or the price list tables.

Price Lists

Update Entire Price List
 Update by Selection

#	Price List Name	Multiple Base Price Lists or Factors	Default Base Price List	Default Factor	Rounding Method	Rounding Rule	Ending/Interval	Authorization Gro
	Last Evaluated Price							
	Last Purchase Price							
1	Basis Preisliste	No	Basis Preisliste	1	No Rounding	Round to Closest		Price List - Gro
2	EK Discount	No	Basis Preisliste	0,7	No Rounding	Round to Closest		Price List - Gro
3	EK Regulär	No	Basis Preisliste	0,8	No Rounding	Round to Closest		Price List - Gro
4	VK Wiederverkaufe	No	Basis Preisliste	1,1	No Rounding	Round to Closest		Price List - Gro
5	VK Regulär	No	Basis Preisliste	1,2	No Rounding	Round to Closest		Price List - Gro
6	VK Einzelhandel	No	Basis Preisliste	1,25	Round to Full Decimal Amount	Round to Closest		Price List - Gro

OK Cancel

; Preisliste

Find Price Mode Net

#	Item No.	Item Description	Base Price List	Factor	Base Price	Price	Manu Inv
1	100000	Schulung	Basis Preisliste	1	361,34 EUR	361,34 ...	
2	100001	Starterset	Basis Preisliste	1			
3	A00001	J.B. Multifunktions...	Basis Preisliste	1	110,00 EUR	110,00 ...	
4	A00002	J.B. Multifunktions...	Basis Preisliste	1	90,00 EUR	90,00 E...	
5	A00003	J.B. Multifunktions...	Basis Preisliste	1	05,00 EUR	05,00 E...	
6	A00004					5,00 E...	
7	A00005					5,00 E...	
8	A00006					05,00 ...	
9	A4711					,99 EUR	
10	AG0000						
11	AG0000						
12	AG00003	Workstation	Basis Preisliste	1			

OK Cancel Clear Selection Criteria

Open the price list by double-clicking on the numbers at the beginning of the line.

Price changes can be made by entering them manually in the "Price" column or by using a factor.

Alternatively, the price can also be maintained in the header of the article master.

Price changes can be applied using a price update wizard. This should always be tested in a test system first.

Bill of Materials

Produktion > Bill of Materials

Bill of Materials can be created for: production, sales or as a template.

Production: Components are assembled on the production order. After that, the components are no longer in the warehouse, but the end product. The end product must be managed as a stock item.

Sale: Components are only assembled upon delivery. The components are managed individually in the warehouse. The final product must be managed as a sales item.

Template: Components are determined, the number of individual components can be adjusted in the sales process.

Bill of Materials

Product No. X Quantity **1**

Product Description

BOM Type

Production Std Cost

Planned Average Production Size

Warehouse

Price List

Distr. Rule

Project

#	Type	No.	Description	Quantity	UoM Name	Warehouse	Issue Method	Production Std Cost	Total Production Std Cost	Price List	Unit Price	Total	Comments	WIP
1	Item	MRP_Ch...	MRP_Child1	1		01	Backflush	0,00 EUR	0,00 EUR	Basis Preisliste	5,00 EUR	5,00 EUR		
2	Item	MRP_Ch...	MRP_Child2	1		01	Backflush	0,00 EUR	0,00 EUR	Basis Preisliste	5,00 EUR	5,00 EUR		
3	Item							0,00 EUR	0,00 EUR	Basis Preisliste				

2 **3** **4**

10,00 EUR

Product Price

OK

The value of the assembly, which results from the addition of the components, can be compared with the sales price of the assembly using the parts list.

1. Add the item number of the assembly
2. Add part number of the components
3. Enter the amount
4. If necessary adjust stock

OK

Warehouses

Administration > Setup > Inventory > Warehouses

Warehouses-(Default) - Setup

Warehouse Code: 01 Warehouse Name: General warehouse

General Accounting

Inactive Drop-Ship

Location: Berlin Nettable

Street/PO Box: Rosenthaler Straße 30 Enable Bin Locations

Street No.:

Block:

Building/Floor/Room:

Zip Code:

City: Berlin

County:

Country: Germany

State: Berlin

Federal Tax ID:

GLN:

Tax Office:

Address Name 2:

Address Name 3:

[Show Location in Web Browser](#)

Update Cancel

Click on nettable, otherwise no MRP can be carried out for this warehouse.

Stock information / Available to Promise

Item master data > right click: Available-to-Promise or Item master data > right click: Inventory Status or Inventory > Inventory Reports > Inventory Status

The **Inventory Status** report breaks down the inventory status according to the criteria ordered, confirmed and available and shows the cumulative result.

The **Inventory Status (Available-to-Promise)** report also shows the inventory based on the criteria ordered, confirmed and available and is also broken down to the corresponding documents and business partners.

Item Master Data

Item No. Manuell A00001 Inventory Item
 Description J.B. Multifunktionsdrucker 1420 Sales Item
 Foreign Name DRuckername in E Purchase Item
 Item Type Items
 Item Group J.B. Drucker
 UoM Group Manuell Bar Code
 Price List Basis Preisliste Unit Price Primary Curr. 110,00 EUR

General Purchasing Data Sales Data **Inventory Data** Planning Data Production Data Properties Remarks Attachments

Set G/L Accounts By Warehouse Manage Inventory by Warehouse
 UoM Name Stück Inventory Level
 Weight Required (Purchasing UoM)
 Minimum
 Maximum

Valuation Method Moving Average

#	Whse Code	In Stock	Committed	Ordered	Available	Default Bin Location
1	01	10.449	3.851	2.299	8.897	
2	02	150			150	
3	03					
4	04					
5	05					05-G01-R01-P01
6		10.599	3.851	2.299	9.047	

Set Default Whse

OK Cancel

In Stock – Committed + Ordered = Available

Inventory Status

Item No. Normal

Double-click row number to open following report

#	Item No.	Item Description	In Stock	Committed	Ordered	Available	Inventory UoM
1	P10002	PC Set Professional	32			32	

OK

You can navigate to the individual documents via the golden arrow.

Inventory Status (Available-to-Promise)

Item No. A00001 J.B. Multifunktionsdrucker 1420
 Warehouse All

#	Document	Customer/Vendor	Order Date	Delivery Date	Ordered	Committed	Available	Unit of Measure	Items p
1		In Stock					10.599		
2	OR 939	PC Welt GmbH &...	10.08.2016	12.08.2016		1	10.598		1
3	OR 943	Mikrochips GmbH	26.07.2016	15.08.2016		12	10.586		1
4	OR 945	Büro Online AG	09.08.2016	20.08.2016		5	10.581		1
5	OR 949	Büroausstatter M...	01.08.2016	22.08.2016		12	10.569		1
6	OR 941	Computerhandel ...	17.08.2016	27.08.2016		10	10.559		1
7	OR 952	INTINT, Inc	05.08.2016	30.08.2016		8	10.551		1
8	PO 444	Computer Import...	07.09.2016	07.09.2016	20		10.571		1
9	PO 448	Müller Metall AG	07.09.2016	07.09.2016	10		10.581		1
10	OR 950	Büroausstatter M...	25.08.2016	15.09.2016		5	10.576		1
11	OR 957	Broup Inc.	01.09.2016	22.09.2016		10	10.566	Stück	10
					2.299	3.851			

Display Orders Beyond Item's Lead Time

OK

Inventory Posting List

Item master data > right click: Inventory Posting List or Inventory > Inventory Reports > Inventory Posting List

The report shows inflow and outflow quantities with the associated prices. If you open the report on the article master / GP master, it only shows transactions for one year.

Using: Inventory > Inventory Reports > Inventory Posting List the relevant posting period can be selected

Inventory Posting List

Posting Date	Document	Doc. Row	Whse	G/L Acct/BP Code	G/L Acct/BP Name	Inventory UoM	Qty	Price after Disc.	Balance
A00001					J.B. Multifunktionsdrucker 1420				1.842
08.01.2020	➔ DN 907	1	➔ 01	➔ C25000	Büro Online AG	Stück	-1	137,50 EUR	1.841
08.01.2020	➔ CN 15	1	➔ 01	➔ C25000	Büro Online AG	Stück	1	137,50 EUR	1.842
08.01.2020	➔ DN 908	1	➔ 01	➔ C25000	Büro Online AG	Stück	-100	137,50 EUR	1.742
08.01.2020	➔ RE 18	1	➔ 01	➔ C25000	Büro Online AG	Stück	70	137,50 EUR	1.812

Inventory Posting List by BP

Posting Date	Document	Doc. Row	Whse	Item No.	Item Description	Inventory UoM	Qty	Price after Disc.	Details
C20000					PC Welt GmbH & Co.KG				
20.01.2006	➔ DN 1	1	➔ 01	➔ A00001	IBM Infoprint 1312	Stück	-5	600,00 EUR	Based On Sales Quotations 1. Based On Sal
20.01.2006	➔ DN 1	2	➔ 01	➔ A00002	IBM Infoprint 1222		-5	300,00 EUR	Based On Sales Quotations 1. Based On Sal
20.01.2006	➔ DN 1	3	➔ 01	➔ A00003	IBM Infoprint 1226		-5	450,00 EUR	Based On Sales Quotations 1. Based On Sal
20.01.2006	➔ DN 1	4	➔ 01	➔ A00004	HP Color Laser Jet 5		-5	750,00 EUR	Based On Sales Quotations 1. Based On Sal
20.01.2006	➔ DN 1	5	➔ 01	➔ A00005	HP Color Laser Jet 4		-5	600,00 EUR	Based On Sales Quotations 1. Based On Sal
17.03.2006	➔ DN 8	1	➔ 01	➔ A00006	HP 600 Series Inc		-10	600,00 EUR	Based On Sales Quotations 10. Based On S;
17.03.2006	➔ DN 8	2	➔ 01	➔ B10000	Drucker Etiketete		-400	1,50 EUR	Based On Sales Quotations 10. Based On S;
04.06.2006	➔ DN 19	1	➔ 01	➔ C00005	WLAN Karte		-12	90,00 EUR	Based On Sales Quotations 21. Based On S;
04.06.2006	➔ DN 19	2	➔ 01	➔ C00002	Hauptplatine P4 Turbo - Asus Chipset		-12	450,00 EUR	Based On Sales Quotations 21. Based On S;
04.06.2006	➔ DN 19	3	➔ 01	➔ C00003	Intel P4 2.4 GhZ		-16	195,00 EUR	Based On Sales Quotations 21. Based On S;
04.06.2006	➔ DN 19	4	➔ 01	➔ A00004	HP Color Laser Jet 5		-8	750,00 EUR	Based On Sales Quotations 21. Based On S;
04.06.2006	➔ DN 19	5	➔ 01	➔ A00005	HP Color Laser Jet 4		-15	600,00 EUR	Based On Sales Quotations 21. Based On S;

Inventory Status

Inventory > Inventory Reports > Inventory Status

The report shows the current stock level with evaluation.
The selection dialog allows the restriction of articles, warehouses and locations.

Lagerbestandsbericht - Auswahlkriterien

Artikel
Code von [] bis []
Lieferant von [] bis []
Artikelgruppe Alle

Eigenschaften Ignorieren

Artikel mit Bestandsmenge Null ausbl.

Nach Ort Nach Lager

Einschl. von 01 bis 01
 Ausschl. von [] bis []

Anzeigen Normal Detailbericht
Preisquelle Letzter Einkaufspreis

OK Abbrechen

Stock and price source can be selected

Lagerbestandsbericht (detailliert)

Artikelnr.	Artikelbeschreibung	BestandsME	Erster Lagerplatz	Auf Lager	Bestätigt	Bestellt	Verfügbar	Bestätigt	Standardlagerplatz	Erzwungener Standardlagerplatz	Artikelpreis	Gesamt
1	LG: 01				12	27	15	12,000		Nein		
2	4712			140			140			Nein		
3	4812.10.50			100	100			100,000		Nein	42,00 EUR	4,200,00 EUR
4	A00001	J.B. Multifunktionsdrucker 1420	Stück	407	2.820	2.135	-278	2.542,000		Nein	110,00 EUR	44.770,00 EUR
5	A00002	J.B. Multifunktionsdrucker 1111		1.652	22	125	1.755	22,000		Nein	100,00 EUR	165.200,00 EUR
6	A00003	J.B. Multifunktionsdrucker 1186		1.738	38	35	1.735	38,000		Nein	95,00 EUR	165.110,00 EUR
7	A00004	Rainbow Farbdrucker 5.0		1.796	131	30	1.695	131,000		Nein	52,50 EUR	94.290,00 EUR
8	A00005	Rainbow Farbdrucker 7.5		1.990	36		1.954	36,000		Nein	68,00 EUR	135.320,00 EUR
9	A00006	Rainbow 1200 Laserdrucker		212	113	3	102	113,000		Nein	400,00 EUR	84.800,00 EUR
10	A4712			1		1	2			Nein		
11	ART4712			49			49			Nein		
12	ART4713			900			900			Nein		
13	ARTC001			1.000			1.000			Nein		
14	ARTC002									Nein		
15	ARTC003									Nein		

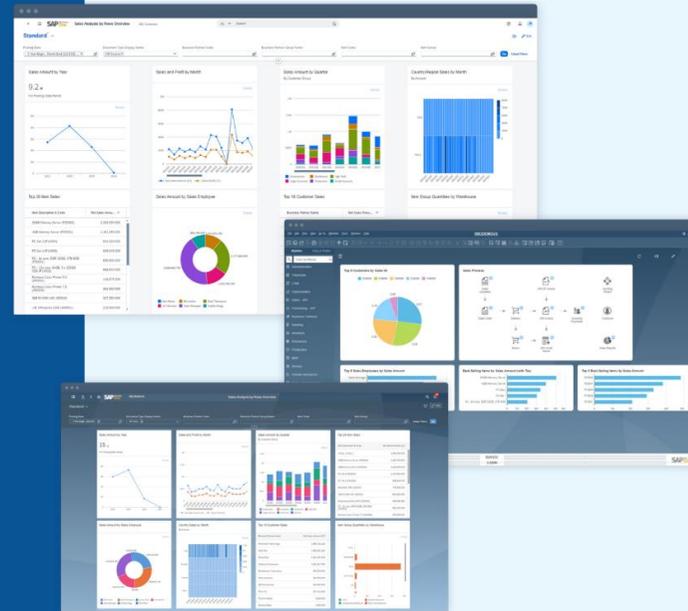
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