How to create an item in Oracle EBS (Master Organization)

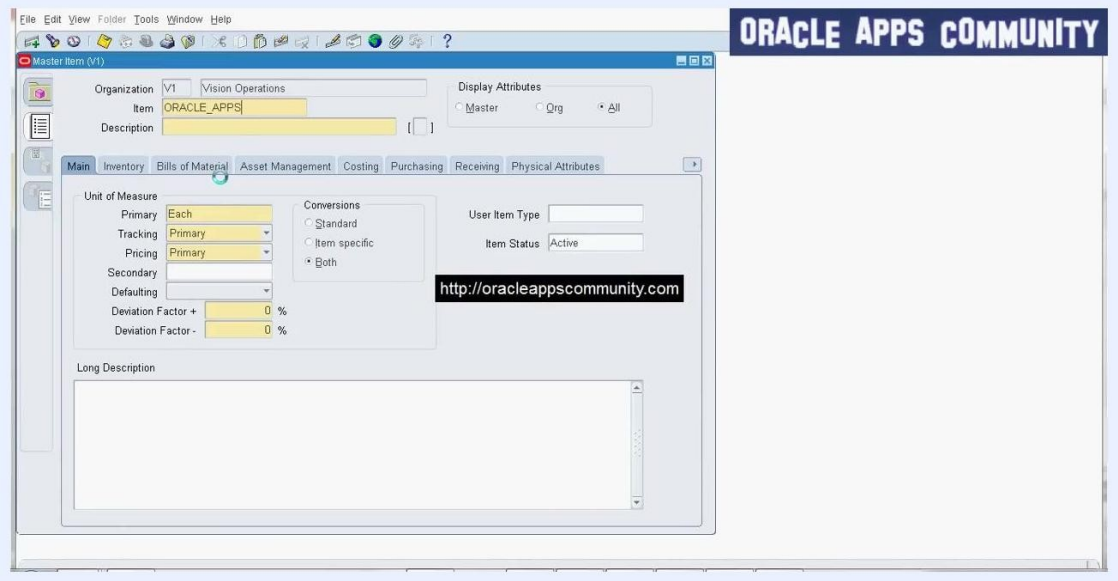
This guide explains how to create an item in Oracle EBS (Oracle E-Business Suite) in the Master Organization. You open the Master Items screen, enter the item number and description, and set attributes across the item tabs. These include Inventory, Purchasing, Receiving, Planning, Order Management, Invoicing, and Service.

Prerequisites

- Access to the Oracle E-Business Suite application and the **Inventory** responsibility menu.
- The values your organization uses for the item, such as the organization, item number, description, and the accounts and tolerances that apply to your business process.

Step 1: Open the Master Items screen

1. Open the Oracle E-Business Suite application.
2. In the Navigator window, expand **Inventory** > **Items** > **Master Items**.
3. Click **Master Items**, then click **Open**.



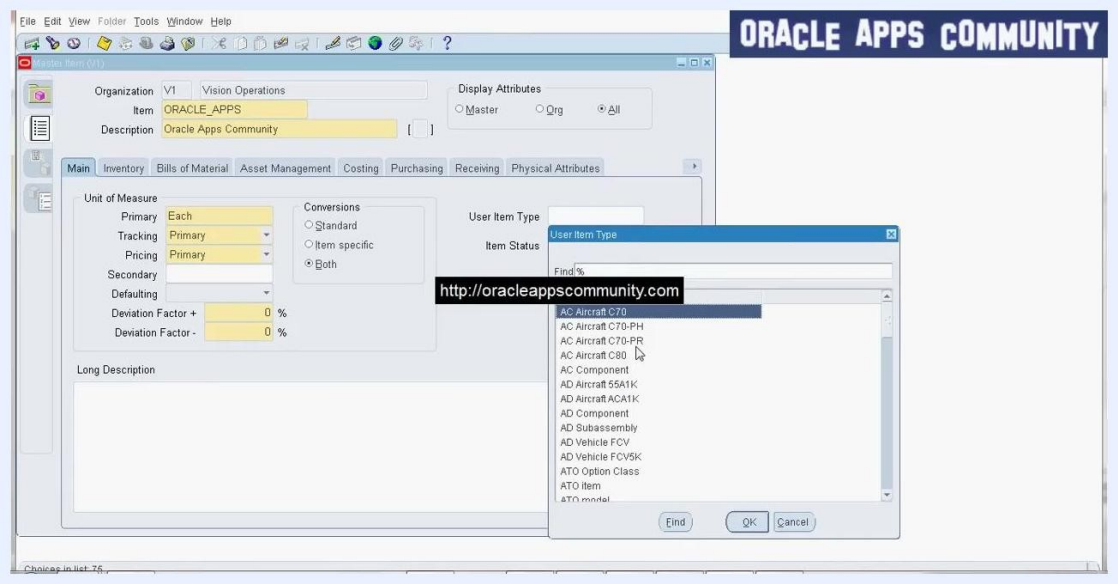
Navigator window showing Inventory > Items > Master Items selected, with the Open button available.

Step 2: Enter the item number and description

In the **Master Item** form, enter the following details to create an item in Oracle EBS:

- **Organization:** V1 (Vision Operations)
- **Item:** ORACLE_APPS
- **Description:** Oracle Apps Community

Make sure the fields are filled as shown.

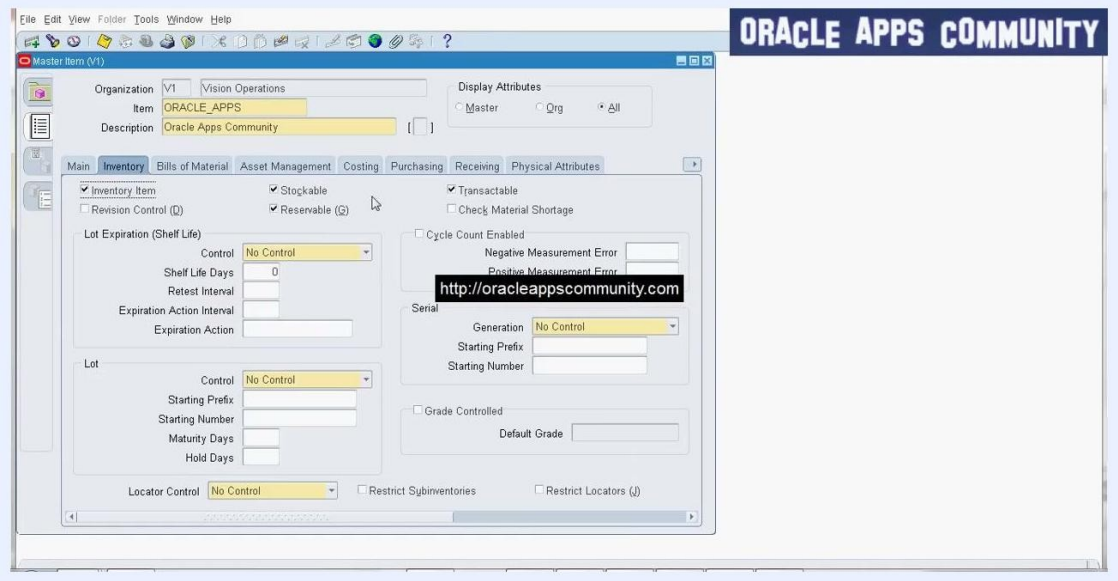


Master Item form with Organization V1, Item ORACLE_APPS, and Description Oracle Apps Community entered.

Step 3: Set the unit of measure and user item type

1. On the **Main** tab, under **Unit of Measure**, set **Primary** to "Each".
2. Set **Tracking** to "Primary".
3. Set **Pricing** to "Primary".
4. Next to **User Item Type**, click the search icon.
5. In the **User Item Type** pop-up, select the appropriate type (for example, "AC Aircraft C70", or the type you require).
6. Click **OK** to confirm your selection.

7. Make sure **Item Status** is set to "Active".



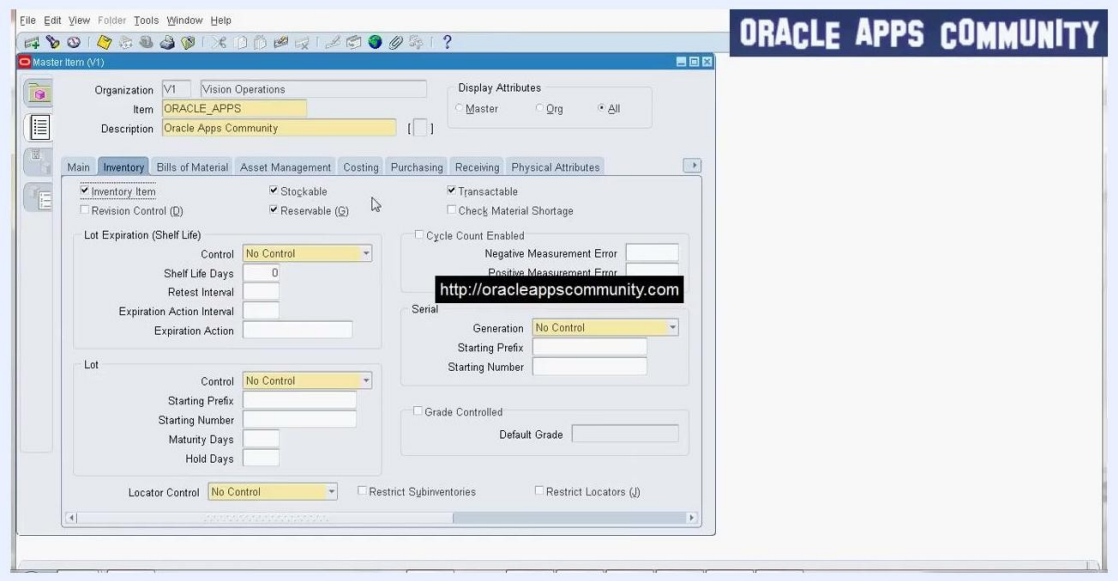
Master Item form with Unit of Measure fields set, the User Item Type selection dialog open, and Item Status set to Active.

Step 4: Set the inventory attributes

Switch to the **Inventory** tab and set the following attributes as needed:

- **Inventory Item:** Checked
- **Stockable:** Checked
- **Reservable:** Checked
- **Transactable:** Checked
- **Lot Expiration (Shelf Life):** Set **Control** to "No Control", or as required
- **Lot:** Set **Control** to "No Control", or as required
- **Serial:** Set **Generation** to "No Control", or as required

Adjust other fields, such as Shelf Life Days and Retest Interval, to match your requirements.



Inventory tab of the Master Item form showing attributes such as Inventory Item, Stockable, Reservable, Transactable, and the control fields.

Step 5: Set the Bill of Materials attributes

Go to the **Bills of Material** tab. Configure the BOM attributes your item needs, following your organization's standards.

Step 6: Set the costing attributes

1. Click the **Costing** tab.
2. Enter or verify the required costing information. Fields may include Costing Enabled, Inventory Asset Value, and Costing Method.
3. Complete all costing-related fields according to your organization's standards.

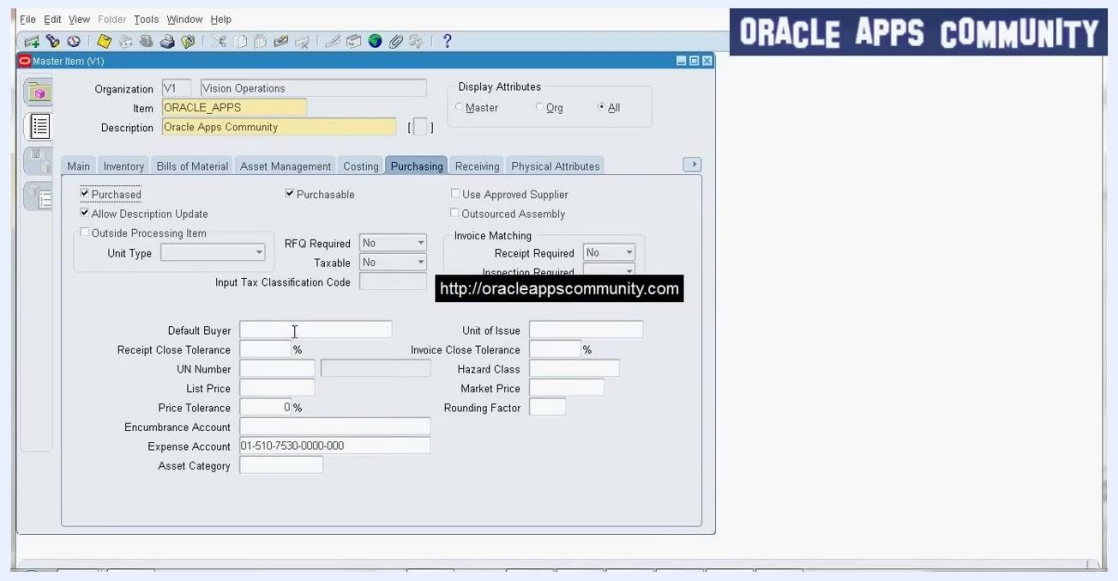
Step 7: Set the purchasing attributes

Click the **Purchasing** tab and set the following fields as needed:

- **Purchased:** Checked
- **Purchasable:** Checked
- **Allow Description Update:** Checked
- **Use Approved Supplier:** Checked, if required
- **Outsourced Assembly:** Checked, if applicable
- **RFQ Required:** "No", or as required

- **Taxable:** "No", or as required
- **Invoice Matching:** Select "Receipt Required" and "Inspection Required" as needed
- **Default Buyer:** Enter the buyer's name or code, if applicable
- **Receipt Close Tolerance** and **Invoice Close Tolerance:** Enter a percentage, if required
- **UN Number, List Price, Price Tolerance, Hazard Class, Market Price, Rounding Factor:** Enter values according to your business process
- **Encumbrance Account:** Enter or verify the account (for example, 01-510-7530-0000-0000)
- **Expense Account:** Enter or verify the account
- **Asset Category:** Enter, if applicable

Review all fields for completeness.



Purchasing tab of the Master Item form showing the purchasing, invoice matching, tolerance, and account fields.

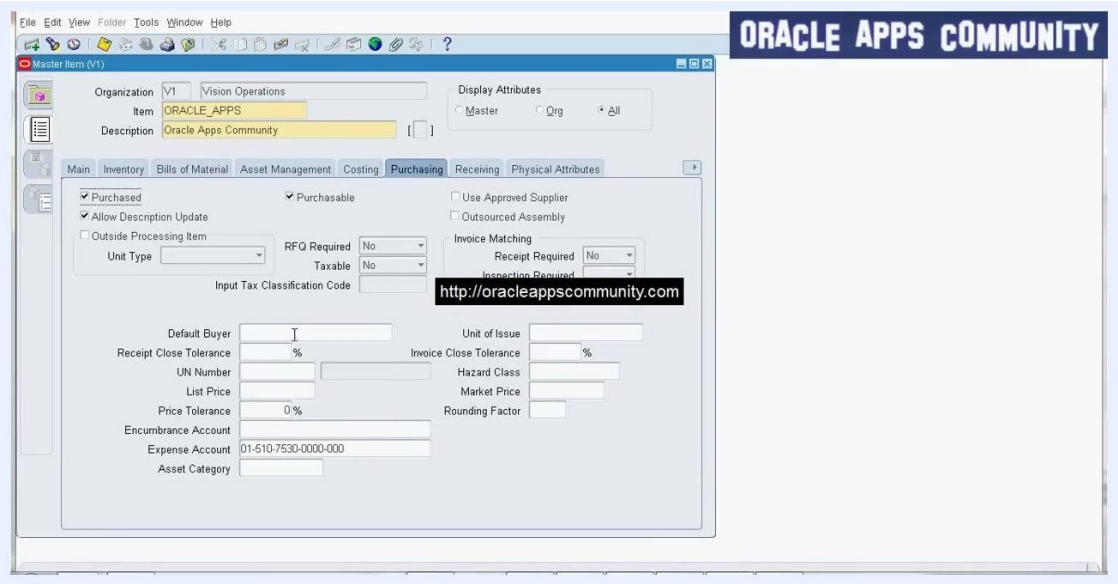
Step 8: Set the receiving attributes

Click the **Receiving** tab and set the following controls:

- **Receipt Date Controls – Action:** "Warning"
- **Receipt Date Controls – Days Early:** 100
- **Receipt Date Controls – Days Late:** 100
- **Overreceipt Quantity Control – Action:** Set as required

- **Overreceipt Quantity Control – Tolerance:** Enter a percentage, if required
- **Valid Transactions:** Set **Allow Substitute Receipts**, **Allow Unordered Receipts**, and **Allow Express Transactions** as required
- **Receipt Routing:** Select as required
- **Enforce Ship-To:** Enter a value, if required
- **Receiving Subinventory:** Enter a value, if required

Make sure all receiving fields follow your organization's policies.



Receiving tab of the Master Item form showing Receipt Date Controls, Overreceipt Quantity Control, Valid Transactions, and routing fields.

Step 9: Set the physical attributes

1. Click the **Physical Attributes** tab.
2. Enter the physical characteristics of the item. Fields may include dimensions, weight, and volume.
3. Complete all required fields according to your business process.

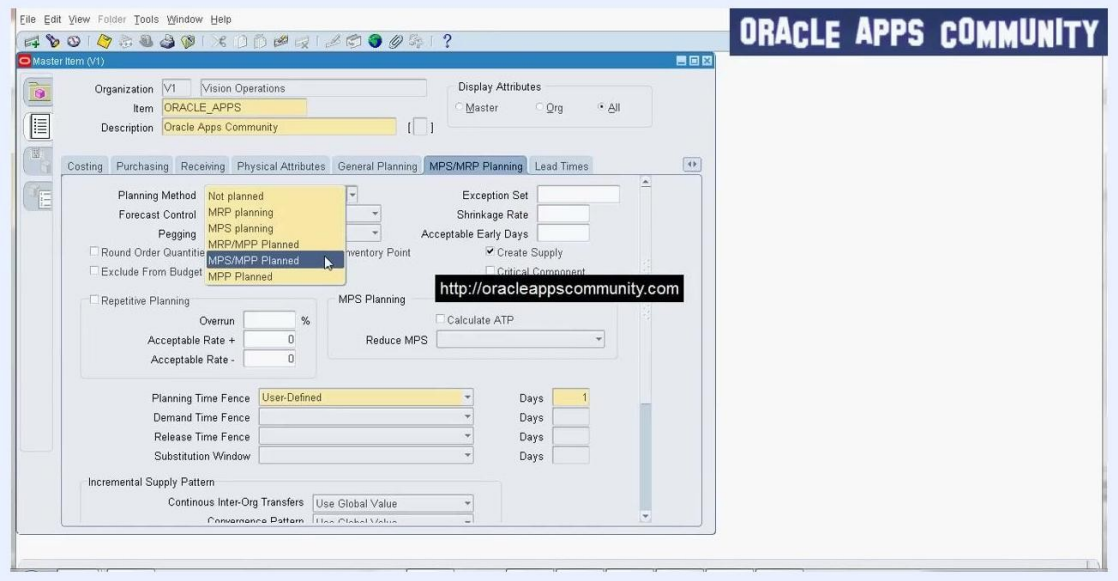
Step 10: Set the general planning attributes

Click the **General Planning** tab and set the following fields:

- **Inventory Planning Method:** "Not Planned", or as required
- **Subcontracting Component:** Set as required
- **Planner:** Enter the planner name or code, if applicable
- **Make or Buy:** "Buy", or as required

- **Min-Max Quantity:** Enter **Minimum** and **Maximum** values as needed
- **Order Quantity:** Enter **Minimum** and **Maximum** values as needed
- **Source:** Set **Type** (for example, Inventory, Supplier, or Subinventory), **Organization**, and **Subinventory** as required
- **Safety Stock:** Set **Method** to "Non-MRP Planned", or as required, then set **Bucket Days** and **Percent** as needed
- **Order Modifiers:** Enter **Fixed Order Quantity**, **Fixed Days Supply**, and **Fixed Lot Multiplier** as required

Review all planning fields for accuracy.



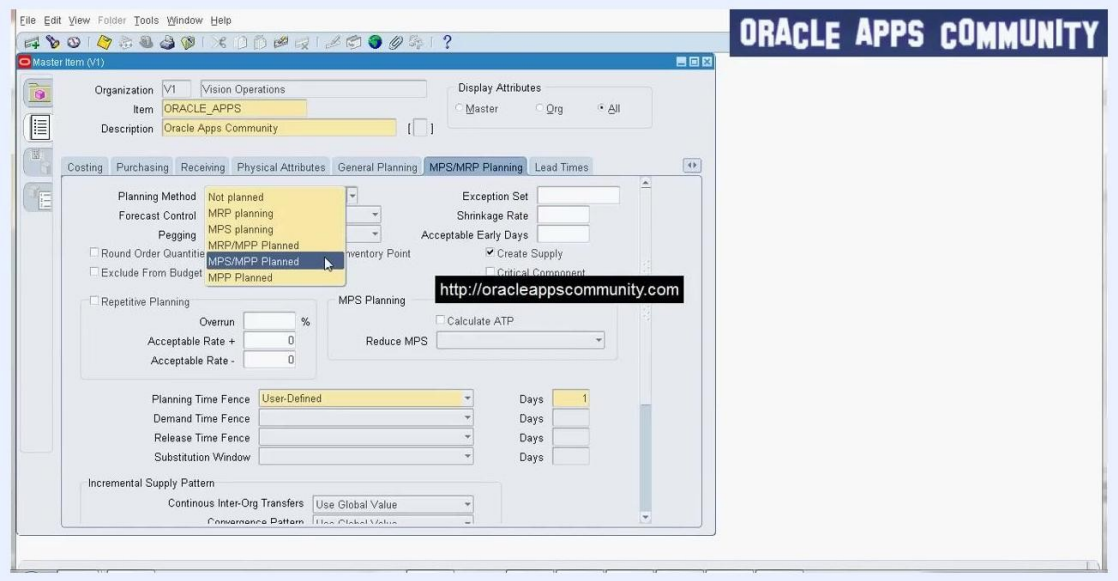
General Planning tab of the Master Item form showing Inventory Planning Method, Make or Buy, Min-Max Quantity, Order Quantity, Source, Safety Stock, and Order Modifiers fields.

Step 11: Set the MPS/MRP planning attributes

Click the **MPS/MRP Planning** tab and set the following fields:

- **Planning Method:** Select "MPS/MPP Planned", or as required
- **Forecast Control:** Set as required
- **Pegging:** Set as required
- **Other fields:** Enter values for Overrun, Acceptable Rate, Exception Set, Shrinkage Rate, Acceptable Early Days, Create Supply, Critical Component, Planning Time Fence, Demand Time Fence, Release Time Fence, and Substitution Window, according to your planning process

The **Planning Method** list offers Not planned, MRP planning, MPS planning, MRP/MPP Planned, MPS/MPP Planned, and MPP Planned.



MPS/MRP Planning tab with the Planning Method list open, showing Not planned, MRP planning, MPS planning, MRP/MPP Planned, MPS/MPP Planned, and MPP Planned.

Step 12: Set the lead time attributes

Click the **Lead Times** tab and enter the lead time values for the item:

- **Preprocessing Lead Time**
- **Processing Lead Time**
- **Postprocessing Lead Time**
- **Cumulative Manufacturing Lead Time**
- **Cumulative Total Lead Time**

Complete all lead time fields according to your organization's requirements.

Step 13: Set the Work in Process attributes

Click the **Work In Process** tab. Enter or verify the WIP-related attributes:

- **Build in WIP**
- **Supply Subinventory**
- **Supply Locator**
- **WIP Supply Type**

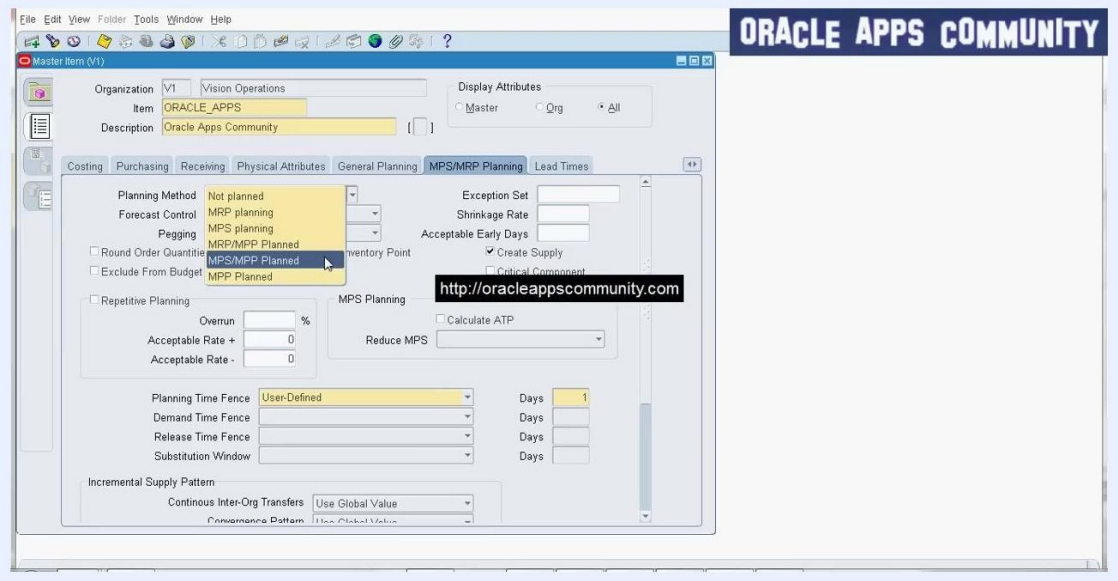
Complete all required fields according to your business process.

Step 14: Set the order management attributes

Click the **Order Management** tab and set the following fields as needed:

- **Customer Ordered:** Checked if customers can order the item
- **Customer Orders Enabled:** Checked if the item is enabled for customer orders
- **Shippable:** Checked if the item can be shipped
- **Internal Ordered:** Checked if the item can be ordered internally
- **Internal Orders Enabled:** Checked if the item is enabled for internal orders
- **OE Transactable:** Checked if the item can be transacted in Order Entry
- **Pick Components**, **Assemble to Order**, **Ship Model Complete:** Checked, if applicable
- **Check ATP:** "None", or as required
- **ATP Rule**, **ATP Components**, **Picking Rule:** Enter, if applicable
- **Default Shipping Organization:** Enter, if applicable
- **Default SO Source Type:** "Internal", or as required
- **Shipping Subinventory** and **Charge Periodicity:** Enter, if applicable
- **Returnable:** Checked if the item can be returned
- **RMA Inspection Required:** Checked, if required
- **Financing Allowed:** Checked, if applicable
- **Tolerances:** Enter values for Over Shipment, Under Shipment, Over Return, and Under Return as required

Review all order management fields for completeness.



Order Management tab of the Master Item form showing the ordering, ATP, shipping, return, financing, and tolerance fields.

Step 15: Set the invoicing attributes

Click the **Invoicing** tab and enter the attributes your business process requires:

- **Invoice Enabled**
- **Invoiceable Item**
- **Tax Classification Code**
- **Invoicing Rule**
- **Accounting Rule**
- **Revenue Account**

Make sure all invoicing fields follow your organization's standards.

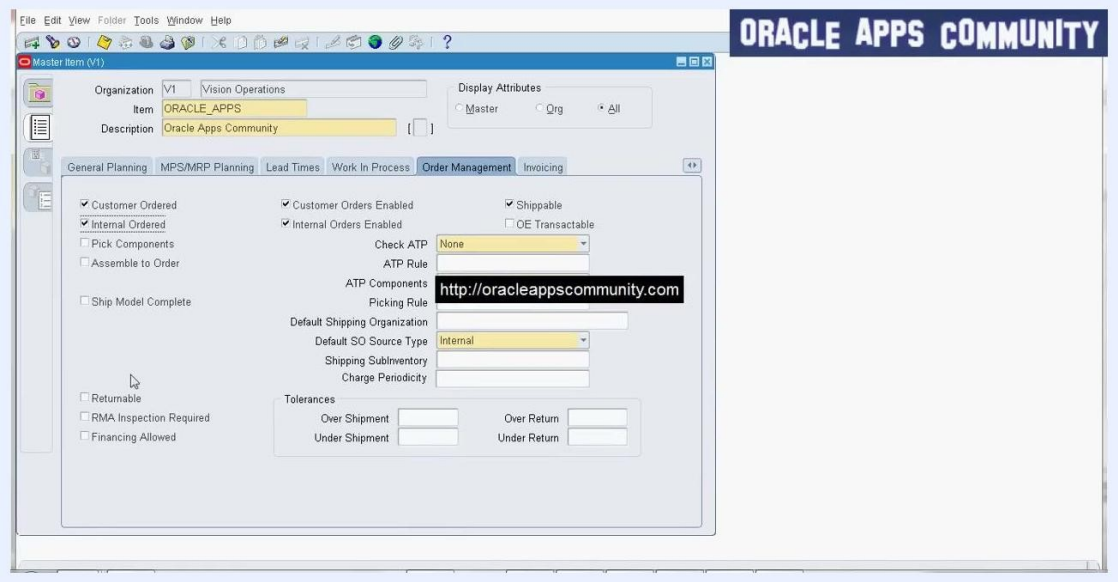
Step 16: Set the service attributes

Click the **Service** tab and set the following fields as needed:

- **Service Request:** Enter, if applicable
- **Enable Contract Coverage:** Checked if a contract covers the item
- **Enable Defect Tracking:** Checked if defect tracking is required
- **Enable Provisioning:** Checked if provisioning is required
- **Track in Installed Base:** Checked if the item should be tracked in the installed base

- **Create Fixed Asset:** Checked if the item should create a fixed asset
- **Instance Class:** Select as required
- **Service Contracts:** Enter **Contract Item Type**, **Duration**, **Duration Period**, and **Template** as required
- **Debrief and Charges:** Enter **Recovered Part Disposition**, **Enable Service Billing**, and **Billing Type** as required

Complete all required service fields according to your organization's process.



Service tab of the Master Item form showing the service request, contract coverage, defect tracking, provisioning, installed base, service contract, and debrief and charges fields.

Step 17: Review the remaining tabs and save the item

Review other tabs, such as Asset Management and Web Option, and set attributes as your organization's item creation standards require. Validate your entries, then save the item record before you exit the form.

Summary

You now know how to create an item in Oracle EBS in the Master Organization. You opened **Master Items**, entered the item number and description, and set the unit of measure and user item type. You then configured the attributes on each tab your business process requires. Complete and validate all required fields before you save the item.