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Customer Owned OP Item - When you Do Stock the Blank Item

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Customer Owned OP Item

When You Do Stock the Blank Item

Steps

- A. Setup a matrix code if the item is a wearable (see the matrix section)
- B. Setup the Blank item, that you stock in your warehouse
- C. Setup the item master for the decoration
- D. Setup up the OP item, the decorated item.
- E. Add the colors and sizes
- F. Edit and add up charges to the larger sizes.

Step B

1. Click Add. If the item is a wearable or will be stocked in various colors and/or sizes, enter the item number in the base item field. The item number can be the vendor's item number for the item. If the blank good is not a wearable or won't be stocked in sizes and/or colors, hit tab and enter the item number in the Item # field.

2. If you entered a base item# answer yes to create this item as a base item. The system will now repeat your base item in the item number field. If you are not using a base item#, enter a sub number if needed.

3. Enter the description that you wish your customer and vendor to see. . The first line of the description prints on the packing list and reports. If you need more than the two lines of description, once you hit add there will be an extended description button available.

4. The item type will be FG (finished good) and the method of inventory will be VA (variable).

5. Enter the program # in the program field. Any report selected by that program will include this item.

6. If the item will come in colors and sizes enter the matrix code you set up for this item.

7. Leave the Owned by as House.

- **Tip: Use the F1 Help Feature for field definitions.**

The screenshot shows a software window titled "Viewing Item Master For JD009 - Cust # 0 - Polo-embroidered w/JDCCU". The window has a menu bar with options: General, Order Info, Vendors, Activity, Cust Price, Bill of Matl, Specs, Graphics, Export info, and UDFs. The "General" tab is active. The form contains the following fields and values:

- Base #: JD009
- Base code: Base Item
- Matrix cd: 00031
- JD009: 0
- Item #: JD009
- Sub #:
- Cust #: 0
- Status: Active
- Description: Polo-embroidered w/JDCCU
Logo
- Owned by: House Customer
- Unit of Measure: EA
- Weight: 0.00000
- Pack: 1
- Girth: 0
- Item type: EG
- Meth of inv: Variable (from stock or drop shipped)
- Location:
- Program #: JDCCU-H
- Royalty #: 0
- John Deere Comm. Credit Union

Inventory status table:

On hand	Prod alloc	Ord alloc	Available	Backord	On ord	Due in	Av / Al
12	0	0	12	0	0	/ /	12

Buttons at the bottom: Copy From, Add, View, Edit, Delete, Save, Cancel, Report, Close.

8. On the Order info tab, enter the standard material (std mtl) cost of the item. Include an estimate per piece freight charge (std frt). Enter a price if the blank item will be sold to your customer. Enter the appropriate product code and category.

Viewing Item Master For JD009 - Cust # 0 - Polo-embroidered w/JDCCU

General Order Info Vendors Activity Cust Price Bill of Matl Specs Graphics Export info UDFs

Costing
 Std mtl 14.0000
 Std fit 0.2000
 Std cost 14.2000
 Per 1

Cat page 0
 Cat position
 Prod code WBPS
 Category JD
 Pack 1
 Line item code

Pricing
 Quantity Price Customer pricing

Quantity break	Price
1	20.000
0	0.000
0	0.000
0	0.000
0	0.000
0	0.000
0	0.000
0	0.000

Sales 0
 Cost 0
 Inv 0
 Var 0

Taxable item
 Paid commission on item
 Comm % 0.00
 Personalization No personalization
 Std # of days until shipped 0

Copy From Add View Edit Delete Save Cancel Report Close

9. On the vendor tab, click edit vendors and then add. Enter the vendor(s) that you will be purchasing this item from on the Vendors tab. Ninety-nine different vendors may be added. Vendor sequence # 1 will be the default vendor for a purchase order. If a secondary vendor is setup, changing the vendor number on the purchase order will bring in their information. Click Save, Close.

Vendor Maintenance For JD009 - Cust # 0 - Polo-embroidered w/JDCCU

Item # JD009 Sub # Cust # 0

Vendor Seq # 1

Vendor # 21050 South-Western Wearables

Ship from

Vendor item # 68547

Per 1

Lead time 15

Blanket ord # 0 // //

Special cost 0.000 // //

Min ord 12

Unit measure EA

Conversion 1.000

Vendor cost
 Quantity Price

Quantity break	Cost
1	14.0000
0	0.0000
0	0.0000
0	0.0000
0	0.0000
0	0.0000

View Close

10. On the Activity tab, enter the minimum and maximum you want to stock in your warehouse.

11. A minimum of one site and one bin location to track inventory is required. The location site will default

in based on the warehouse entered in company information and can be changed. Click edit bins and add. A lookup is available and will display all available bins for that location site. Click edit site and edit to select a “stored at” site.

- **Tip: See item master maintenance, location tab for detailed information.**
- **Tip: Use the F1 help key for additional information.**

The screenshot shows a software window titled "Viewing Item Master For APCHK - Cust # 10100 - Accounts Payable Check". The "Locations" tab is selected. It contains a table with the following data:

Location	S	On hand	Allocated	Available	On order	Due in	PO #
WHSE	D	0	0	0	0	/ /	0

Below the table are buttons: Usage Detail, Item detail, Change primary, View sites. A checkbox labeled "Primary location site" is checked. Below that is another table with the following data:

Row	Bin	Seq #	Description	Category	Assign
1	A3	1	Storage	Storage	N

At the bottom of the window are buttons: Site detail, Move up, Move down, View bins. The very bottom of the window has buttons: Copy From, Add, View, Edit, Delete, Save, Cancel, Report, Close.

12. Save the item by clicking Save.

Step C

1. Next, Set up the item master for the decoration. This item will not be a base item unless it comes in colors and/or sizes that can be entered using the wearable matrix. The item number will start with a “Z”. By setting up this way, lookup by item number will include these items at the bottom of the lookup. Do NOT enter a program number or customer number. These items will not show on inventory reports sorted by program number. The item type will be Purchased Service (PS). The description will be aimed at the vendor since they will be the only one that will see this description. Leave the Owned by as House.

Editing Item Master For ZEMBJD - Cust # 0 - Embroidery JDCCU Logo

General | Order Info | Vendors | Activity | Cust Price | Bill of Matl | Specs | Graphics | Export info | UDFs

Base # [] Base code Regular Item Matrix cd [] []

Item # ZEMBJD Sub # [] Cust # 0 Status Active

Description Embroidery JDCCU Logo

Owned by House Customer

Unit of Measure EACH Pack 1
Weight 0.00000 Girth 0

Item type PS Purchased service
Meth of inv NA Not applicable (LB, MC or PS items only)

Location [] Program # JDCCU-H John Deere Comm. Credit Union
Royalty # 0

Copy From Add View Edit Delete Save Cancel Report Close

2. On the Order info tab, enter the standard material (std mtl) cost of the item. Include an estimate per piece freight charge (std frt). Do not enter a price. The decoration will not be sold to your customer. Enter the appropriate product code, line item code and category.

Editing Item Master For ZEMBJD - Cust # 0 - Embroidery JDCCU Logo

General | Order Info | Vendors | Activity | Cust Price | Bill of Matl | Specs | Graphics | Export info | UDFs

Costing

Std mtl 3.4000
Std frt 0.7500
Std cost 4.1500
Per 1

Cat page 0
Cat position []
Prod code ZEMB
Category JD
Pack 1
Line item code []

Pricing

Quantity Price Customer pricing

Quantity break	Price
1	0.000
0	0.000
0	0.000
0	0.000
0	0.000
0	0.000
0	0.000
0	0.000

Sales 0
Cost 0
Inv 0
Var 0

Taxable item
 Paid commission on item
Comm % 0.00
Personalization No personalization
Std # of days until shipped 0

Copy From Add View Edit Delete Save Cancel Report Close

3. On the vendor tab, click edit vendors and then add. Enter the vendor(s) that you will be purchasing this item from on the Vendors tab. Ninety-nine different vendors may be added. Vendor sequence # 1 will be the default vendor for a purchase order. If a secondary vendor is setup, changing the vendor number on the purchase order will bring in their information. Click Save, Close and Save.

Vendor Maintenance For ZEMBJD - Cust # 0 - Embroidery JDCCU Logo

Item # ZEMBJD Sub # Cust # 0

Vendor Seq # 1

Vendor # 9580 Embroidery Accents

Ship from

Vendor item # EMBJD

Per 1

Lead time 11

Blanket ord # 0 // -- //

Special cost 0.000 // -- //

Min ord 1

Unit measure EACH

Conversion 1.000

Vendor cost

Cost type
 Quantity Price

Quantity break	Cost
1	3.4000
0	0.0000
0	0.0000
0	0.0000
0	0.0000
0	0.0000

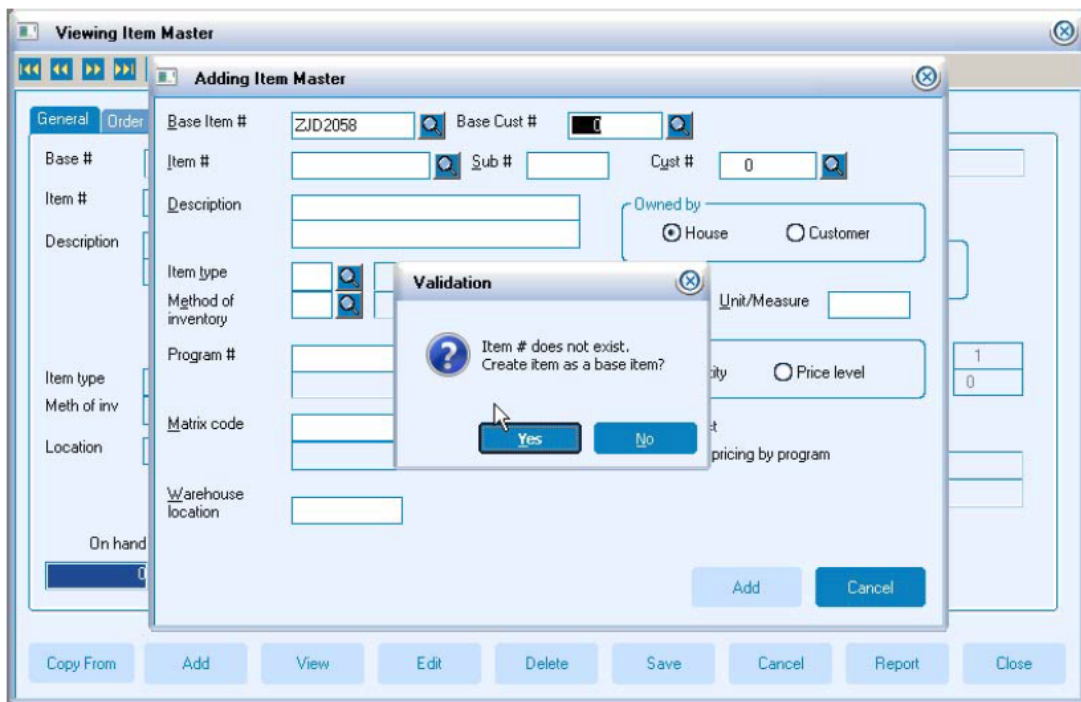
Add View Edit Delete Save Cancel Report Close

Once you have the blank and decoration item masters entered, the Catalog item that is stocked in your warehouse and sold to your customer is setup. This step can not be done until you have the components entered that make up the imprinted item.

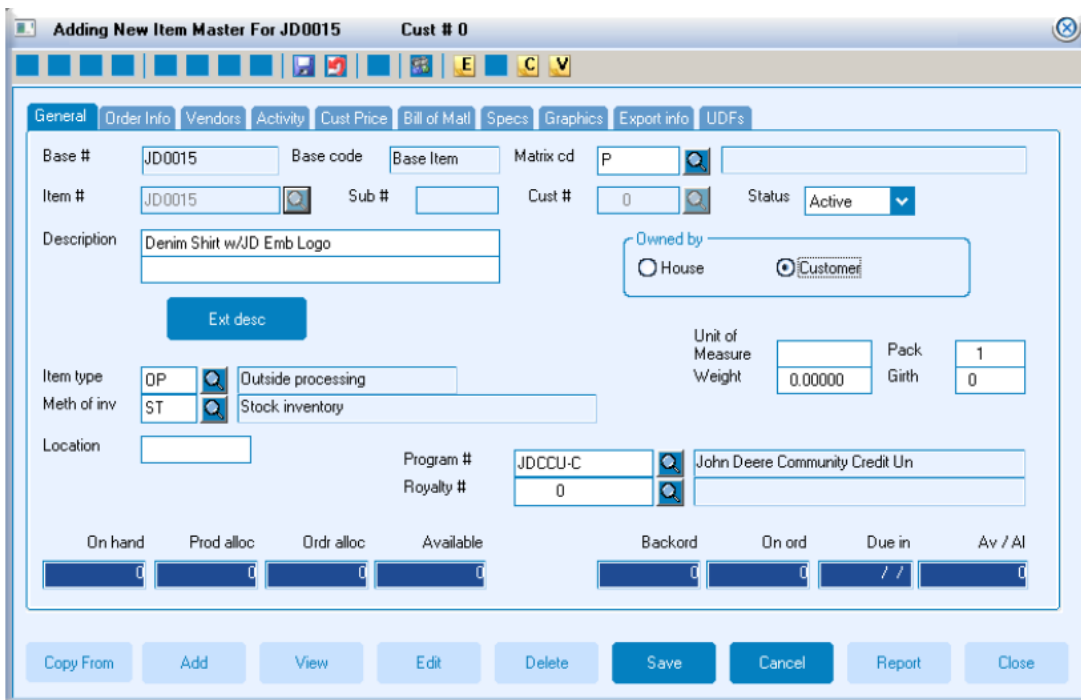
Step D

1. Now, add the Imprinted item that you stock in your warehouse. Click Add. If the item is a wearable or will be stocked in various colors and/or sizes, enter the item number in the base item field. The item number will be your catalog item number. You may enter the customer number for the customer that owns the product in the the cust # field. If you enter a number in this field, it will limit the original look up during any type of order entry, to display just the items that have this customer number on them. (If this customer number is in the ship from customer field on the program master that is used in the order).

- **Tip: Start the item number with the program letters. Items will be grouped together for look up purposes.**



If you entered a base item# answer "yes" to create this item as a base item. The system will now repeat your base item in the item number field. If you are not using a base item#, enter a sub number if needed



2. Enter the description that you wish your customer to see. The first line of the description prints on the packing list and reports. If you need more than the two lines of description, once you hit add there will be an extended description button available.

3. The item type will be OP (outside processed) and the method of inventory will be ST (stock)

4. Enter the prebill program # in the program field. Any report selected by that program will include this item.

- If the item will come in colors and sizes enter the matrix code you set up for this item.
- Change the Owned by to Customer. If you decided against inputting a customer number, answer Yes to the question "Items with cust # 0 are usually owned by house. Is customer owned correct?"

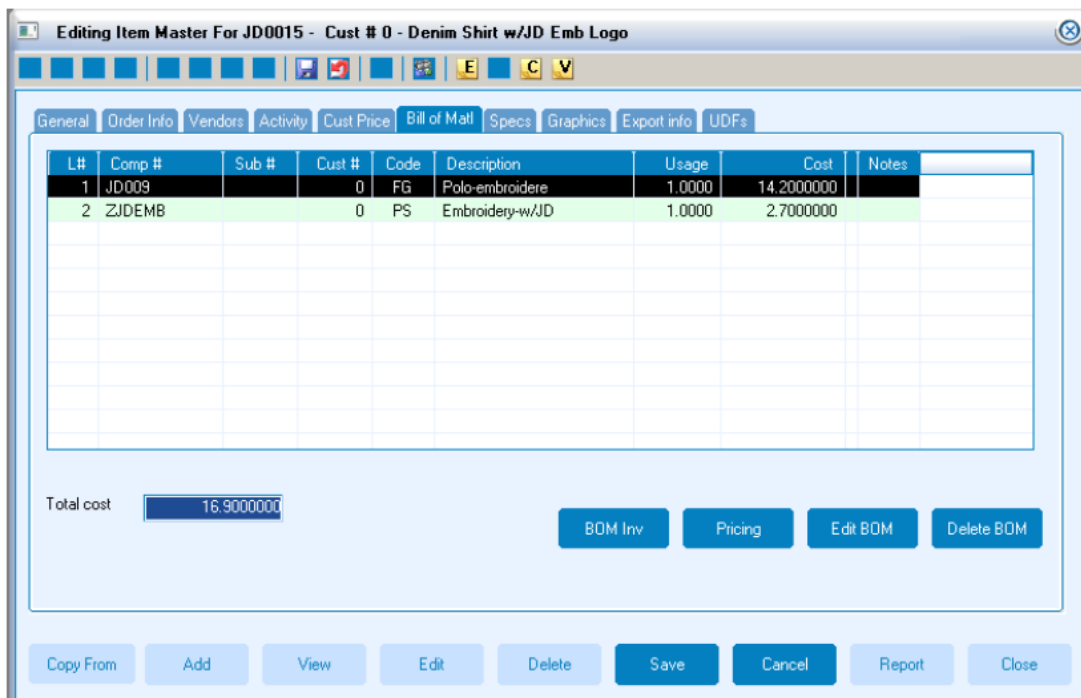
- **Tip: Use the F1 Help Feature for field definitions.**

The screenshot shows the 'Adding New Item Master For JD0015' window with the 'Order Info' tab selected. The window title is 'Cust # 0'. The 'Costing' section includes fields for Std mtl (14.0000), Std fit (0.2000), Std cost (14.2000), and Per (1). The 'Pricing' section has radio buttons for 'Quantity' (selected) and 'Price', and a 'Customer pricing' button. A table shows a quantity break for 1 unit at a price of 27.500. The 'Sales' section has fields for Sales (0), Cost (0), Inv (0), and Var (0). The 'Taxable item' checkbox is checked. The 'Comm %' is 0.00 and 'Personalization' is set to 'No personalization'. The 'Std # of days until shipped' is 0. At the bottom, there are buttons for Copy From, Add, View, Edit, Delete, Save, Cancel, Report, and Close.

On the Order info tab, enter the standard material (std mtl) cost of the item. This will be a combination of the blank goods and the decoration cost. Include an estimate per piece freight charge (std frt). Enter the selling price for the item.

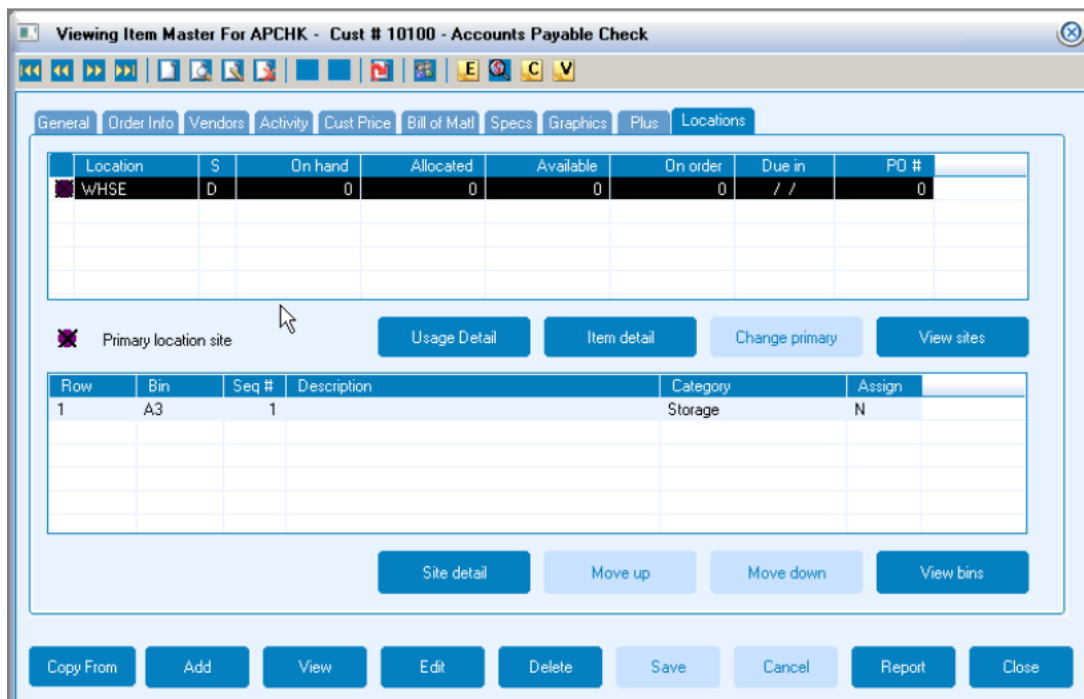
- Instead of having a vendor, this item will have a bill of materials (BOM). The BOM will be made up of the items setup in the previous steps (FG and PS). The last item entered in a BOM must always be a PS item. Click Edit BOM and then Add to enter these items. Once you have entered the BOM records the BOM tab will display the items required for this decorated item.

The screenshot shows the 'Editing Bill Of Materials For Item JD0015' window with the title 'Cust # 0 - Denim Shirt w/JD Emb Logo'. The 'Line #' is 1, 'Code' is FG, and 'Item #' is JD000E. The 'Description' is 'Polo-embroidered w/JDCCU Logo'. The 'Usage' is 1.0000 and 'Cost' is 12.7000. A 'Bill of Materials' summary box shows 'Total cost' as 15.400000 and 'Total labor' as 0.000000. At the bottom, there are buttons for Insert, Add, View, Edit, Delete, Save, Cancel, and Close.



8. A minimum of one site and one bin location to track inventory is required. The location site will default in based on the warehouse entered in company information and can be changed. Click edit bins and add. A lookup is available and will display all available bins for that location site. Click edit site and edit to select a "stored at" site.

- **Tip: See item master maintenance, location tab for detailed information.**
- **Tip: Use the F1 help key for additional information.**



Step E

1. Save the item so you can add the color and sizes. Click Add and enter the same item number that you just completed, in the Base item # field . Hit tab. If you used a customer number enter the number in the customer number field and hit tab. If you did not use a customer number just hit tab. If you entered a matrix code on the item wearable matrix setup screen will appear. On the matrix window, the colors and sizes will be checked. Clicking process will create item masters for these colors and sizes. If needed, enter a second line of description.

- **TIP: The color/sizes will be created for both the OP and FG items.**

	XS	SM	MD	LG	1X	2X	3X	
Black	✓	✓	✓	✓	✓	✓	✓	
BRN	✓	✓	✓	✓	✓	✓	✓	
GRN	✓	✓	✓	✓	✓	✓	✓	

2nd line of description: XSBLK

Standard Material: 0.0000

Cat:

Base item: 14.0000

Sub already exists

Process Close

Step F

After the sizes and colors are created, make any changes that need to be made for price and cost on the larger sizes. For the catalog item, (OP) on the Order info tab correct the cost and the price to the customer for the larger sizes. Edit the item created for the blank item (DS). On the Order info tab correct the cost. Also, change the vendor cost on the Vendors tab.

