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- When you Do Stock the Blank Item

## House Owned OP Item - When you Do Stock the Blank Item

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### House 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 you stock in your warehouse..
- E. Add the colors and sizes.
- F. Edit and add up charges to the larger sizes.

#### Step B

1. To setup the blank item, in the Item Master screen, click Add.

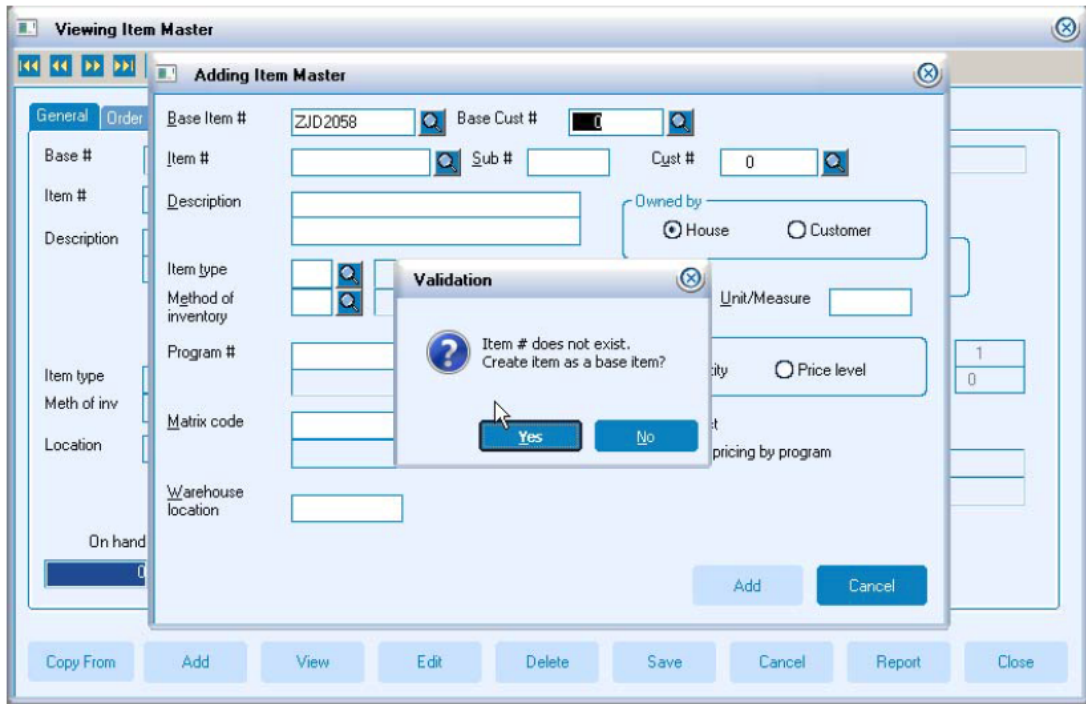
The screenshot shows the 'Adding Item Master' dialog box within the 'Viewing Item Master' application. The dialog box is divided into several sections:

- General:** Contains fields for Base Item #, Base Cust # (set to 0), Item #, Sub #, Cyst # (set to 0), Description, Item type, Method of inventory, Program #, Matrix code, and Warehouse location.
- Owned by:** Radio buttons for House (selected) and Customer.
- Pricing by:** Radio buttons for Quantity (selected) and Price level.
- Additional options:** Checkboxes for Rollup cost and Additional pricing by program.
- Buttons:** Add and Cancel buttons at the bottom right.

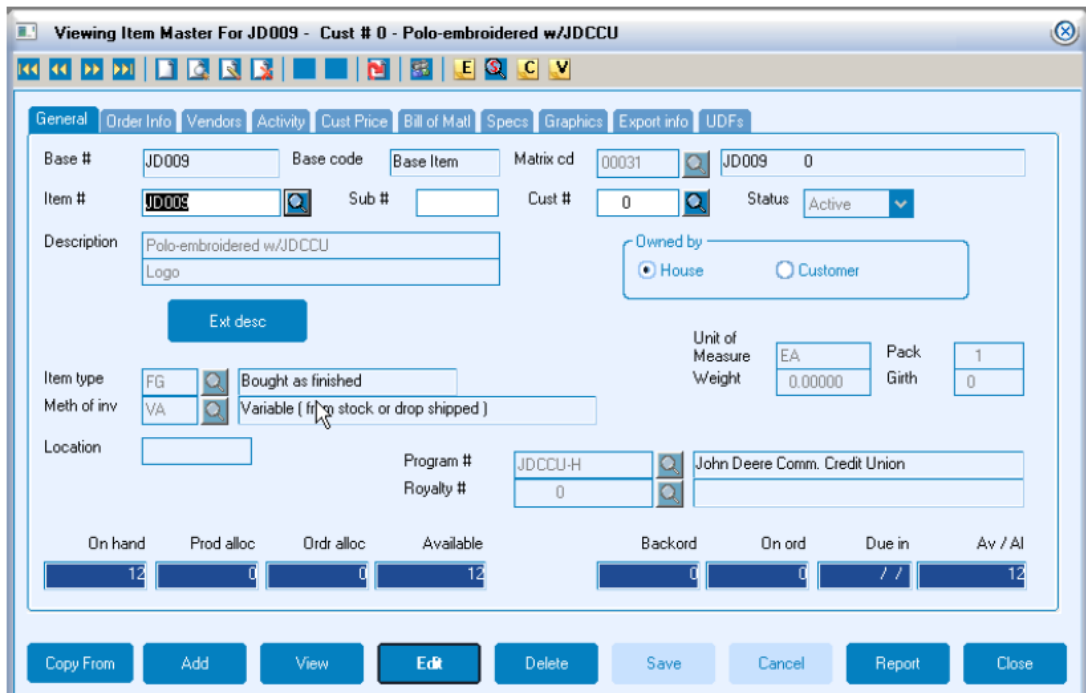
The background application window shows a list of items with columns for Item #, Description, Item type, Meth of inv, Location, and On hand. The 'On hand' column shows a value of 0.

2. 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. Do not enter a customer number.

3. 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.



4. 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.



5. The item type will be FG (finished goods) and the method of inventory will be VA (variable)
6. Enter the program # in the program field if you wish this item to show on reports selected by program.
7. If the item will come in colors and sizes enter the matrix code you set up for this item.
8. Leave the Owned by as House.

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

The screenshot shows the 'Viewing Item Master' window for item 'JD009'. The 'Order Info' tab is selected. The 'Costing' section shows 'Std mtl' as 14.0000, 'Std frt' as 0.2000, and 'Std cost' as 14.2000. The 'Sales' section shows 'Sales' as 0, 'Cost' as 0, 'Inv' as 0, and 'Var' as 0. The 'Inventory' section shows 'Cat page' as 0, 'Cat position' as 0, 'Prod code' as 'WBPS', 'Category' as 'JD', 'Pack' as 1, and 'Line item code' as 0. The 'Pricing' section shows 'Quantity' selected and a 'Customer pricing' button. A table below shows quantity breaks: 1 for 20.000, and 0 for 0.000. The 'Taxable item' and 'Paid commission on item' checkboxes are checked. 'Comm %' is 0.00, 'Personalization' is 'No personalization', and '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'.

9. On the Order info tab, enter the std mtl (standard material) 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, line item code and category.

**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

Cost type  
 Quantity  Price

| Quantity break | Cost    |
|----------------|---------|
| 1 1            | 14.0000 |
| 0              | 0.0000  |
| 0              | 0.0000  |
| 0              | 0.0000  |
| 0              | 0.0000  |
| 0              | 0.0000  |

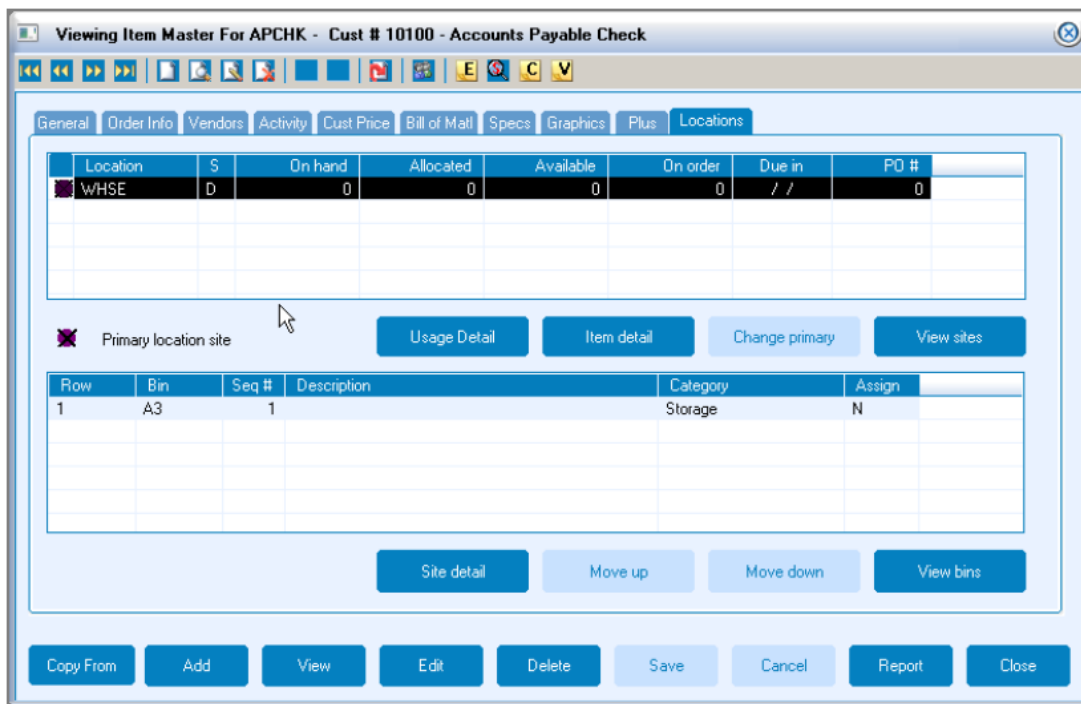
View Close

10. 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.

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

12. 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.

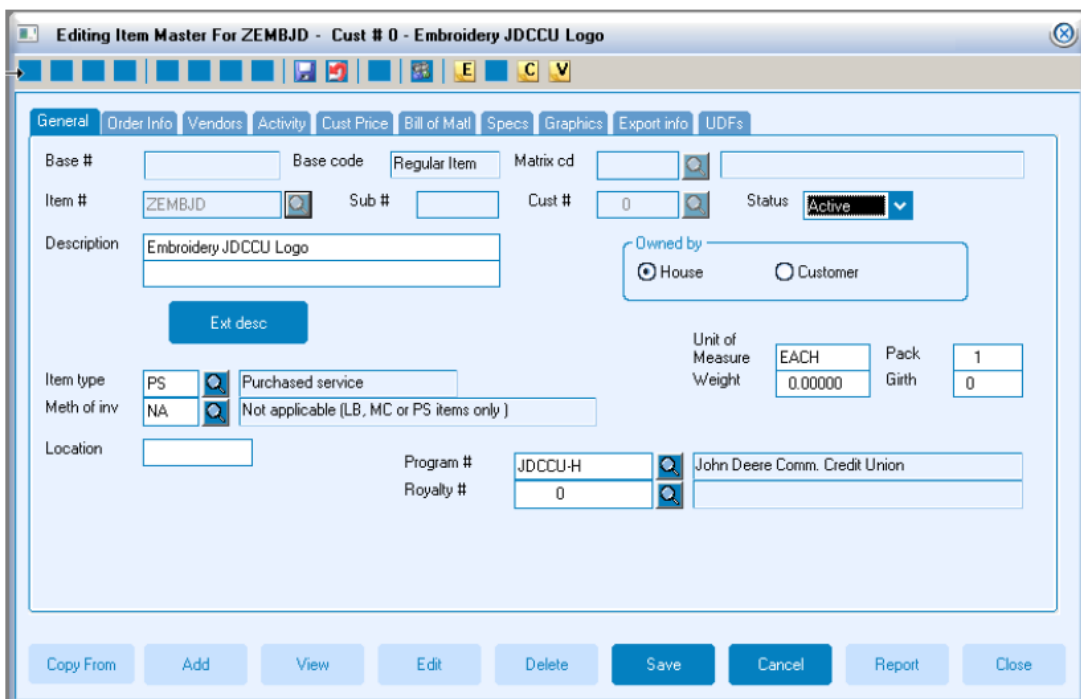
- **Tip: See item master maintenance, location tab for detailed information.**
- **Tip: Use the F1 help key for additional information.**



13. 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 color and/or sizes that can be entered using the wearable matrix. Again, the item number will start with a "Z". By setting up this way, (with the "Z") lookup by item number will list these items at the bottom of the lookup. The item type will be Purchased Service (PS) and the method of inventory not applicable (NA). 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.



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

**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 cannot 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 in 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.**

The screenshot shows the 'Adding Item Master' dialog box. The 'Base Item #' field contains 'ZJD2058'. The 'Base Cust #' field contains '0'. The 'Cust #' field contains '0'. The 'Owned by' section has 'House' selected. The 'Validation' dialog box is open, asking 'Item # does not exist. Create item as a base item?' with 'Yes' and 'No' buttons. The 'Add' button is highlighted in blue.

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 sub number if needed.

The screenshot shows a software window titled "Viewing Item Master For JD003 - Cust # 0 - Sweatshirt, Embroidered". 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 main area contains several input fields and buttons:

- Base #:** JD003
- Base code:** Base Item
- Matrix cd:** 00029
- JD003 0** (dropdown)
- Item #:** JD003
- Sub #:** (empty)
- Cust #:** 0
- Status:** Active
- Description:** Sweatshirt, Embroidered  
w/JDCCU Logo
- Owned by:**  House  Customer
- Unit of Measure:** EACH
- Weight:** 1.00000
- Pack Girth:** 1 / 0
- Item type:** OP (Outside processing)
- Meth of inv:** ST (Stock inventory)
- Location:** 121
- Program #:** JDCCU-H (John Deere Comm. Credit Union)
- Royalty #:** 0

At the bottom, there is a summary table:

| On hand | Prod alloc | Ord alloc | Available | Backord | On ord | Due in | Av / Al |
|---------|------------|-----------|-----------|---------|--------|--------|---------|
| 6       | 0          | 0         | 6         | 0       | 0      | / /    | 6       |

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

3. 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.

4. The item type will be OP (outside processed) and the method of inventory will be ST (stock) or 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. The item will be house owned.

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

8. 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 price for this item. Enter the appropriate product code, line item code and category.



**Adding New Item Master For JD0015** Cust # 0

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 WBLE  
 Category  
 Pack 1  
 Line item code DENM

Pricing  
 Quantity  Price Customer pricing

| Quantity break | Price  |
|----------------|--------|
| 1              | 27.500 |
| 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  
 Rollup cost

Comm % 0.00  
 Last rollup //

Personalization No personalization  
 Std # of days until shipped 0

Copy From Add View Edit Delete Save Cancel Report Close

9. 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 the items required for this decorated item.

**Editing Item Master For JD0015 - Cust # 0 - Denim Shirt w/JD Emb Logo**

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

| L# | Comp # | Sub # | Cust # | Code | Description     | Usage  | Cost       | Notes |
|----|--------|-------|--------|------|-----------------|--------|------------|-------|
| 1  | JD009  |       | 0      | FG   | Polo-embroidere | 1.0000 | 14.2000000 |       |
| 2  | ZJDEMB |       | 0      | PS   | Embroidery-w/JD | 1.0000 | 2.7000000  |       |

Total cost 16.9000000

BOM Inv Pricing Edit BOM Delete BOM

Copy From Add View Edit Delete Save Cancel Report Close

10. 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 window has a menu bar with options: General, Order Info, Vendors, Activity, Cust Price, Bill of Matl, Specs, Graphics, Plus, and Locations. The "Locations" tab is active, displaying a table with the following data:

| Location | S | On hand | Allocated | Available | On order | Due in | PD # |
|----------|---|---------|-----------|-----------|----------|--------|------|
| WHSE     | D | 0       | 0         | 0         | 0        | //     | 0    |

Below the table, there is a section for "Primary location site" with a checked checkbox. To the right of this section are buttons: Usage Detail, Item detail, Change primary, and View sites. Below this is another table with the following data:

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

At the bottom of the window, there are several buttons: Copy From, Add, View, Edit, Delete, Save, Cancel, Report, and Close.

11. 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 customer number 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 DS items.**

Select Sub Items to Add For JD0015 - Cust # 0 Denim Shirt w/JD Emb Logo

|       | XS                                  | SM                                  | MD                                  | LG                                  | 1X                                  | 2X                                  | 3X                                  |
|-------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Black | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| BRN   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| GRN   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Standard  
Material      Cat

2nd line of description

XSBLK                 

Base item                 

Sub already exists

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

## 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 (FG). On the Order info tab correct the cost. Also, change the vendor cost on the Vendors tab.