

# ASICOMP.COM

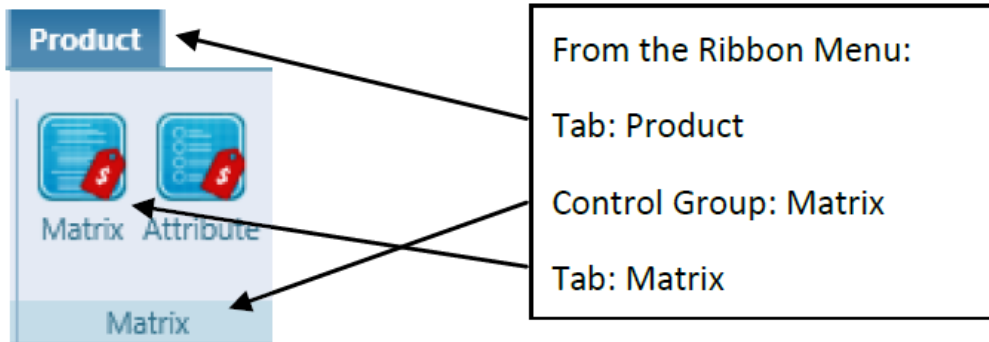
Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Quotes, Orders & Invoices > How Do You Create a Matrix Template?

## How Do You Create a Matrix Template?

Tammy Mason - 2017-09-13 - in Quotes, Orders & Invoices

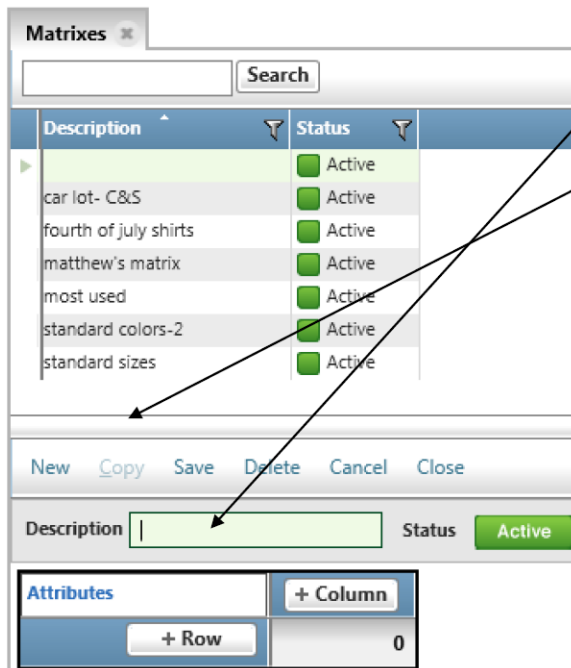
### How Do You Create a Matrix Template?

Attributes are used to build Matrix templates to utilize multiple times in Quotes, Order Entry and Invoicing, OR add a Matrix using these same Attributes “on the fly”.



Predefined Matrix templates allows the user to quickly add attributes on Product lines for sizes, colors or any other predetermined information that can be assigned in a row and column format.

Upon entering the Matrix Resource, the list will be empty. Click New to create your first Matrix Template.



Enter a Description for the Matrix Template. It will immediately appear in the list, and the Status will default to Active.

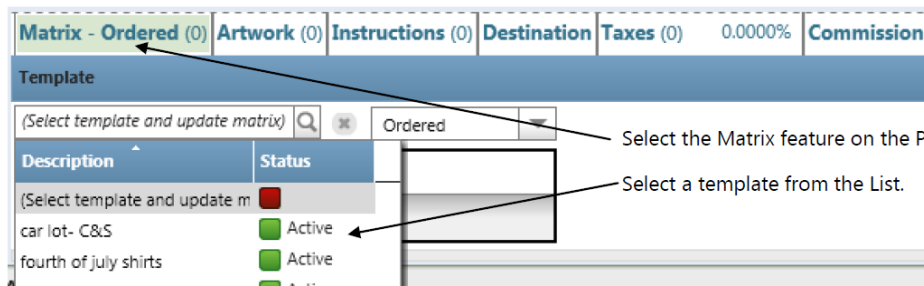
After selecting New, click either **+ Column** or **+ Row** to add the necessary Attributes.

After adding the attributes to the Matrix, select Save, and it is ready for use on Quotes, Orders and Invoices.

Please Note: You can build a Matrix as large as you want, but each Product line will be limited to 20 rows or columns that contain a quantity.

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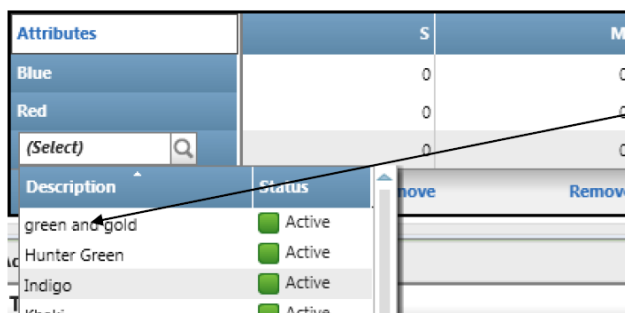
The matrix can be added directly to a quote, order or invoice. After adding a product and opening the product expander, the first tab of the sub-expander will now be for a "Matrix". Click "Add Matrix" to select add a Matrix Template and amounts to a product line.



Select the Matrix feature on the Product expander.

Select a template from the List.

OR, create and add a Matrix "on the fly"!



Add rows and columns "on the fly" by using the +Row and +Column options.

Select the attributes (size/colors) you want to order from the drop-down list.

Fill in the quantities within each attribute field for the size and color.

The total for the Matrix is automatically updated and displayed in the lower right hand corner of the Matrix and under the Ordered field on the Product line, whether you use a Matrix template or add a Matrix "on the fly". You

cannot edit these totals as this amount updates from the Matrix itself. The Matrix prints on all forms below the product description and to the right of the thumbnail (if one is attached). Product level instructions, destination address, ship-to and in-hand dates will print below the Matrix.

Complete the Instructions, etc. for your Quote, Order, or Invoice as usual.

Code	Description	Ordered	Unit	IPC	Price	Price Total	Cost	Cost Total
POLO	polo	50	Each	(S)	\$0.0000	\$0.00	\$0.0000	\$0.00