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Portal > Knowledgebase > ProfitMaker Fulfillment/Plus > Inventory > In-House Embroidery/Screening Orders Procedure

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## In-House Embroidery/Screening Orders Procedure

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### **In-House Embroidery/Screening Orders Procedure**

The following is the preferred method to setup items that have in house processing done to them.

#### **Item Master Setup**

See OP item house or customer owned for detailed information on setting up item masters.

1. Setup the blank goods as a Finished Goods (FG) item master with the appropriate cost and vendor information if you stock the blank goods. If you do not stock the blank goods then the item type will be Drop Ship (DS). The blank goods item master does not require pricing information because the undecorated item is not the intended sales item. The setup will include a base/sub number to be created for each color and size that will be stocked. We recommend that you use a specific category to separate blank good items.
2. Setup the in house decoration item master as a Purchase Service (PS) item with your company as the primary vendor. The STD cost and the vendor screen cost will be left at zero. Cost for the in house decoration is the employee wages and the material costs that will be expensed to your g/l.
3. Setup the decorated item that you stock in your warehouse, as an Outside Processed (OP) item master. The bill of materials will consist of the items just set up in step one and two. The std cost can consist of the cost of the blank good and the decoration for commission purposes. The fifo cost of the item will only be the cost of the blank goods.
4. Enter an inventory purchase order and receive the item to create on hand quantity for the OP item.