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## Single Vendor Non-Wearable Item - Customer Owned

Tammy Mason - 2017-08-22 - in Inventory

### Single Vendor Non-Wearable Item - Customer Owned

1. In the Item Master screen, click Add. Hit tab.
2. Enter your item number in the Item # field and Customer # for the customer that owns the product in the customer number field. A base item number is not needed for this item as there won't be colors/sizes.

The screenshot shows the 'Viewing Item Master' interface for item JD009. The 'General' tab is active. Fields include: Base # (JD009), Base code (Base Item), Matrix cd (00031), JD009 (0), Item # (JD009), Sub #, Cust # (0), Status (Active), Description (Polo-embroidered w/JDCCU), Owned by (House), Unit of Measure (EA), Weight (0.00000), Pack (1), Girth (0), Item type (FG - Bought as finished), Meth of inv (VA - Variable [fr stock or drop shipped]), Location, Program # (JDCCU-H - John Deere Comm. Credit Union), and Royalty # (0). Inventory status at the bottom shows On hand: 12, Prod alloc: 0, Ordr alloc: 0, Available: 12, Backord: 0, On ord: 0, Due in: / /, and Av / AI: 12. Action buttons at the bottom include Copy From, Add, View, Edit, Delete, Save, Cancel, Report, and Close.

3. Enter in the description that is in your catalog. This is the description your customer and vendor will see. The first line of the description prints on reports and packing lists and should contain the most pertinent information. 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 (bought as finished). The method of inventory will be Stock (ST).

- **Tip: See the F1 (Help) for field definitions.**

5. Change the Owned by to Customer. If you choose to not enter a customer number in the customer number field, the following question will be asked. Answer yes to the question "If customer number is zero, should be owned by house. Is customer owned correct?"

**Adding Item Master**

Base Item # [ ] Base Cust # [ 0 ]

Item # [ JD057 ] Sub # [ ] Cust # [ 0 ]

Description [ ]

Owned by:  House  Customer

Item type: FG

Method of inventory: ST

Program # [ ]

Matrix code [ ]

Warehouse location [ ]

Buttons: Add, Cancel

**Validation**

? Items with cust # 0 are usually owned by house. Is customer owned correct?

Buttons: Yes, No

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

**Adding New Item Master For JD057 Cust # 0**

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

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

Item # [ JD057 ] Sub # [ ] Cust # [ 0 ] Status: Active

Description: Mug, Stainless Steel

Owned by:  House  Customer

Ext desc [ ]

Item type: FG Bought as finished

Meth of inv: ST Stock inventory

Unit of Measure: EA Pack: 1

Weight: 0.00000 Girth: 0

Location: LR-12

Program #: JDCCU-C John Deere Community Credit Un

Royalty #: 0

On hand: 0 Prod alloc: 0 Ordr alloc: 0 Available: 0

Backord: 0 On ord: 0 Due in: / / Av / Al: 0

Buttons: Copy From, Add, View, Edit, Delete, Save, Cancel, Report, Close

7. 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. Enter the appropriate product code, line item code and category.

**Adding New Item Master For JD057** Cust # 0

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

Costing  
 Std mtl 1.5000  
 Std fit 0.0000  
 Std cost 1.5000  
 Per 1

Cat page 0  
 Cat position  
 Prod code DKMG  
 Category  
 Pack 1  
 Line item code

Pricing  
 Quantity  Price Customer pricing

| Quantity break | Price |
|----------------|-------|
| 1              | 3.00  |
| 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

8. 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. Enter the vendor's item number, per, lead time, minimum order quantity, unit of measure and the cost the vendor charges you. If a secondary vendor is setup, changing the vendor number on the purchase order will bring in their information. Click Save and Close.

**Viewing Vendor For JD057 -**

Item # JD057 Sub # Cust # 0

Vendor Seq # 1

Vendor # 23456 Kitchen Aid

Ship from

Vendor item # 57

Per 1

Lead time 10

Blanket ord # 0 // -- //

Special cost 0.000 // -- //

Min ord 1

Unit measure EACH

Conversion 1.000

Vendor cost  
 Quantity  Price

| Quantity break | Cost   |
|----------------|--------|
| 1              | 1.5000 |
| 0              | 0.0000 |
| 0              | 0.0000 |
| 0              | 0.0000 |
| 0              | 0.0000 |
| 0              | 0.0000 |

Add View Edit Delete Save Cancel Report Close

9. On the Activity Screen enter the minimum and maximum you want to stock in your warehouse.

**Viewing Item Master For JD057 - Cust # 0 - Mug, Stainless Steel**

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

Comp Desc: Mug, Stainless Steel    Location: LR-12    Category:    Inv G/L#: 0

L/F qty: 0    Actual value: \$ 0.00    Minimum: 12    Last counted: / /

Std cost: 1.5000    Maximum: 60    Last purchase: / /

On hand: 0    Date created: 03/05/09

Prod alloc: 0    On ord: 0    Backord: 0

Ord alloc: 0    Due in: / /

Available: 0    Av / Al: 0

|            | Quarter | MTD | YTD |
|------------|---------|-----|-----|
| Begin inv  | 0       | 0   | 0   |
| Received   | 0       | 0   | 0   |
| Shipped    | 0       | 0   | 0   |
| Prod usage | 0       | 0   | 0   |
| Adjusted   | 0       | 0   | 0   |
| Balance    | 0       | 0   | 0   |

Inventory | Inventory history | Allocations | On order | Backorders | Sales matrix

Movement | Quantity allocated by period | Item sales information | Quantity available matrix

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.**

**Viewing Item Master For APCHK - Cust # 10100 - Accounts Payable Check**

General | Order Info | Vendors | Activity | Cust Price | Bill of Matl | Specs | Graphics | Plus | **Locations**

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

Primary location site    Usage Detail    Item detail    Change primary    View sites

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

Site detail    Move up    Move down    View bins

Copy From | Add | View | Edit | Delete | Save | Cancel | Report | Close