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Single Vendor Non-Wearable Item - House Owned

Tammy Mason - 2017-08-21 - in Inventory

Single Vendor Non-Wearable Item - House Owned

1. In the Item Master screen, click Add. Hit tab.
2. Enter your item number in the Item # field. A base item number is not needed for this item as there won't be colors/sizes.
 - **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 'General' tab is active. Fields include: Base Item #, Base Cust # (0), Item #, Sub #, Cust # (0), Description (two lines), Item type, Method of inventory, Program #, Matrix code, Warehouse location, Owned by (House selected), Pricing by (Quantity selected), Rollup cost (unchecked), and Additional pricing by program (unchecked). Buttons at the bottom right are 'Add' and 'Cancel'. A toolbar at the very bottom contains '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) if you stock the item and DS (drop ship) if you always have the vendor send this item directly to your customer. The method of inventory will either be Stock (ST) or Variable (VA) for the FG item and DS for the DS item. See the F1 (Help) for field definitions.

Viewing Item Master For JD001 - Cust # 0 - Bank, John Deere 5150

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

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

Item # JD001 Sub # [] Cust # 0 Status Active

Description Bank, John Deere 5150
Tractor, Pewter

Owned by House Customer

Unit of Measure EACH Pack 1
Weight 2.70000 Girth 0

Item type FG Bought as finished
Meth of inv VA Variable (from stock or drop shipped)

Location 123R Program # JDCCU-H John Deere Comm. Credit Union
Royalty # 0

On hand	Prod alloc	Ordr alloc	Available	Backord	On ord	Due in	Av / Al
41482	0	41105	377	17	62	02/28/06	438

Copy From Add View Edit Delete Save Cancel Report Close

5. Enter the program # in the program field. Any report selected by that program will include this item.
6. The owned by will be house. Enter the unit of measure stocked in your warehouse. Pricing will be quantity break, even if you don't offer quantity breaks. Click Add.
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.

Viewing Item Master For JD001 - Cust # 0 - Bank, John Deere 5150

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

Order Info

Costing
Std mtl 36.4000
Std fit 3.0000
Std cost 39.4000
Per 1

Cat page 2
Cat position TL
Prod code BANK
Category
Pack 1
Line item code []

Pricing
 Quantity Price Customer pricing

	Quantity break	Price
1	1	57.500
	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 % 15.00
Personalization By item in house - print on work order
Std # of days until shipped 0

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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.

Vendor Maintenance For JD001 - Cust # 0 - Bank, John Deere 5150

Item # JD001 Sub # Cust # 0

Vendor Seq # 1

Vendor # 65097 Heartland Designs

Ship from

Vendor item # B5130

Per 1

Lead time 14

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	
1	36.4000
0	0.0000
0	0.0000
0	0.0000
0	0.0000
0	0.0000

View Close

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

Viewing Item Master For JD001 - Cust # 0 - Bank, John Deere 5150

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

Comp Desc Bank, John Deere 5150 Location 123R Category

Tractor, Pewter Inv G/L# 0

L/F qty 41482 Actual value \$ 1510327.35 Minimum 5

Std cost 39.4000 Maximum 45

On hand 41482

Backord 17

Prod alloc 0 On ord 62

Ordr alloc 41105 Due in 02/28/06

Available 377 Av / Al 439

	Quarter	MTD	YTD
Begin inv	41107	41482	41107
Received	375	0	375
Shipped	0	0	0
Prod usage	0	0	0
Adjusted	0	0	0
Balance	41482	41482	41482

Inventory Inventory history Allocations On order Backorders Sales matrix

Movement Quantity allocated by period Item sales information Quantity available matrix

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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

11. Save the item.