

## Styles Matrix

Styles Matrix

General Information for Company Shirts -- Company Shirts Keyboard

General Info | On Order Matrix | In Stock Matrix | Sales Matrix

	Small	Med	Large
White	20	20	20
Blue	20	20	20
Black	20	20	20
▶ Green	20	20	20

Instant PO Double-Click, Space or ENTER to generate an instant PO

Select Style  
 Company Shirts

A matrix is a way to classify an item that has different styles. Styles Matrix allows you to create a matrix for inventory items. For example, you may have a company shirt that comes in four colors (white, blue, black, and green) and three sizes (Small, Medium, and Large). In order to keep track of how many of each color and size you have, you need to use a style, such as Company Shirt. Each size in each color can have its own item number, and you can keep track of how many company shirts you have.

NOTE: In order for Styles matrix to be setup a department must first be created in the **Department maintenance** (i.e. Clothes) as well as a vendor in **Vendor Maintenance** (e.g. Company Shirt Maker).

## Accessing Styles Matrix

**Manager**

**Options**

1. Select the **Manager** or **Options** button.
2. Enter the administrator password (default: admin) where applicable.
3. Select **Administrative** then, **Styles Matrix**.

Styles Matrix  
General Information for Company Shirts – Company Shirts

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Template for all of the items in this style

Department: Clothes  
 Item Number: Company Sh  
 Prefix: Company Shirts  
 Description: Company Shirts  
 Vendor: Company Shirt Maker  
 X-Dimension: Size  
 Y-Dimension: Color

Cost: \$8.00  
 Price you charge: \$15.00

Tax 1:   
 Tax 2:   
 Tax 3:

Auto-Generate Item Numbers:

Select Style: Company Shirts

Buttons: Add Style, Save Changes, Add Size, Add Color, Help, Delete, Cancel, Exit

4. Select **Add Style**.
5. Enter a **Style Name** (e.g. Company Shirts). Whatever is entered here will be set as both the item number as well as the description.
6. Select a **Department** for the items.
7. Select a **Vendor** for the items.
8. Enter a **Cost** and the **Price you Charge** for these items.
9. Select the tax you would like applied to these items.

**Auto-Generate Item Numbers**

10. Select **Auto-Generate Item Numbers** to have the software generate item numbers based on this format “Item Number – Size –Color” (e.g. Company Shirts Large White).

Styles Matrix  
General Information for Company Shirts – Company Shirts

General Info | On Order Matrix | In Stock Matrix | Sales Matrix

	Small	Med	Large
White	0	0	0
Blue	0	0	0
Black	0	0	0
Green	0	0	0

Instant PO

Double-Click, Space or ENTER to generate an instant PO

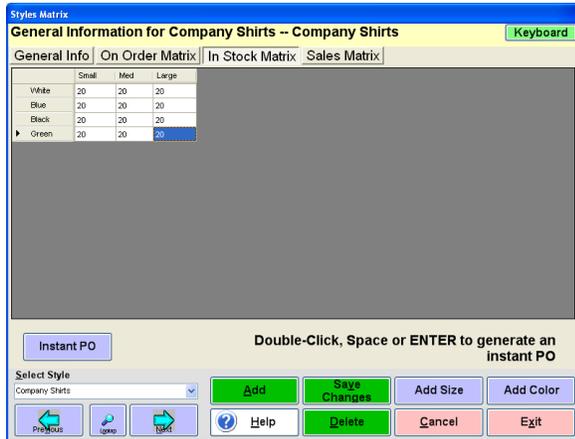
Select Style: Company Shirts

Buttons: Add, Save Changes, Add Size, Add Color, Help, Delete, Cancel, Exit

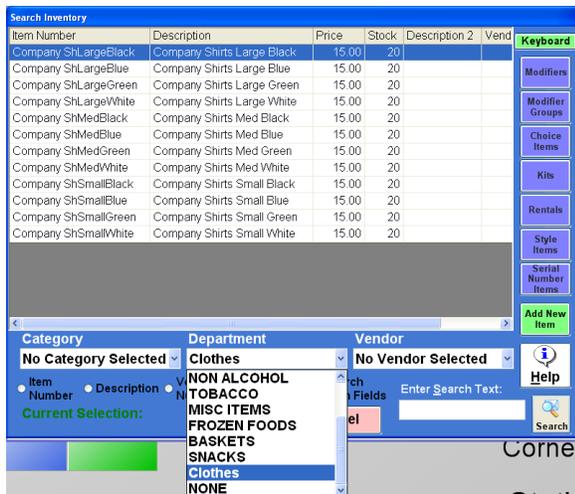
11. Go to the In Stock Matrix and select **Add Size** and enter a size for your matrix (e.g. Small, Med, Large).
12. Select **Add Color** and enter the colors for your matrix (white, blue, black, and green).

**Note:** these steps must be done for each size and color in the matrix.

13. Select **Save Changes**.

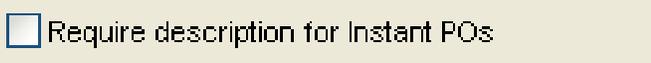


14. Select a cell (a color and size) then select **Instant PO** and enter a number in stock (e.g. 20.).
15. Select **Ok**.
16. Select **Save Changes**.



17. Open **Inventory Maintenance** go to lookup and sort the list to only display the (Clothes) Department. You will see that the items that were created in the matrix are now present in your inventory.

## Other Options

 	<ol style="list-style-type: none"><li>1. Select the <b>Manager</b> or <b>Options</b> button.</li><li>2. Enter the administrator password (default: admin) where applicable.</li><li>3. Select <b>Setup</b> then, <b>Setup Screen</b>.</li></ol>
	<ol style="list-style-type: none"><li>4. Select the <b>Inventory tab</b>.</li><li>5. The option <b>Require description for Instant POs</b> will affect what happens when new stock is added to the inventory.</li><li>6. Select <b>Update</b>.</li></ol>
	<ol style="list-style-type: none"><li>7. When the option <b>Require description for Instant POs</b> is checked you will be prompted to enter a description for the adjustment followed by the number received and finally the cost per each one received.</li></ol>