

Adding or Changing an Inventory Vendor Code Master

Adding or Changing Inventory Vendor Code Master

This document explains how to quickly add or change Inventory Vendor Code Master records to the inventory file.

The Inventory Vendor Code Master is often referred to as the “Vendor Key Record.” The Vendor Code Master must exist *before* any items may be added for that vendor. To begin adding or changing vendor code masters, select Inventory from the Main Menu.

Select **Item Master**.

With the “Main Inventory” screen displaying, press **<F12>** and **V** for Vendor scrn.

A sample is shown below. A brief description of each field follows the sample screen. Modify your entries for each vendor as needed.

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                                INVENTORY VENDOR CODE MASTER

Vendor Code: KIC
Description: KICHLER -----01/06-----d-
Sort Definition: NANA
Sort Order:      1234

Default:  Kit Flag:  N           Serial Flag:  N
          Extended Sales: Y       Division:     FX
          Round Rule:  A

          Price Level A:  E 200.000   Price Level B:  A -30.000
          Price Level C:  A -40.000   Price Level D:  E  10.000
          Price Level E:           0.000

UPC Auto Create: Prefix:           Next Number:      0 Step:      0 Size:      0
Non-Stock Related Item:  N

OK TO ADD RECORD? (Y OR N) Y
    
```

Vendor Code: Enter the vendor code you wish to add or change.

Description: Enter the name of the vendor followed by the date of the last price change for that vendor (mm/yy). If the prices were loaded from a manufacturer’s price file, place the letter “d” (meaning loaded from price “d”isk) after the date.

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Sort Definition: P for Phone Book sequence; F for forced written; or use an ANA sequence. If in doubt, use “P” for phone book sequence.

Sort Order: Leave blank if “P” or “F” was used for the Sort Definition. Enter the sort order only if using an ANA sequence in the Sort Definition. The sample vendor code master on the previous page uses NANA as the sort definition and 1234 as the sort order. Contact Mylee Customer Support for more information on setting up Sort Definitions and Sort Orders for your vendors.

Default:

Kit Flag: N

Serial Flag: N

Extended Sales: Y

Division: Enter a division if the entire line has the same division, otherwise leave blank. If a division code is entered here, it will become the division code for an item added “manually” or for items added from a manufacturer’s price file.

Round Rule: Leave blank if the selling prices of items for this vendor should not be “rounded.” If selling prices for this vendor line should be “rounded,” enter the appropriate round rule code. Round rule codes are set up in “Table Options” with the assistance of Mylee Customer Support.

Price Levels A, B, C, D. Enter the price-base level and adjustment percentage for calculating the sell price for each price level. If a particular price level is not used, leave it blank. Refer to the example in the sample screen on Page 1 for Vendor KIC. Price Level A is calculated as cost E plus 200%; price level B is calculated as price A less 30%; price level C is calculated as price A less 40%. In the example, Price D is not used.

Refer to the sample screen print on Page 3 using vendor code DES. In this example, both Price Level A and B are “built” from cost. Price A is E plus 200% and Price B is E plus 50%. Price C is calculated as Price B less 10%.

If you are accustomed to using “multipliers” to calculate selling prices from cost, here’s a shortcut to calculate the percentage: Subtract 1 from the multiplier and then move the decimal two places to the right to get the percentage. For example:

A 3.00 multiplier is the same as 200% ($3.0 - 1 = 2.00$; move the decimal two places to the right and it becomes 200.00%.)

A 1.5 multiplier is the same as 50% ($1.50 - 1 = .50$. Move the decimal two places to the right and it becomes 50.00%.)

A 2.63 multiplier is the same as 163% ($2.63 - 1 = 1.63$. Move the decimal two places to the right and it becomes 163.00%.)

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Price Level E: Press <Enter> to leave blank. Typically, the published cost is entered in Price E. It is usually not calculated from another price level.

UPC Auto Create: Press <Enter> past Prefix, Next Number, Step and Size. These fields can be filled in later to assign a “fake” number that is stored in the UPC number field of each item. This is strictly optional. This “fake” number can be used to print on customer Quotes. A separate document explains how to create the “fake” numbers.

Non-Stock Related Item: N Later, this can be changed to “Y” if related items will be used for non-stock items for this vendor line.

OK TO ADD RECORD – Y

If you are **CHANGING** rather than **ADDING** a vendor code, you will not get the ‘OK to Add Record’ prompt. It is important to PRESS <F10> to SAVE your changes.

The screen below is an example of a vendor code using ANNA sequence for the Sort Definition and “12345” as the Sort Order. This example also shows where the division code is filled in with “FX” indicating that items in this vendor line are all “fixtures” (or are all to be categorized as fixtures.)

```

                                INVENTORY VENDOR CODE MASTER

Vendor Code: DES

Description: DESIGNERS FOUNTAIN====07/06=d=

Sort Definition: ANNA

Sort Order:      12345

Default:  Kit Flag: N           Serial Flag: N
          Extended Sales: Y       Division: FX
          Round Rule: A

Price Level A:  E  200.000      Price Level B:  E   50.000

Price Level C:  B  -10.000      Price Level D:           0.000

Price Level E:           0.000

UPC Auto Create: Prefix:      Next Number:      0 Step:  0 Size:  0
Non-Stock Related Item: N

OK TO ADD RECORD? (Y OR N) Y
    
```