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Matrix Items

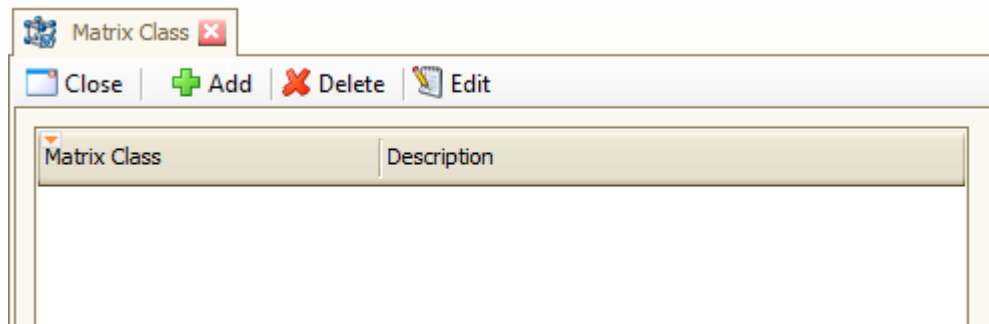
Megan De Freitas - 2024-12-03 - [Sales](#)

Overview

SalesPad Matrix functionality allows a company to set up matrix item definitions and add lines to sales documents in a matrix view. Using the Matrix allows for faster order entry of items with different attributes, such as clothing items that come in different sizes and colors, by entering the item number or key just once, and selecting needed quantities of each combination.

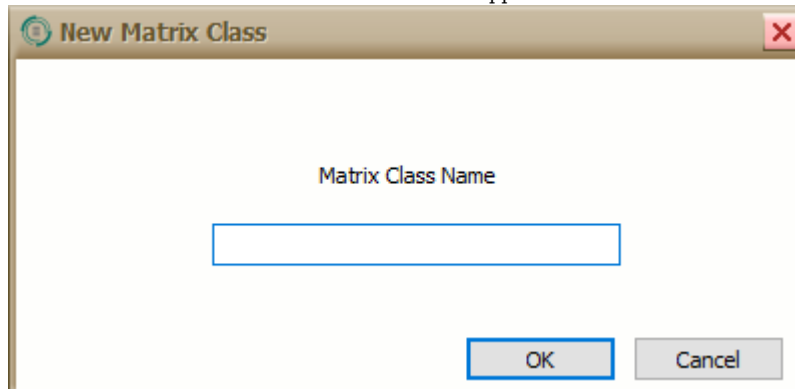
Matrix Class Maintenance

This module (Inventory > Matrix Class Maintenance) displays a complete listing of item matrices for both inventory and non-inventory items. Matrices can be created, deleted and edited.



To create a new matrix:

1. Click **Add**
2. Enter the Matrix Class Name in the screen that appears



Select an existing matrix and click **Edit** to open the "Item Matrix Setup" screen

Inventory Lookup

In the Inventory Lookup screen (Modules > Inventory Lookup), matrices can be reviewed on an item-by-item basis from the Inventory Matrix View tab.

Search for and select an item to view matrix properties in the Inventory Matrix View tab:

Customer Search 128 SDRAM Matrix Class Item Matrix Setup - Matrix 1

Close Search New Item

Item Search

Search By

Item #: Description

Item Class:

Search Options

☒ Match Beginning ☒ Search Alternate Items ☒ Search Vendor Items ☒ Show Inactive

Inventory Items (233 items found) Alternate Items (0 items found) Vendor Items (134 items found)

Item Number	Description	UOM	Sched	Available	On Hand	Item Class	Item Type	Replaced By	Item Blocked	Current Cost	Shipping Weight	Standard Cost
100XLG	Produttori del ...	PHONE	1-10	29	42		Sales Inve...		<input type="checkbox"/>	55.50	5.00	55.50
128 SDRAM	128 meg SDRAM	PHONE	1-10	51,672	51,692	RETAIL	Sales Inve...		<input type="checkbox"/>	0.00	5.00	0.00
1-A3261A	Multi-Core Pro...	EACH		-2	0	SERVERS-1	Sales Inve...		<input type="checkbox"/>	16,000.00	0.00	17,000.00
1-A3483A	SIMM EDO 72	EACH		0	0	MEMORY-1	Sales Inve...		<input type="checkbox"/>	6,500.00	0.00	7,000.00
1GPROC	1 Ghz Processor	EACH		20	20	RM-ACT	Sales Inve...		<input type="checkbox"/>	120.00	0.00	0.00
24X IDE	24x CD-ROM	PHONE	1-10	-1	0		Sales Inve...		<input type="checkbox"/>	45.00	2.00	0.00
256 SDRAM	256 meg SDRAM	PHONE	1-10	8	12		Sales Inve...		<input type="checkbox"/>	247.50	0.00	0.00

Inventory Properties Sales Purchases Notes Serial/Lot Numbers Analysis Quick Report User Fields Substitutes Sales Options Inventory Analysis Kit Components Serial Attributes Inventory Matrix View

Matrix

STYLE COLOR

TSHIRT

SIZE	RED	GREEN	BLUE	WHITE	BLACK	BASEBALL T	LONG SLEEVE
S	0	0	0	0	0	0	0
M	0	0	0	0	0	0	0
L	0	0	0	0	0	0	0
XL	0	0	0	0	0	0	0
XXL	0	0	0	0	0	0	0

Matrix Setup

Click the **Matrix Setup** button on the lower left of the Inventory Matrix View tab to open the "Item Matrix Setup" screen.

Note: If you click the **Matrix Setup** button for an item that has not been set up, you will get a message:

An item Matrix has not been setup for this item.

Would you like to create one?

Yes No

Click **Yes** to go to Item Matrix Setup.

Item Matrix Setup

Item Matrix Setup allows users to review the current layout of the matrix, and update it as needed.

The Linked Items list to the right of the matrix view displays any item numbers, or nicknames, using the current matrix. To link additional item numbers:

1. Click **Add**
2. Enter the item in the screen that appears

3. Click **OK**
Note: If Item Matrix Setup was accessed through Inventory Lookup, the Linked Item being added must be a Non-Inventory Item.

To add new dimensions and dimension options to the matrix:

1. Click the **Update Dimensions** button. The "Matrix Dimensions" screen appears

Matrix Dimensions - 128 SDRAM

Dimensions

New Dimension Delete Dimension

Seq	Dimension	Position
1	SIZE	Matrix
2	STYLE	Matrix
3	COLOR	Matrix

Selected Dimension Options

New Option Delete Option

Seq	Option	Key
1	S	S
2	M	M
3	L	L
4	XL	XL
5	XXL	XXL

OK Cancel

- Click **New Dimension**
- Enter the dimension name in the window that appears and click **OK**

SalesPad

New Dimension?

OK Cancel

- Select a Position for the dimension to appear in Item Matrix Setup: select **List** to display a dimension in the Dimension List, or select **Matrix** to display a dimension in the Matrix

Dimensions

New Dimension Delete Dimension

Seq	Dimension	Position
1	SIZE	Matrix
2	STYLE	Matrix
3	COLOR	Matrix

- Select a dimension from the left and click **New Option** on the right. A new field will appear
- Enter the Option name and Key in the field on the right

Note: the Key is used to build the Item Number; if no key is entered, the Option name will be used. To use free-form text replacement, enter the indicator from the *Matrix Class Replacement Text Indicator* setting (*, in the example) on each dimension that you plan to replace the text for. To allow free-form text entry for an item's key, when entering a Matrix to the sales document, enter the indicator under

Selected Dimension Options

New Option Delete Option

Seq	Option	Key
1	S	S
2	M	M
3	L	L
4	XL	XL
5	XXL	XXL

Key.

- Repeat these steps for additional dimensions and options. When the desired dimensions and options have been added to the matrix, click **OK** to return to Item Matrix Setup.
- Click **Update Item Number Mappings** to map item numbers to each of the different matrix combinations, as required:

Item Number Mappings

Mapping Definition

Base Item Number: 128 SDRAM

Description:

Matrix Item Key Delimiter: - Key Prefix:

Options

☒ Append Matrix Item Key to Base Item Number

☐ Append Matrix Item Key to Description

☐ Update Line Comment With Quantity and Matrix Values

☐ Allow Non-Inventory Items

☐ Use Linked Item As Base Item

Item Number Mappings

Item Number	Matrix Item Key	SIZE	STYLE	COLOR
128 SDRAM-T-R	S-T-R	S	TSHIRT	RED
128 SDRAM-T-G	S-T-G	S	TSHIRT	GREEN
128 SDRAM-T-U	S-T-U	S	TSHIRT	BLUE
128 SDRAM-T-W	S-T-W	S	TSHIRT	WHITE
128 SDRAM-T-B	S-T-B	S	TSHIRT	BLACK
128 SDRAM-SBT-R	S-SBT-R	S	BASEBALL T	RED
128 SDRAM-SBT-G	S-SBT-G	S	BASEBALL T	GREEN
128 SDRAM-SBT-U	S-SBT-U	S	BASEBALL T	BLUE
128 SDRAM-SBT-W	S-SBT-W	S	BASEBALL T	WHITE

OK Cancel

Note: If Item Matrix Setup was accessed through Inventory Lookup, **Allow Non-Inventory Items** must be checked.

Note: If you enter a Base Item Number, you can click on individual lines to change the item number for an individual item key. Any options selected will apply to all matrix item keys.

Note: If **Append Matrix Item Key to Base Item Number**, **Append Matrix Item Key to Description**, and **Use Linked Item As Base Item** are not checked, only one item will be added to the sales document.

The Matrix Item Key Delimiter is used to add a character when multiple dimensions are used. If **Update Line Comment With Quantity and Matrix Values** is checked, the quantity and matrix values selected will appear as a line comment, and will be sold as the same item number, instead of using keys and delimiters as parts of separate item numbers.

- Click **OK** to return to Item Matrix Setup
- Drag and drop the dimensions in the matrix view to arrange the matrix to the desired layout
- When finished, Click **Save Matrix Layout**
- Create a sales order, quote, or purchase order

5. Add a matrix item to the document and hit **Enter**. The Matrix Entry screen appears

6. Make selections for each list option and/or quantities for matrix options (use the arrow key to move between grid boxes)
7. Click **OK**. If indicators (*, in the example) were used during setup, you will be prompted to enter free-form text for each applicable item

Selections made will appear as line items (using the keys and delimiters used during setup) and comments on a sales document (unless **Update Line Comment With Quantity and Matrix Values** was checked during setup. In that case, the keys and delimiters will be part of the line comment, and only one line item number will be added).

If you need to change any selections, open the **Actions** dropdown and select Matrix Sales Entry or Matrix Purchase Order Entry from the dropdown to re-open the Matrix Sales Entry screen.

Security

*Inventory Matrix View** - Allows users to see the Inventory Matrix tab in the Inventory Lookup tab.

Matrix Class Maintenance - Allows users to see the Matrix Class Maintenance module.

Matrix Inventory - Allows users to access the Item Matrix Setup module.

*Matrix Sales Entry** - Allows users to use the Sales Line Action Matrix Sales Entry.

Matrix Purchase Order Entry - Allows users to use the Purchase Line Action Matrix Purchase Order Entry.

Note: You must log out of SalesPad and then back in for security changes to take place.

Settings

Use Matrix Class Replacement - Allows text replacement in dimension options or keys

Matrix Class Replacement Text Indicator - Determines the character used to trigger a string replacement for a Matrix Item