Matrix Module Installation:
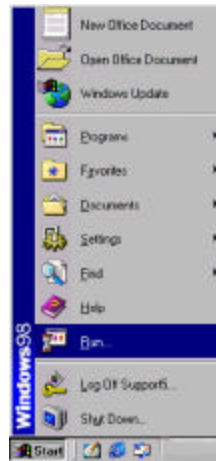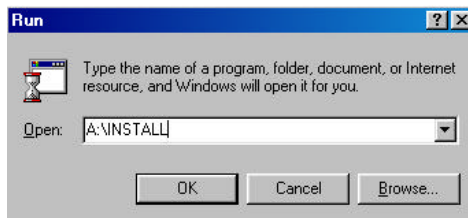
1.   Go to **START, RUN.**

2.   Type: **A:\INSTALL**

Then press **<ENTER>.**

Matrix Module Setup

1.   Go to **START, PROGRAMS, MS-DOS PROMPT.**
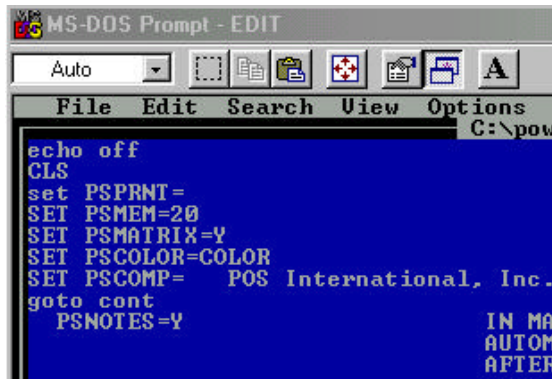

2.   From **C:\WINDOWS,** type:

CD\POWER

then press **<ENTER>.**

3.   At the **Power POS DOS** prompt and type:

EDIT PS.BAT

then press **<ENTER>.**

4.   Arrow down to the line:
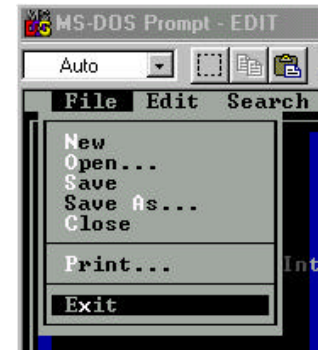
   REM SET PSMATRIX=Y

5.   The letters **REM** need to be removed from that line.
       Delete letters **REM.**

6.   Press the keys:

       <ALT> and **<F>.**

7.   From the **FILE MENU**, arrow down to **SAVE,** then
       press **<ENTER>.**

8.   Press the keys:

       <ALT> and **<F>.**
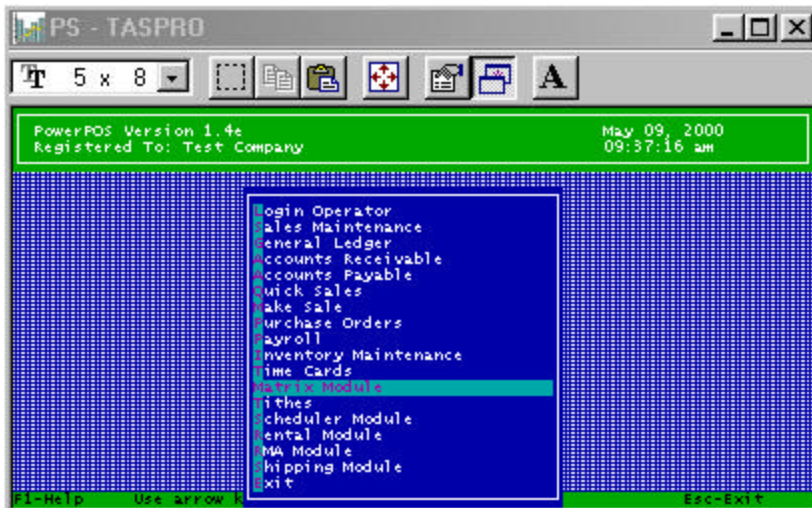
9.   From the **FILE MENU**, arrow down to **EXIT,** then
       press **<ENTER>.**

10.   From the **DOS PROMPT**, **C:\POWER**, type:

       EXIT, then press **<ENTER>.**

       Start the Power POS program normally.

11.   **MATRIX MODULE** will now be displayed on the
MAIN MENU of **POWER.**

Existing Power Users Only:

Please note: The Matrix Purchase orders uses **LANDSCAPE PRINT
FORMAT CODES**. Please call Tech Support at 800-646-4767 to
make the necessary changes.

Matrix Function Keys Available:

Matrix Menu

ALT&C	SET UP MATRIX COLUMN
ALT&R	SET UP MATRIX ROW
ALT&P	SET UP MATRIX PRE-PACK
F2	LIST MATRIX CODES
F10	SAVE

Inventory Maintenance

ALT&M	SELECT MATRIX GRID
ALT&S	SELECT STORE W/IN GRID
ALT&R	ADD ROW TO A EXISTING MATRIX ITEM
ALT&C	ADD COL. TO A EXISTING MATRIX ITEM
ALT&P	VIEW AMOUNT OF PO FOR MATRIX ITEM
F10	SAVE
F2	LIST INVENTORY ITEMS

Purchase Orders

F2/ALT&M	LIST INVENTORY MATRIX ITEMS
CTRL&P	MATRIX PRE-PACK
CTRL&R	TO RECEIVING INVENTORY
CTRL&A	SEND TO ACCOUNT PAYABLES
F10	TOTAL/SAVE PURCHASE ORDERS

Grid Function Keys Available:

|		
Tab Key:		Moves Forward
⇧	:	Moves Up
⇩	:	Moves Down
<CTRL>	⇦	Moves Backwards

Matrix Definitions

The Clothing Matrix Module allows the ability to group like items that differ only in sizes and color but not in price. The Matrix Module interfaces with Inventory Maintenance, Purchase Orders, Make Sale and/or Quick Sales.

Clothing Matrix Field Definitions:

GRID   - A combination of rows and columns

MATRIX CODE   - Determines the range of colors, and sizes of a grid

DESCRIPTION   - Describes the matrix code

ROW DESC   - Specifies **row** type for a specific grid (normally sizes)

COL DESC   - Specifies **column** type for a specific grid (normally colors)

ROW SIZE   - Specifies the number of characters to be used within a **row**.(5 char. max)

COL SIZE   - Specifies the number of characters to be used within a **column**.(5 char. max)

SKU SIZE   - Specifies number of characters to be used as an item code.(10 char. max) Item code for a matrix product will be assigned by the system as follows:
(See example # 1, pg. 10)
SKU + COL + ROW

ALT-P   - Matrix Package, also known as a "Pre-pack". A pre-pack is used to order predefined group of items. Packages can be applied to an item when placed on a purchase order.

ALT-C & ALT-R   - **ALT&C** Defines a column for a specific grid.
                          - **ALT&R** - Defines a row for a specific grid.
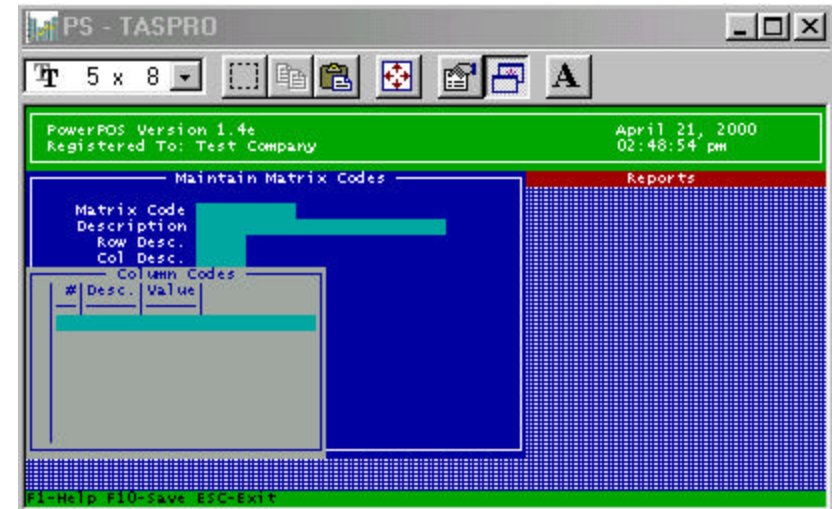
Definitions for ROW & COLUMNS Codes

- Defines order layout within a row/col grid.

DESC   - This field will be applied to inventory item description.

VALUE   - This field will be applied to inventory code and to grid layout for rows/columns

Please note:
The item code field is equal to 20 characters, therefore, it is necessary that the value number and the sku number be a combined total of 20* characters or less. The Number field pertains to the amount of characters that are used in the matrix template.

   * A maximum of 12 characters or less is recommended.

Ex.   SKU # = 5 CHAR.
                       ROW# = 3 CHAR
                       COL # = 3 CHAR

See pages 10 and 11 for Matrix Setup examples and page 12 for Inventory Setup.

Matrix Setup

Example 1:

Set Up of a Matrix Code

```
+------------ Maintain Matrix Codes -----------+
¦                                              ¦
¦   Matrix Code WS                             ¦
¦   Description WOMEN SLACKS                    ¦
¦     Row Desc. WAIST                          ¦
¦     Col Desc. COLOR                          ¦
¦      Row Size 3                              ¦
¦      Col Size 3                              ¦
¦      SKU Size  5                             ¦
¦                                              ¦
¦  ALT-R Define Rows                           ¦
¦  ALT-C Define Columns                        ¦
¦  ALT-P Add/Edit Packages                     ¦
+----------------------------------------------+
```

Example 2:

Setting up a matrix ROW (ALT&R)

> A.   Press ENTER to start ROW definitions
>
> B.   Use UP/DOWN arrow keys to move between lines
>
> C.   Press "ESC" when finished

```
         +---- Row Codes ---+
+--------¦                  ¦
¦ ¦ #¦Des¦  Code   WS       ¦
¦ ¦--¦---¦  Order   5       ¦
¦ ¦ 1¦SZ ¦  Desc. SZ 08     ¦
¦ ¦ 2¦SZ ¦  Value W08       ¦
¦ ¦ 3¦SZ ¦                  ¦
¦ ¦ 4¦SZ +------------------+
¦ ¦ 5¦SZ 08¦W08   ¦
¦ ¦ 6¦SZ 10¦W10   ¦
```

Example 3:

Setting up a matrix COL (ALT&C)

A.   Press ENTER to start ROW definitions

B.   Use UP/DOWN arrow keys to move between lines

C.   Press "ESC" when finished

```
          +---- Col Codes ---+
+-------- |                  |
|  | #|Des|  Code   WS        |
|  |--|---|  Order  1         |
|  1|WHI|  Desc.  WHITE      |
|  2|BLA|  Value  WHT        |
|  |   |                      |
|  |   +------------------+
|  |
```

Inventory Setup

Setting up a matrix template item

1.   From the **MAIN MENU** select **INVENTORY MAINTENANCE.**

2.   Select **MAINTAIN INVENTORY**

3.   **ITEM CODE** – must equal the numer in **SKU SIZE** characters listed in **MAINTAIN MATRIX CODE**. (See Example 1 on page 12)

4.   **DESCRIPTION** – must define matrix item template. Do not assign sizes or colors to the description field.

5.   **TYPE** – must be **M** for **MATRIX.**

6.   **ONHAND** – Amount must equal zero for **MATRIX TEMPLATE FORMAT**.

7.   All other fields are setup as regular inventory items.

8.   **SAVE ITEM** (Screen should be blank at this point)

9.   Find template item in order to assign a **MATRIX CODE.** (Ex. Pull up item 12345)

10.   At the **ITEM CODE** press **<ALT>** and **<M>** keys to select a **MATRIX CODE.**

11.   The **MATRIX GRID** should now be displayed on the screen. Use the **GRID FUNCTION KEYS** (defined on page 8) to navigate within the grid. Enter the amount of items available for each size and color.

12.   Press **<F10>** to save. Once the record is saved, the system will automatically create all regular inventory items and their quantities.

Example 1

Setup of a Matrix Template

```
                        Maintain Inventory

Item Code    12345              Sale Start    00/00/0000
Description  CALVIN KLEIN       Sale End      00/00/0000
Manuf. Code                 Sale Price        0.00
Priced How   F                 Item Cost           0.00
Price            69.99         Avg. Cost           0.00
Vendor       VENDOR1              Unit of Meas. EA.
Taxable      Y


                        Category      WOMEN
Type         M                   Class      PANTS
Discountable Y                Reorder Level       0.00
Commission   1                Reorder Amt.        0.00
Location                      Manufacturer
                              Weight         0.0000
```

Example 2

Setting up a matrix package (ALT&P)

A.   Press ENTER to assign a package code
(The purpose of the package is to be able to order items with preset quantity and colors. There is no limit to the number of packages that can be created).

           EX: STANDARD = PRIMARY COLORS
                      MEDIUM = MEDIUM SIZE ITEMS
                      LARGE = LARGE SIZE ITEMS

B.   Press ENTER to assign a package description

```
+------------- Package Information -------------+
|                                               |
|   Package Code STANDARD                       |
|   Description PRIMARY COLORS                   |
|                                               |
|   Packages are used to order pre-defined      |
|   groups of items.  Packages can be applied   |
|   to an item when they are placed on a        |
|   purchase order.                             |
|                                               |
+-----------------------------------------------+
```

Example 3

Setting up a package template

A.   Highlight a package code in order to create a preset quantity and colors for pre-pack(s).
<u>**The example below states the following:**</u>

*All items of the color **BLACK**, size **SMALL** will be ordered in **LOTS** of (**10**) ten.*

*All items of the color **WHITE** size **SMALL** will be ordered in **LOTS** of (**20**) twenty.*
ETC...

B.   When completed press "ESC" to save
system will query "Changes were made. Do you want
to apply" Press ENTER or Y to save changes.
(see example below)

```
Package:  STANDARD           Status:      Changed
+----------------------+
¦       ¦SZ SM¦SZ LG¦SZ XL¦
+-----+-----+-----+-----¦
¦BLACK¦   10¦    5¦   10¦
+-----+-----+-----+-----¦
¦WHITE¦   20¦   10¦    5¦
+----------------------+
```

```
+-------------------------------------------------------+
¦ Changes were made. Do you want to apply the changes? (Y/N) ¦
¦ Y                                                     ¦
+-------------------------------------------------------+
```

Example 4

From within the "**Maintain Inventory**" file, select the "**Matrix Template**" and press "**ALT&M**" for grid. Use the "**Grid Function Keys**" in order to move within the grid.

The sample below indicates all amount(s) and colors available for item "12345".

> Color **BLACK**, size(**00**) have (**01**) on hand
>
> Color **BLACK**, size(**02**) have (**00**) on hand
>
> Color **BLACK**, size(**04**) have (**25**) on hand
>
> Color **BLACK**, size(**06**) have (**06**) on hand.
> ETC...

```
ITEM  12345BLKW06  Store:        Status:    Changed Mode: Inventory
+------------------------------+
¦      ¦SZ 00¦SZ 02¦SZ 04¦SZ 06¦
+-----+-----+-----+-----+-----+
¦WHITE¦    0¦    1¦    0¦    0¦
+-----+-----+-----+-----+-----+
¦BLACK¦    1¦    0¦   25¦    6¦
+-----+-----+-----+-----+-----+
¦YELOW¦    5¦    1¦    1¦    3¦
+-----+-----+-----+-----+-----+
¦BLUE ¦    4¦    6¦    1¦    1¦
+-----+-----+-----+-----+-----+
¦RED  ¦    1¦    3¦    2¦    5¦
+-----+-----+-----+-----+-----+
¦NAVY ¦    0¦    1¦    5¦    0¦
+-----+-----+-----+-----+-----
```

Additional Rows and Columns can be added to all existing MATRIX TEMPLATES:

1.   All existing Matrix item(s) have to be edited from within Inventory Maintenance

2.   All changes made in the Matrix Module will only affect new inventory items.

To edit an existing inventory Matrix item(s)

1.   Go to Inventory Maintenance,find Matrix template needed.
   Using previous item example select 12345)

2.   Press "ALT&M" to access grid

3.   Press "CTRL&R" to edit rows

4*.*   Press "CTRL&C" to edit columns

Matrix Purchase Orders

Interfaces with Inventory Maintenance. When creating a purchase order for a matrix item(s), we recommend one of the following methods:
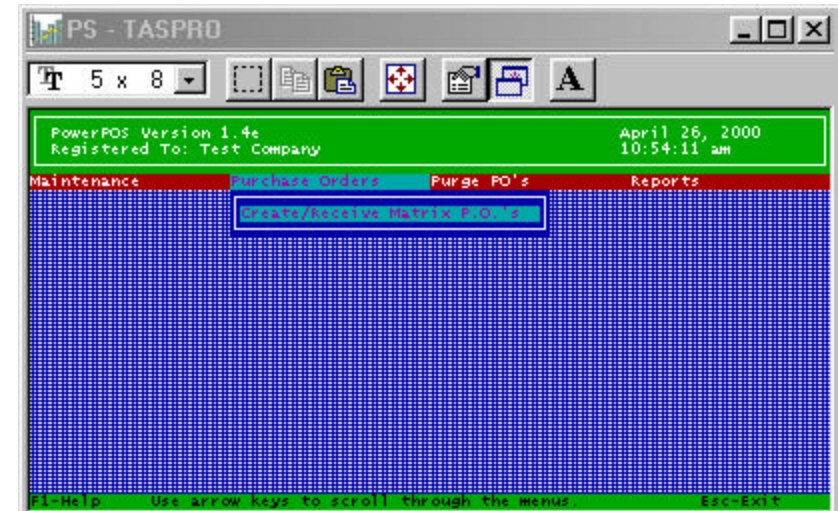
1. Create separate purchase orders for regular and matrix items.

2. When creating a purchase order, order all regular items first then order all matrix item(s).
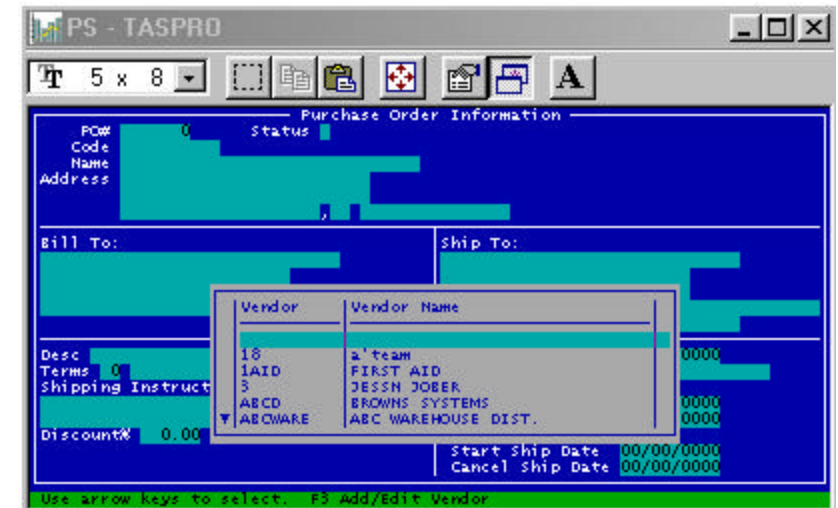
Creating a Purchase Order

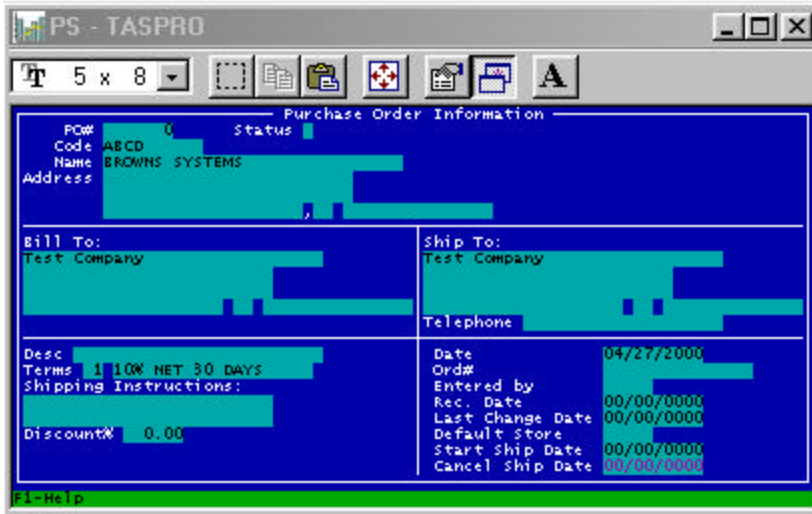1.   At the **MAIN MENU** select the **MATRIX MODULE.**
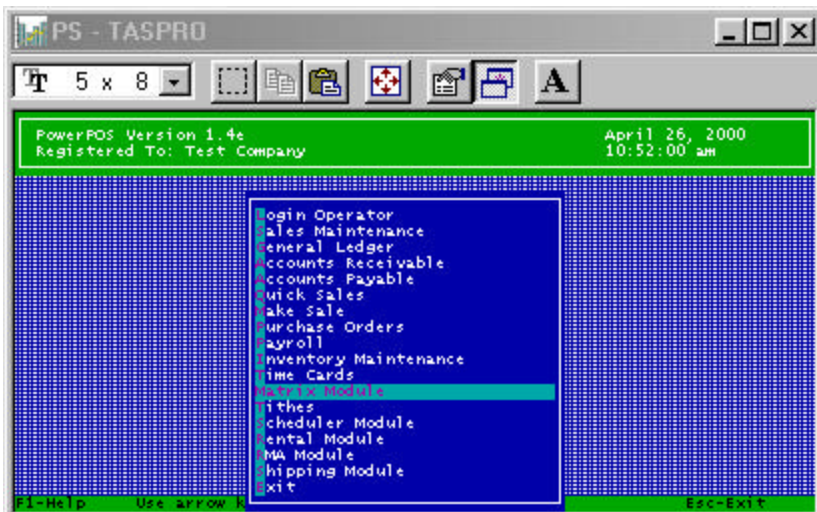
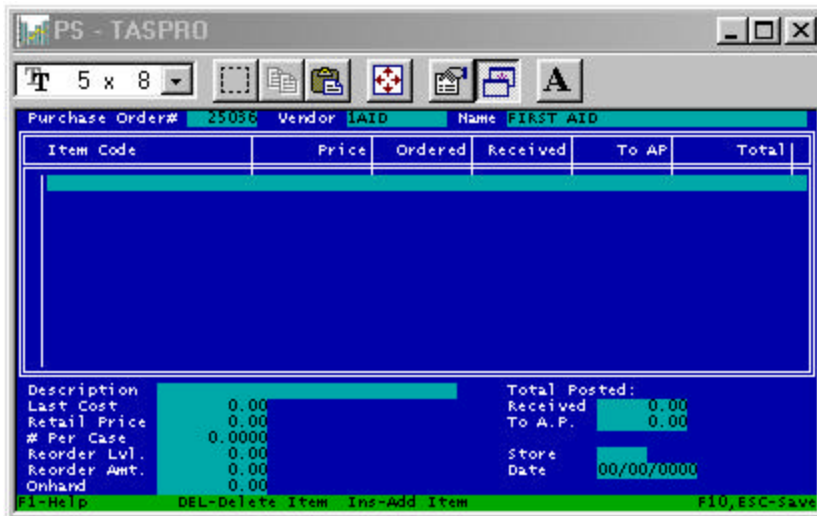2.   Arrow over to **PURCHASE ORDERS,** select **CREATE/ RECEIVE MATRIX P.O.'s.**

3.   Press **<F2>** to list vendors.

4.   Use your arrow keys to scroll through the list of vendors.
        Select vendor, press **<ENTER>**. Enter through the fields and
        complete any information. Then press **<F10>** to begin
        entering items on your purchase order.

5.   Initially the bar should be highlighted across the screen.

6.   Press **<ENTER>** to shorten the bar.
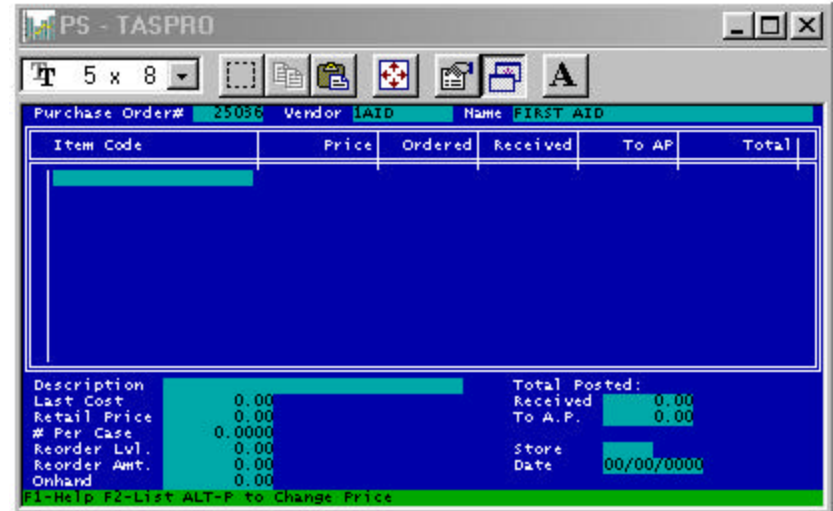
7.   Press **<F2>** to list items – or you can scan or type item code if
        known.

8.   Select the item from the list, if ordering a matrix item, press
        <ALT> and **<M>**. Then press **<ENTER>** to view matrix grid.
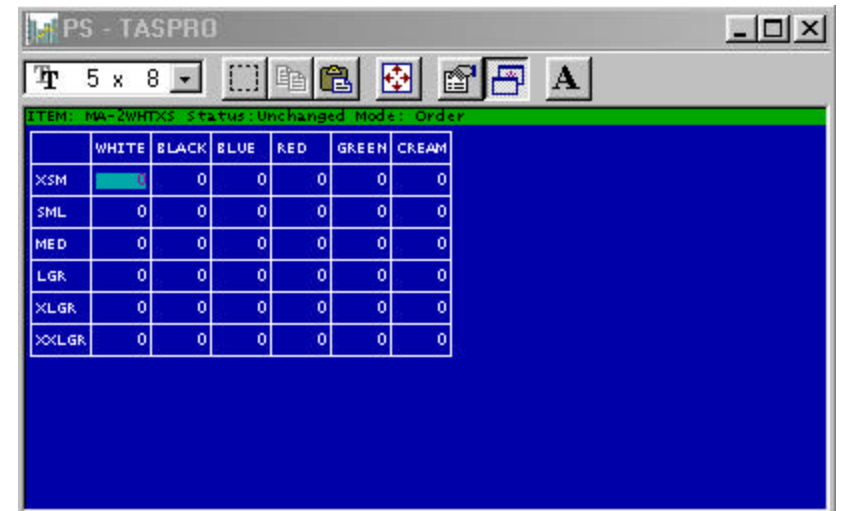
9.   Enter item amounts to be ordered. To move between within
        the grid - refer to **Grid Function Keys** on page 8.

10.   Press **<F10>** to complete and confirm ordered amounts.
        Then press **<ESC>,** and **<ENTER>** through the line to save.

11.   Press **<F10>** to total out the **PURCHASE ORDER.**

12.   Choose **<P>** to **PRINT** the **PURCHASE ORDER** or **<S>** to
        SAVE the **PURCHASE ORDER.**

NOTE:

You cannot **ORDER, RECEIVE** and send to **A/P** at the same time
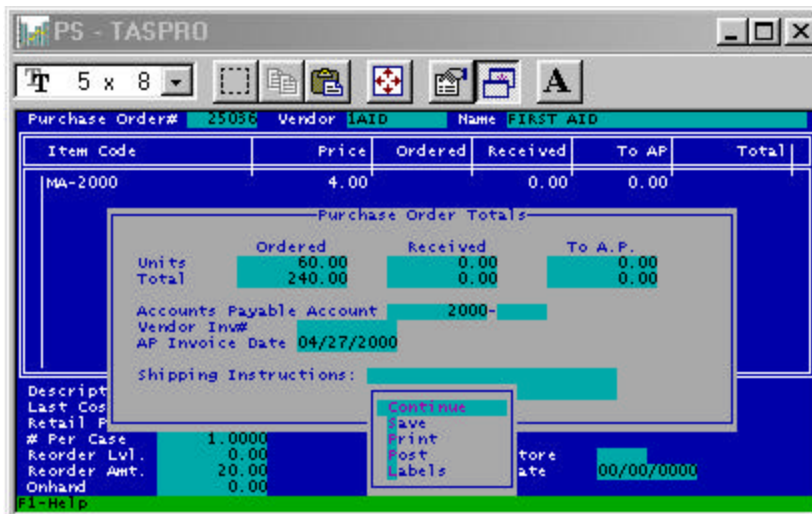
Receiving Purchase Orders

The matrix module automatically updates inventory maintenance once an item is received and posted. To receive items:

1.   From the **MAIN MENU**, select **MATRIX MODULE**.
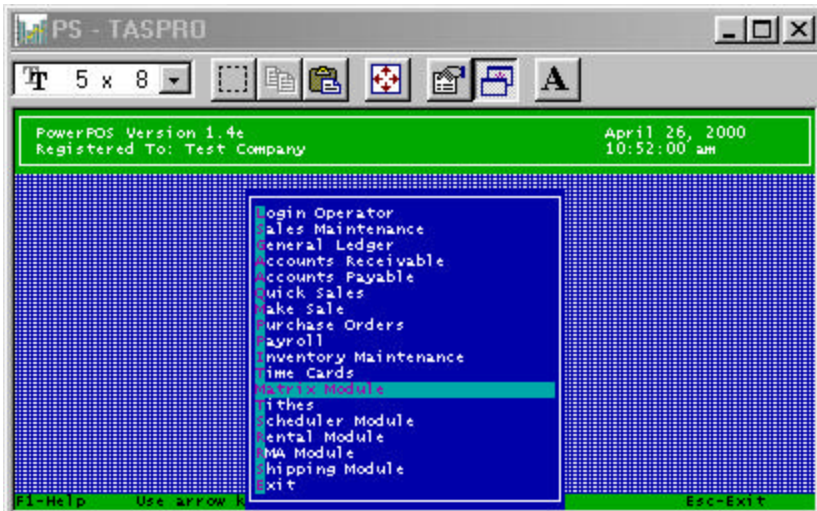
2.   In the **MATRIX MODULE** arrow over to **PURCHASE ORDERS.**
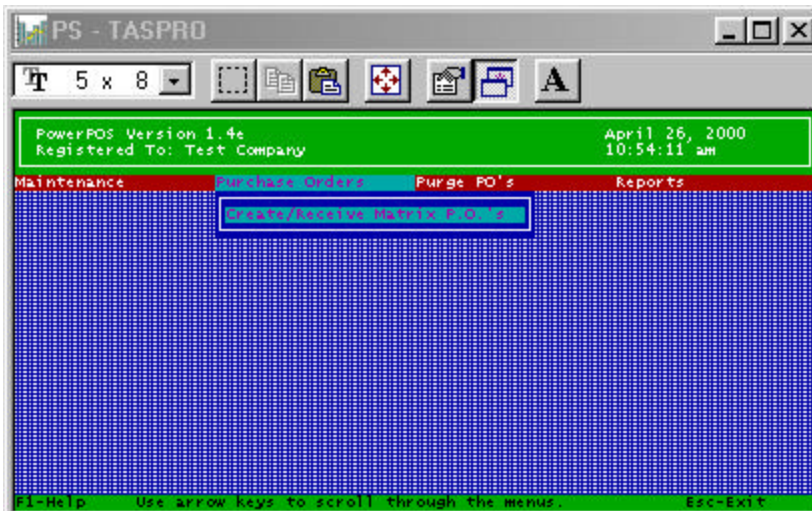
3.   Select **CREATE/RECEIVE MATRIX P.O.'s**. Press **<ENTER>.**

4.   Arrow up to enter the **PO NUMBER** or press **<F2>** to select the **PO** from the list. Press **<ENTER>.**

5.   Press **<F10>** to view the items ordered.
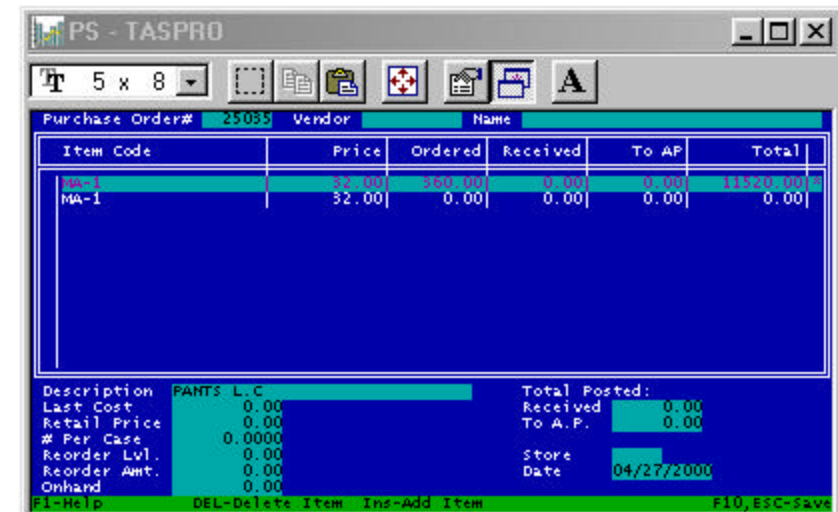
6.   If you are **RECEIVING ALL ITEMS**, press **<F3>.**
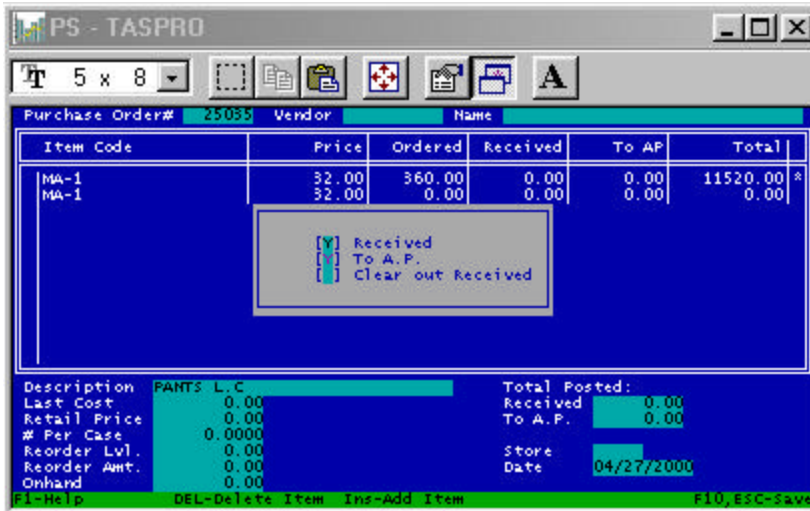
Answer **Y** for **RECEIVED,** **Y** for **TO .A.P.,** and **<ENTER>** through the last option **CLEAR OUT RECEIVED.**
Skip steps 7 – 9 and go to Step 10.

7.   If you are **RECEIVING INDIVIDUAL ITEMS**, use the arrow keys to scroll up and down the list of items on the PO. Select the item to be received, then press **<ENTER>** until the matrix box pops up.

8.   Press <**CTRL>** and **<R>** to change the matrix grid to **RECEIVE MODE.** Enter the amount of units that are received for each item.

System will query "Are you sure you want to update changes?" Answer "Y" if correct, and "N" if incorrect.

See screen shots on page 26.
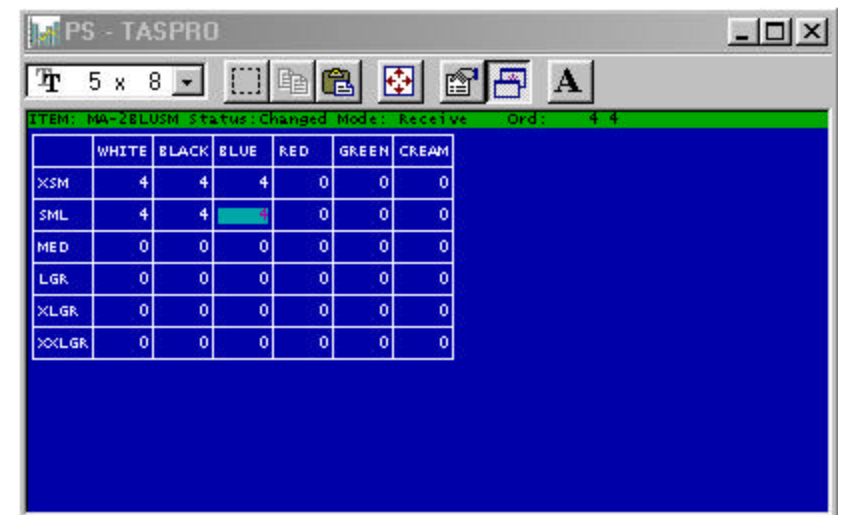
9.   Press **<ESC>** to exit the grid.
      <ENTER> to save all information.

10.   Press **<F10>** and **<ENTER>** until system prompts:
            Continue
            Save
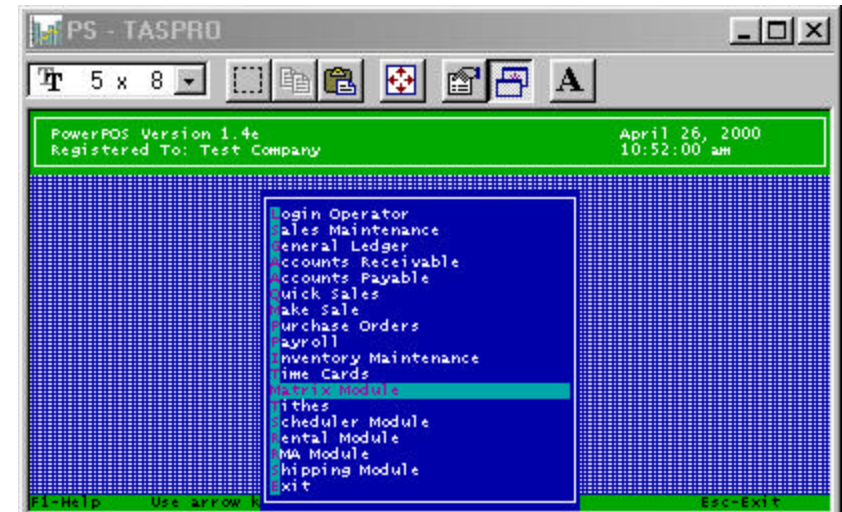   Print
            Post
            Labels
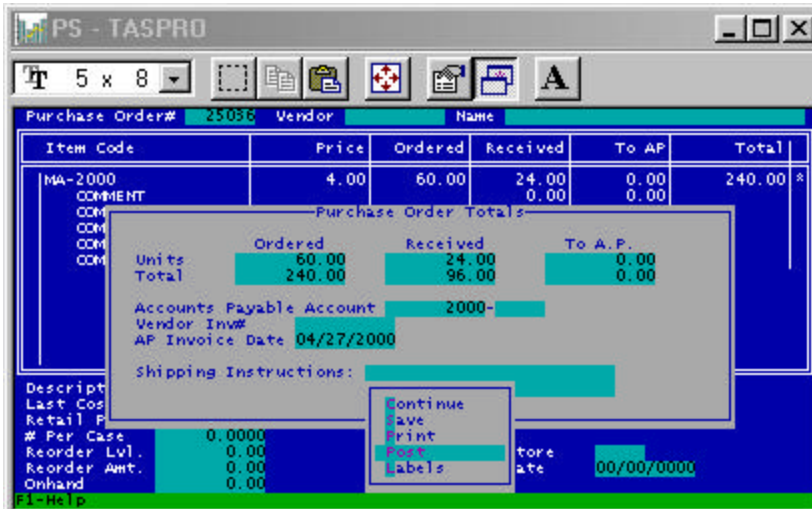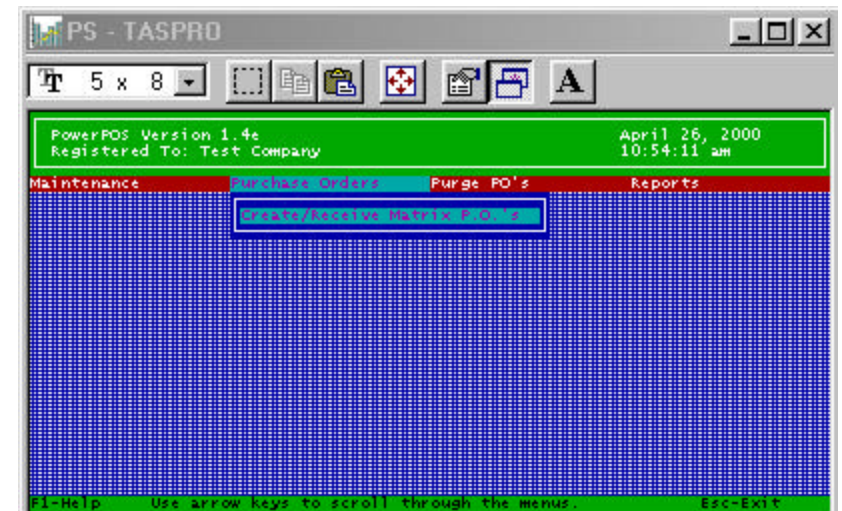

11.   Select **POST** to update inventory totals.

Integration with Accounts Payable Module

When an item is sent to **AP** and the **PO** is posted, the system automatically creates an invoice in **AP** for that vendor. To send a Matrix PO to AP:
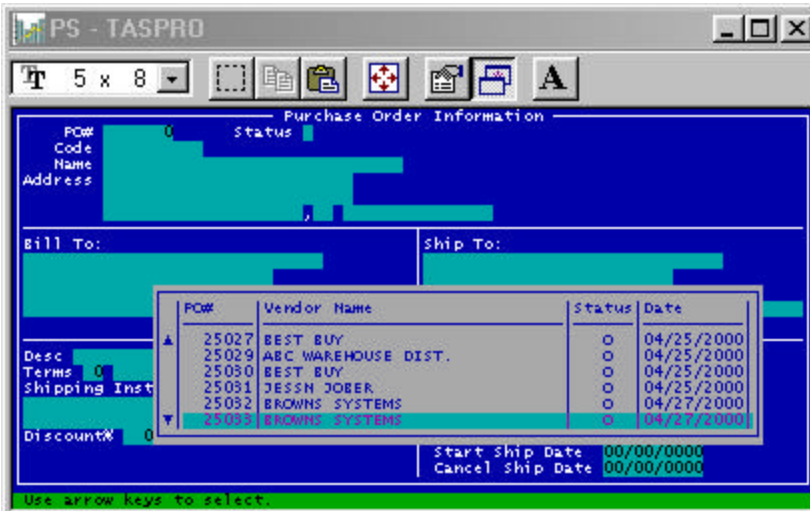
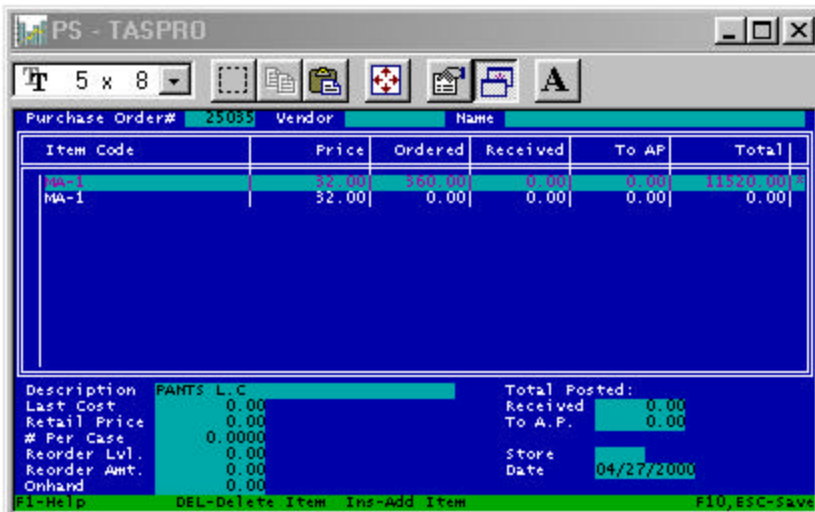1.   From the **MAIN MENU**, select **MATRIX MODULE**.

2.   In the **MATRIX MODULE** arrow over to **PURCHASE ORDERS.**

3.   Select **CREATE/RECEIVE MATRIX P.O.'s**. Press **<ENTER>.**

4.   Arrow up to enter the **PO NUMBER** or press **<F2>** to select the **PO** from the list. Press **<ENTER>.**

5.   Press **<F10>** to view the items ordered.

6.   If **SENDING AN INDIVIDUAL ITEM** to **AP,** use the arrow keys to scroll through the items on the **PURCHASE ORDER** to select the correct item. **<ENTER>** over to the **RECEIVED** column. The matrix grid will be shown.

7.   Press **<CTRL>** and **<A>** to change into the **AP.**
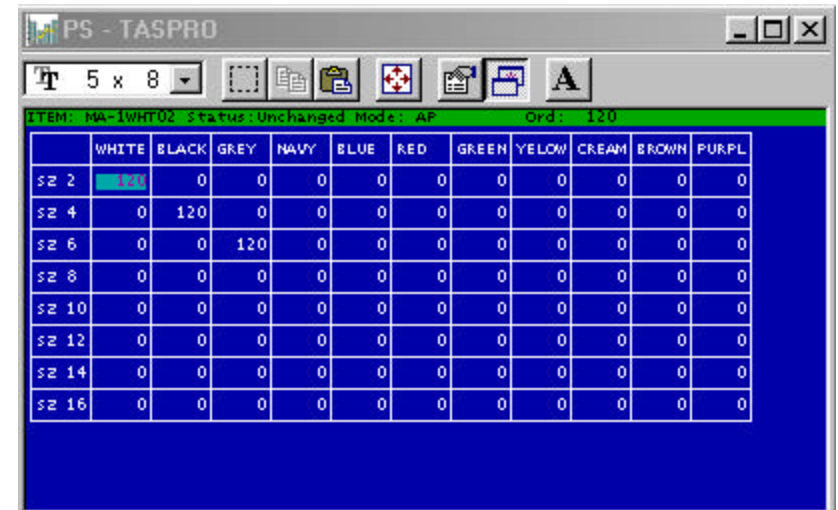
8.   Enter the amount of units to be sent to **AP.**

9.   Press **<F10>** when finished.
System will query "Are you sure you want to update changes?" Answer "Y" if correct, and "N" if incorrect.

See screen shot on page 31.
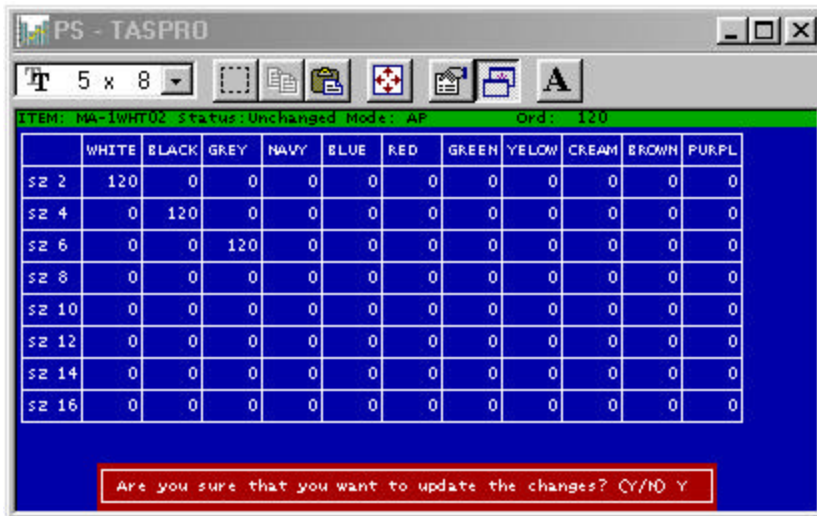
12.   Press **<F10>,** to make sure that total ordered and total sent
        to AP match your vendor's invoice total[s].

10.   Press **<ESC>** to exit grid.

11.   Enter through line in order to save all information.