

# Style Editor

Last Modified on 11/18/2024 10:47 am EST

## Overview

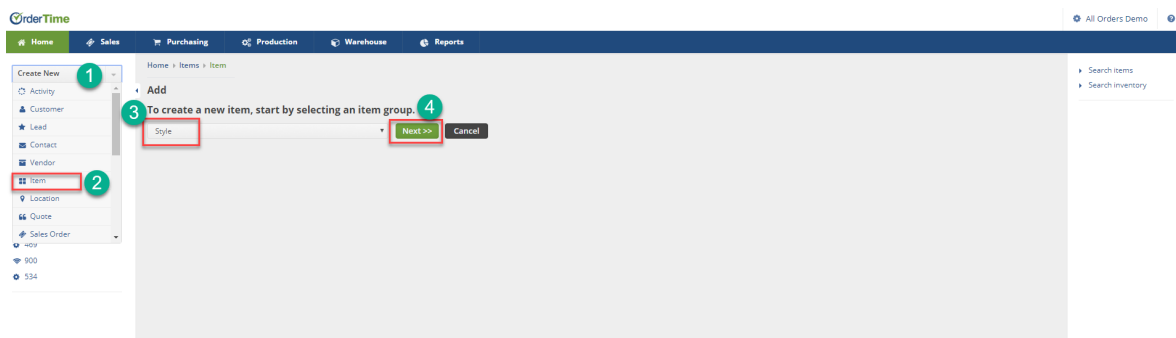
A Style Editor is used to manage variations where an item has various attributes; however, you do not want to create an item number for each individual attribute. For example, a clothing manufacturer produces a t-shirt in 4 different colors and 5 sizes, furniture (couch) that has various 10 colors and 15 patterns. Using Styles will also facilitate order entry. In this article we will discuss:

1. Creating A Style
2. Adding Style Variations
3. Add a style to an order.

Before you start creating styles, you will need to create one or more attributes as wells as the selections within the **attributes**. An attribute is something like 'Color' or 'Size'. Blue, green and red are selections within the Color attribute. Small, medium and large are selections within the Size attribute.

## Creating a Style

1. To create an Item with Style variation, click on the side menu and select **Create New**.
2. From the drop-down menu, select **Item**.
3. On the *Add Item* screen, click on the drop-down menu and select Style.
4. Click the **Next >> button**.



You will then see the Add Style Screen which will be completed as follows:

1. Enter a new name or number for your Item (i.e. La Bella T-Shirts).
2. Enter a description for your new item (i.e. Summer Collection).
3. In the **Group** section, select the group this item will be associated with. The list of groups can be Parts Group, Service Group, Non-inv Group or Assembly Group.
  - The group selected will provide its properties to your item. Any changes to the group will be reflected on the item.
4. Select if you wish for Each variation to have its own SKU. (This function is critical if you wish to track an inventory for each variation in the system).
  - If you do not want to track an inventory of these variations, leave this selection unchecked.
5. Append attributes to descriptions
6. SKU Separator (Dropdown)
  - Blank
  - Space
  - Dash (Default)
  - Period
7. You will always need the Item to have at least one Attribute. The system will generate a pop-up warning indicating "**Please select at least one attribute**".
  - The order in which you select the attribute will determine how they will be represented on the style matrix.
  - For example, if you select "Color" to be your first pick (1), then color will be the first description on the style matrix, followed by the second choice.
8. Enter a Primary Vendor used for replenishment.
9. Type in Basic Price.
10. Type in Basic Cost.
11. Select the **Unit of Measure** or **Unit of Measure Set**. This function will determine how the units are sold, purchased and used as.
12. Click the **Next >>** button when done.

If A style has an Item, it is recorded as an Item. Generally, there are two types of style: a single and a multiple item style.

- A single item style uses the same item over and over again, there is no separate item ID in the database for each variation. It makes it unsuitable to track each independent

color, size, or style variation.

- If the user wants to track an inventory of the sales of each individual style variation separately, check on the box "Each variation should have it's own SKU"
- If you do prefer to be detailed about your individual sales, and if you want to report the style as a whole, leave the "Each variation should have it's own SKU" box unchecked.
- In **company preferences** under Items you can:
  - Allow style variants to be edited individually
  - Allow style variants to be added to orders individually
- Note: Currently, there is no way to disassociate an Item. The only option is to restore a backup prior to when it was created. Backups are kept for 7 days.

## Adding Style Variations

Once the item has been created, you will need to enter the variations available. On this screen, you can use the tabs to enter additional information for your item.

The **Variation** tab will determine what will be available for sale for your item. You will have two choices: *one complete variation* at a time or click *Add All*.

- Selecting one variation at a time will enable you to pick and choose your desired styles.
  1. When you choose to manually enter your variations, the first choice for your matrix will use the attribute in the first drop-down box to guide you on what selections to use the from second drop-down box.
  2. Select your choice from the second drop-down box.
  3. Click on the **Add** icon.
- After selecting your first variation, the first drop-down box will change to the second selection from your attribute table. Use the second drop-down box and select another choice. Click **Add**.
- The Add All button will provide you with a listing of all possible variations for the attributes selected (e.g. If there are 6 colors for your color attribute and 4 sizes, it will generate all possible combinations 32 combinations.).

Home > Items > Item Created By Ian Benoit 10/26/2017 3:27 PM Modified By Ian Benoit 10/26/2017 5:15 PM

**Item - B00098** EDIT

**General**

Description A boy's t-shirt v-neck  
Type Part  
Group Style  
UOM YO  
Price 12.00  
Std. Cost 6.000

**Note** EDIT

Custom Vendors Variations Item Image Attachments

1 Name: B00098 Description: A boy's t-shirt v-neck 3 Price: 12 Cost: 6

Color [Color] Add

2

Color Size Sku Price Modifier Cost Modifier Active Actions

Blue	Small	B00098-BLS	0	0	True	Delete Associate Item
------	-------	------------	---	---	------	-----------------------

Save Cancel

When you have a list for your desired styles, you can customize each line to suit your item's need.

- Click on the **SKU** for each of the style to change it, as needed.
- Enter a **UPC** for tracking purposes and QA (used by retailers to further identify items and

create a bar code)

- Under the **Price Modifier**, you have the ability to Add to the Basic Price and Basic Cost. These functions are used to modify (e.g. If a large t-shirt costs more to produce, you can add .50 cents to that size or if it costs more to buy, add an amount to the cost).
  - This will affect how the 'large size' will sell for more.
  - When a PO is created, the cost will be higher.
- Click **Save** when done.

Color	Size	Skus	UPC	Price Modifier	Cost Modifier	Active	Actions
Green	Medium	BO0098-GR-M		.05	0	True	Delete
Blue	Medium	BO0098-BL-M					Delete
Yellow	Large	BO0098-Y-L					Delete
Green	Extra Large	BO0098-GR-XL					Delete

## Add a Style to an Order

Now that you created a style for your item, it is ready to be used in the system. Let us use a Sales Order as an example.

- On the Sales Order below, you have entered an Item that was created with the Style Editor.

LINE NO.	ITEM	DESCRIPTION	QUANTITY	FILLED	UOM	PRICE	EXT.	TAX CODE	CLEARED	ACTIONS
1	01001B	Caliper repair kit, GT-5 Line 2 Line 3	1.000	0.000	EA	64.52	64.52	Tax	O	☑ ☒

Once the Style has been entered into your Sales Order, the following screen will display all the attributes assigned to the Item.

- Enter a number of orders needed for each style.
- Enter the number per style as needed. The matrix will provide you with an open grid to enter the amount needed for this transaction.

COLOR	SMALL (EA)	MEDIUM (EA)	LARGE (EA)	EXTRA LARGE (EA)	FAT (EA)	Quantity	PRICE	EXT.
Blue	10	0.000	0.000	0.000	0.000	10.000	6.00	60.00
Green	0.000	0.000	0.000	10	0.000	10.000	6.00	60.00
Yellow	2	5	0.000	0.000	0.000	7.000	6.00	42.00
Black	0.000	0.000	0.000	0.000	0.000	0.000	6.00	0.00
Fucia	0.000	0.000	0.000	0.000	0.000	0.000	6.00	0.00
Total	12	5	0	10	0	27,000		162.00

Select an additional style by clicking the **Add One** tab. This will add an attribute that was not used

during the initial item style set up.

- In the *Attribute* section, select your additional attribute from the drop-down list .
- Click Save when done.

Sales > Sales Orders > Sales Order Line

Style for Sales Order 3986

TSHIRT

TSHIRT

Add multiple Add one

Attribute Selection

Color

Size

Quantity

Price

Save Cancel

Once you have saved the chosen styles, your Sales Order will reflect your selection. It will itemize each of the selections made and categorized them depending on the style given.

Sales > Sales Orders > Sale Order

Sales Order - 3957 Create PDF EDIT

Created By Ian Benioiel 8/30/2017 12:20 AM Modified By Ian Benioiel 10/24/2017 9:24 PM

Status Processing

General	Bill Address	Ship Address	Summary
No. 3957 Customer 21st Century Date 8/30/2017 Promise Date 8/30/2017 Customer PO 321241'42 Contact	FARMERS 4720 N 36 CT COLUMBIA, MD 21045	FARMERS 4720 N 36 CT COLUMBIA, MD 21045	Revision: 1 Subtotal 226.52 UPS 5.00Tax Discount \$ -0.00 Out of State (0%) 0.00 Total Amount 231.52 Paid Amount -69.52 Balance 162.00

Items Details Memo & Instructions Custom Payment Ship Docs Dependency Attachments Open Activities Activity History

Name/Number Search Items

LINE NO.	ITEM	DESCRIPTION	QUANTITY	FILLED	UOM	PRICE	EXT.	TAX CODE	CLEARED	ACTIONS
1	01001B	Caliper repair kit, GT-5 Line 2 Line 3	1.000	0.000	EA	64.52	64.52	Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	TSHIRT	TSHIRT	27.000		EA	6.00	162.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Color	Small	Medium	Large	Extra Large	Fat	Quantity	Ext.
Blue	10.000	0.000	0.000	0.000	0.000	10.000	60.00
Green	0.000	0.000	0.000	10.000	0.000	10.000	60.00
Yellow	2.000	5.000	0.000	0.000	0.000	7.000	42.00
Total	12.000	5.000	0.000	10.000	0.000	27.000	162.00

Complete Sales Order as any other order. Changes the status as needed.

## New Sales Order Line View

We've added a different viewing option for Styles in the Sales Order. Some customers prefer the default Matrix view which shows a small table of all the style variants and looks like this:

**Sales Order - 1074** EDIT Create PDF Print Label Status Get Specs

<b>General</b>	<b>Bill Address</b>	<b>Ship Address</b>	<b>Summary</b> <small>Revision: 1</small>
No. 1074 Customer 1496 Ontario Inc. Change Date 11/12/2019 Promise Date 11/12/2019 Customer PO Contact	1496 ONTARIO INC. 123 YONGE ST SUITE 300B TORONTO, ON M4V 3T5 CA	1496 ONTARIO INC. 4651 SEHRIDAN ST SUITE 300B TORONTO, TX M4V 3T5 CA	Subtotal 368.24 UPS 5.00Tax Discount \$ -0.00 Taxes 0.00 Total Amount 373.24 Paid Amount -0.00 Balance 373.24

Items | Details | Memo & Instructions | Custom | Payments | Ship Docs | Dependency | Attachments | Open Activities | Activity History

Name/Number  Search Item Scan

IMAGE	LINE NO.	ITEM	DESCRIPTION	QUANTITY	UOM	PRICE	EXT.	CLEARED	DISCOUNT %	STD. COST	STD. PRICE	TAX CODE	AVAILABLE	PACK SIZE	MARGIN %	MARKUP %	ACTIONS
<input checked="" type="checkbox"/>	1	111	Spare Parts - Sencorpcp-ring	1.00	EA	12.24	12.24	<input type="radio"/>	-0.0300 %	66.70	12.24	Non	472.00		-445.00 %	-82.00 %	
<input type="checkbox"/>	2	02-4111		1.00	EA	56.00	56.00	<input type="radio"/>	0 %	0.00	0.00	Non	10.00		100 %	0 %	
<input type="checkbox"/>	3	STYLE01	My First Style	20.00	EA	15.00	300.00	<input type="radio"/>	0 %			Tax					

Color	Small	Medium	Large	Quantity	Ext.
Blue	4.00	0.00	0.00	4.00	60.00
Green	4.00	4.00	4.00	12.00	180.00
Yellow	4.00	0.00	0.00	4.00	60.00
Total	12.00	4.00	4.00	20.00	300.00

Style in a Sales Order, Matrix View

Here is how to turn on Line View:

**Sales Order - 1074** EDIT Create PDF Print Label Status Get Specs

<b>General</b>	<b>Bill Address</b>	<b>Ship Address</b>	<b>Summary</b> <small>Revision: 1</small>
No. 1074 Customer 1496 Ontario Inc. Change Date 11/12/2019 Promise Date 11/12/2019 Customer PO Contact	1496 ONTARIO INC. 123 YONGE ST SUITE 300B TORONTO, ON M4V 3T5 CA	1496 ONTARIO INC. 4651 SEHRIDAN ST SUITE 300B TORONTO, TX M4V 3T5 CA	Subtotal 368.24 UPS 5.00Tax Discount \$ -0.00 Taxes 0.00 Total Amount 373.24 Paid Amount -0.00 Balance 373.24

Items | Details | Memo & Instructions | Custom | Payments | Ship Docs | Dependency | Attachments | Open Activities | Activity History

Name/Number  Search Item Scan

IMAGE	LINE NO.	ITEM	DESCRIPTION	QUANTITY	UOM	PRICE	EXT.	CLEARED	DISCOUNT %	STD. COST	STD. PRICE	TAX CODE	AVAILABLE	PACK SIZE	MARGIN %	MARKUP %	ACTIONS
<input checked="" type="checkbox"/>	1	111	Spare Parts - Sencorpcp-ring	1.00	EA	12.24	12.24	<input type="radio"/>	-0.0300 %	66.70	12.24	Non	472.00		-445.00 %	-82.00 %	
<input type="checkbox"/>	2	02-4111		1.00	EA	56.00	56.00	<input type="radio"/>	0 %	0.00	0.00	Non	10.00		100 %	0 %	
<input type="checkbox"/>	3	STYLE01	My First Style	20.00	EA	15.00	300.00	<input type="radio"/>	0 %			Tax					

Color	Small	Medium	Large	Quantity	Ext.
Blue	4.00	0.00	0.00	4.00	60.00
Green	4.00	4.00	4.00	12.00	180.00
Yellow	4.00	0.00	0.00	4.00	60.00
Total	12.00	4.00	4.00	20.00	300.00

Style in a Sales Order, How to Activate Line View

It splits each style variant into it's own line item:

IMAGE	LINE NO.	ITEM	DESCRIPTION	QUANTITY	UOM	PRICE	EXT.	CLEARED	DISCOUNT %	STD. COST	STD. PRICE	TAX CODE	AVAILABLE	PACK SIZE	MARGIN %	MARKUP %	ACTIONS
<input checked="" type="checkbox"/>	1	111	Spare Parts - Sencorporing	1.00	EA	12.24	12.24	<input type="radio"/>	-0.0300 %	66.70	12.24	Non	472.00		-445.00 %	-82.00 %	
	2	02-4111		1.00	EA	56.00	56.00	<input type="radio"/>	0 %	0.00	0.00	Non	10.00		100 %	0 %	
	3	STYLE01-BL-S	My First Style Color:Blue Size:Small	4.00	EA	15.00	60.00	<input type="radio"/>	0 %	7.00	15.00	Tax	36.00		53.00 %	114.00 %	
	4	STYLE01-GR-S	My First Style Color:Green Size:Small	4.00	EA	15.00	60.00	<input type="radio"/>	0 %	7.00	15.00	Tax	0.00		53.00 %	114.00 %	
	5	STYLE01-GR-M	My First Style Color:Green Size:Medium	4.00	EA	15.00	60.00	<input type="radio"/>	0 %	7.00	15.00	Tax	0.00		53.00 %	114.00 %	
	6	STYLE01-GR-L	My First Style Color:Green Size:Large	4.00	EA	15.00	60.00	<input type="radio"/>	0 %	7.00	15.00	Tax	0.00		53.00 %	114.00 %	
	7	STYLE01-Y-S	My First Style Color:Yellow Size:Small	4.00	EA	15.00	60.00	<input type="radio"/>	0 %	7.00	15.00	Tax	0.00		53.00 %	114.00 %	

Style in a Sales Order, Line View

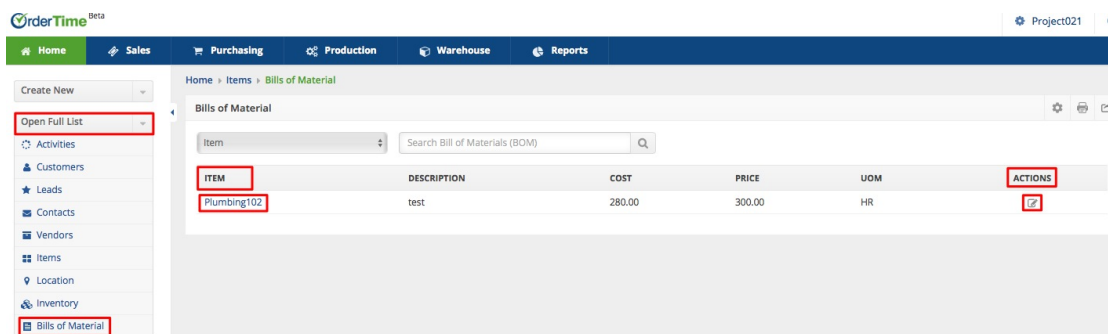
## Configuring Bill of Materials for Style

If an item is a Style and for instance, within the Assembly group, then it is considered as a bill of materials. **Note:** Typically an assembly item will have a bill of materials.

As there are several variations involved in Style, configuring bill of materials is needed to instruct Order Time which components are required to make a finished product. This enables Order Time to understand and process how much of each component is needed and displays the quantity available for each component.

Below are the steps to configure a bill of materials for Style:

1. Click **Open Full List** and select **Bill of Materials**.
2. Under the *Actions* column, click the **Edit** icon of the item that you want to configure the bill of materials.



Alternatively, you can click the Item and click the **Edit Bill of Materials** button.

Home > Items > Item

**Item - Plumbing102** EDIT EDIT BILL OF MATERIALS

**General**

Description test  
 Type Assembly  
 Group Assembly Group Change group  
 UOM HR  
 Price 300.00  
 Std. Cost 280.00

**Summary**

Available  
 Required  
 On order  
 Can make

**Recent Records**

- Plumbing102
- HKService
- Bell Inc.
- Plumbing101

6

- Under the *Components* section, click the **Configure** (gear) icon of the record that you want to update.

Home > Items > Bills of Material > Bill of Materials

**H7098** EDIT

Description Woman's pants

Pricing

PRICE	TOTAL COST	MARGIN \$	MARGIN %	MARKUP %
15	72	57	380	79.17

Step

STEP	DESCRIPTION	LOCATION	TIME	UOM	PARTSCOST	NONPARTSCOST	TOTALCOST	ACTIVE	ACTIONS
Picking	Pick raw materials	HQ	1	HR	72.00	0.00	72.00		

**Component**

ITEM	DESCRIPTION	LINE INSTRUCTIONS	QTY PER	UOM	STD. COST	STD. COST EXT.	ACTIONS
101	1/4" Trays		2	EA	36.00	72.00	

- In the *Bill of Materials Alternatives* pop-up window, click on the row of the variation that you want to change.
- Enter the values for **Alternative Component (Alt. Component)** and **Alternative Quantity Per (ALT. Qty. Per)**.
- Click **Save**.

**Bill of Materials Alternatives**

Default Component 101 Default Quantity Per 2

COLOR	SIZE	ALT.COMPONENT	ALT.QTY. PER
Blue	Small		
Blue	Medium		
Blue	Large		
Green	Small	100	3
Green	Large		

Save Cancel

## More about Inventory Control with Order Time