

# Item Data Worksheets

Data entry is strongly recommended, or required by the system, for the fields displayed in **bold** type.

## Edit Item screen

Item Number (6,n) \_\_\_\_\_ Warehouse Code (6,a) \_\_\_\_\_

Description (35,a) \_\_\_\_\_ Retail PK (10,a) \_\_\_\_\_

Category (2,n) \_\_\_\_\_ Vendor (6,a) \_\_\_\_\_ Mfr# (15,a) \_\_\_\_\_ Standard U/M (1,n) \_\_\_\_\_

Sales Class (5,n) \_\_\_\_\_ Mfg. List (9,3,n) \_\_\_\_\_ Buying U/M (1,n/a) \_\_\_\_\_ / \_\_\_\_\_

Product Class (5,n) \_\_\_\_\_ Net Cost (9,3,n) \_\_\_\_\_ or N% (5,2,n) \_\_\_\_\_ Catch Weight (Y/N) \_\_\_\_\_

Tax Class (5,n) \_\_\_\_\_ Base Cost (9,3,n) \_\_\_\_\_ or B% (5,2,n) \_\_\_\_\_ Inventory Sts (Y/N) \_\_\_\_\_

Book Heading (4,a) \_\_\_\_\_ List Price (9,3,n) \_\_\_\_\_ or L% (5,2,n) \_\_\_\_\_

Book Seq (5,n) \_\_\_\_\_ MSRP (7,2,n) \_\_\_\_\_ or R% (5,2,n) \_\_\_\_\_ Consumable Units (3,n) \_\_\_\_\_

Book Exclusion (Y/N) \_\_\_\_\_ Extended Item Description (35,a) \_\_\_\_\_ Servings Per SSU (5,1,n) \_\_\_\_\_

Brand (10,a) \_\_\_\_\_

U/M (3,a)      Mult (5,n)      Sell (Y/N/C)      MOQ (5,n)      Mult (Y/N)      UPC Numbers (15,n)      Weights (7,2,n)

1. \_\_\_\_\_ 1. \_\_\_\_\_ 1. \_\_\_\_\_ 1. \_\_\_\_\_ 1. \_\_\_\_\_ 1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_ 2. \_\_\_\_\_ 2. \_\_\_\_\_ 2. \_\_\_\_\_ 2. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 3. \_\_\_\_\_ 3. \_\_\_\_\_ 3. \_\_\_\_\_ 3. \_\_\_\_\_ 3. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 4. \_\_\_\_\_ 4. \_\_\_\_\_ 4. \_\_\_\_\_ 4. \_\_\_\_\_ 4. \_\_\_\_\_ 4. \_\_\_\_\_

### Edit Item screen

Pre-Priced Retail? (MSRP) (Y/N) \_\_\_\_\_ HAZMAT Item? (Y/N) \_\_\_\_\_ NACS Cat (6,n) \_\_\_\_\_  
 Substitute Item (6,n) / Type (1,a) \_\_\_\_\_ Mfr. Out of Stock Code (1,a) \_\_\_\_\_ Guarantee Return (Y/N) \_\_\_\_\_  
 Max Allocation Qty (5,n) & U/M (1,n) \_\_\_\_\_ Backorder Code (Y/N) \_\_\_\_\_ Seasonal Code (1,a) \_\_\_\_\_  
 Restocking Fee % (5.2,n) \_\_\_\_\_ Daily Tracking Status (Y/N) \_\_\_\_\_ Authorized Item? (Y/N) \_\_\_\_\_  
 Pallet Tie (2,n) / High (2,n) \_\_\_\_\_ / \_\_\_\_\_ Prebook Only? (Y/N) \_\_\_\_\_

### Dimensions - Press <F5> command key

Length (5.1,n)	Width (5.1,n)	Height (5.1,n)
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____

### Surcharge/Discount - Press <F7> command key

Amount (7.3,n)	OR	% (5.2,n)	Base (Y/N)	Net (Y/N)
1. _____		1. _____	1. _____	1. _____
2. _____		2. _____	2. _____	2. _____
3. _____		3. _____	3. _____	3. _____
4. _____		4. _____	4. _____	4. _____