# SUPPORT DOCUMENT

Inventory Extended Descriptions



# Inventory Extended Descriptions



#### Contents

Overview	3
Create the Extended Description	3
Editing the Extended Descriptions	4

### Inventory Extended Descriptions



#### Overview

Palladium now has the ability to create extended descriptions of up to 4000 characters, (such as warranty information or disclaimers) with the ability to amend these on the fly at time of processing. In addition the feature could be used for shipping or packing instructions by electing to print this exclusively on the Sales Order documents for example.

### Create the Extended Description

To edit the extended description you need to add this on the inventory Masterfile, on the Ext Description tab. Once completed you will define the respective documents where this description should appear.

								Inventory	ltem							×
	Number Mask:	: Item Numbering Convention														
	Number:	Bicycle						Barcode 1: 98		🖾 Labels						
	Description:	29" Trek Bicyc	le						Barcode 2:		🖾 Labels					
Item Su	mmary Vendor	s Pricing	Related Items	Reorder	Taxes	History	BOM	Files	Optional Fields	Ext Description	Notes	Statistics	Targets Tr	rends	Activity	
Item summary vendors Pricing Related rems Recorder askes rendors Activity   Warranty 12 months from date of purchase Extended warranty can be purchased on request Display on Sales Documents Sales Invoices Sales Orders Sales Orders Sales Orders Sales Orders Freehand Quotes   W Bicycle recommends that all users wear the standard safety equipment including a helmet and gloves Isplay on Purchase Documents Display on Purchase Documents Display on Purchase Documents   Purchase Invoices / Returns Purchase Orders Requisitions & Quotations Purchase Orders																

## Inventory Extended Descriptions



### Editing the Extended Descriptions

You have the ability to edit the extended descriptions by clicking on the description field in the respective sales document as seen below.

						Sale	es Invoice		-	
ile <u>E</u> dit New 醋 O avment: On	View <u>N</u> avigate <u>S</u> Open (	ales <u>R</u> eport djust 📺 Cred	it 📩 Convert 😰	📄 🖻 🖧 🗆	Centers	, Proje	ect ]] Attach Files   ≩⊒ Lines   🚔 Related Item 💰 Record   🚍	Print	• 1	🏼 🍇 🛛
Syntener On	Account	Ship Te	D:		SA	LES	INVOICE			
TEST NEW 60		670 << De	<< Default >> V				0042			
Test new num South Africa Document Number 08A15877A Bicycle	ittems Doc Location De DEFAULT 24 DEFAULT 29	ument Option escription Hov Fridge Free:	Test new number South Africa Options Document Notes Ion Jge Freezer Bicycle			M Eb M an	th 2015 th 2015 pice v m Viev trial / Lot	115 Transformer		
	EFAULT - Available: -428	3.02 Sales Ord	er: 23.00 On Hand: -4	05.02 Purchase	Order: 31.00		OK Cance	1		2.2
							Total Margin %: 😴 -519.00 Subtotal:	0.00		
Department:	- None -	~	Status:	AWAIT		~	Discount %: 🔽	0.00		
	30 Dave From Invoice	~	Sales Person:	John Simon		~	Tax:		÷	31
erms:	50 Days from monce									