

SUPPORT DOCUMENT

Inventory Extended Descriptions



palladium
Accounting

Inventory Extended Descriptions



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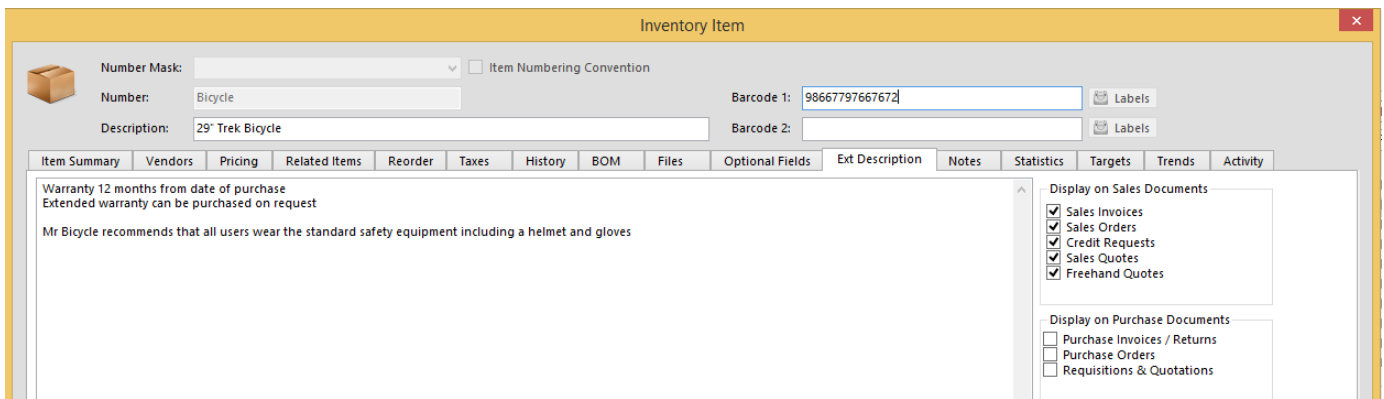
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Overview

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.



The screenshot shows the 'Inventory Item' form with the 'Ext Description' tab selected. The form contains the following fields and options:

- Number Mask: [Dropdown]
- Item Numbering Convention:
- Number: Bicycle
- Barcode 1: 98667797667672
- Barcode 2: [Empty]
- Description: 29" Trek Bicycle

The 'Ext Description' tab is active, showing the following text:

Warranty 12 months from date of purchase
Extended warranty can be purchased on request
Mr Bicycle recommends that all users wear the standard safety equipment including a helmet and gloves

On the right side, there are two sections for document display options:

- Display on Sales Documents**
 - Sales Invoices
 - Sales Orders
 - Credit Requests
 - Sales Quotes
 - Freehand Quotes
- Display on Purchase Documents**
 - Purchase Invoices / Returns
 - Purchase Orders
 - Requisitions & Quotations

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.

