



## Customer Items

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### Overview

Sales Inventory Lookup (Inventory Lookup screen accessed from a sales document) now has a tab where Customer Items can be viewed. A Customer Item, which is set up in Dynamics GP under Customer Item Maintenance, is an alias or alternate item number for a standard inventory item.

### Viewing Customer Items

To view Customer Items, open a sales document and click the ellipsis (...) next to a line item.

Make sure Search Customer Items is checked, and perform the search. By default, all customer items will display under the Customer Items tab.

The screenshot shows the 'Sales Inventory Lookup' window. The 'Item Search' section is active, displaying search criteria and options. The 'Search Customer Items' checkbox is checked and highlighted with a red box. The 'Customer Items' tab is also highlighted with a red box. The table below shows columns for Item Number, Customer Item Num, Customer Item Description, and Customer Num.

Item Number	Customer Item Num	Customer Item Description	Customer Num
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### Viewing Only the Current Customer's Items

To set up the customer items tab to display only the *current* customer's items, go to the Security Editor, select *Sales Inventory Lookup*, and set *Show Customer Items Only* to True.

### Storing Customer Item Numbers and Customer Item Descriptions

Customer Item Numbers and Customer Item Descriptions can be written to user defined fields in SalesPad. To do so:

1. In the User Field Editor, create two text user defined fields on the sales line item, one to hold the Customer Item Description and one to hold the Customer Item Number (for example, xCustomerItemDescription and xCustomerItemNum). Refer to [SalesPad's User Defined Fields](#) document for more information on creating user defined fields
2. In the Settings module, specify the name of the new user fields in the *Customer Item Description Field* setting and the *Customer Item Num Field* setting

3. Customer Item Descriptions and Customer Item Numbers will now be pulled into the specified fields to be displayed on the sales line

**Printing Customer Items**

To have customer items printed on sales document printed reports, the spcpSalesDocumentReport must be modified. Contact your Account Manager to discuss creating this procedure.