



## Inventory Lookup Search Short Description

Megan De Freitas - 2024-11-22 - Inventory

### Overview

A new setting in Sales Pad allows you to search for an inventory item without having to type in the full item name using the Dynamics GP Short Description field.

### Settings

In the Sales Pad Settings module under Inventory Search Settings, set the item *Search Short Description* to True. This will enable the feature.

The screenshot shows the Security settings window. At the top, there are buttons for 'Select All' (checked), 'Select None', and 'Copy From...'. Below this is a list of security settings, all of which are checked. The 'Misc' section is expanded, showing a table of settings:

Misc	
Can Access 3rd Party Catalog	True
Can Access Vendor Catalog	True
Search Short Description	True
Show Customer Items Only	True

Below the table, there is a section titled 'Search Short Description' with the following text: 'Inventory lookup will also search against the item short description. Defaults to 'False'.'

### Usage

Click on Inventory Lookup. Enter fhd in the Item # field and click **Search**. The two items displayed are retrieved based on the search for fhd (Football Helmet Decal) in the short description field in Dynamics GP.

Application 7/15/2013 v4.2.0.8 sa (1 of 99 seats in-use)

Sales Documents Sales Monitor Counter Sales Sales Batch Processing Inventory Analysis Inventory Transfers Sales Transfers Vendor Search Purchase Order Search Purchasing Advisor Backordered Items Receiving Quick Reports Sales Analysis

Item Search Attribute Search

Search By: Item #: fhd Description Search Options:  Match Beginning  Search 3rd Party Catalog  Search Vendor Items  Show Inactive

Inventory Items (2 items found) Alternate Items (0 items found)

Item Number	Description	UOM Sched	Available	On Hand	Item Class
02-CHD	Football Helmet Decal-Standard	EACH	-1,375	-1,375	RETAIL
02-OSH	Football Helmet Decal-Oversized	EACH	-595	-595	RETAIL

Item Inventory Item Properties Item Sales Item Purchases Item Notes Item Serial/Lot Numbers Item Analysis Item Quick Report Item User Fields Item Kit Components Item Inventory Analysis

Basic Info: Item Number: 02-CHD Description: Football Helmet Decal-Standard Short Description: FHD Generic Description: Decal Item Type: Sales Inventory Item Class: RETAIL Shipping Weight: 0.00

Quantities: On Hand: -1,375 On Order: 2,750 Allocated: 0 Backordered: 202 Available: -1,375 Reorder Points: 0

Pricing: UOM: EACH Item Tracking: None Current Cost: 0.00 Standard Cost: 0.00 List Price: 2.25 EXTRCLVL Price: 0.00

The same fields are also shown in the Dynamics GP Item Maintenance window.

Item Maintenance sa Fabrikam, Inc. 4/12/2017

File Edit Tools Additional Help Save Clear Delete Copy

Item Number: 02-CHD Description: Football Helmet Decal-Standard Short Description: FHD Generic Description: Decal Class ID: RETAIL

Item Type: Sales Inventory Valuation Method: FIFO Perpetual Quantity Decimals: 0 Currency Decimals:

Sales Tax Option: Taxable Purchase Tax Option: Taxable Tax Schedule ID: Tax Schedule ID: Standard Cost: \$0.00 Current Cost: \$0.00 List Price: \$0.00

U of M Schedule ID: EACH Shipping Weight:

Options Accounts

Quantity On Hand: (1,375) Quantity Available: (1,375)

by Item Number