



Item Class Lookup

Megan De Freitas - 2024-11-22 - Inventory

Overview

When searching for items in inventory (either by adding a line item to a sales document or via the Inventory Lookup screen), the Item Class dropdown will allow restricting the search to items within a certain class. When the dropdown is opened, the user will be presented with a list of all Item Classes, along with a brief description of the class. An Item Class can be selected by clicking on it or by typing the name in the dropdown.

The screenshot shows a software interface for searching items. At the top is a search bar labeled 'Item Search'. Below it is a 'Search By' section with two dropdown menus: 'Item #' and 'Description'. Below these is an 'Item Class' dropdown menu that is currently open, displaying a list of item classes and their descriptions. The list includes: PRINTERS-2 (Printers - Serialized), RETAIL (Retail phone), CABINETS (Server Cabinets), SERVERS-1 (Servers - Non Serialized), SERVERS-2 (Servers - Serialized), FG-STD (Standard cost finished goods), and RM-STD (Standard cost RM & Sub-Assy). The 'SERVERS-2' row is highlighted. To the left of the dropdown is a table with columns for 'Inventory Item' and 'Item Number'. A close button (X) is located at the bottom left of the dropdown menu.

Item Class	Description
PRINTERS-2	Printers - Serialized
RETAIL	Retail phone
CABINETS	Server Cabinets
SERVERS-1	Servers - Non Serialized
SERVERS-2	Servers - Serialized
FG-STD	Standard cost finished goods
RM-STD	Standard cost RM & Sub-Assy

Selecting the top line in the dropdown (the line with an empty Item Class) will reset the Item Class filter and allow all items to be searched, regardless of their Item Class.