

# Company Preferences - Items

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## Items

Under Item preference, you will be able to dictate various aspects of item usage.

The Items preference contains several options of how the Item will be used within your organization. Special attention should be given to each of these options for they have major consequences for your items.

The Items Section allows you to modify the following:

When searching for items on a document

- Include the number of records - select amount of records using up or down arrow
- Exclude leading 0's from search.
- Sort by the shortest names first.

## Other

- Allow editing of an Item's properties inherited from its Item Group (Accounts and UOM).  
NOTE: When this preference is unchecked, changes made to the item group are applied to its items automatically.
- Update an Item's accounts when changing its Item Group. (This will allow you to change the accounts of the Item groups when moving them from one Group to another).
- The 'Next Item No.' button looks at the last item created. Uncheck to look at the last alphanumeric sequence number.
- By default new items being created will have Lot/Serial # tracking turned on
- Allow Duplicate UPCs
- Enable multiple units of measures (This will allow you to use the UOM Sets that you set up and assign them to the items).
- Enable kit rules. (This will allow you to restrict kit options depending on what is previously selected in the Kit).
- Allow style variants to be edited individually. (By default style variants cannot only be edited through the style).
- Allow style variants to be added to orders individually. (By default styles are added a group to an order through the style).
- Include Non Inventory and Service items in Reorder Analysis
- Kit Selection prices must be the same as its item's price
- Disable Item Popup on Sales Orders, Ship Docs and Purchase Orders
- When an autocomplete searches by Name or Number, use the Name not the Full Name
- When printing transaction labels with items, sort by item 'Name/Number' instead of 'Doc No'.

- Hide images while adding kit selections to a sales order
- Show Allocated quantity in Item Stats

Admin » Company Preferences

Company Preferences Save Reset

Section	Items
General	
Activities	
Doc #s	
Items	<b>When searching for items on a document</b> Include the number of records: <input type="text" value="20"/> <input type="checkbox"/> Search by search terms and whatever follows (not before) <input type="checkbox"/> Exclude leading 0s from search <input type="checkbox"/> Sort by the shortest names first
Inventory	
Sales	
Shipping	
Payments	
Purchasing	
Receiving	
Production	
Lot / Serial #s	
Repair Orders	<b>Other</b> <input checked="" type="checkbox"/> Allow editing of an Item's properties inherited from its Item Group (Accounts and UOM). NOTE: When this preference is unchecked, changes made to the item group are applied to its items automatically. <input type="checkbox"/> Update an Item's accounts when changing its Item Group. <input checked="" type="checkbox"/> The 'Next Item No.' button looks at the last Item created. Uncheck to look at the last alpha-numeric sequence number. <input type="checkbox"/> By default new items being created will have Lot/Serial # backing turned on <input type="checkbox"/> Allow Duplicate URPCs <input type="checkbox"/> Enable multiple units of measures <input checked="" type="checkbox"/> Enable kit rules <input type="checkbox"/> Allow style variants to be edited individually. <input checked="" type="checkbox"/> Allow style variants to be added to orders individually. <input type="checkbox"/> Include Non Inventory and Service Items in Reorder Analysis <input type="checkbox"/> Kit Selection prices must be the same as its Item's price <input type="checkbox"/> Disable Item Popup on Sales Orders, Ship Docs and Purchase Orders <input type="checkbox"/> When an autocomplete searches by Name or Number, use the Name not the Full Name <input checked="" type="checkbox"/> When printing transaction labels with items, sort by Item 'Name/Number' instead of 'Doc No.' <input type="checkbox"/> Hide images while adding kit selections to a sales order <input checked="" type="checkbox"/> Show Allocated quantity in Item Stats
Rentals	
Mobile	
Mail and Calendar Integration	

Click **Save** when done.