



How to Add Stock Item Further Description

Overview:

Further Description serves as additional details for a Stock & Service Item. Users can specify additional details beyond what is typically included in standard descriptions to be captured in transactions and displayed in printable formats.

Procedure:

1. To *Add Further Description* to your stock items, In the **Navigation pane**, go to **Stock > Stock and Services**. Open an existing item.

Dashboard

General Ledger

Account Receivable

Account Payable

Sales

Purchases

Stock

Stocks & Services

Categories

Groups

Classes

Account Presets

Stock Adjustments

Stock Opening Balance

Stocks & Services

Code

11111111

1-1A

ADATA 8DPC32

AOC 24B2XH

Asus AIO i5

Asus M3401QC

Asus NVIDIA GTX1050

Asus TUF RA04

Asus UX325EA

Canon G3010 3IN1

Name

111111

1-SN

ADATA 8GB DDR4 PC3200MHZ SODIMM Memory Module

AOC 24B2XH 23.8" Full HD IPS 75Hz WLED Monitor with 3-Sided Frameless Bezel and Low Blue Light

Asus Vivo AIO i5 Touch (V241EAT-BA001TS) Desktop

Asus VivoBook Pro 14 OLED M3401QC-KM116T (Blue)

ASUS NVIDIA GeForce GTX 1050 2GB

Asus TUF K1 Spill-resistance RGD Keyboard

Asus Zenbook 13 OLED - UX325-KG230TS 11th Gen Intel (Pine Grey)

Canon G3010 Wireless 3IN1 CIS Printer

Active

Active

Active

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Active

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Active

Active

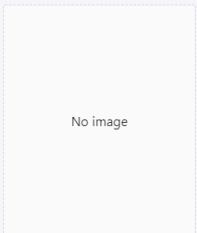
Search...

Add

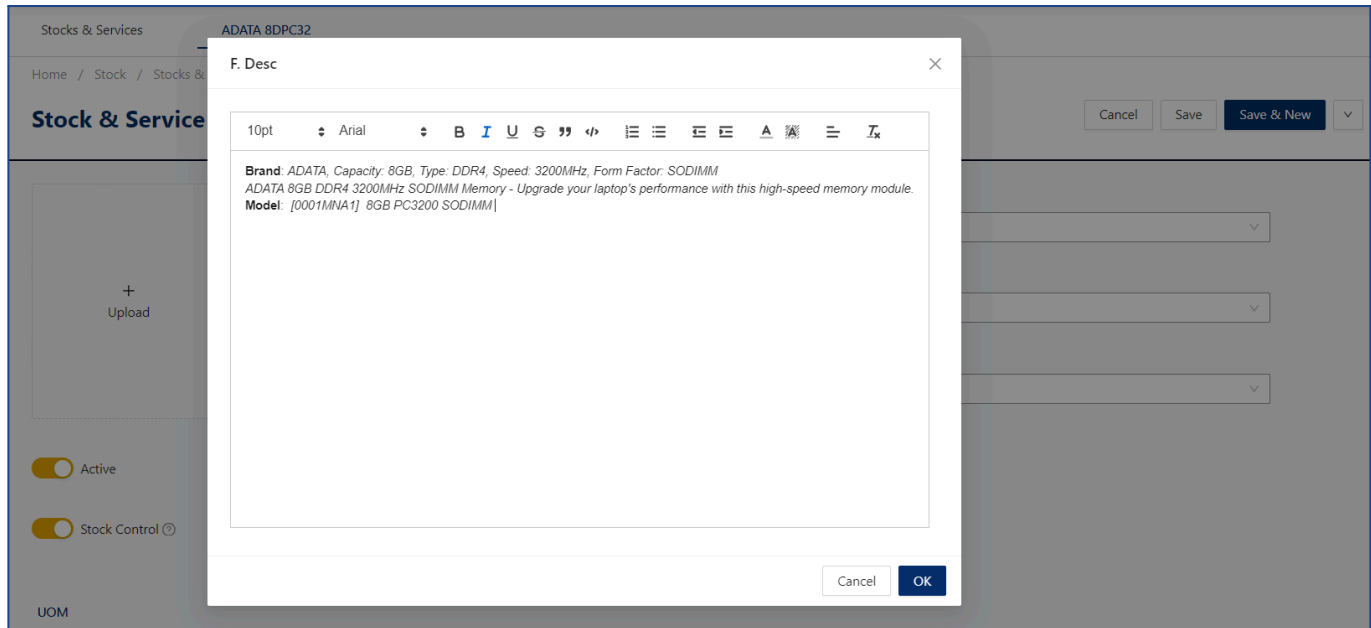
Delete

Reload

2. Click the **'Edit'** then click **'Further Description'** button.

Stock & Service Details			Add	Edit	...
 No image	* Stock/Service #	* Stock/Service Name	Category		
	ADATA 8DPC32	ADATA 8GB DDR4 PC3200MHZ SODIMM Memory Module	HD		
	Alternate Name		Group		
			HW		
		Class			
					

3. In *Further Description* pop-up box, enter the Item Description



4. Apply the required text format



- Font size
- Font style
- Text can either be in Bold, Italic, Underlined or Strikethrough
- Block Quote, Code Block
- Numbered list
- Bullet list
- Decrease and Increase Indent
- Change the font and background color
- Format alignment of text
- Clear format

Cancel OK

Stock & Service Details

Cancel

Save

Save & New

+
Upload

* Stock/Service #

ADATA 8DPC32

* Stock/Service Name

ADATA 8GB DDR4 PC3200MHZ SODIMM Memory Module

Category

HD

Alternate Name

Group

HW

Class

Further Description

Sales Invoices

Cancel Save Save & New

INV2403/005

* Customer
101-B001 BEST TECH ENGINEERING, INC.

Billing Address
89 LITTLE BAGUIO ST. GREENHILLS

Attention
MR. DE GUZMAN

* Date
03/25/2024

Currency Rate
PHP 1.000000

* Term
30 DAYS

Agent
PETER

Ref No.

Description
SALES

Project

Deferred VAT
☐

Stock Location

Details Notes DO Address Others

Stock	Description	F. Desc	Qty
ADATA 8DPC...	ADATA 8GB DDR4 PC3200MHZ SOD		1

* Brand: ADATA, Capacity: 8GB, Type: DDR4, Speed: 3200MHz, Form Factor: SODIMM

* Model: [0001MNA1] 8GB PC3200 SODIMM

Tax
SR-SP

W/Tax

And once previewed, it will automatically display in Printable format.

SAMPLE TRADING, INC.
 TIN 001-222-333
 Unit 806 Pearl of the Orient Tower 1240 Roxas Boulevard, Ermita Manila, Philippines
 Tel: 8567-4248 Fax: 8567-4250
 Website: sampletrading.com.ph Email: juandelacruz@gmail.com

Sales Invoice
INV2403/004

Bill To: BEST TECH ENGINEERING, INC. 89 LITTLE BAGUIO ST. GREENHILLS SAN JUAN CITY Tel No.: 677-09-30 Registration No.: 006-829-929	Agent: PETER Term: 30 DAYS	Date: Mar 25, 2024 Reference No.: DO No.:
Attention: MR. DE GUZMAN	Due Date: Apr 24, 2024	

CODE	DESCRIPTION	QTY	UOM	UNIT PRICE	AMOUNT
ADATA 8DPC32	ADATA 8GB DDR4 PC3200MHZ SODIMM Memory Module Brand: ADATA, Capacity: 8GB, Type: DDR4, Speed: 3200MHz, Form Factor: SODIMM ADATA 8GB DDR4 3200MHz SODIMM Memory - Upgrade your laptop's performance with this high-speed memory module. Model: [0001MNA1] 8GB PC3200 SODIMM	1	UNIT(S)	2,499.00	2,798.88

Note: Modifying the Further Description in the transaction form is allowed, but the changes will only apply to the transaction and will not affect the default further description of stock items under Stock & Service Maintenance.



For any further concerns on this matter, please contact support or submit a ticket through this link: <https://support.qne.com.ph>