



Dynamic Extended Texts User Guide



Dynamic Extended Texts for Item

To set up dynamic texts on an item,

1. Open the **Extended Texts** of an **Item**.
2. You can insert fields from the **Item** table by prefixing the field number with a percent sign (%).

← EXTENDED TEXT | WORK DATE: 3/7/2020 [edit] + [trash] ✓ SAVED [share]

1896-S Bureau ATHENES 1

Open in Excel

General

Language Code [dropdown] Starting Date [calendar]

All Language Codes Ending Date [calendar]

Description [text box]

Lines | Manage [share]

TEXT	
Tariff No.: %47	
Gross Weight: %41 - Net Weight: %42	



When you will insert your item in a sales or purchase order, the values are automatically substituted.

SALES ORDER | WORK DATE: 3/7/2020 ✓ SAVED

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Process Release Posting Prepare Order Request Approval Print/Send Navigate | Actions Navigate Fewer options

General > 3/7/2020 3/7/2020 3/21/2020

Lines | Manage Line Order Fewer options

New Line Delete Line Select Multiple Items

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	RESERVED QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE INCL. VAT	LINE DISCOUNT %	LINE AMOUNT INCL. VAT	QTY. TO SHIP	QUANTITY
Item	1896-S	Bureau ATHENES		*	-	PCS	1,206.96		*		
Comment		Tariff No.: 123456789			-						
Comment		Gross Weight: 39.79 - Net Weight...			-						


Info

Enable **Automatic Ext. Texts** on Items if you want the extended texts when you add the item on document.



Dynamic Extended Texts for a group of items

You can define extended texts for a whole range of items without setting it one by one. To do that, follow the steps below.

1. Choose  and type **Dynamic Extended Text Setup**.
2. In the page that opens, create a new record of **Type = Item**. You can then define a filter to select items and a standard text that will be inserted in documents for these items. You can also use substitution fields to make dynamic texts.



How to find out Item field No.?

To find out field numbers, you can open the Item Card and use the [Page Inspection](#) feature

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