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Items

Settings > Accounts > Custom Information > Items

Items are the title or caption for the data (the field).

Each item must have a unique name throughout the system. A good way to ensure this is to precede the item with the category name. Then, in menu security, the program will be listed under the **Custom** application.

Each item is added within a Category (header for this grouping). Click to highlight a category name and click **Items**. To add a new item:

Category: Category associated with this Item.

Item: The title or caption for the line.

Description: Description of the item.

Data Type: The type of data: Text (VarChar), Number (Integer), Decimal or Date.

Slot: The data cell to which this item is assigned. Choose any available slot.

Length: Allowable length of the data field.

Case: Data entered will automatically become upper or lower case.

Decimals: If the Data Type is a number, how many decimals?

Format: Inserts characters into the data. For example, '( )- - ' will make 8145552727 look like (814)-555-2727. You can also use an edit code with the data. For example, 12,345,67- 0 will insert commas, put the negative sign at the end, and show a zero if there is a zero value.

Has Data Codes: If checked, the data entered must be a valid data code. It allows you to enter a table of valid data for selection.

Validate Data Codes: If checked, the code entered must be a valid **Data Code**.

Required Entry: If checked, the data entered cannot be blank. However, the entry must be valid if the item has data codes. If a blank is a valid code, add it as a data code.

Search button: If checked, allows you to select predetermined values by clicking the magnifying glass.

Adding Items creates a new Audit History/Excel item. The setup for these items is under the Setup menu, marked Items.

Inactivating/Deleting Items

An item can be deleted if it is not mandatory, but the data in the DB file will not be changed until a new item is assigned to that same data slot.

In addition, any data codes for an item will not be deleted until the **Purge Category/Item/Data** option under the tools menu is run or the item is inactivated and deleted.

You cannot reuse the data slot until the item is completely deleted.

IMPORTANT: This is very dangerous! Not only will deleting the item remove the item from the item code list, but it will also delete the supporting data files and, more importantly, the master file data of the application (Ex. Vendors, Customers).

If any data that was deleted from the master file exists, it will show on the audit history.