



The short answer is, yes! You can create a generic name and edit it later. Here is a longer explanation of how/why:

We recommend creating generic descriptions whenever possible for non-inventory items to limit the number of items to create/maintain in your system. A great example might be "Misc Brewing Supplies". We can attach this to a non-inventory item number, X5001 for example, and then track all brewing supplies together rather than having 10-15 or even 50 items to list separately.

For more information on how to set up a Non-Inventory Item - check out this support article:
<https://support.orchestrated.com/hc/en-us/articles/360004888214-Creating-Non-Inventory-Items-for-Sales-or-Purchase-Documents>

#	Whse Code	Whse Name	Locked	In Stock	Committed	Ordered	Available	Min. Inventory	Max. Inventory	Req. Inv. Level	Item Cost	Revenue Account	Expense Account
1	A1	Main Warehouse	<input type="checkbox"/>									99999-99	60060-01
2			<input type="checkbox"/>										

The biggest determiner of whether to combine/split non-inventory items will be dependent on the GL account being used for expense/revenue account posting. If all brewery supplies post to 60060-01, for example, then we should combine them on one item code. If we need something to post to a different account, it should have a separate item number and corresponding GL account.

There is a great feature in Orchestrated which gives you the ability to add this item number to a document and edit the name for just that document. For example, let's say we are creating a PO and enter the Item X5001 on line one:



Purchase Order

Vendor: V1011
Name: Beer Packaging Supplies Int'l
Contact Person:
Vendor Ref. No.:
BP Currency: \$

No.: Primary 10034 - 0
Status: Open
Posting Date: 06/26/17
Delivery Date: 06/26/17
Document Date: 06/26/17

Contents Logistics Accounting Attachments

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total...
1	X5001	Misc Brewery Supplies	1		0.00	EX	

By typing over the highlighted text with whatever text we would like and then hitting Ctrl+Tab, we can update the item name for just this document:

Purchase Order

Vendor: V1011
Name: Beer Packaging Supplies Int'l
Contact Person:
Vendor Ref. No.:
BP Currency: \$

No.: Primary 10034 - 0
Status: Open
Posting Date: 06/26/17
Delivery Date: 06/26/17
Document Date: 06/26/17

Contents Logistics Accounting Attachments

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total...
1	X5001	Brewing Gloves	1.000		0.00	EX	

Note: It's crucial we use Ctrl+Tab. If you just hit tab it will search for items titled "Brewing Gloves" and will pop up a blank search box otherwise.

When this document is created it can be printed as usual and distributed, but when you go back to create a new PO, the original generic title will populate again:



Purchase Order

Vendor: V1007
Name: American Society of Brewing Ch
Contact Person:
Vendor Ref. No.:
BP Currency: \$

No. Primary 10034 - 0
Status: Open
Posting Date: 06/26/17
Delivery Date: 06/26/17
Document Date: 06/26/17

Contents Logistics Accounting Attachments

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total...
1	X5001	Misc Brewery Supplies	1		0.00	EX	
2					0.00		

Also worth pointing out: you can use the same item multiple times in the same document with different names, further simplifying the need to otherwise need different types of misc brewing supply items:

Purchase Order

Vendor: V1007
Name: American Society of Brewing Ch
Contact Person:
Vendor Ref. No.:
BP Currency: \$

No. Primary 10034 - 0
Status: Open
Posting Date: 06/26/17
Delivery Date: 06/26/17
Document Date: 06/26/17

Contents Logistics Accounting Attachments

Item/Service Type: Item Summary Type: No Summary

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total...
1	X5001	Brewing Chemicals	1		0.00	EX	
2	X5001	Brewing Gloves	1.000		0.00	EX	

What this means:



We will want to come up with a list of generic non-inventory items along with the corresponding Expense or Revenue account to use when processing each item. Adding these to an excel file with columns for item number, item name, expense/revenue GL accounts listed will suffice in allowing me to upload those to the database.