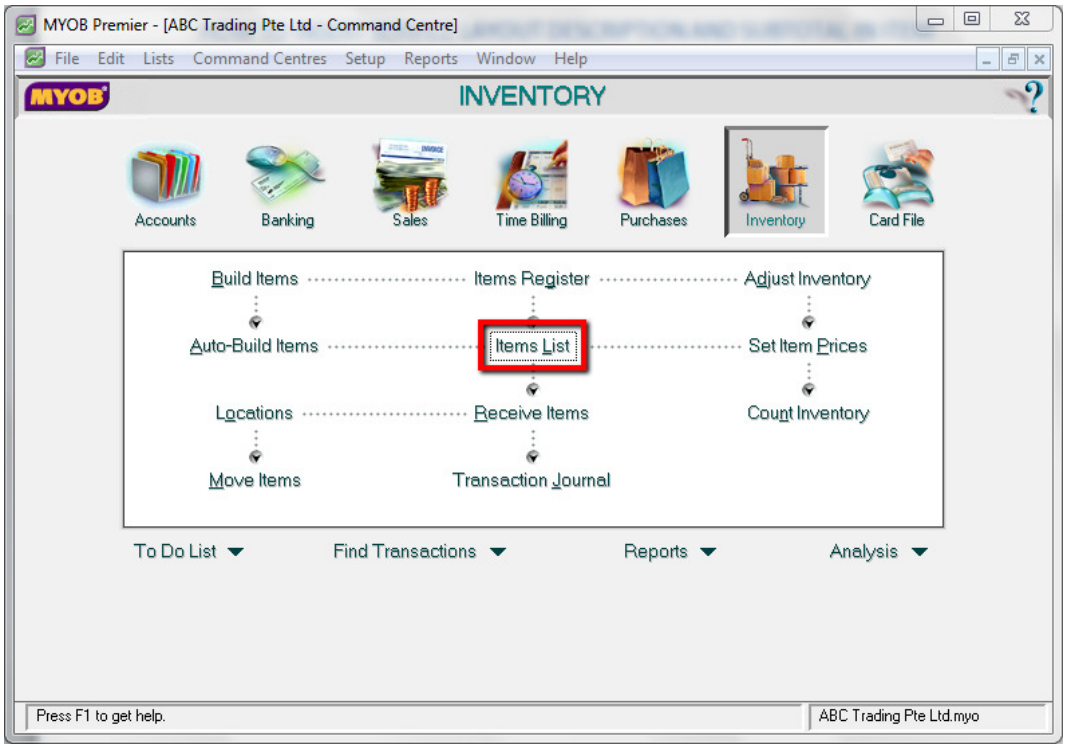
# HOW TO INSERT SERVICE LAYOUT DESCRIPTION AND SUBTOTAL IN ITEM LAYOUT?

1. Assume that you are selling the following items.

| Sales Invoice Header (additional) | Project Site | | |
|---|---|---|---|
| Item Number | A0001 | A0002 | A0003 |
| Item Name | Bifold Door | Glass Door | Blast Door |
| Item Description | Bifold Door, Made in Malaysia<br>900mm x 2100mm x 60mm<br>s/s 304 ventilator sleeve 300mm | Glass Door, Made in Singapore<br>1000mm x 2500mm x 30mm | Blast Door, Made in Thailand,<br>1200mm x 2500mm x 300mm |
| Service Description | Supply and Installation of Bifold door and frame | Supply and Installation of Glass Door and frame | Supply and Installation of Blast Door and frame |
| Quantity | 1 | 1 | 1 |
| Unit Price | 100 | 100 | 100 |
| To show Subtotal | Yes | Yes | No |

2. Go to Inventory Command Centre -> Item Lists to create the three items.

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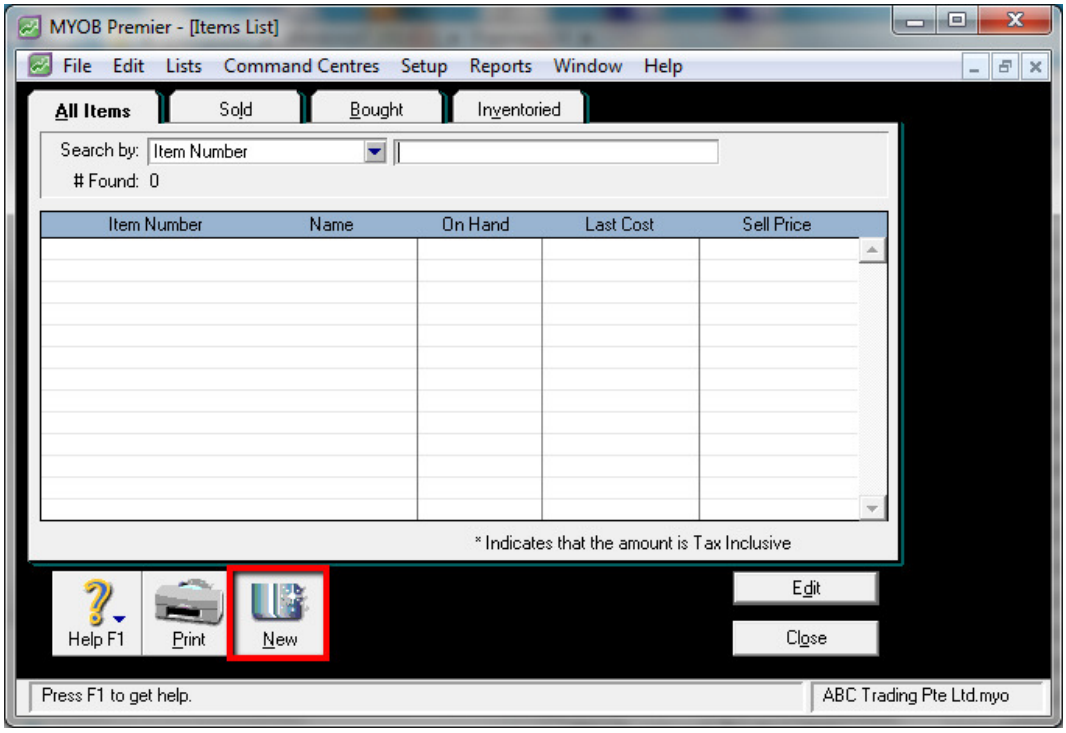
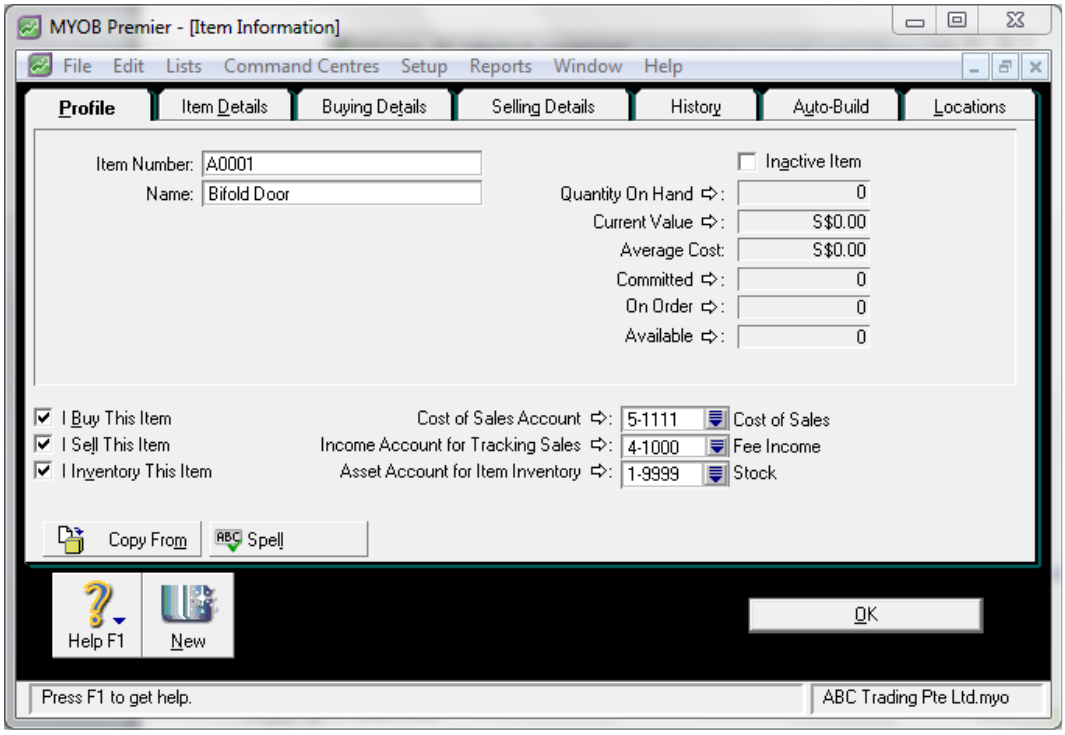
Click New to create a new item and input the Item number and Item name.




3. To input Item Description, go to Item Details Tab -> Description. Input the details then tick [Use Item Description on Sales and Purchases]

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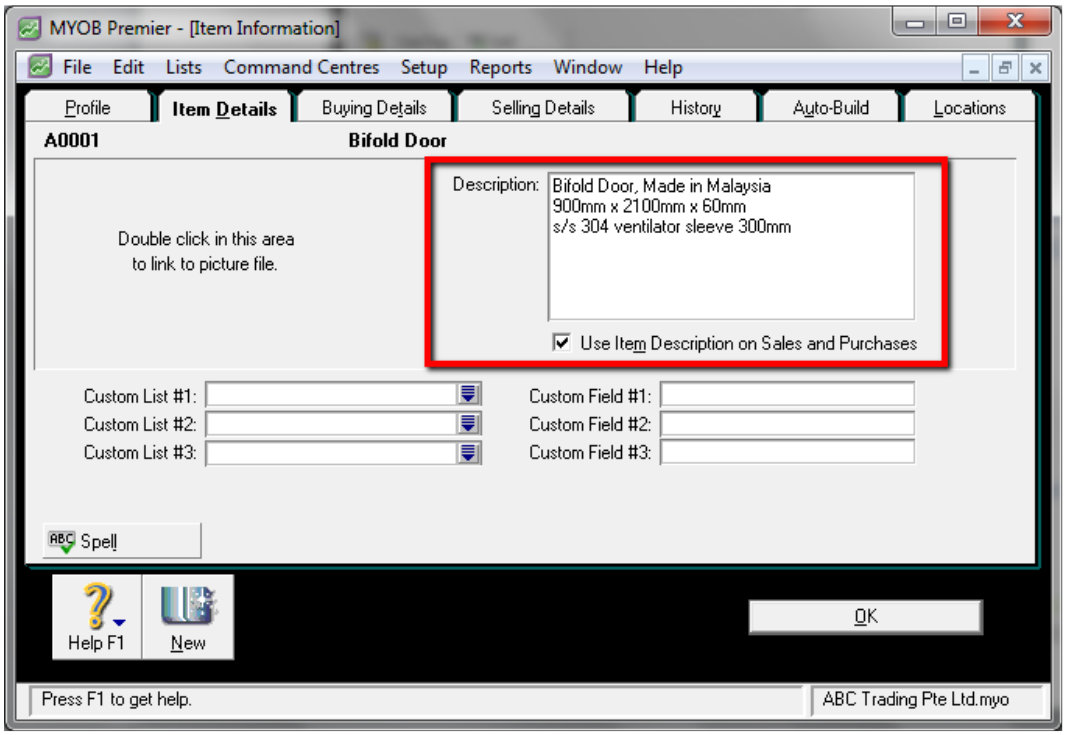
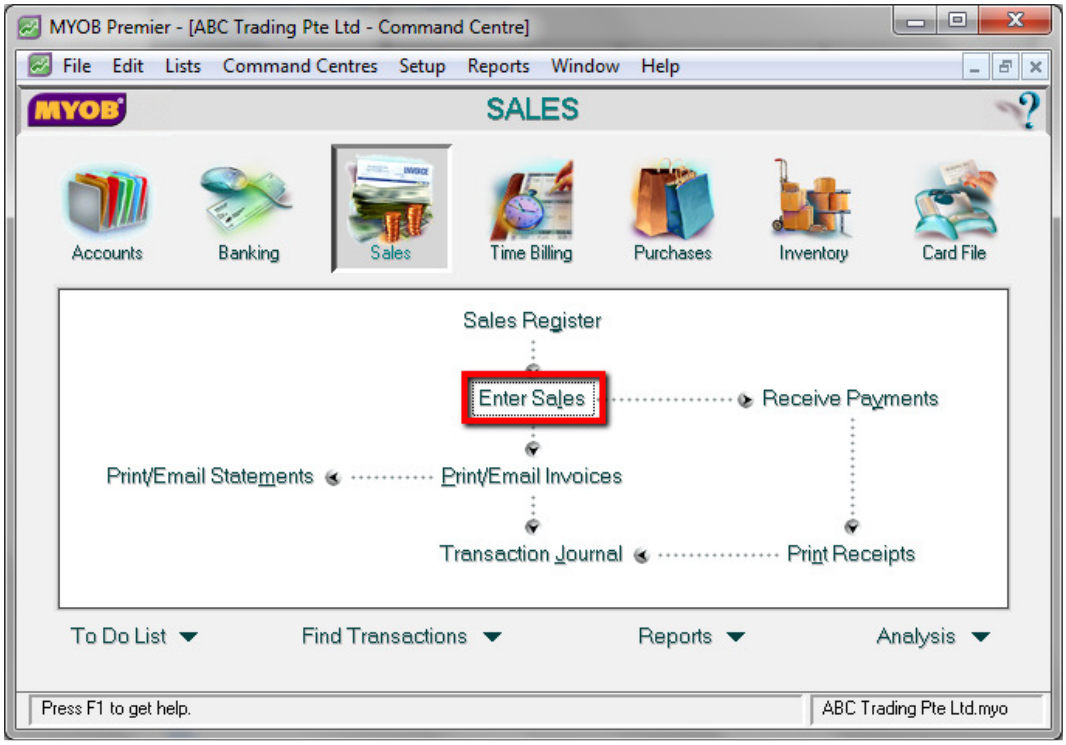



4. Proceed to create the rest of the items.

5. Go to Sales Command Centre -> Enter Sales. Select one customer and select Layout as Item Layout.

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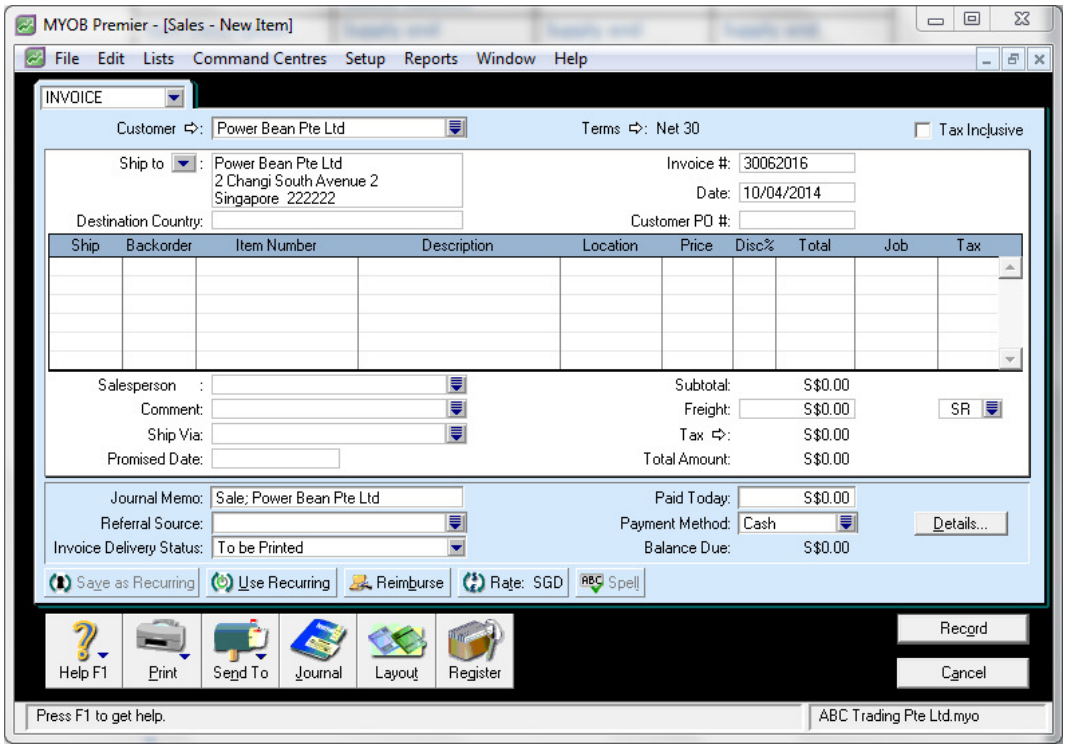
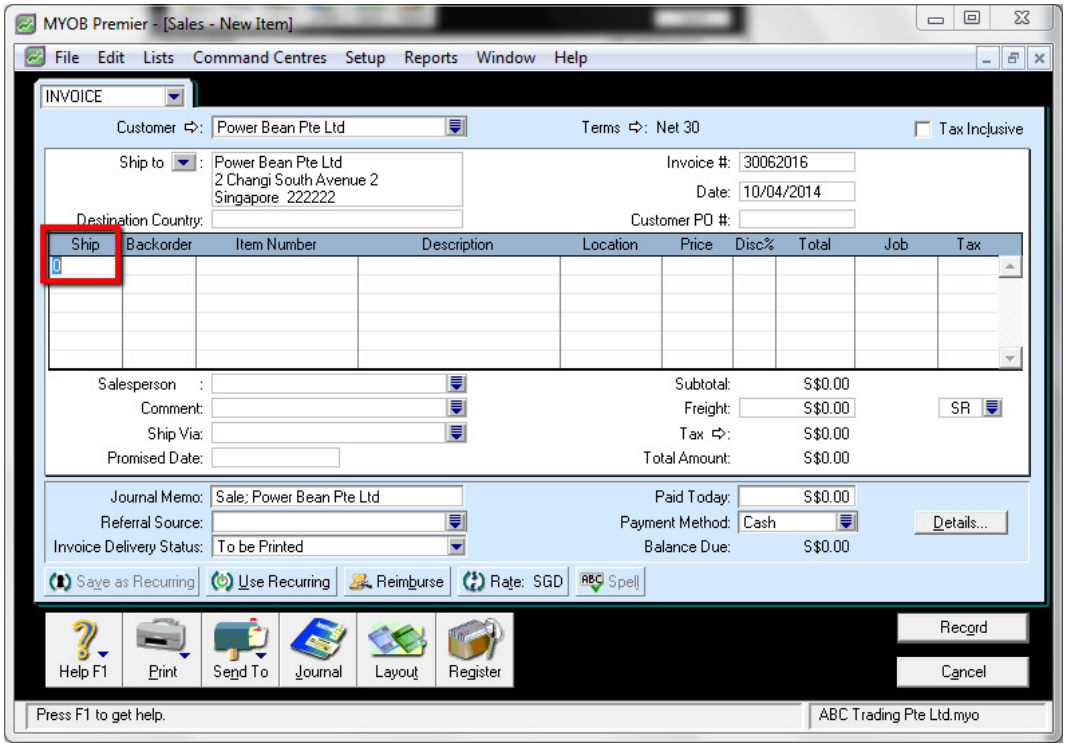



6. Left-click on the empty cell under "Ship" column.




7. Now, right-click first. Click Insert Header.

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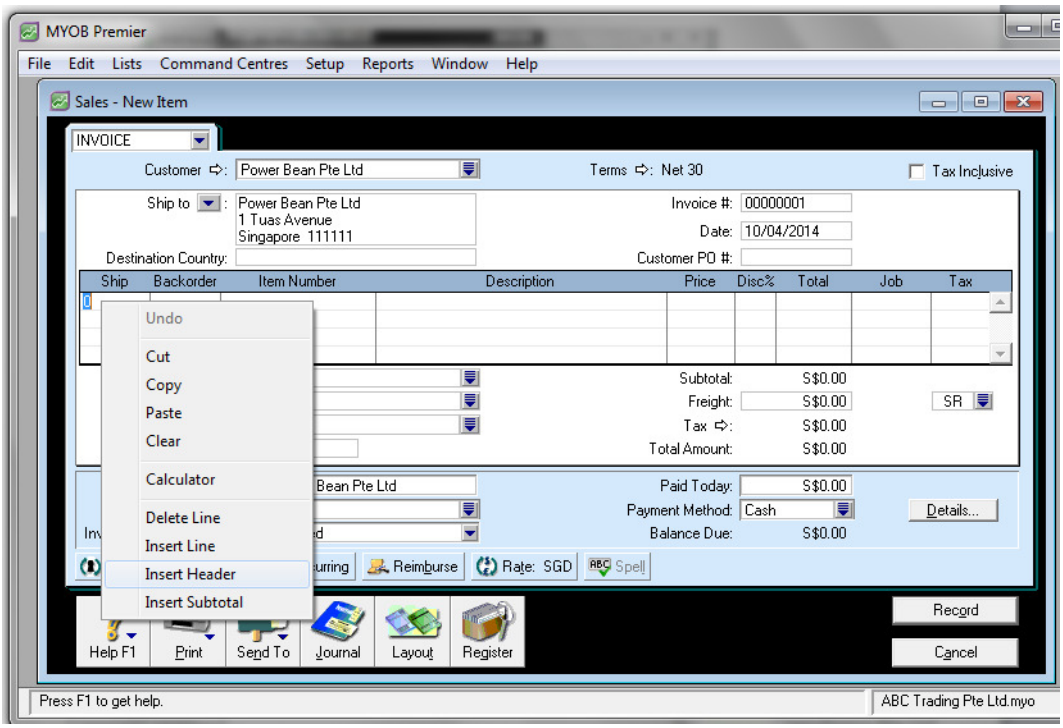
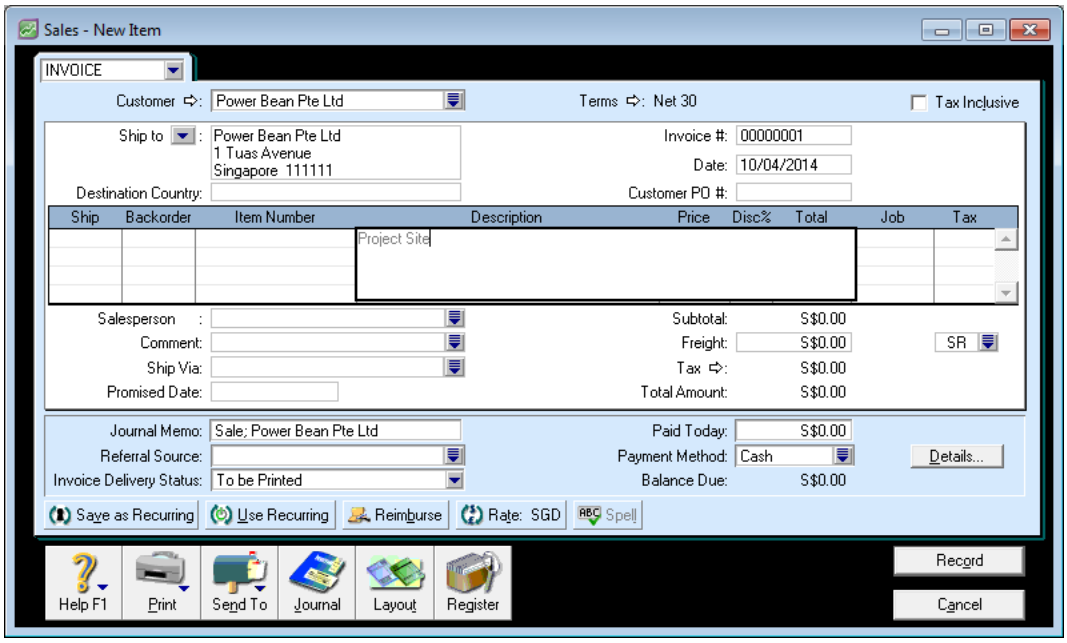



8. Input the Sales Invoice Header : Project Site. Then press Tab to move to the next line.




9. Input Qty under "Ship" column. Select the Item Number. Item Description will show because you have already ticked [Use Item Description on Sales and Purchases].

If you did not tick this option, Item Name : Bifold Door will show on the description instead.

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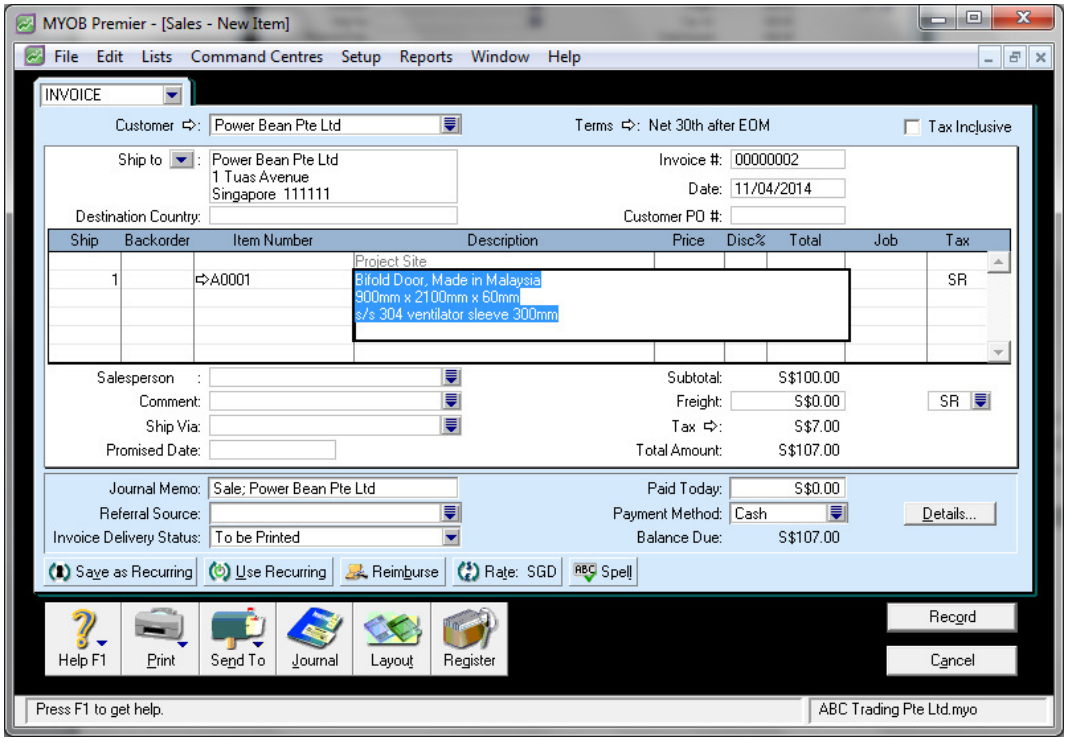
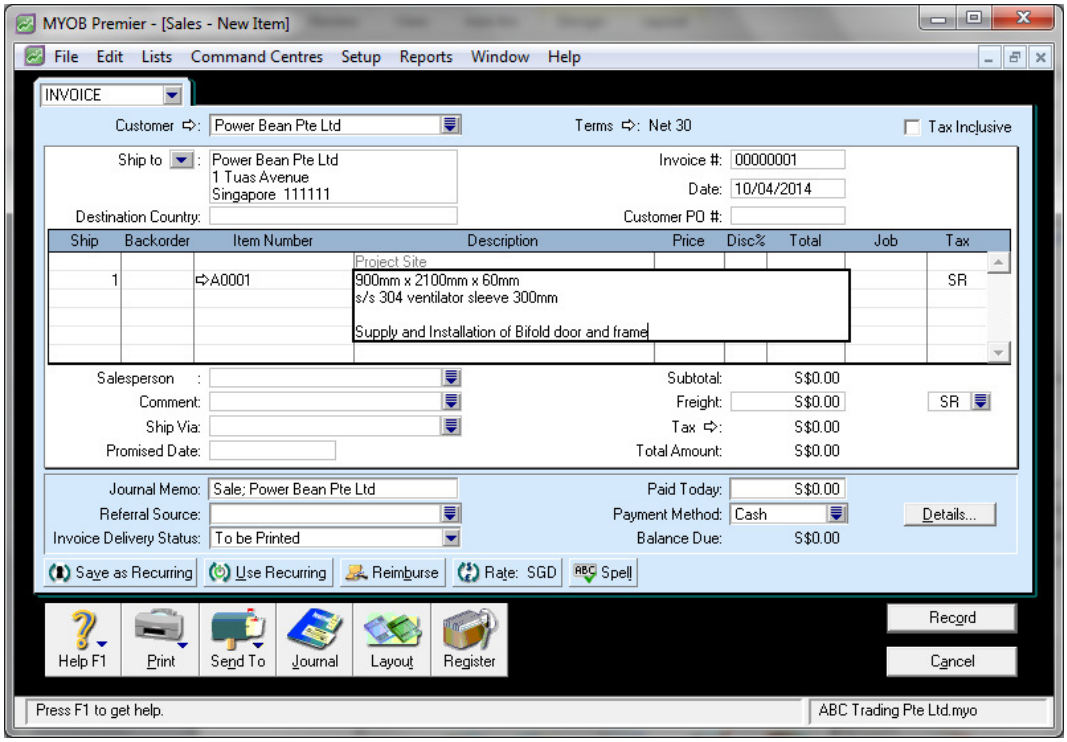



10. Press Enter to move to next line. Next, input the Service Description.




11. Proceed to input item A0002 Glass Door and its service description too.

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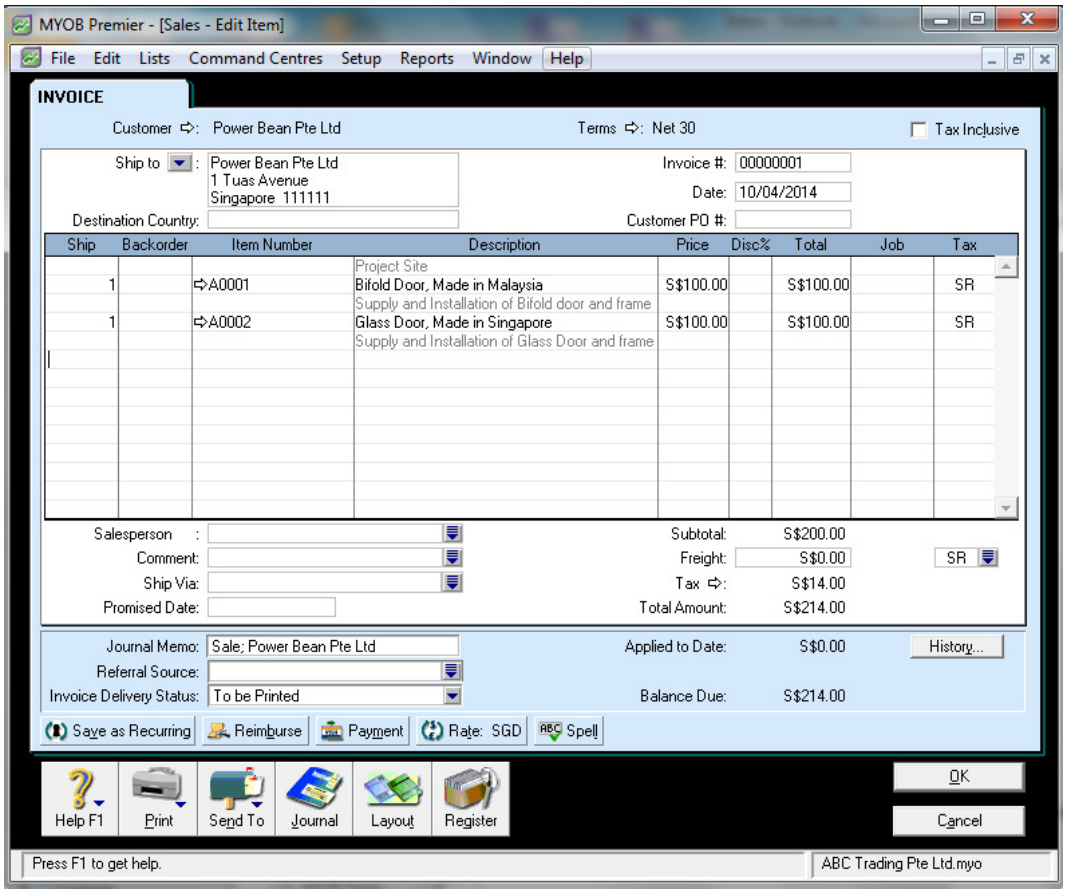


12. Right-click at column Ship to insert subtotal

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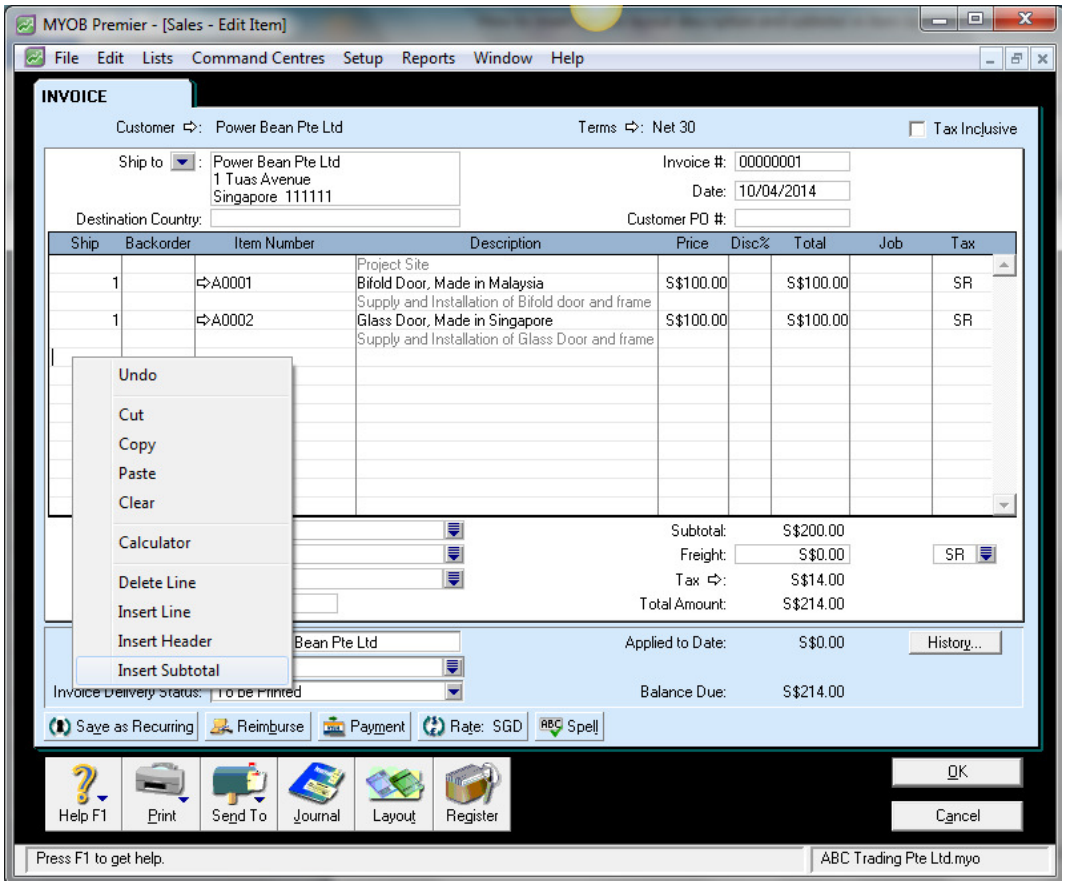


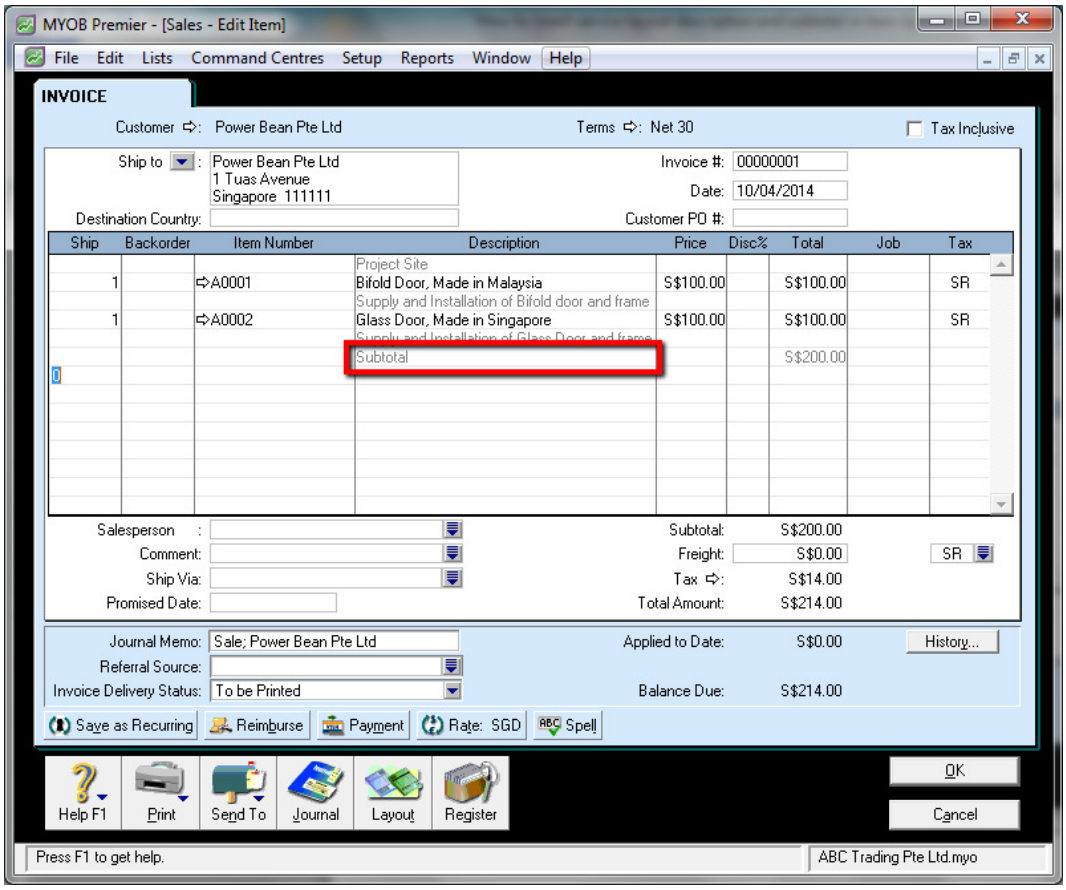


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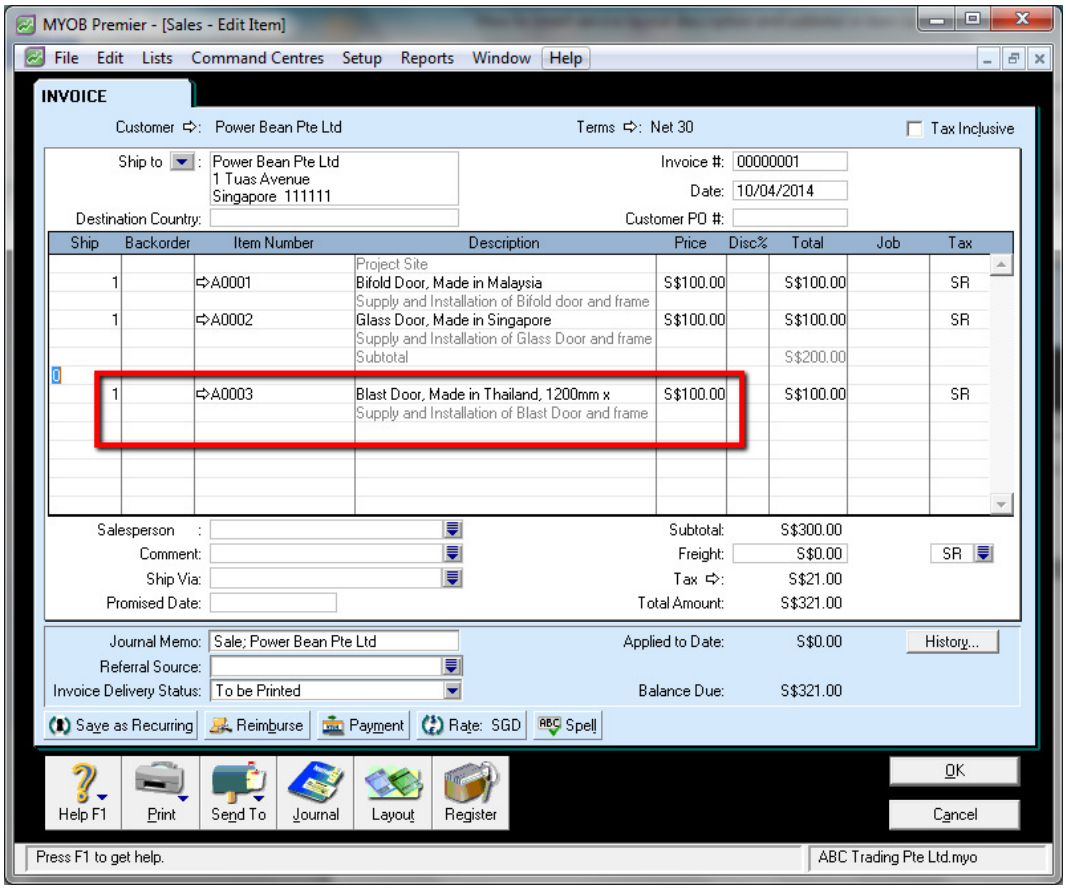
13. Input the third item A0003 Blast Door.

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