



How to Guide: Add-View/Update-Delete a Selling Price

Aug 2020



*MRJ Consultants
37 Weavind Ave, Eldoraigue, Centurion, 0157
Tel: (012) 654 0300
Mail: helpdesk@mrj.co.za*

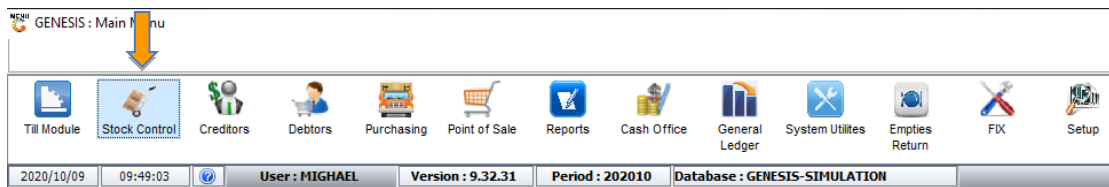
How to amend a Selling Price

The steps below will guide you through the process of how to Amend selling prices to a stock item.

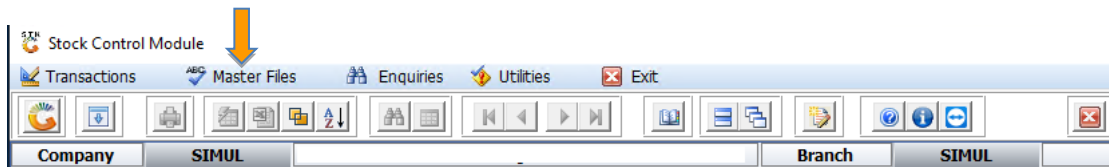
1. Log into 'GENESIS MENU'.



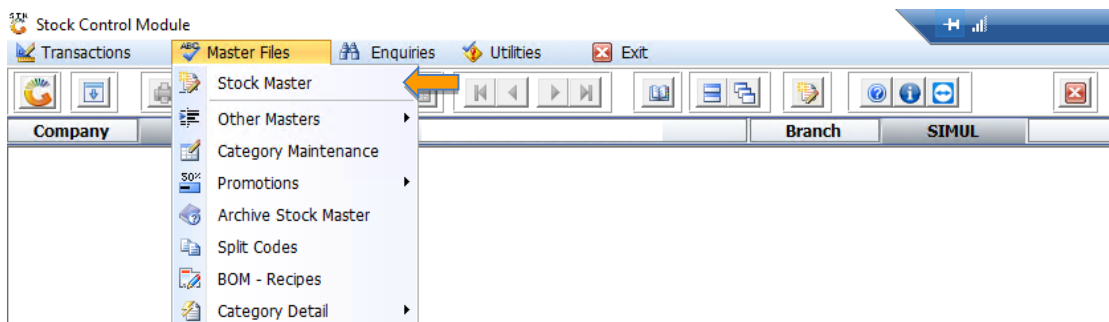
2. Select 'Stock Control' from the main menu.



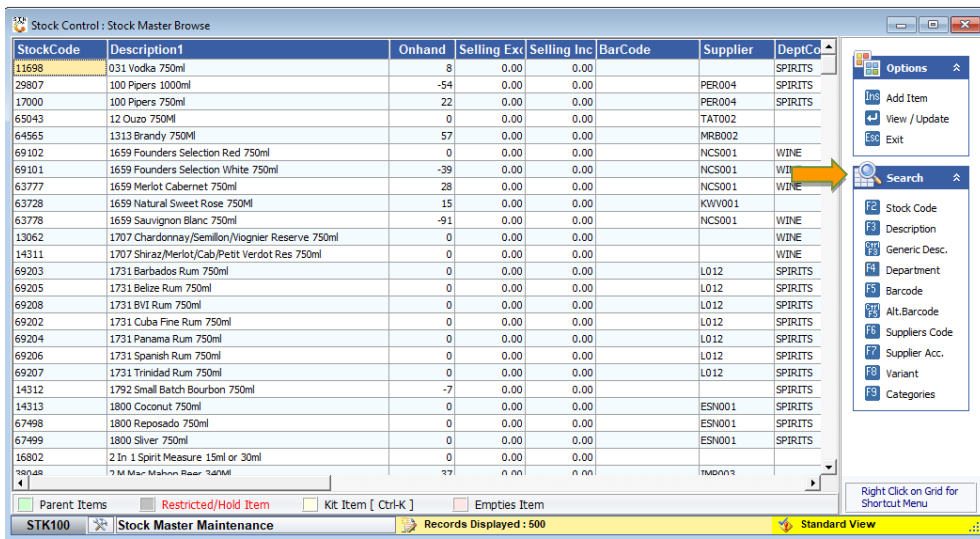
3. Select 'Master Files'.



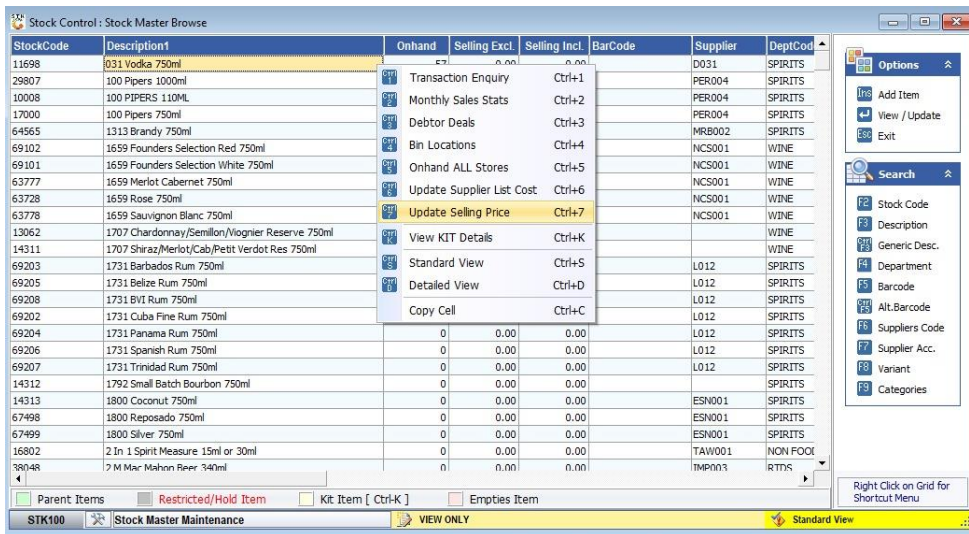
4. Select 'Stock Master' from the dropdown menu.



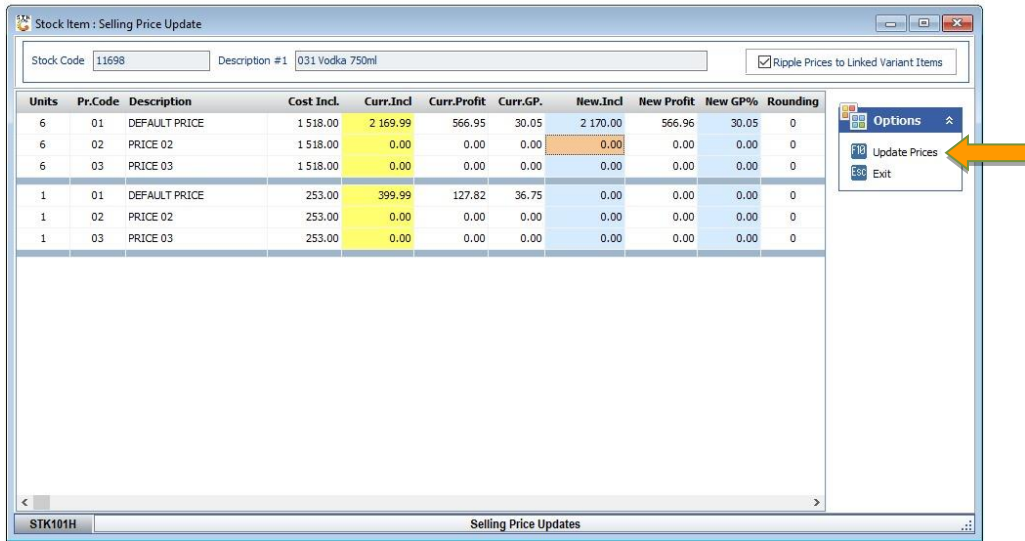
- Search and select the Stock Item that's relevant to the amendment of the Selling Price.



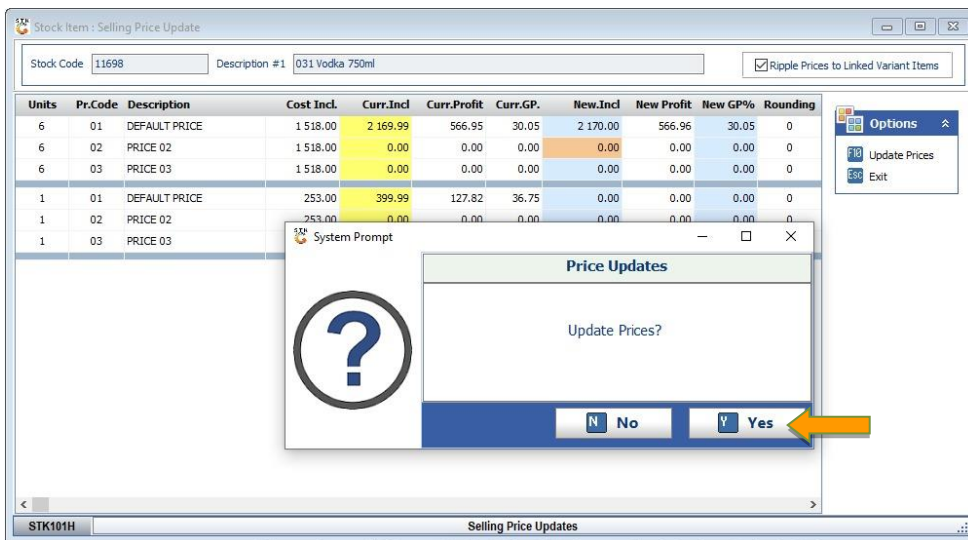
- After selecting the Stock Item, right click and select 'Update Selling Price'.



7. When the following screen appears, type in the New Price and click on **'Update Prices'**.



8. After you have updated the Price, click the **'Yes'** button to save changes.



- To **Add or Delete** a Stock Price, refer to number 6, before proceeding to the next step. Then highlight the Stock Price that needs to be added and press the Enter button or Click View/Update.

On the screen that appeared, click the **'Linked Items'** tab.

Stock Control: Stock Master Maintenance

Stock Code: 11698 Description #1: 031 Vodka 750ml

Stock Type: P - Link Item (Pack Variants) Description #2:

*Status: A - Active Pack Size: 1X1X750ML Units/Pack: 1

Main Details Categories / Types Properties / Indicators Notes & Descriptions **Linked Items**

Header Data

Department: SPIRITS Spirits

Sub-Dept.: SP-VODKA Vodka

Supplier: D031

Buyer:

VAT Code: S STANDARD RATE 15

Barcode:

Supplier Code:

Scale Item Type: N - Non-Scale Item

Scale Price/Kg: N - Non Scale Item

Pack Sizes

Units/Case: 1 Costs: 220.00

Units/Palette: 1 Costs: 220.00

Singles: 1 Costs: 0.00

Sell by: 0 Days Shelf Life: 0 Days

Link Code	Description	Units	MinBUY	Onhand	Sell.Excl	Sell.Incl	U/C
11698-006	031 Vodka 750ml X6	6	1	-9	1 886.95	2 169.99	1 32
11698-001	031 Vodka 750ml X1	1	1	-3	347.82	399.99	22

Onhand Main W/H: -57

Onhand (All W/H): -57

Sales Orders on Laybye: 0

Purchase Orders: 0

NETT Available: -57

Awaiting Dispatch: 0

NETT On Floor: -57

Damaged: 0

Min/Max Level: 0 0

Number of Variants: 0

Belongs to Kits: 0

STK101 Stock Control Module: Stock Master Maintenance VIEW ONLY

- A next screen will appear, on that screen, select **'Item Code'**.

Stock Control: Stock Master Maintenance

Stock Code: 11698 Description #1: 031 Vodka 750ml

Stock Type: P - Link Item (Pack Variants) Description #2:

*Status: A - Active Pack Size: 1X1X750ML Units/Pack: 1

Main Details Categories / Types Properties / Indicators Notes & Descriptions **Linked Items**

Item Code	Description #1	Units	Onhand	Selling Ex.	Selling In.
11698-006	031 Vodka 750ml X6	6	-9	1 886.95	2 169.99
11698-001	031 Vodka 750ml X1	1	-3	347.82	399.99

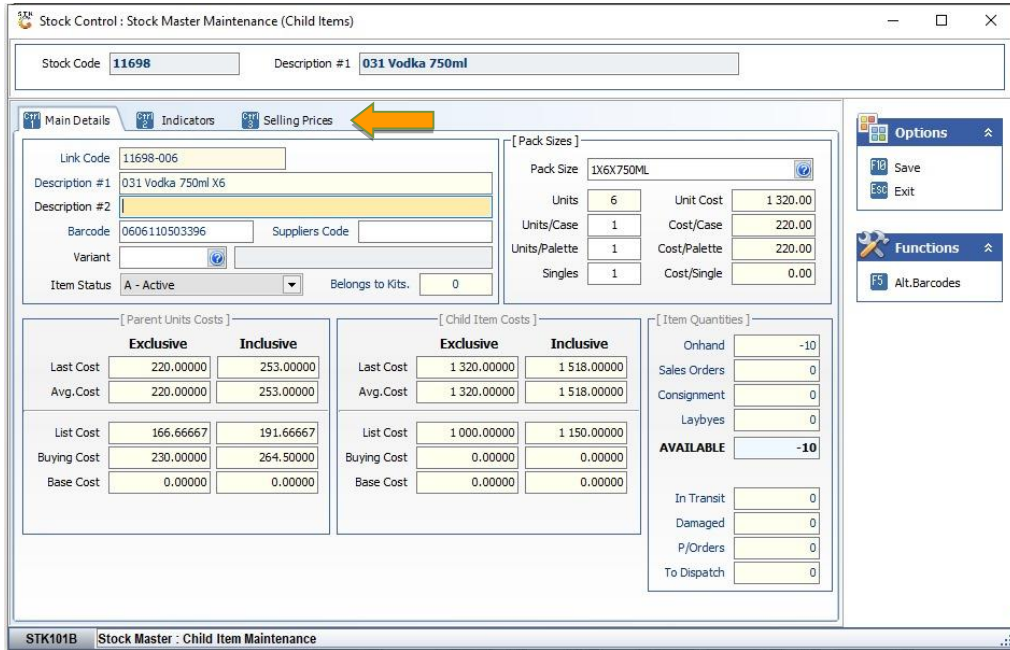
Child Items

- Add Child
- View/Update
- Delete

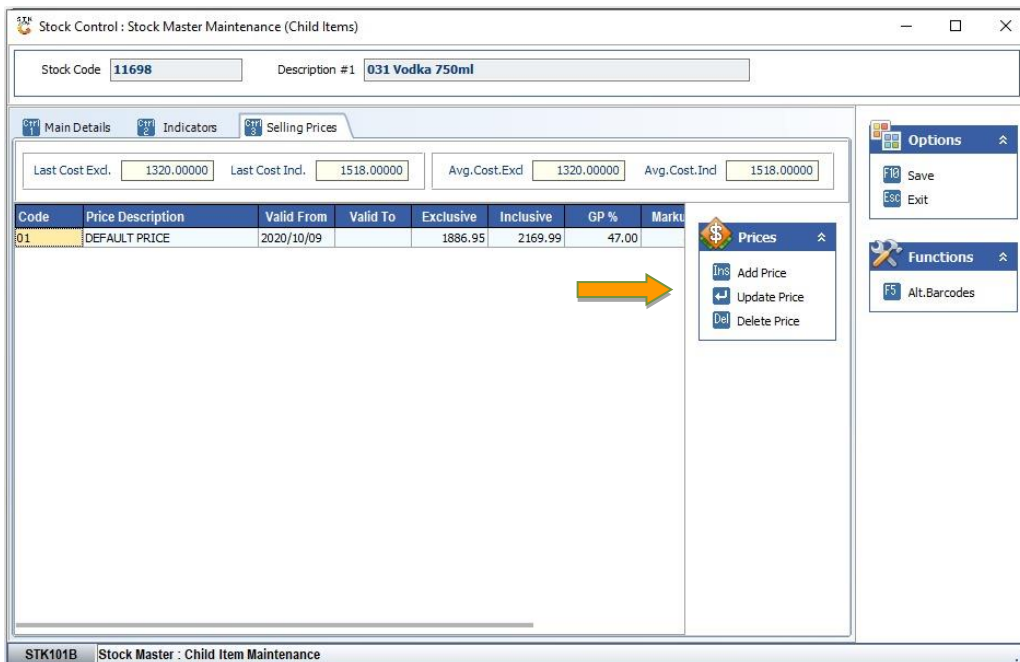
Grid Legend: Archived On Hold Restricted Pending Delete

STK101 Stock Control Module: Stock Master Maintenance VIEW ONLY

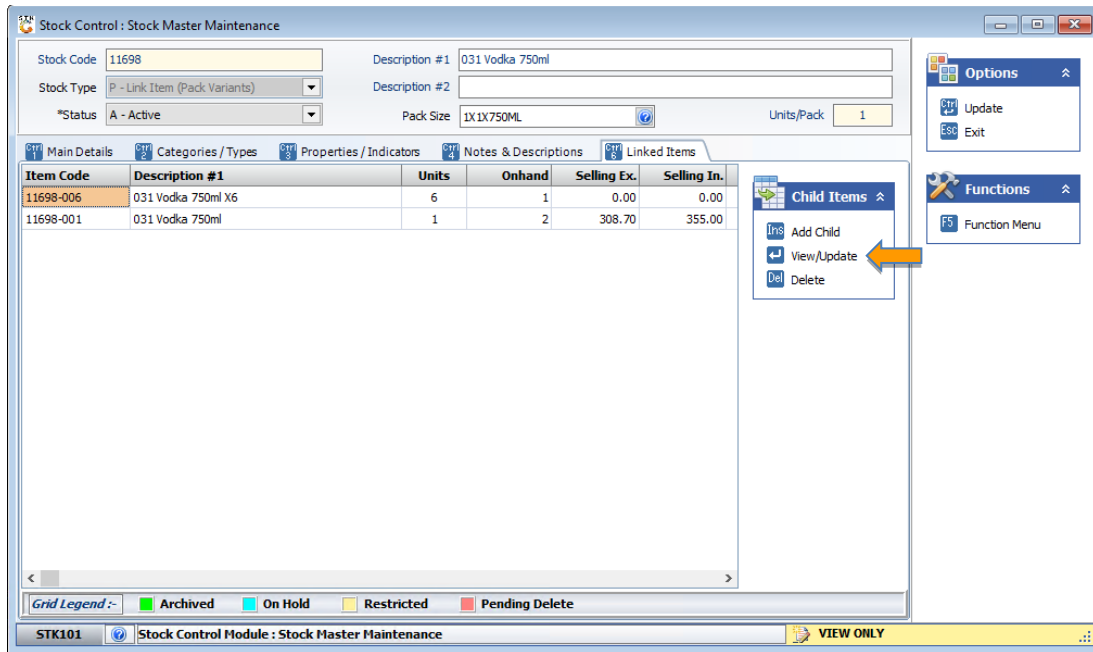
11. Click on 'Selling Prices'.



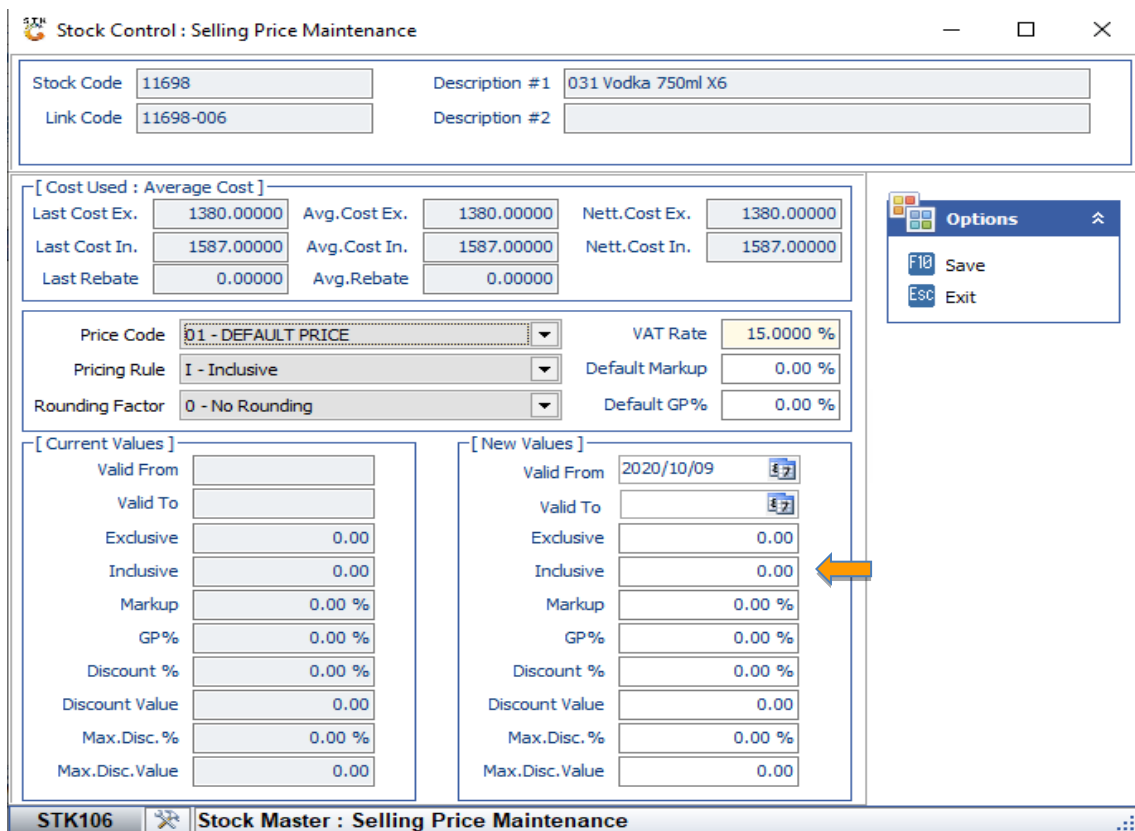
12. Select the relevant Price that you would like to amend. Then select the Option you would like to do. 'Add Price' / 'Update Price' or 'Delete Price'.



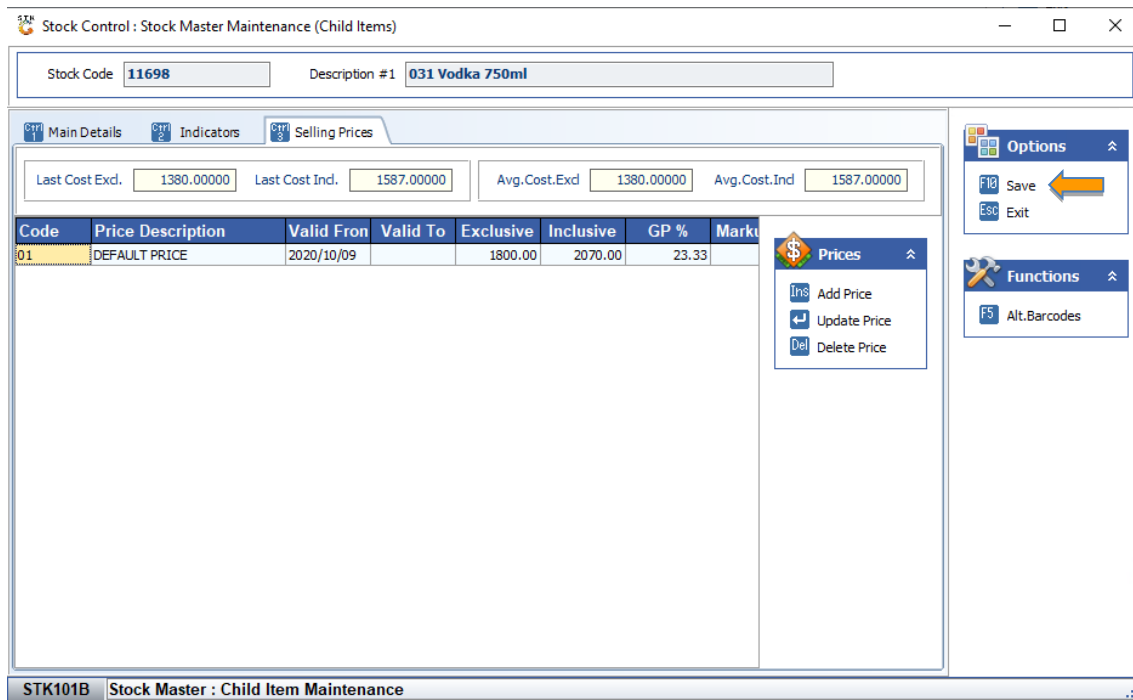
13. Press the **Enter** key on or your keyboard or select **'View/Update'** from the **'Child Items'** menu.



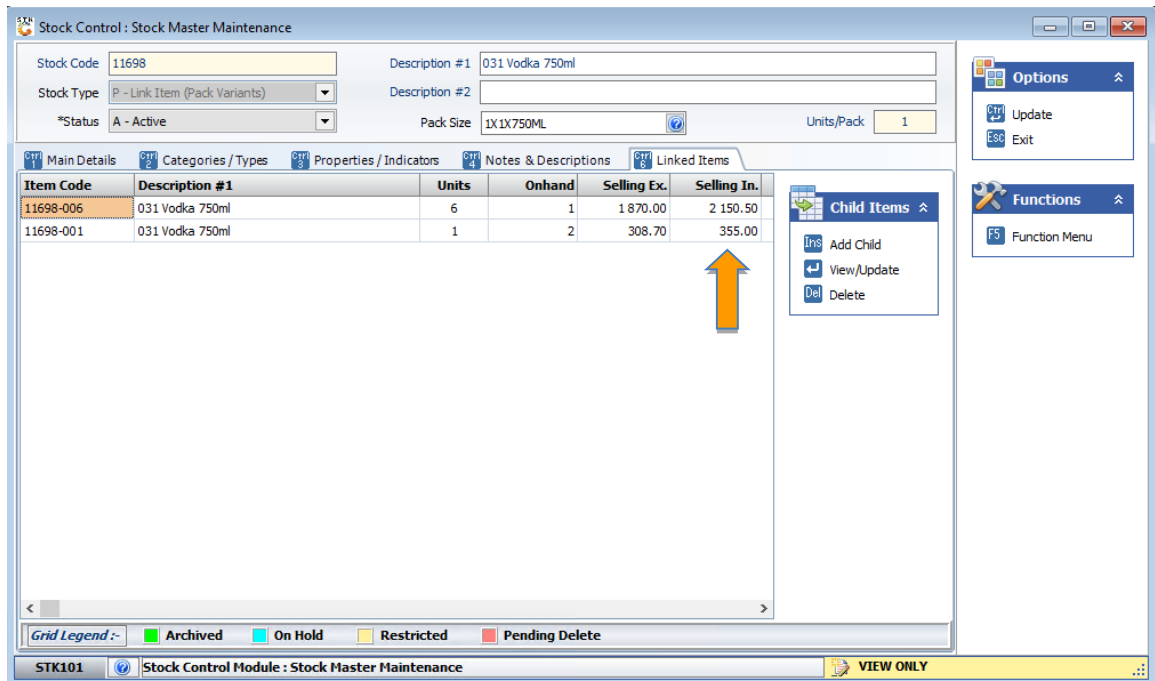
14. Enter the appropriate Selling Price (Exclusive or Inclusive). Press **Enter** on your keyboard until the screen changes.



15. Default Price 01 will reflect on the screen, press **F10** on your keyboard or select 'Save' on the right-hand menu.



16. The price will now reflect accordingly.



This concludes the User Guide.