How to Guide
Bulk Price Updating

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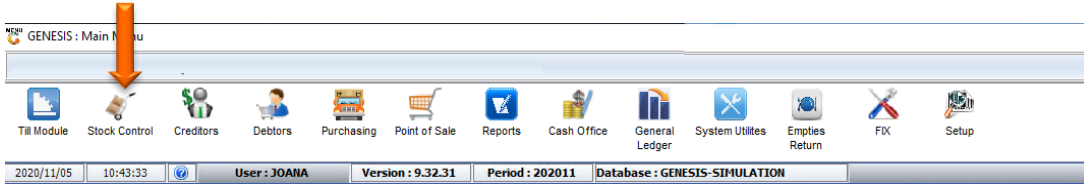*Tel: (012) 654 0300*
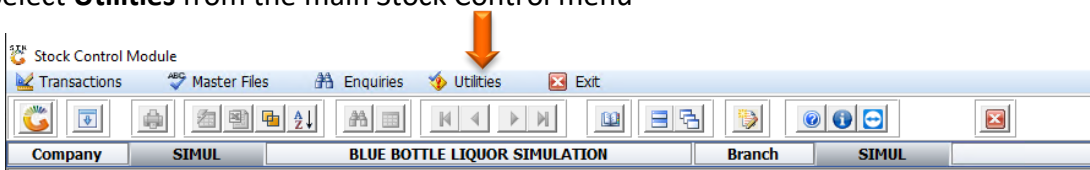
Mail: helpdesk@mrj.co.za
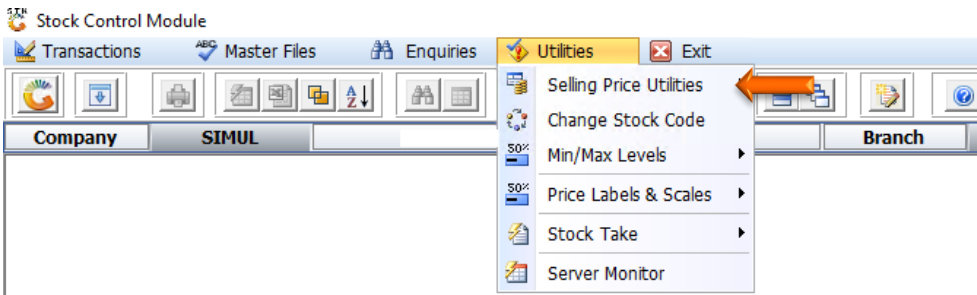
How to Update Selling or Cost Prices in Bulk

1. Log into Genesis Menu
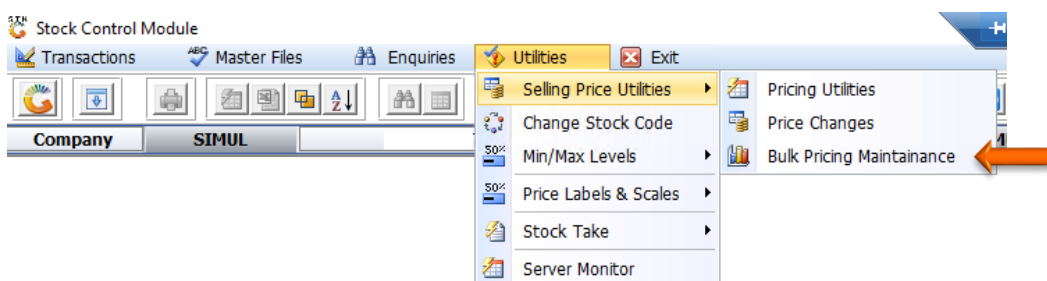2. Open **Stock Control** from the main menu

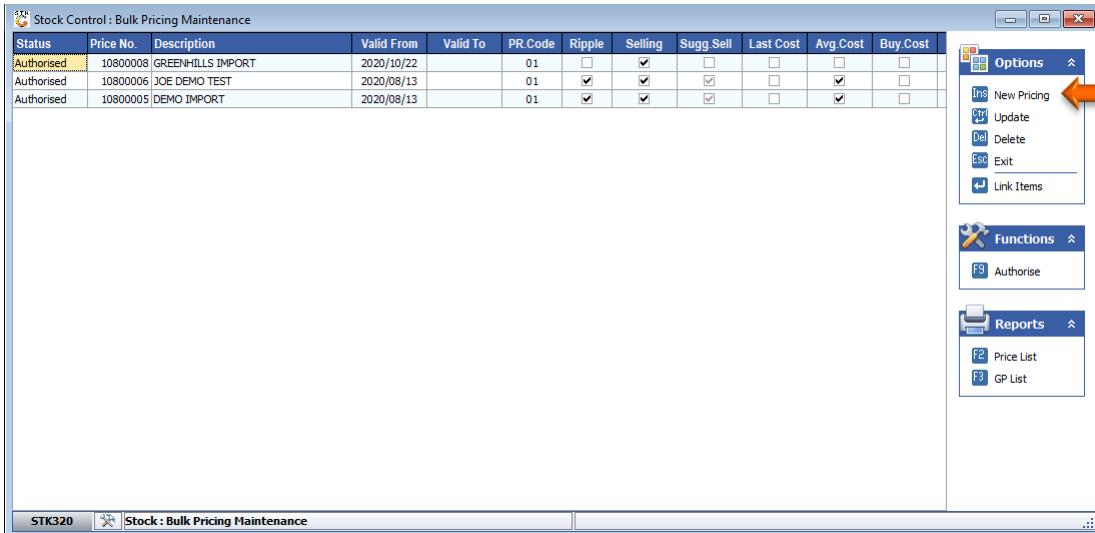3. Select **Utilities** from the main Stock Control menu

4. Select **Selling Price Utilities** from the Drop-Down menu

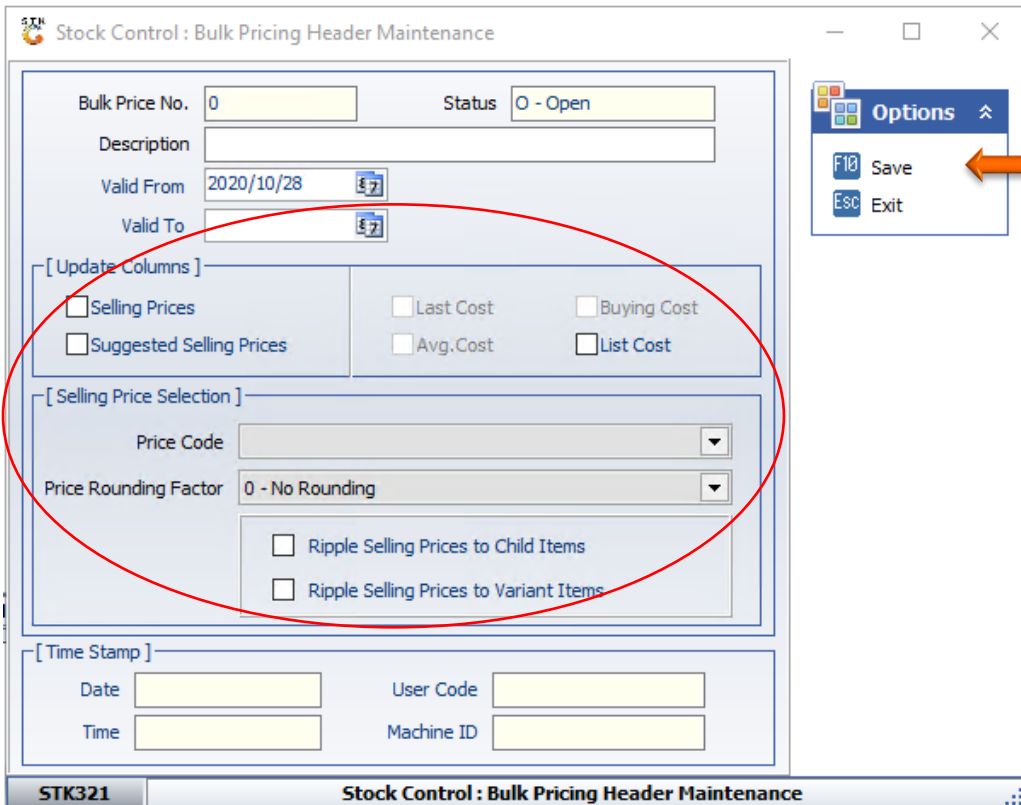5. Select **Bulk Pricing Maintenance** from the side menu

6. Press **Insert** on your keyboard or click on **New Pricing** under the Options Menu.
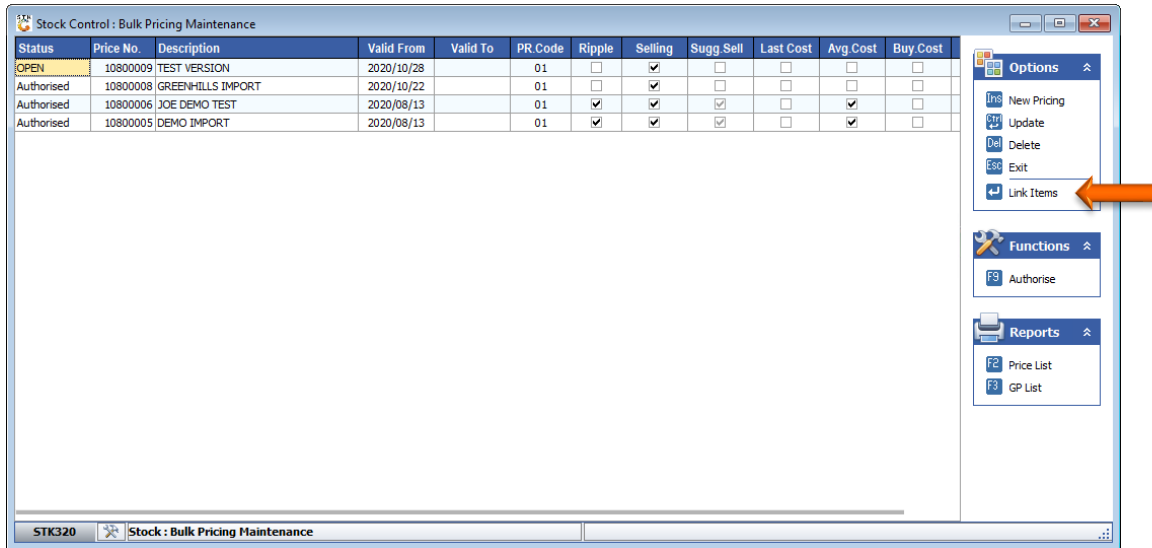

7. Capture a description and select the various settings to match your requirements for this transaction.
8. Once complete press **F10** on your keyboard or click on **Save** under the Options menu

9. Press **Enter** on your keyboard or select **Link Items** from the right-hand side Option Menu
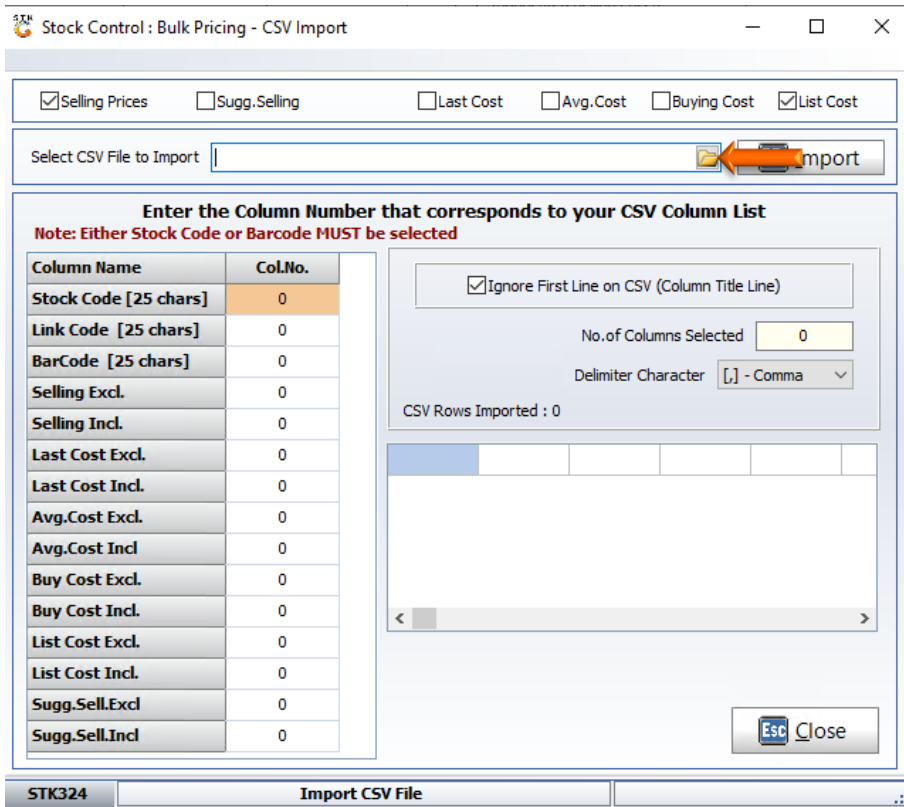

10. You now have various options of adding the stock items to be updated. The most common is demonstrated below:

    Option A: Import a csv file – Press **F7** on your keyboard or select CSV Import from the right-hand side Function Menu
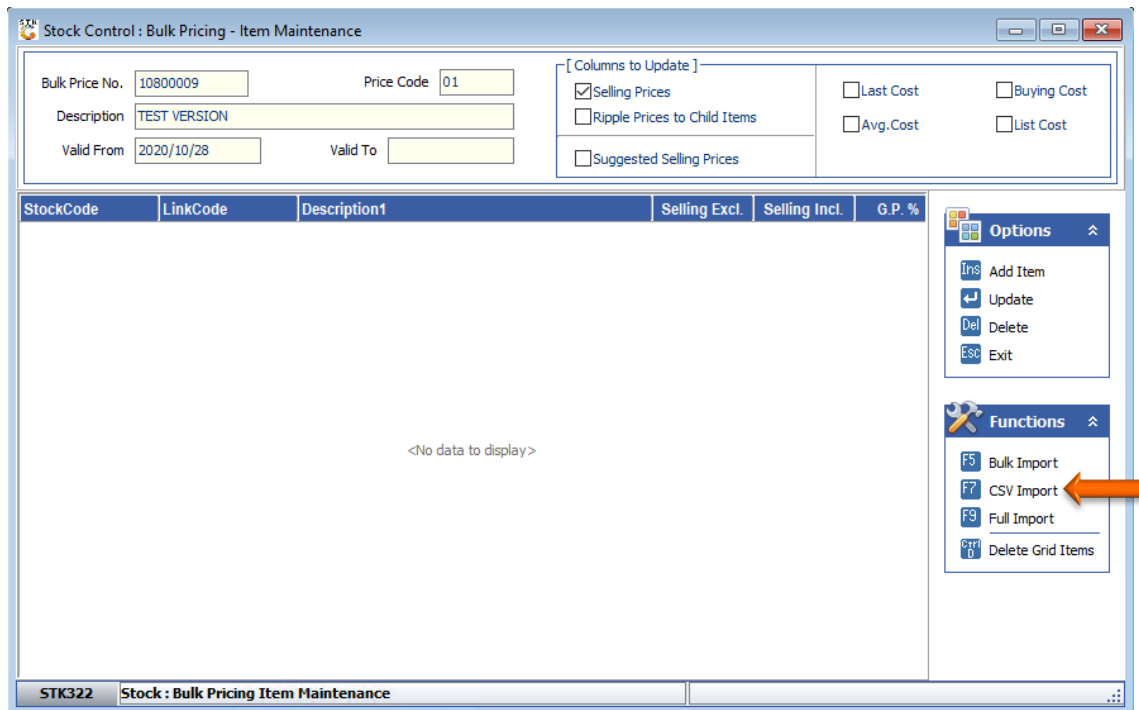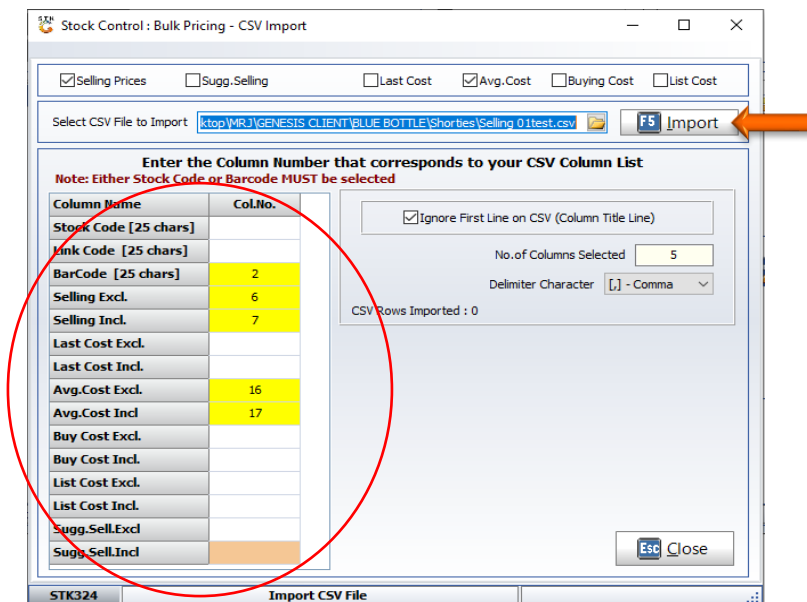
11. Select the CSV file you wish to import by selecting the **Open Folder** button as indicated below

12. Enter the corresponding column numbers in your CSV file next to the line containing the information you wish to change.
13. Press **F5** on your keyboard or click on **Import** on the right-hand top side of the screen.

14. After the import is done it will show the following Screen containing the information from the CSV file you imported.

Once all information you wish to import is correct, press **F10** on your keyboard or select **Accept CSV** from the bottom of the screen

15. Items imported will be reflected. Press **Esc** on your keyboard or select E**xit** from the options menu.

16. Press **F9** on your keyboard or select **Authorize** from the Function Menu.
You will notice at the bottom of the screen the stock items that are being updating.

17. Once all the updates have been completed, we recommend that you do spot checks to ensure that the stock item changes were updated correctly.

Option B: Update individual items to the grid without importing a file – Press **Insert** on your keyboard or select **Add Item** from the Options Menu
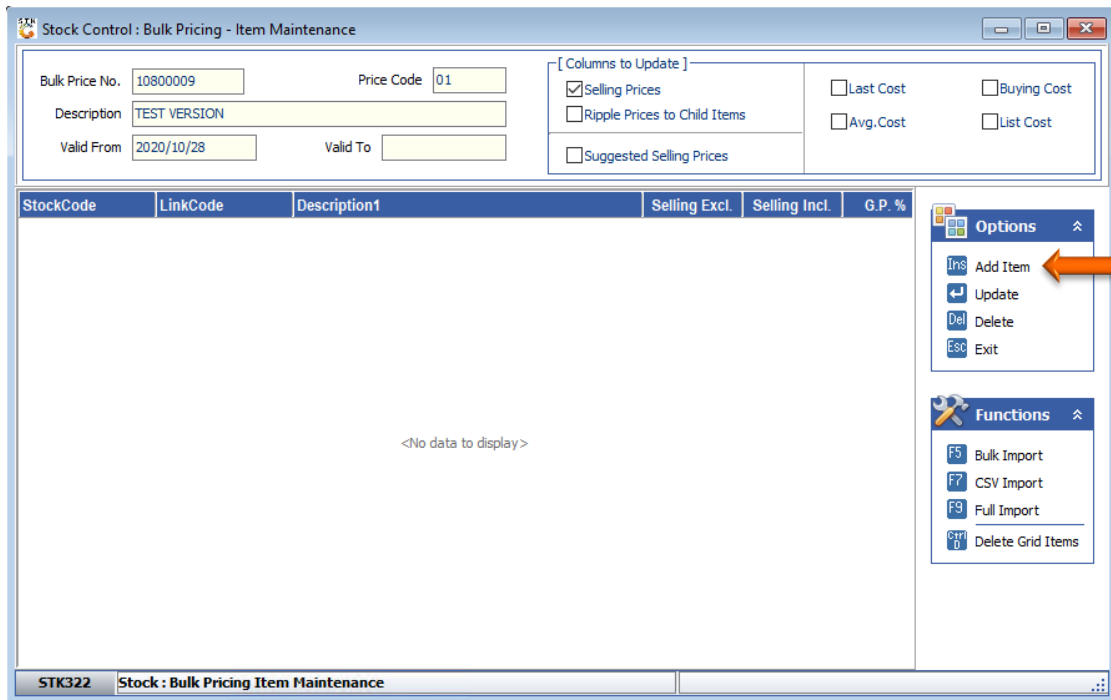
1. Capture the Stock Code you wish to change and press **Enter** on your keyboard. You can also use the **?** button next to Stock Code to access the stock master grid from which you can select the stock item.
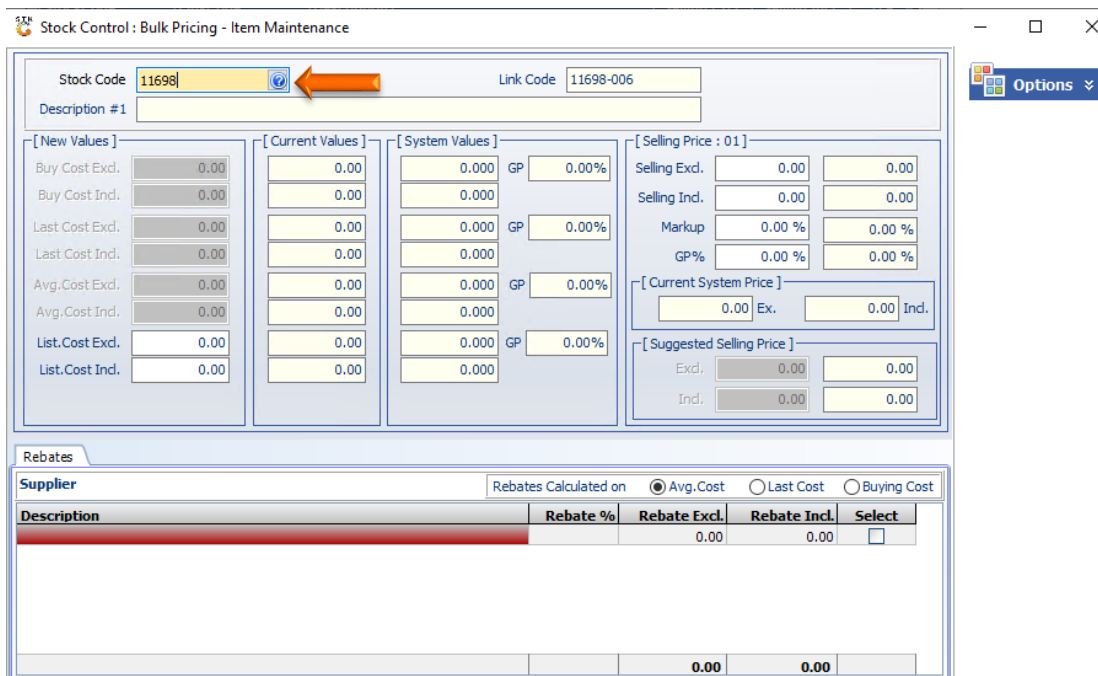
2. Amend the selling price. Ensure that you press the **Enter** key until all fields has been updated. Press **F10** on your keyboard or select **Save** from the Options Menu.

3. Continue adding items to the update grid until completed. Press the **ESC** button on your keyboard or select **Exit** from the Options menu

4. Press **F9** on your keyboard or click **Authorize** under the Function Menu.
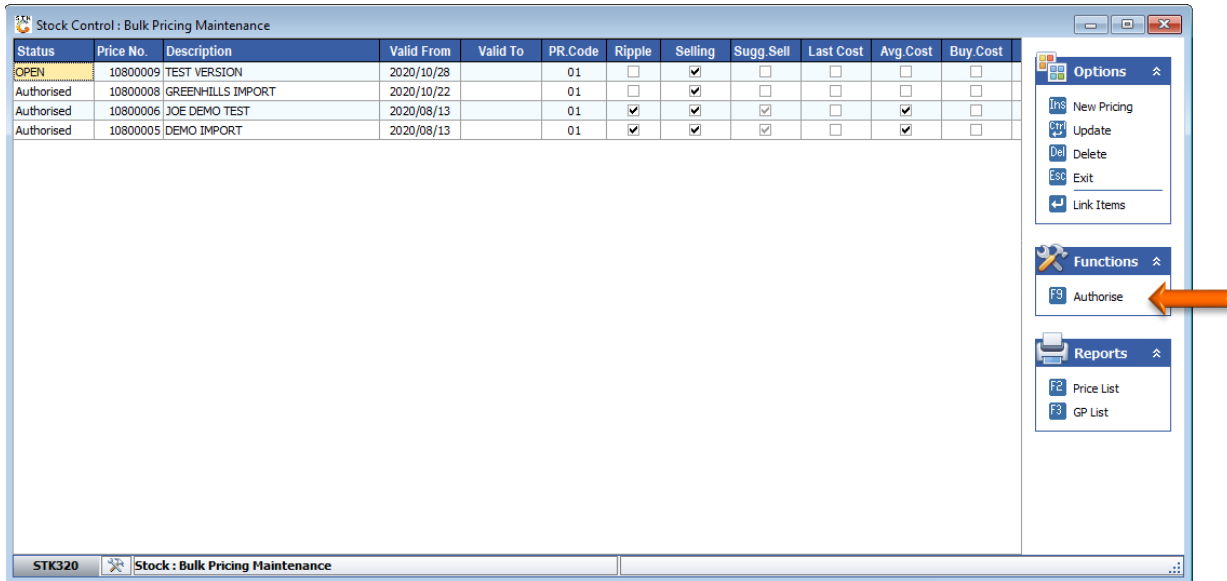
5. Press **Y** on your keyboard or select the **Yes** button.
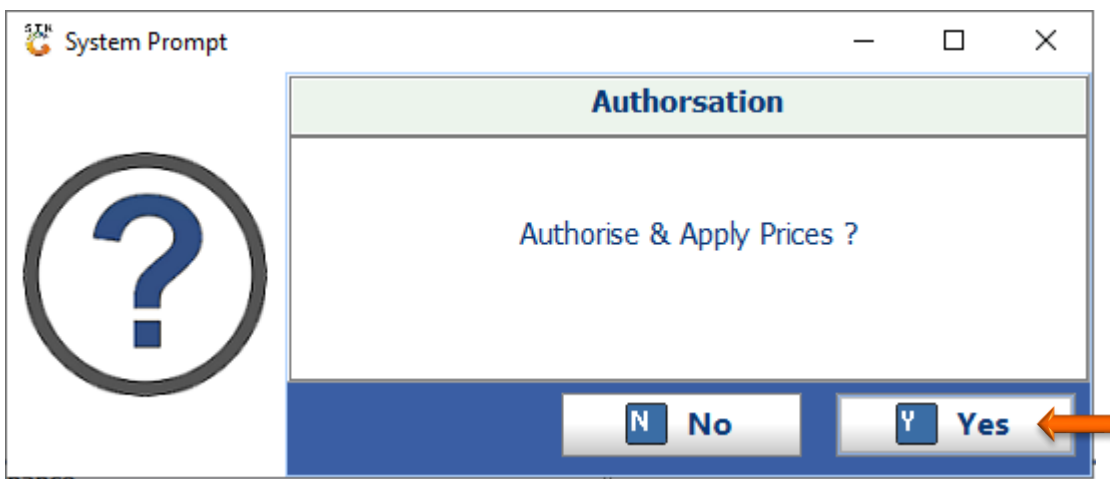
And that concludes the User Guide😁