



## How to Guide Bulk Price Updating

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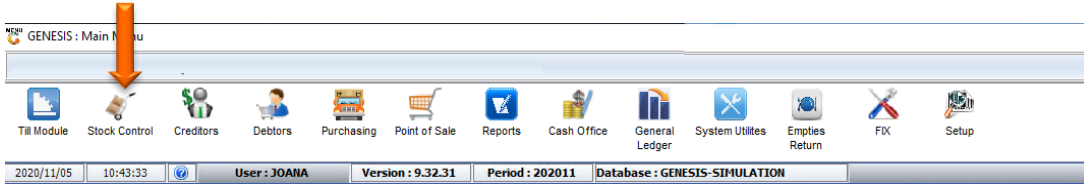
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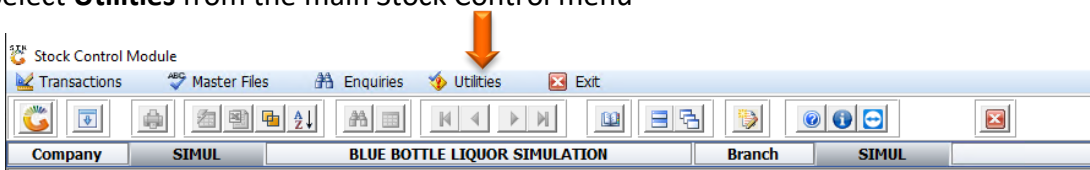


# How to Update Selling or Cost Prices in Bulk

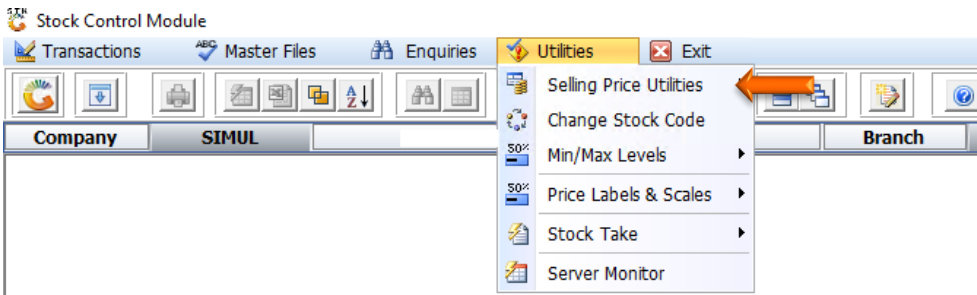
1. Log into Genesis Menu
2. Open **Stock Control** from the main menu



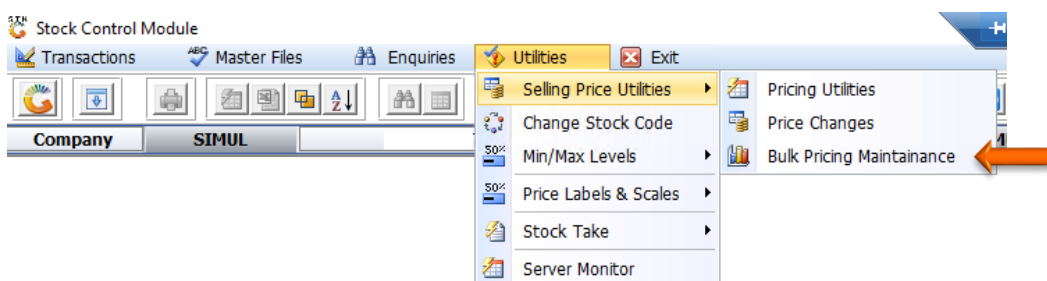
3. Select **Utilities** from the main Stock Control menu



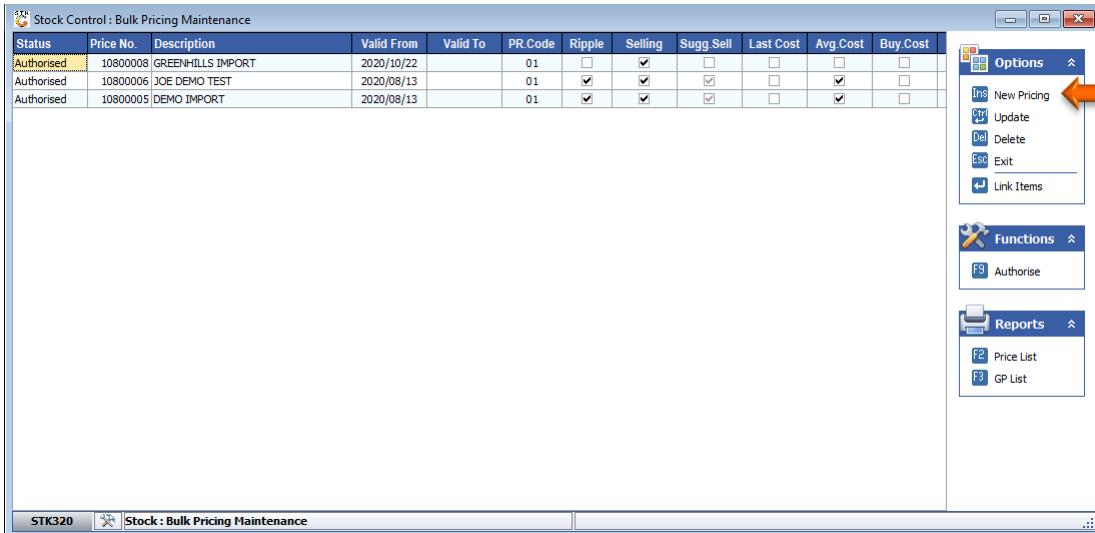
4. Select **Selling Price Utilities** from the Drop-Down menu



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

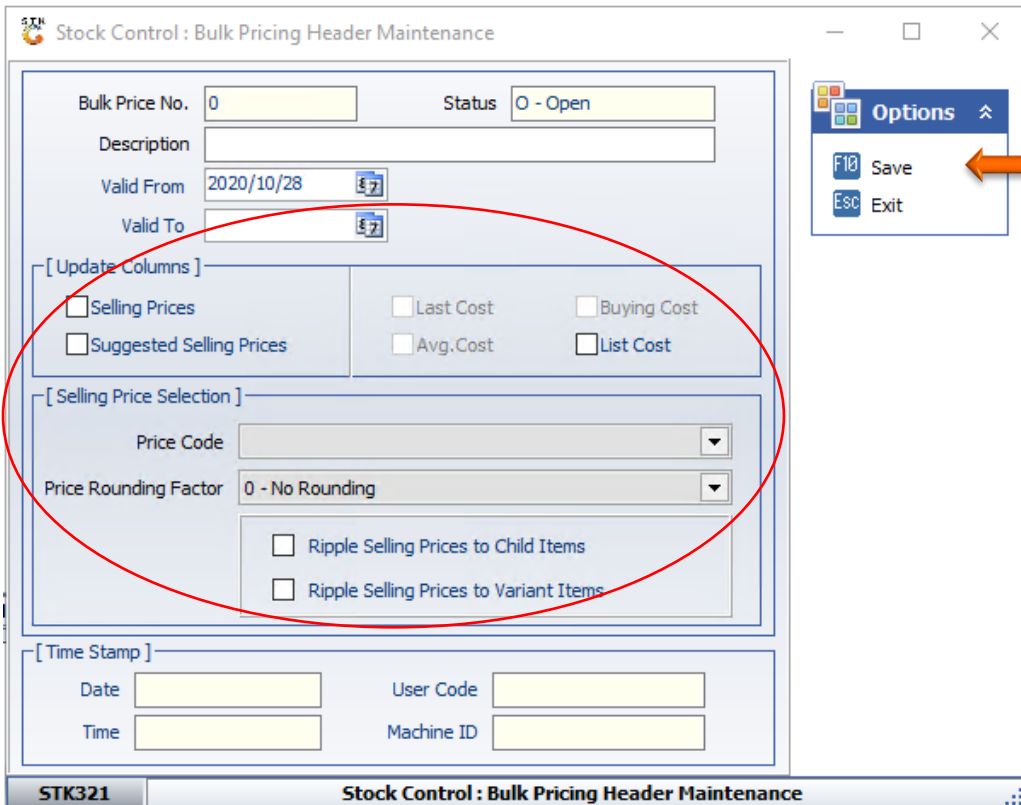


6. Press **Insert** on your keyboard or click on **New Pricing** under the Options Menu.

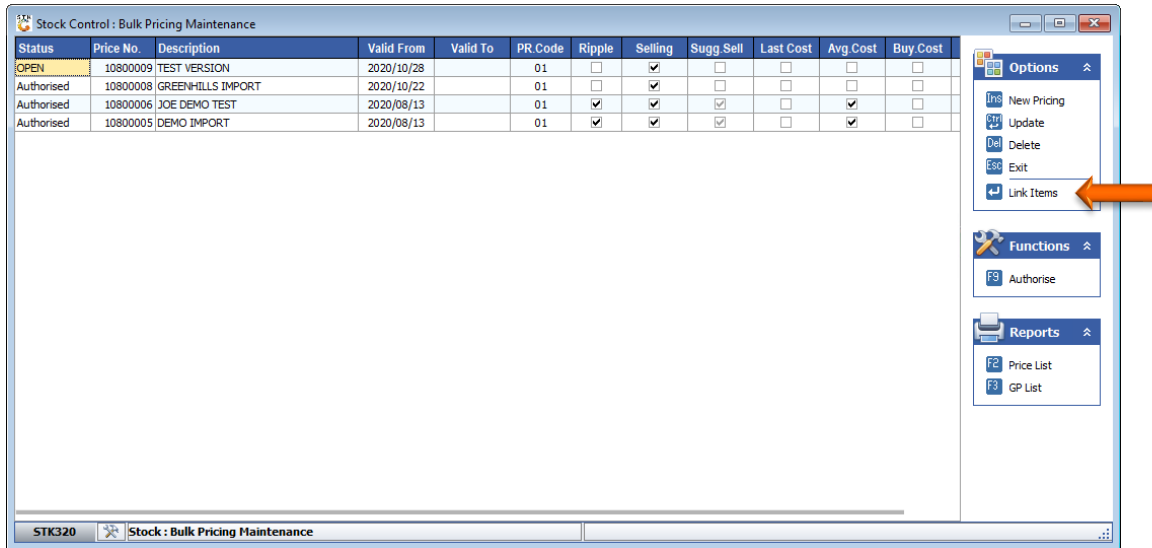


7. Capture a description and select the various settings to match your requirements for this transaction.

8. Once complete press **F10** on your keyboard or click on **Save** under the Options menu

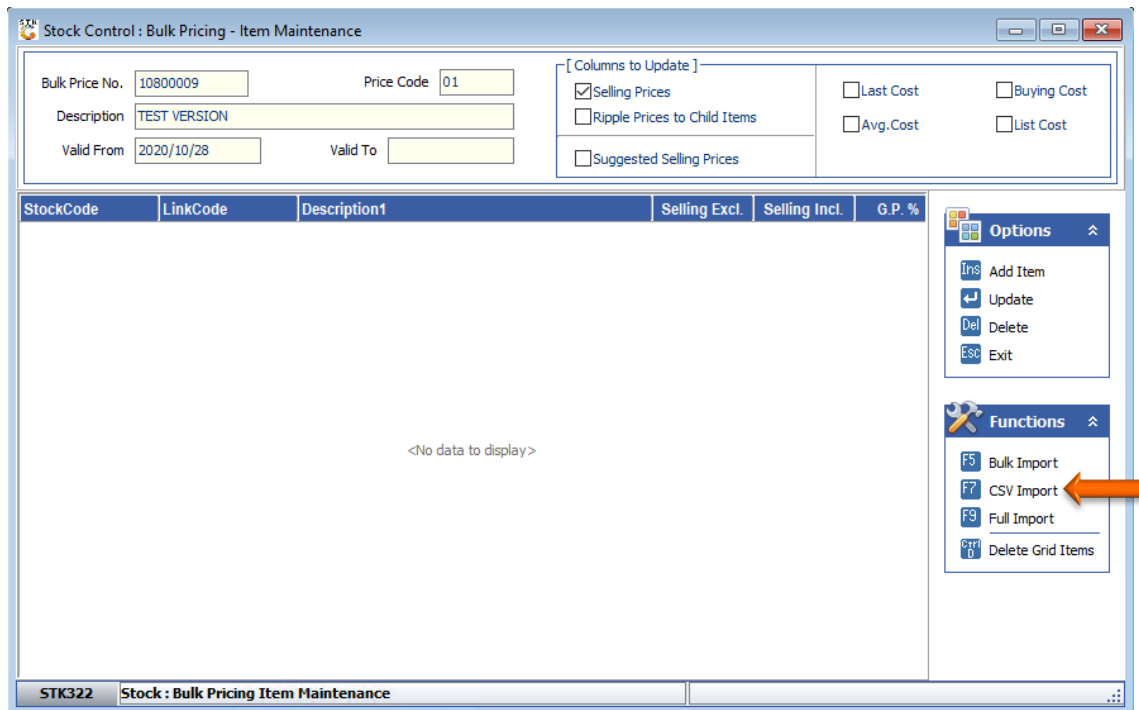


9. Press **Enter** on your keyboard or select **Link Items** from the right-hand side Option Menu

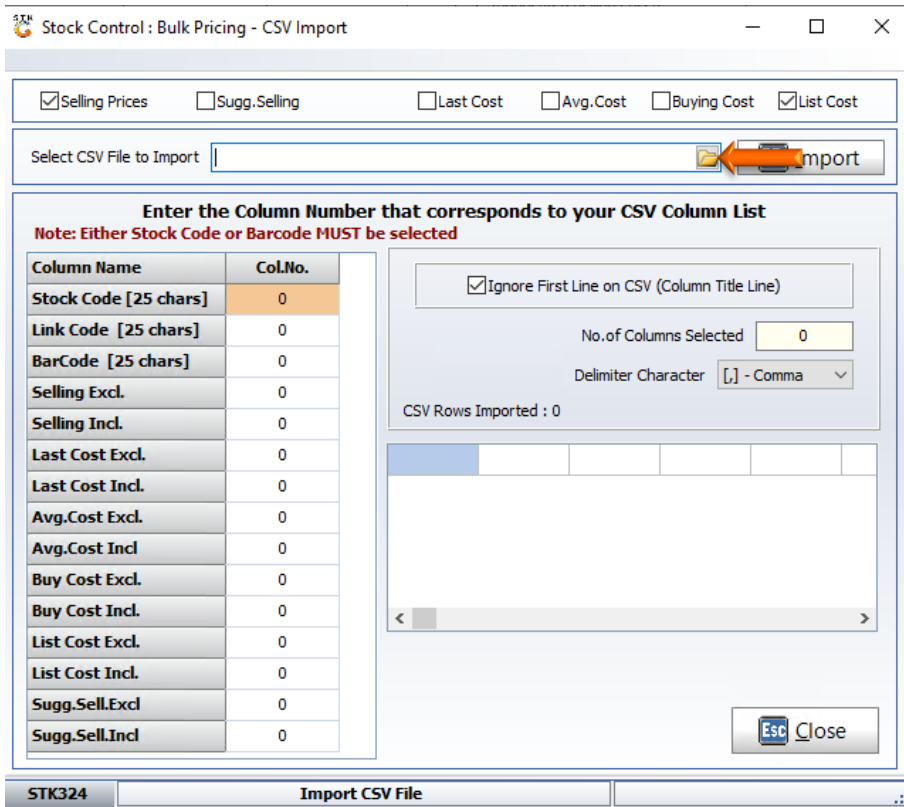


10. You now have various options of adding the stock items to be updated. The most common is demonstrated below:

**Option A:** Import a csv file – Press **F7** on your keyboard or select CSV Import from the right-hand side Function Menu

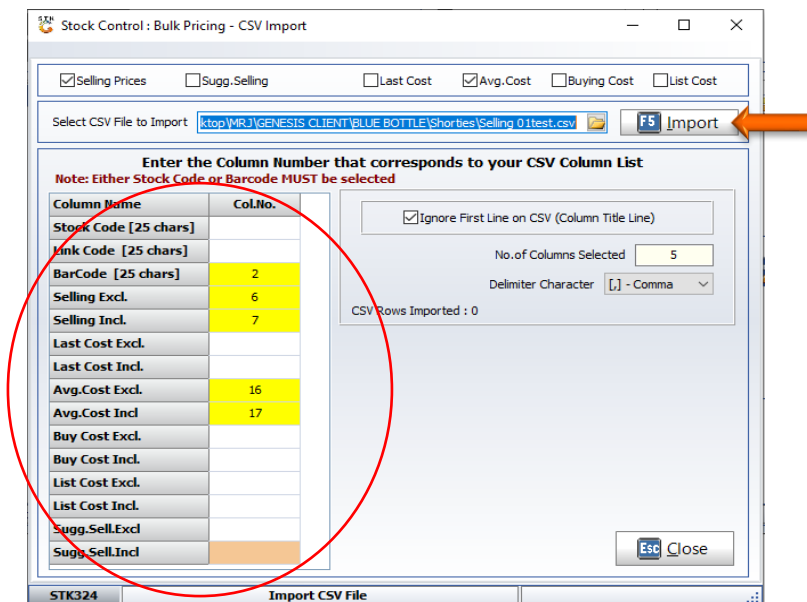


11. Select the CSV file you wish to import by selecting the **Open Folder** button as indicated below



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

Status	Stock Code	Link Code	Description #1	SerCode	Sell Excl	Sell Incl	Last Cost Excl	Last Cost Incl	Avg Cost Excl	Avg Cost Incl	Buy Cost Excl	Buy Cost Incl	List Cost Excl	List Cost Incl	StockType	Units	Purchase
NOT FOUND	17764	17764-001	Jack Daniels Honey 750ml	82184000335	252.17	289.99	0.00	0.00	208.00	239.25	0.00	0.00	0.00	0.00	0.00 C	1	Y
NOT FOUND				82184001172													
NOT FOUND				82184029336													
NOT FOUND				82184087008													
NOT FOUND	17754	17754-001	Jack Daniels 1000ml	82184096442	330.43	379.99	0.00	0.00	274.17	315.29	0.00	0.00	0.00	0.00 C	1	Y	
NOT FOUND				82184096466													
NOT FOUND	17758	17758-001	Jack Daniels 375ml	82184090210	136.08	144.99	0.00	0.00	114.25	131.39	0.00	0.00	0.00	0.00 C	1	Y	
NOT FOUND	17755	17755-001	Jack Daniels 200ml	82184090527	69.56	79.99	0.00	0.00	57.33	65.93	0.00	0.00	0.00	0.00 C	1	Y	
NOT FOUND				82184253839													
NOT FOUND				82488143004													
NOT FOUND				82488143011													
NOT FOUND				82488143028													
NOT FOUND				82741330118													
NOT FOUND				82741331460													
NOT FOUND				85246139431													
NOT FOUND				86667673757													
NOT FOUND				87260011852													
NOT FOUND				88078161883													
NOT FOUND	18367	18367-001	Southern Comfort Line 750ml	88540000552	156.51	179.99	0.00	0.00	121.33	139.53	0.00	0.00	0.00	0.00 C	1	Y	
NOT FOUND				89540463131													
NOT FOUND				89540507583													
NOT FOUND				89540540247													
NOT FOUND	13573	13573-001	Ologistat Space Gin 750ml	100083611536	399.99	459.99	0.00	0.00	291.74	335.50	0.00	0.00	0.00	0.00 C	1	N	
NOT FOUND				182184790486													

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

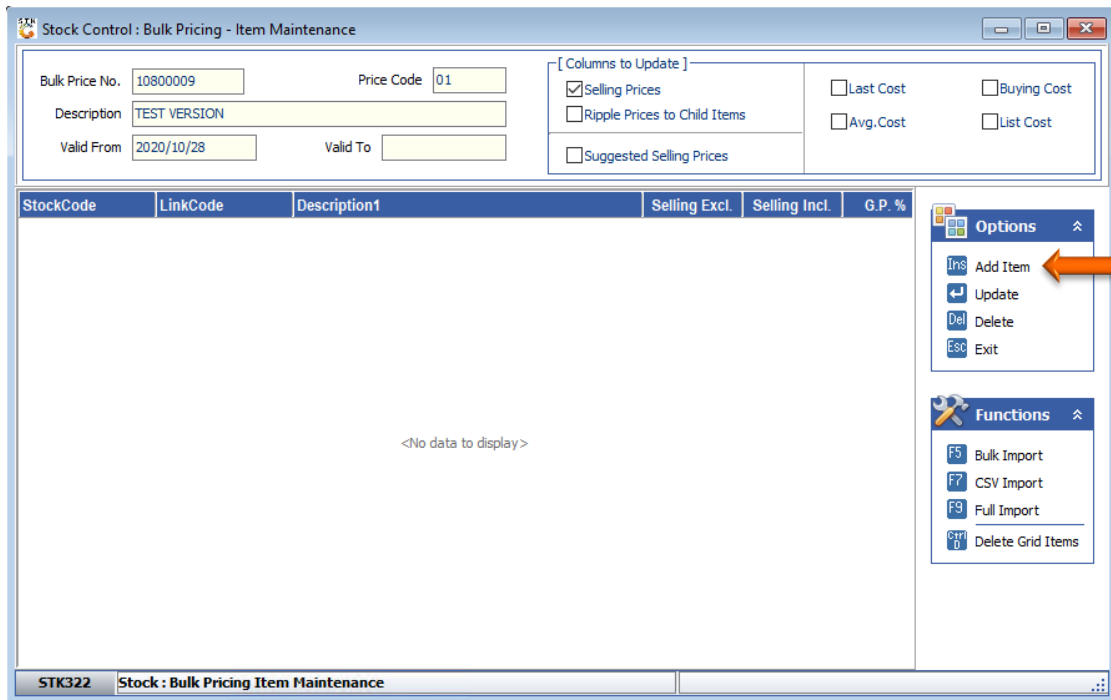
StockCode	LinkCode	Description	Selling Excl	Selling Incl	G.P. %	Last Cost Excl	Last Cost Incl	Avg Cost Excl	Avg Cost Incl	Buy Cost Excl	Buy Cost Incl	List Cost Excl	List Cost Incl	Sell Sell Excl	Sell Sell Incl
03026	03026-001	48 Oz Platinum Black 750ml	286.95	329.99	0.00	0.00	0.00	225.00	256.75	0.00	0.00	0.00	0.00	0.00	0.00
03027	03027-001	48 Oz Pin 750ml	286.95	329.99	0.00	0.00	0.00	215.85	248.00	0.00	0.00	0.00	0.00	0.00	0.00
05008	05008-001	Chochona Pink Tonic Can 200ml	9.56	30.99	0.00	0.00	0.00	7.65	8.80	0.00	0.00	0.00	0.00	0.00	0.00
05008	05008-004	Chochona Pink Tonic Can 200ml X4	37.38	40.99	0.00	0.00	0.00	30.61	35.20	0.00	0.00	0.00	0.00	0.00	0.00
11397	11397-024	Mad Gart Lager 340ml X24	363.21	438.99	0.00	0.00	0.00	336.18	363.61	0.00	0.00	0.00	0.00	0.00	0.00
11917	11917-024	Darling Brew Thunder Bird 330ml X24	417.38	476.99	0.00	0.00	0.00	343.01	394.46	0.00	0.00	0.00	0.00	0.00	0.00
12449	12449-001	Bonetail Brand Apple Brandy 750ml	245.47	279.99	0.00	0.00	0.00	199.00	224.25	0.00	0.00	0.00	0.00	0.00	0.00
12541	12541-001	Duchess Gin & Tonic Floral 275ml	15.64	17.99	0.00	0.00	0.00	11.40	13.11	0.00	0.00	0.00	0.00	0.00	0.00
12541	12541-004	Duchess Gin & Tonic Floral 275ml X4	56.51	64.99	0.00	0.00	0.00	46.61	52.45	0.00	0.00	0.00	0.00	0.00	0.00
13161	13161-001	Barker & Co. Heula 200ml X24	363.60	349.99	0.00	0.00	0.00	246.99	263.00	0.00	0.00	0.00	0.00	0.00	0.00
13214	13214-001	Born Slavy Lager 330ml	15.64	17.99	0.00	0.00	0.00	13.04	15.00	0.00	0.00	0.00	0.00	0.00	0.00
13218	13218-024	Boston Lager 330ml Cans X24	293.64	339.99	0.00	0.00	0.00	259.13	298.00	0.00	0.00	0.00	0.00	0.00	0.00
13242	13242-001	Burning Boba Peach	224.77	269.99	0.00	0.00	0.00	193.00	178.25	0.00	0.00	0.00	0.00	0.00	0.00
13243	13243-001	Burning Boba Apple	78.25	89.99	0.00	0.00	0.00	39.71	45.67	0.00	0.00	0.00	0.00	0.00	0.00
13244	13244-001	Burning Boba Cherry	78.25	89.99	0.00	0.00	0.00	39.71	45.67	0.00	0.00	0.00	0.00	0.00	0.00
13246	13246-001	Burning Boba Blue	78.25	89.99	0.00	0.00	0.00	39.71	45.67	0.00	0.00	0.00	0.00	0.00	0.00
13247	13247-001	Burning Boba Mango	78.25	89.99	0.00	0.00	0.00	39.71	45.67	0.00	0.00	0.00	0.00	0.00	0.00
13248	13248-001	Burning Boba Pomegranate	78.25	89.99	0.00	0.00	0.00	39.71	45.67	0.00	0.00	0.00	0.00	0.00	0.00
13250	13250-001	Callmeister Soda 330ml Can	21.47	26.99	0.00	0.00	0.00	17.83	20.50	0.00	0.00	0.00	0.00	0.00	0.00
13269	13269-001	Caselle S.	31.30	35.99	0.00	0.00	0.00	22.74	26.15	0.00	0.00	0.00	0.00	0.00	0.00
13283	13283-001	Chochona Tonic 200ml	9.56	30.99	0.00	0.00	0.00	7.65	8.80	0.00	0.00	0.00	0.00	0.00	0.00
13283	13283-004	Chochona Tonic 200ml X4	37.38	40.99	0.00	0.00	0.00	30.61	35.20	0.00	0.00	0.00	0.00	0.00	0.00
13284	13284-001	Chochona Tonic 750ml	42.60	46.99	0.00	0.00	0.00	33.33	38.33	0.00	0.00	0.00	0.00	0.00	0.00
13304	13304-024	Twizza Pink Tonic Sugar Free 250ml X24	150.43	172.99	0.00	0.00	0.00	118.18	135.91	0.00	0.00	0.00	0.00	0.00	0.00
13301	13301-001	Churchy Peanut Cheese	22.00	25.99	0.00	0.00	0.00	17.00	19.25	0.00	0.00	0.00	0.00	0.00	0.00
13360	13360-001	Die Tulpe Beer 750ml	318.25	365.99	0.00	0.00	0.00	255.00	292.25	0.00	0.00	0.00	0.00	0.00	0.00
13375	13375-024	Darling Brew Pine Out! 330ml	356.51	408.99	0.00	0.00	0.00	400.46	460.53	0.00	0.00	0.00	0.00	0.00	0.00
13446	13446-001	Durban Southern Age Barrel 750ml	424.77	499.99	0.00	0.00	0.00	365.00	439.75	0.00	0.00	0.00	0.00	0.00	0.00
13460	13460-001	Duchess Gin Sparkling 750ml	89.95	99.99	0.00	0.00	0.00	69.00	78.25	0.00	0.00	0.00	0.00	0.00	0.00
13468	13468-001	El Captain Drifter Mexican Lager	15.22	17.50	0.00	0.00	0.00	11.46	13.18	0.00	0.00	0.00	0.00	0.00	0.00
13468	13468-004	El Captain Drifter Mexican Lager X4	60.86	69.99	0.00	0.00	0.00	46.83	52.71	0.00	0.00	0.00	0.00	0.00	0.00
13523	13523-024	Franchino Three Oaks Lager 340ml X24	479.25	549.99	0.00	0.00	0.00	429.91	484.65	0.00	0.00	0.00	0.00	0.00	0.00
13539	13539-001	G & T Mango Flavouring 20ml	30.43	35.00	0.00	0.00	0.00	20.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00
13540	13540-001	G & T Mixed Berries 20ml	30.43	35.00	0.00	0.00	0.00	20.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00
13542	13542-001	G & T Passion Fruit Flavouring 20ml	30.43	35.00	0.00	0.00	0.00	20.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00
13543	13543-001	G & T Pineapple Flavouring 20ml	30.43	35.00	0.00	0.00	0.00	20.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00
13544	13544-001	G & T Pomegranate 20ml	30.43	35.00	0.00	0.00	0.00	20.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00
13545	13545-001	G & T Raspberry Flavouring 20ml	30.43	35.00	0.00	0.00	0.00	20.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00


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.

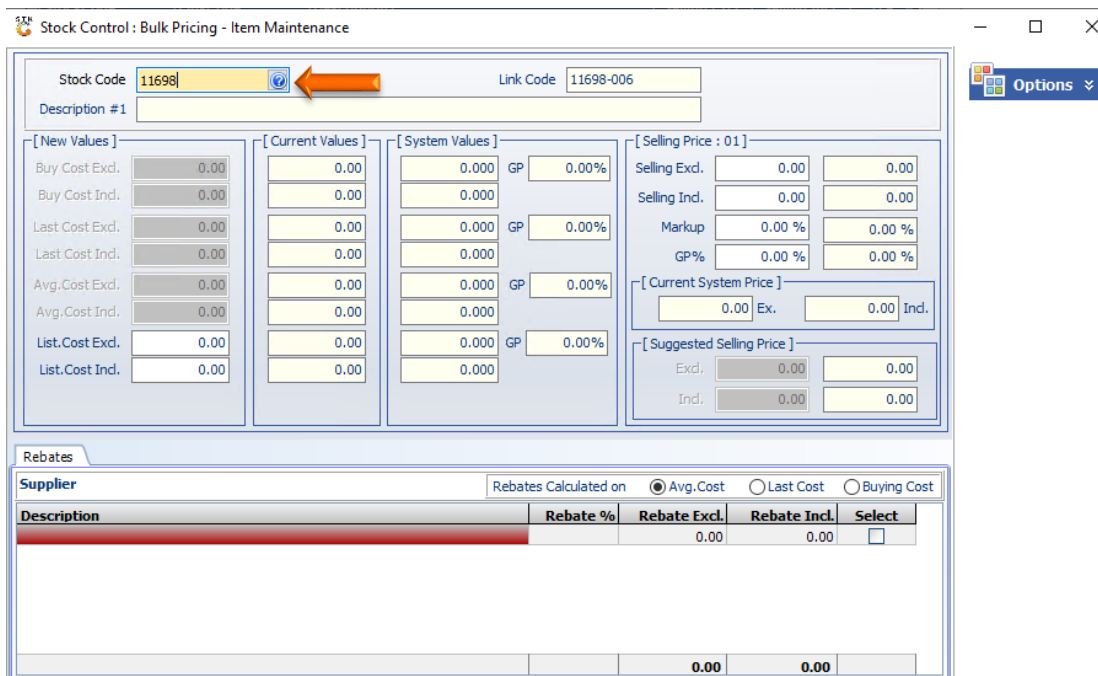
Status	Price No.	Description	Valid From	Valid To	PK Code	Rptg	Selling	Sugg Sell	Last Cost	Avg Cost	Buy Cost
OPEN	10800005	DEMO IMPORT	2020/08/13		01	SP					

- 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



- 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.



- 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.

Stock Code: 11698, Link Code: 11698-001, Description #1: 031 Vodka 750ml

[ New Values ]	[ Current Values ]	[ System Values ]	[ Selling Price : 01 ]
Buy Cost Excl. 0.00000	0.00000	230.00000 GP 25.49%	Selling Excl. 0.00 308.70
Buy Cost Ind. 0.00000	0.00000	264.50000	Selling Incl. 0.00 355.00
Last Cost Excl. 0.00000	0.00000	230.00000 GP 25.49%	Markup 0.00 % 34.22 %
Last Cost Ind. 0.00000	0.00000	264.50000	GP% 0.00 % 25.49 %
Avg. Cost Excl. 0.00000	0.00000	230.00000 GP 25.49%	[ Current System Price ]
Avg. Cost Ind. 0.00000	0.00000	264.50000	308.70 Ex. 355.00 Ind.
List. Cost Excl. 250.00000	50.00000	230.00000 GP 157.40%	[ Suggested Selling Price ]
List. Cost Ind. 287.50000	57.50000	264.50000	Excl. 0.00 0.00
			Ind. 0.00 0.00

Rebates: Supplier: [ ] - Rebates Calculated on:  Avg. Cost  Last Cost  Buying Cost

Description	Rebate %	Rebate Excl.	Rebate Incl.	Select
	0.00		0.00	<input type="checkbox"/>
	0.00		0.00	<input type="checkbox"/>

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

Bulk Price No. 10800009, Price Code 01, Description TEST VERSION, Valid From 2020/10/28, Valid To [ ]

[ Columns to Update ]

- Selling Prices
- Last Cost
- Buying Cost
- Ripple Prices to Child Items
- Avg. Cost
- List Cost
- Suggested Selling Prices

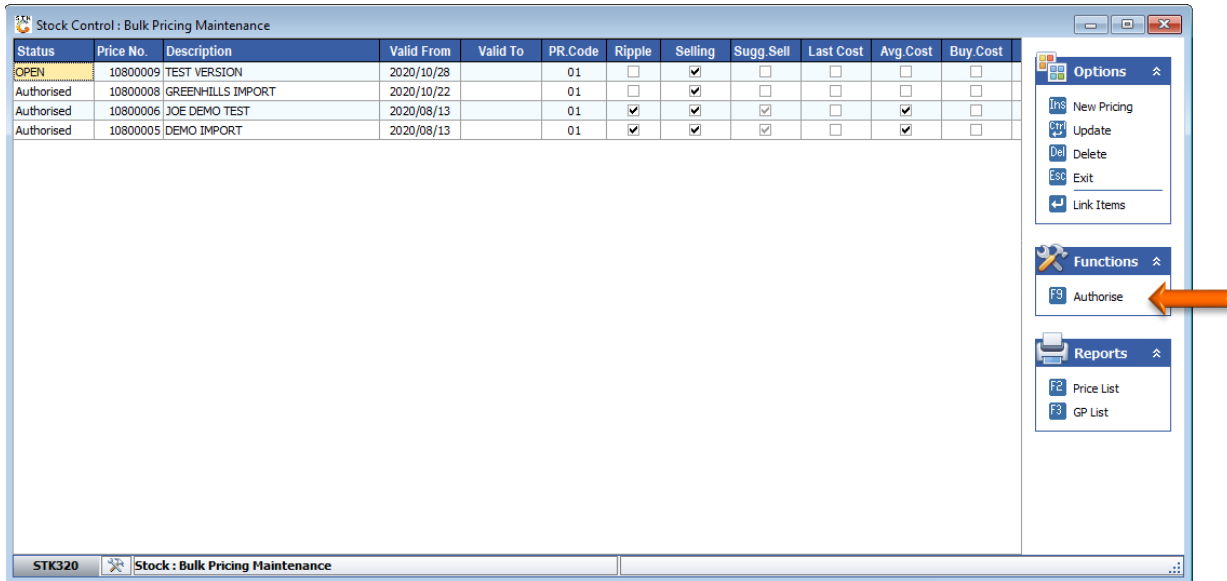
StockCode	LinkCode	Description1	Selling Excl.	Selling Incl.	G.P. %
11698	11698-001	031 Vodka 750ml	308.70	355.00	25.49
63728	63728-001	1659 Natural Sweet Rose 750ml	36.51	41.99	40.00

Options: Add Item, Update, Delete, Exit

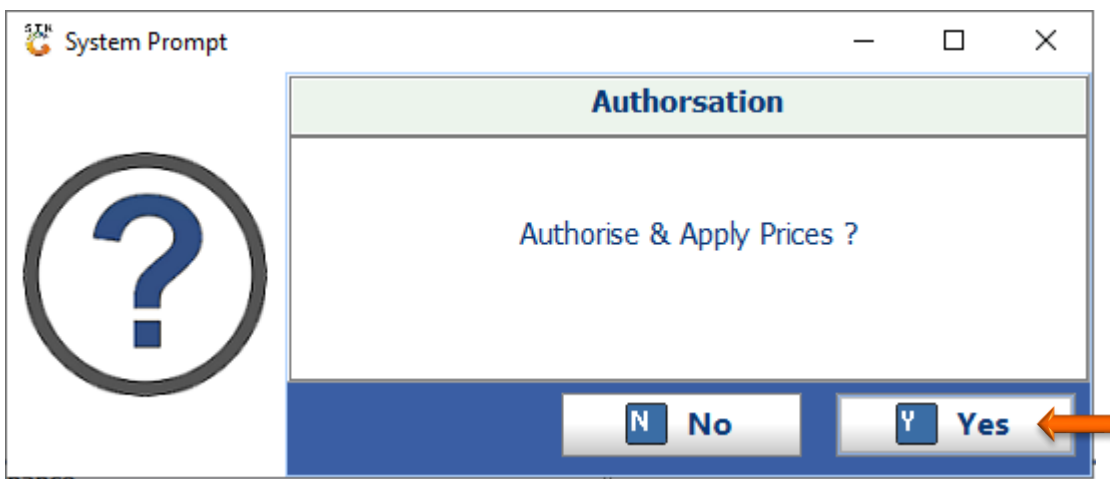
Functions: F5 Bulk Import, F7 CSV Import, F9 Full Import, Ctrl D Delete Grid Items



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 😊