How to Guide
Change Cost Price of a Stock Item

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How to Change the Cost Price of a Stock Item

1. Log into Genesis.
2. Select **Stock Control** from the main menu.
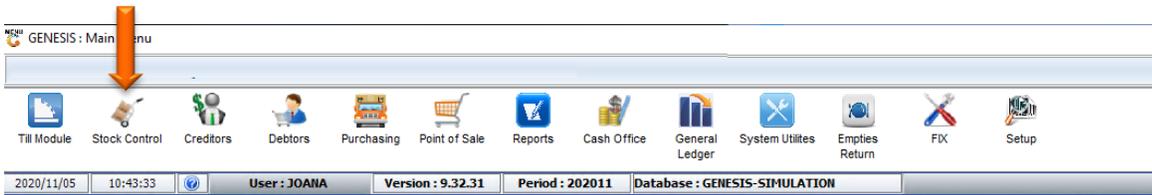
3. Select **Master Files**.
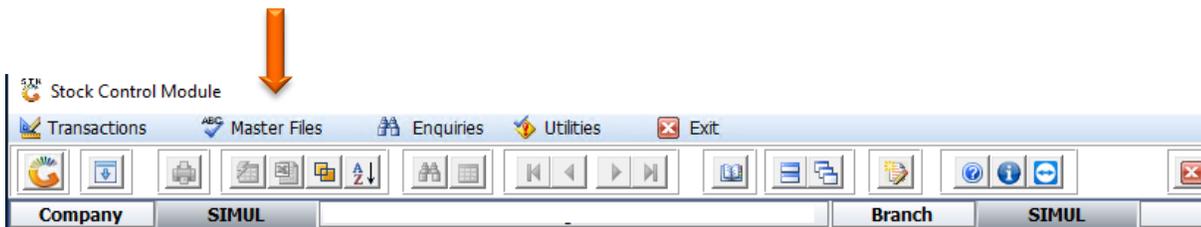
4. Select the **Stock Item** from the grid and press **Enter** on your keyboard or click on **View/Update** under the Options menu.
   You can also **search** for the stock item by using one of the various search functions under the Search menu.

5. Press the **Ctrl and F8** simultaneously on your keyboard.

6. Enter the new cost in the **Last Cost** and **Avg Cost** fields. Press **Enter** on your keyboard after each amendment. The stock revaluation figures will be amended accordingly.

7. Once price amended, press **F10** on your keyboard or click on **Save** under the Options menu.
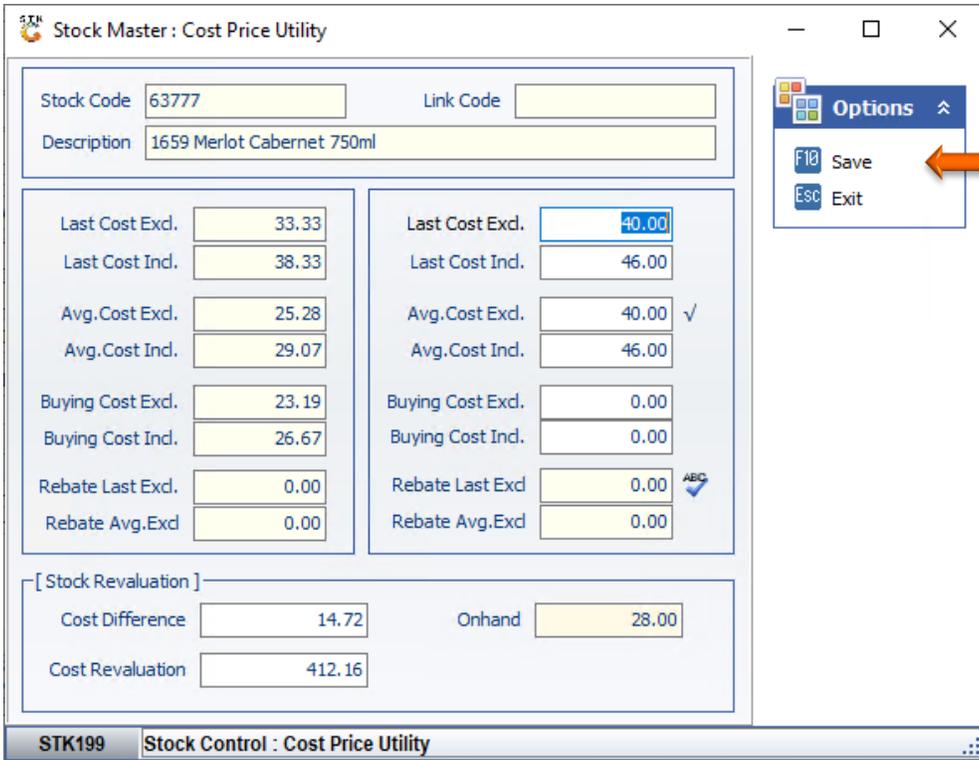
8. Press **Esc** on your keyboard or click on **Exit** under the Options menu.
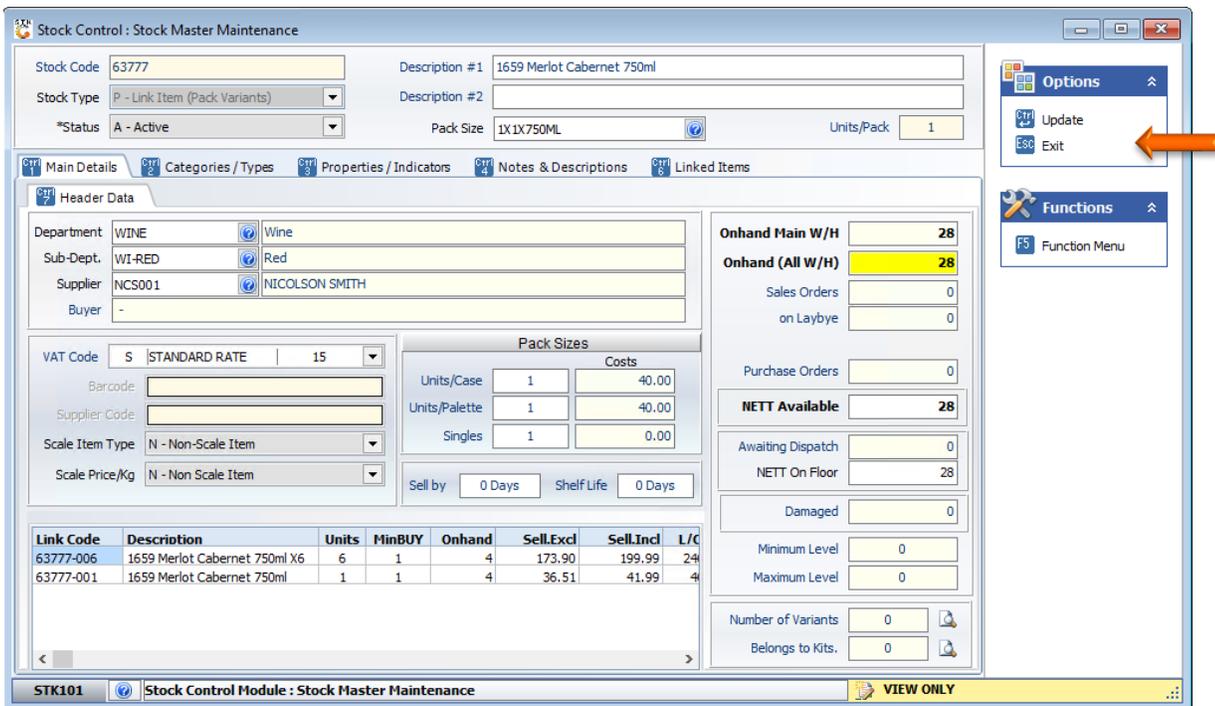
And that concludes the User Guide 😁