



How to Guide Change Cost Price of a Stock Item

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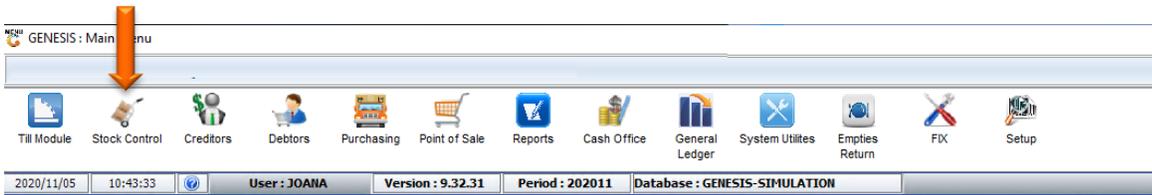
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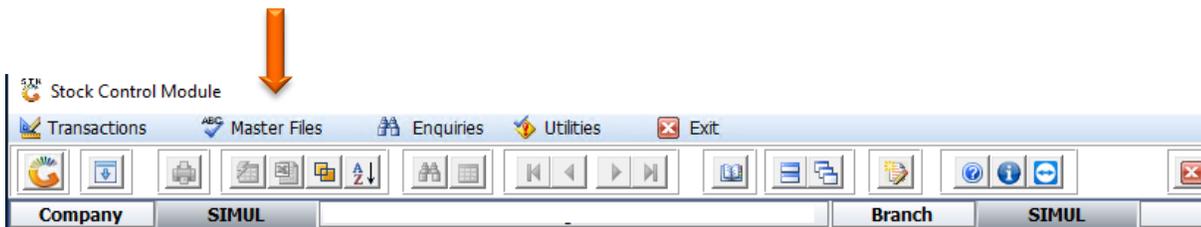


How to Change the Cost Price of a Stock Item

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.

StockCode	Description1	Onhand	Selling Excl.	Selling Incl.	BarCode	Supplier	DeptCod
63354	Airsops N/Salt Lemon Sangria 5%	0	0.00	0.00		OTP001	NON FOO
63355	Airsops N/Salt Melon Gum 5%	0	0.00	0.00		OTP001	NON FOO
63357	Airsops N/Salt Grape Cognac 3.6%	0	0.00	0.00		OTP001	NON FOO
63359	Airsops N/Salt Lemon Sangria 3.6%	0	0.00	0.00		OTP001	NON FOO
63360	Airsops N/Salt Melon Gum 3.6%	0	0.00	0.00		OTP001	NON FOO
63719	Alvis Drift Signature Viognier 750ml	3	0.00	0.00		A005	WINE
63728	1659 Natural Sweet Rose 750ml	15	0.00	0.00		KWV001	
63744	Aftershock Fizzy Orange 750ml	-26	0.00	0.00		BSU001	SPIRITS
63777	1659 Merlot Cabernet 750ml	28	0.00	0.00		NCS001	WINE
63778	1659 Sauvignon Blanc 750ml	-90	0.00	0.00		NCS001	WINE
63832	Afzal Hubbly Aluminum Foil	0	0.00	0.00		OTP001	
63833	Afzal 50G Black Licorice	3	0.00	0.00		OTP001	
63834	Afzal Bubblegum Molasses 50g	0	0.00	0.00		OTP001	TOBACCC
63836	Afzal Ecstasy Molasses 50g	-1	0.00	0.00		OTP001	TOBACCC
63837	Afzal Mintos Molasses 50g	0	0.00	0.00		OTP001	TOBACCC
63838	Afzal Ocean Mix Molasses 50g	10	0.00	0.00		OTP001	TOBACCC
63839	Afzal Pan Raas Molasses 50g	0	0.00	0.00		OTP001	TOBACCC
63840	Afzal 50G Red Energy	0	0.00	0.00		OTP001	
63841	Afzal Tropical Explosion Molasses 50g	2	0.00	0.00		OTP001	TOBACCC
63842	Amaren Peach 50g	1	0.00	0.00		OTP001	
63845	Afzal Molasses Grapes 50g	0	0.00	0.00		WIC001	TOBACCC
63969	Afzal 50G Choco Pan Latte	8	0.00	0.00		OTP001	
63970	Afzal Peach Molasses 50g	3	0.00	0.00		OTP001	TOBACCC
63971	Afzal Molasses Berry Blast 50g	0	0.00	0.00		WIC001	TOBACCC
63977	Afzal 50G Pan Macarons Supreme	8	0.00	0.00		OTP001	

Options

- Add Item
- View / Update
- Exit

Search

- F2 Stock Code
- F3 Description
- F4 Generic Desc.
- F4 Department
- F5 Barcode
- F6 Alt.Barcode
- F6 Suppliers Code
- F7 Supplier Acc.
- F8 Variant
- F9 Categories

Right Click on Grid for Shortcut Menu

STK100 Stock Master Maintenance Records Displayed : 500 Standard View

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

Stock Code: 63777 Description #1: 1659 Merlot Cabernet 750ml
 Stock Type: P - Link Item (Pack Variants) Description #2:
 *Status: A - Active Pack Size: 1X1X750ML Units/Pack: 1

Options: Update, Exit
 Functions: F5 Function Menu

Header Data:
 Department: WINE Wine
 Sub-Dept: WI-RED Red
 Supplier: NCS001 NICOLSON SMITH
 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: 40.00
 Units/Palette: 1 Costs: 40.00
 Singles: 1 Costs: 0.00
 Sell by: 0 Days Shelf Life: 0 Days

Link Code	Description	Units	MinBUY	Onhand	Sell.Excl	Sell.Incl	L/C
63777-006	1659 Merlot Cabernet 750ml X6	6	1	4	173.90	199.99	24
63777-001	1659 Merlot Cabernet 750ml	1	1	4	36.51	41.99	4

Onhand Main W/H: 28
 Onhand (All W/H): 28
 Sales Orders on Laybye: 0
 Purchase Orders: 0
 NETT Available: 28
 Awaiting Dispatch: 0
 NETT On Floor: 28
 Damaged: 0
 Minimum Level: 0
 Maximum Level: 0
 Number of Variants: 0
 Belongs to Kits: 0

STK101 Stock Control Module : Stock Master Maintenance VIEW ONLY

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.

Stock Code: 63777 Link Code:
 Description: 1659 Merlot Cabernet 750ml

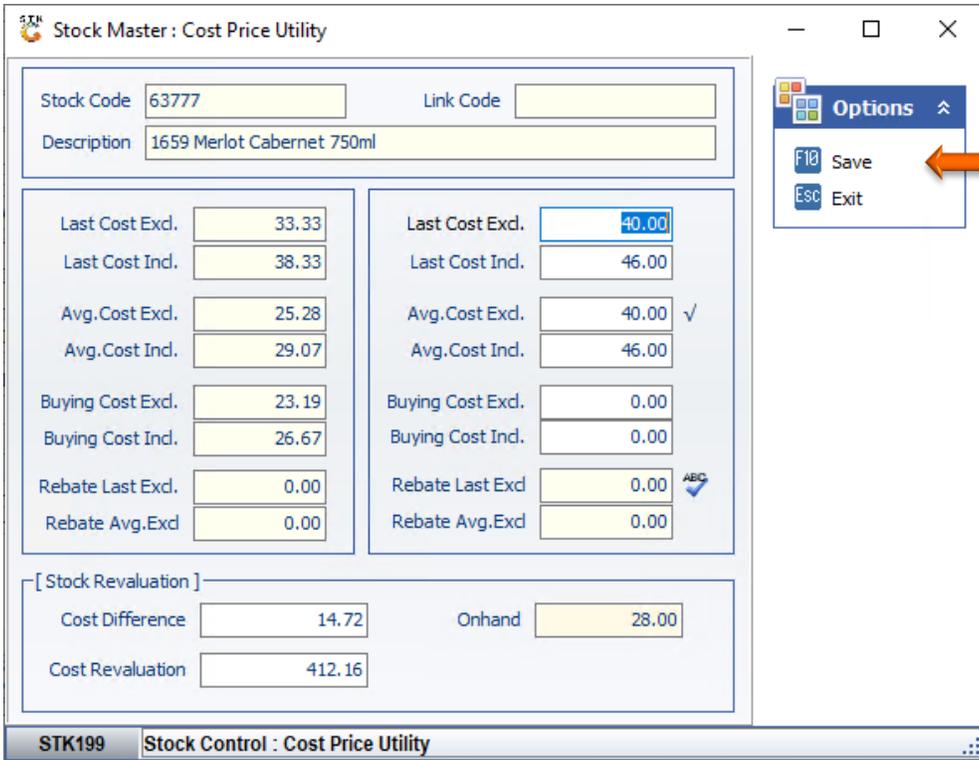
Options: F10 Save, Esc Exit

Last Cost Excl.	33.33	Last Cost Excl.	40.00
Last Cost Ind.	38.33	Last Cost Ind.	46.00
Avg. Cost Excl.	25.28	Avg. Cost Excl.	40.00 ✓
Avg. Cost Ind.	29.07	Avg. Cost Ind.	46.00
Buying Cost Excl.	23.19	Buying Cost Excl.	0.00
Buying Cost Ind.	26.67	Buying Cost Ind.	0.00
Rebate Last Excl.	0.00	Rebate Last Excl.	0.00
Rebate Avg. Excl.	0.00	Rebate Avg. Excl.	0.00

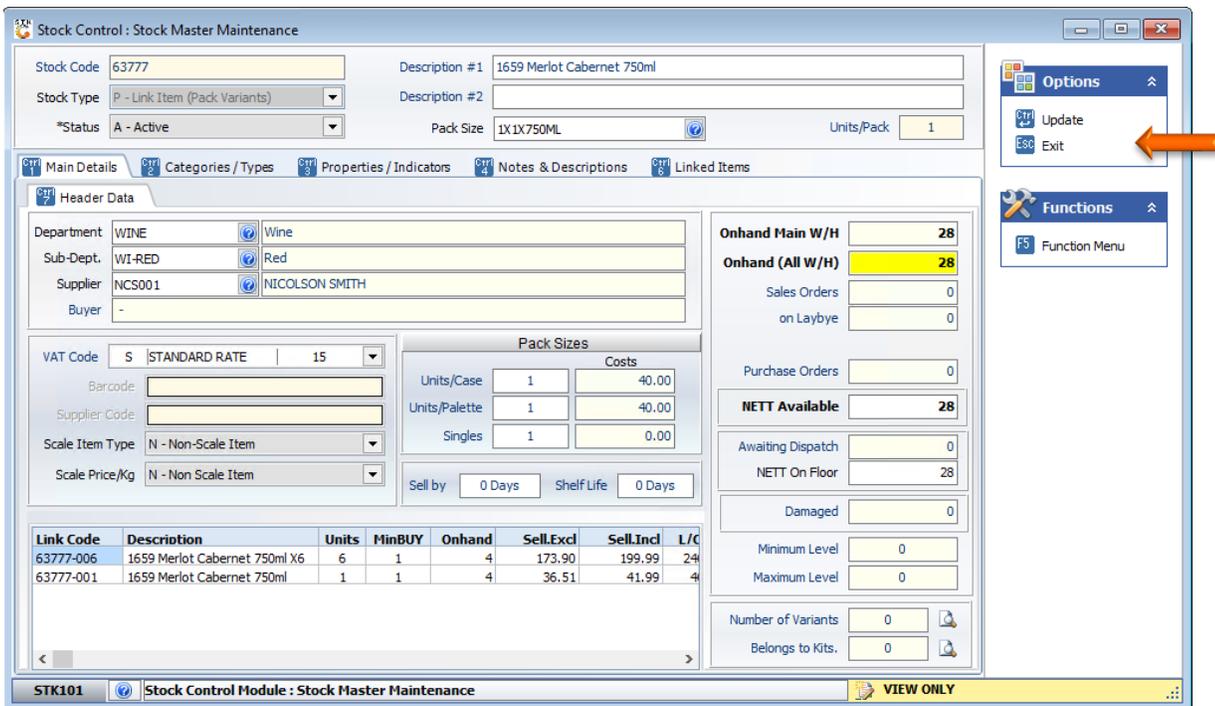
[Stock Revaluation]
 Cost Difference: 14.72 Onhand: 28.00
 Cost Revaluation: 412.16

STK199 Stock Control : Cost Price Utility

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 😊