How to Guide
Adding/Updating Selling Prices on The Stock Master

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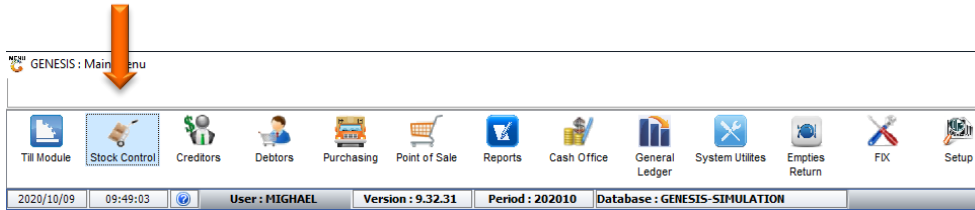*Tel: (012) 654 0300*
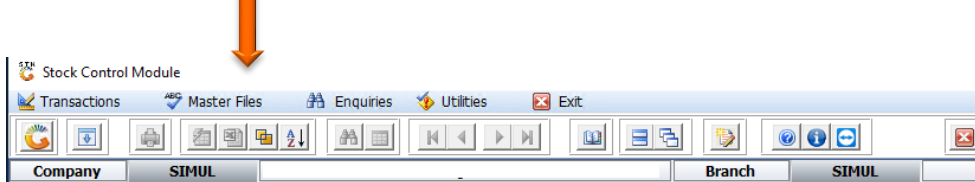
Mail: helpdesk@mrj.co.za

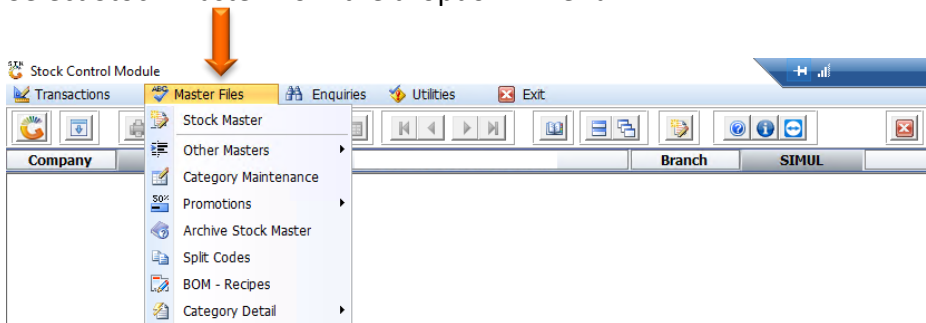# How to Add/Update Selling Prices on the Stock Master

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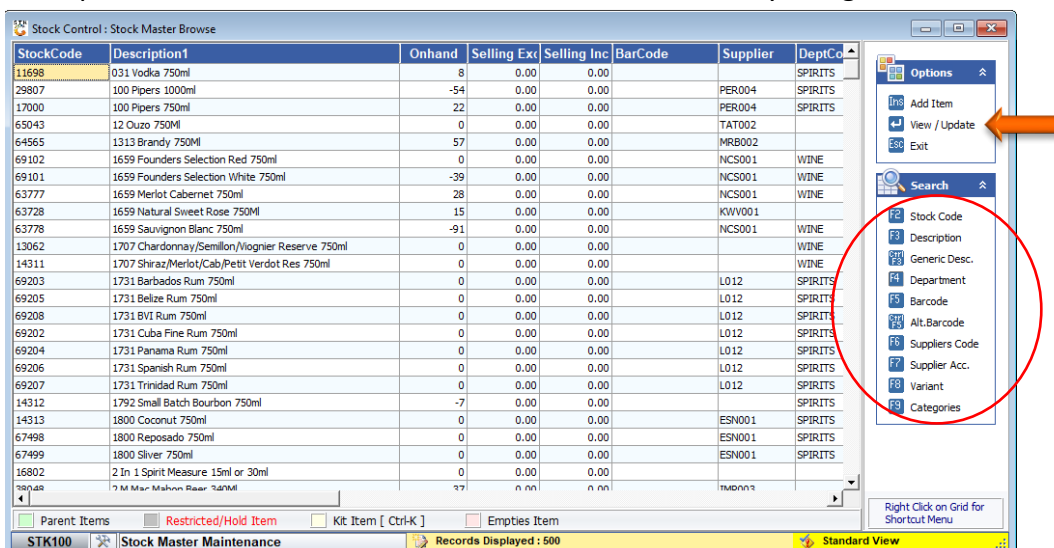2. Select Stock Control from the main menu

3. Select Master Files

4. Select Stock Master from the dropdown menu.

5. Select the **Stock Item** from the grid and press **Enter** on or your keyboard or click on **View/Update** under the Options menu. You can also search for the stock item by using the functions under the **Search Menu**

6. Click on the **Linked Items** Tab

7. Select the item that a selling price must be added for from the grid and press the **Enter** key on or your keyboard or select **View/Update** from the Child Items menu

8. Select the **Selling Prices** tab

9. Press **Insert** on your keyboard or click on **Add Price** from the Prices menu.

10. Enter the appropriate Selling Price (Exclusive or Inclusive). **Press Enter on your keyboard until the item is added to the grid.**

11. Press **F10** on your keyboard or select **Save** on the right-hand menu.

12. The price will now reflect accordingly. To Exit the screen, press **ESC** on your keyboard or click on **Exit** under the Options Menu
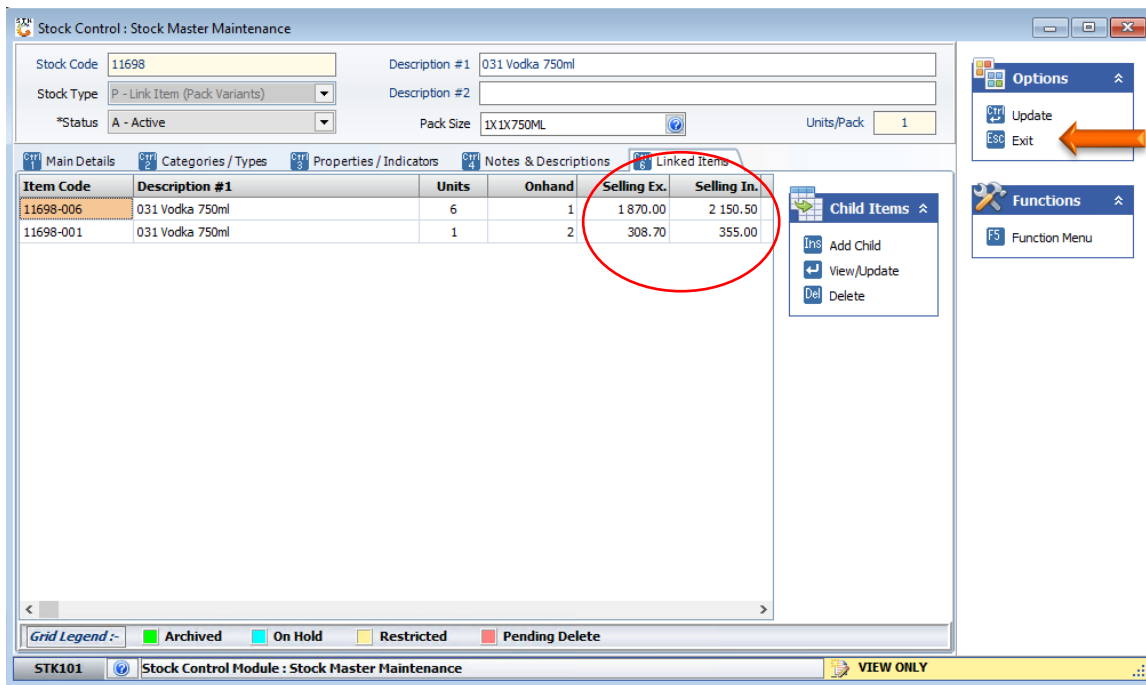
And that concludes the User Guide😁