



How to Guide Change Cost Price of a Stock Item

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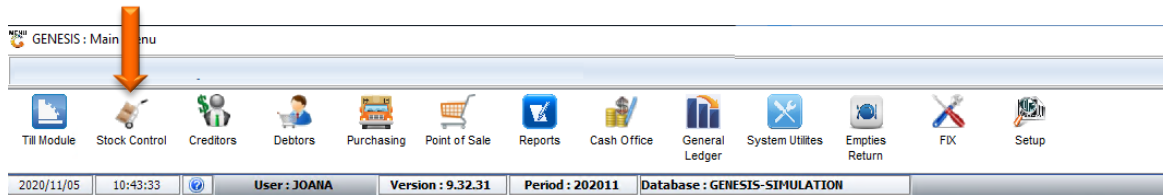
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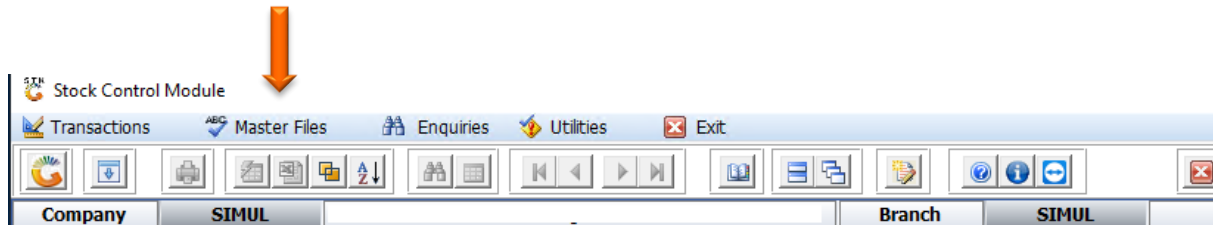


How to Change the Cost Price of a Stock Item

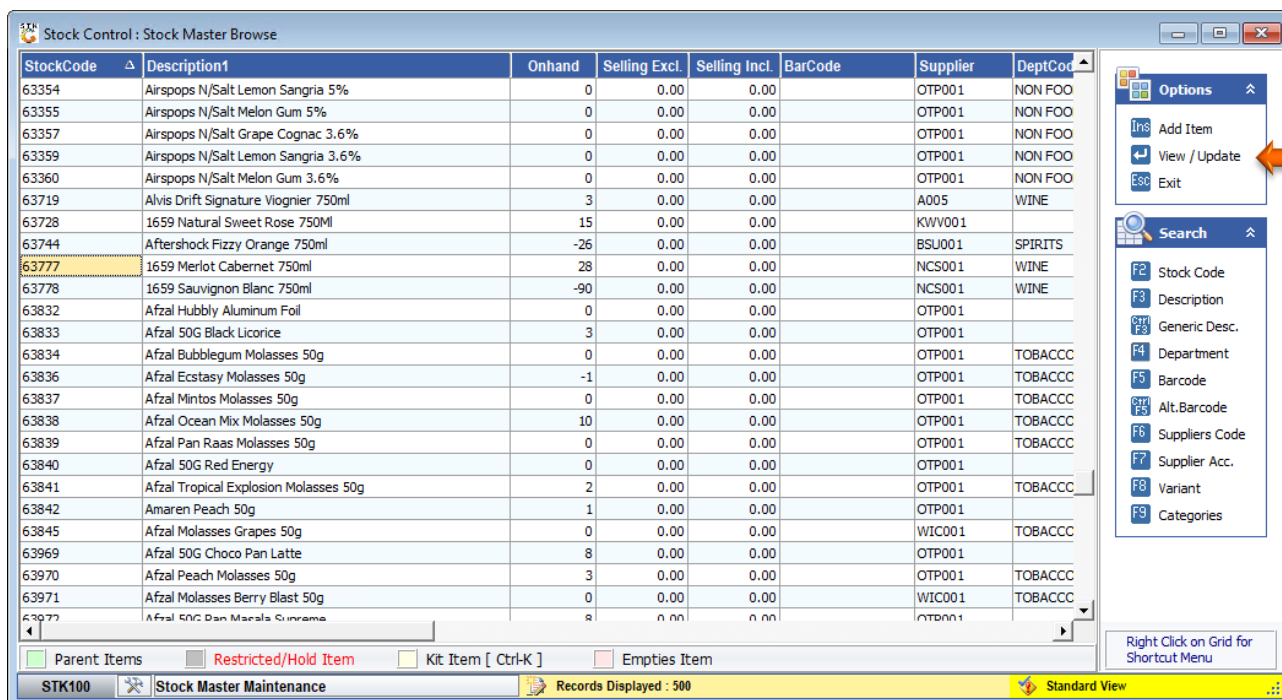
1. Log into Genesis.
2. Select **Stock Control** from the main menu.



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.



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

Stock Control : Stock Master Maintenance

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

Main Details Categories / Types Properties / Indicators Notes & Descriptions Linked Items

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	Costs
Units/Case	1	40.00
Units/Palette	1	40.00
Singles	1	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

- 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 Master : Cost Price Utility

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

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.

Stock Master: Cost Price Utility

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

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

[Stock Revaluation]

Cost Difference: 14.72 Onhand: 28.00

Cost Revaluation: 412.16

Options: F10 Save, Esc Exit

STK199 Stock Control : Cost Price Utility

8. Press **Esc** on your keyboard or click on **Exit** under the Options menu.

Stock Control: Stock Master Maintenance

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Main Details Categories / Types Properties / Indicators Notes & Descriptions Linked Items

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		40.00
Singles	1		0.00

Sell by: 0 Days Shelf Life: 0 Days

Link Code	Description	Units	MinBUY	Onhand	Sell.Excd	Sell.Ind	L/C
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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: 0 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

Options: Update, Esc Exit

Functions: F5 Function Menu

STK101 Stock Control Module : Stock Master Maintenance VIEW ONLY

And that concludes the User Guide 😊