

How to Guide Update Selling Price on a Grv

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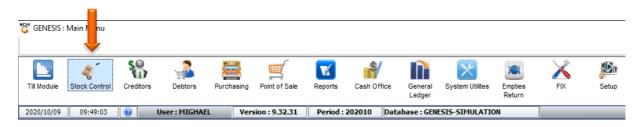
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How to Amend/Update Selling Prices on a GRV

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



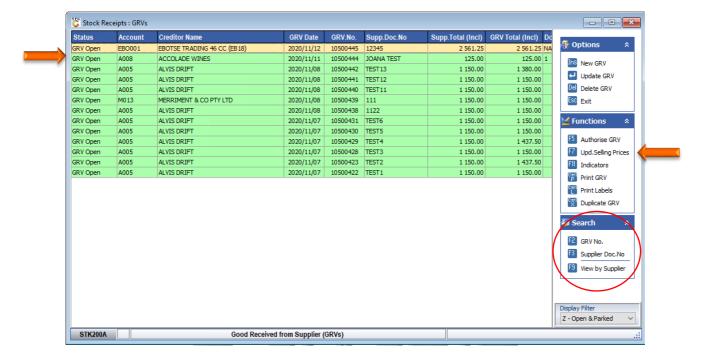
3. Select Transactions.



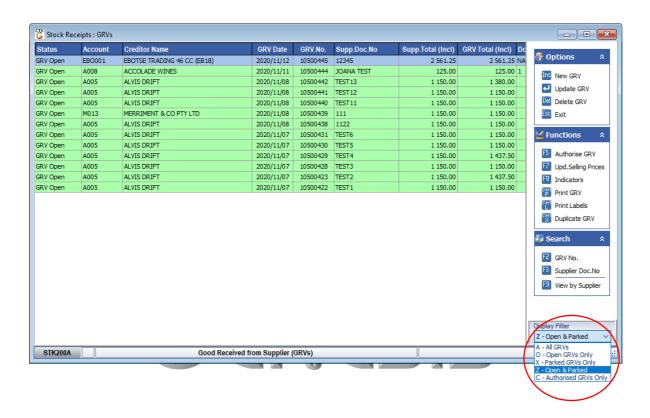
4. Select Stock Receipts (GRV'S)



- 5. Select the GRV that you wish to update Selling Price/s for from the grid. You can also use the functions under the Search menu to search for the related GRV
- 6. Press **F7** on your keyboard or click on **Upd.Selling Prices** in the righthand side Functions menu

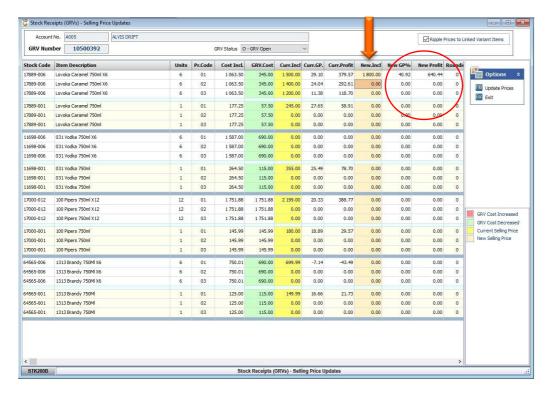


7. If the GRV was already authorised, select the **Drop-Down** box and click **All GRV's** and follow the procedure as per point 5 and 6 above.



8. Click on the **New Incl.** column of the stock item and price code you wish update. Capture the new price and press **Enter** on your keyboard.

You will notice that the New GP% and New Profit columns etc. for that item will automatically update



9. Press **F10** on your keyboard or select **Update Prices** from the right-hand side Option menu to save the changes made.

