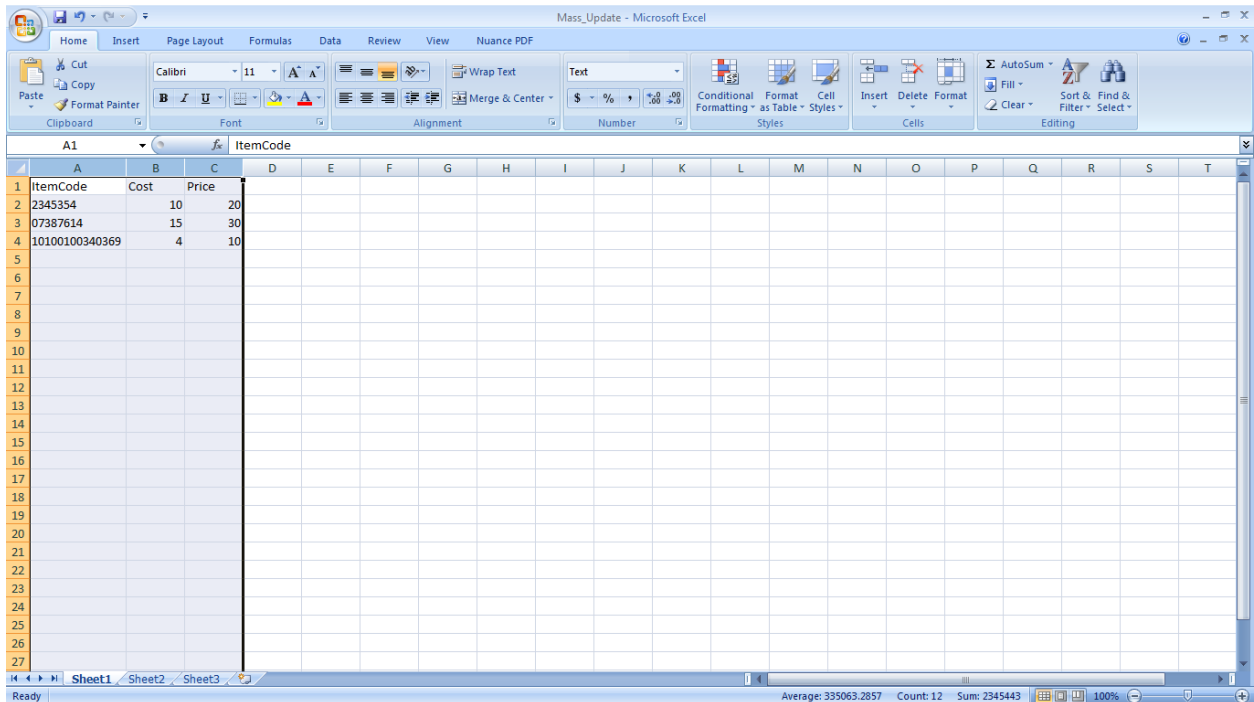


Mass Updates on Cost/Price

POsexpress Version 3.0

1. Prepare an Excel sheet with your item codes, prices and costs (if updating both values).
Note, if you are only updating costs, you can eliminate the price column. If you are only updating prices, you can eliminate the cost column.



The screenshot shows a Microsoft Excel spreadsheet titled "Mass_Update - Microsoft Excel". The spreadsheet has four columns: A (ItemCode), B (Cost), C (Price), and D (ItemCode). The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	ItemCode	Cost	Price																	
2	2345354	10	20																	
3	07387614	15	30																	
4	10100100340369	4	10																	
5																				
6																				
7																				
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2. Open the Inventory Module
3. At the top of the screen, click on Inventory – Mass Updates on Price and Cost

Inventory Help

Batch Receive

ISBN Update

Mass Updates on Price and Cost

Update Rate Prices



Supplier

Mass Updates on Price and Cost ×

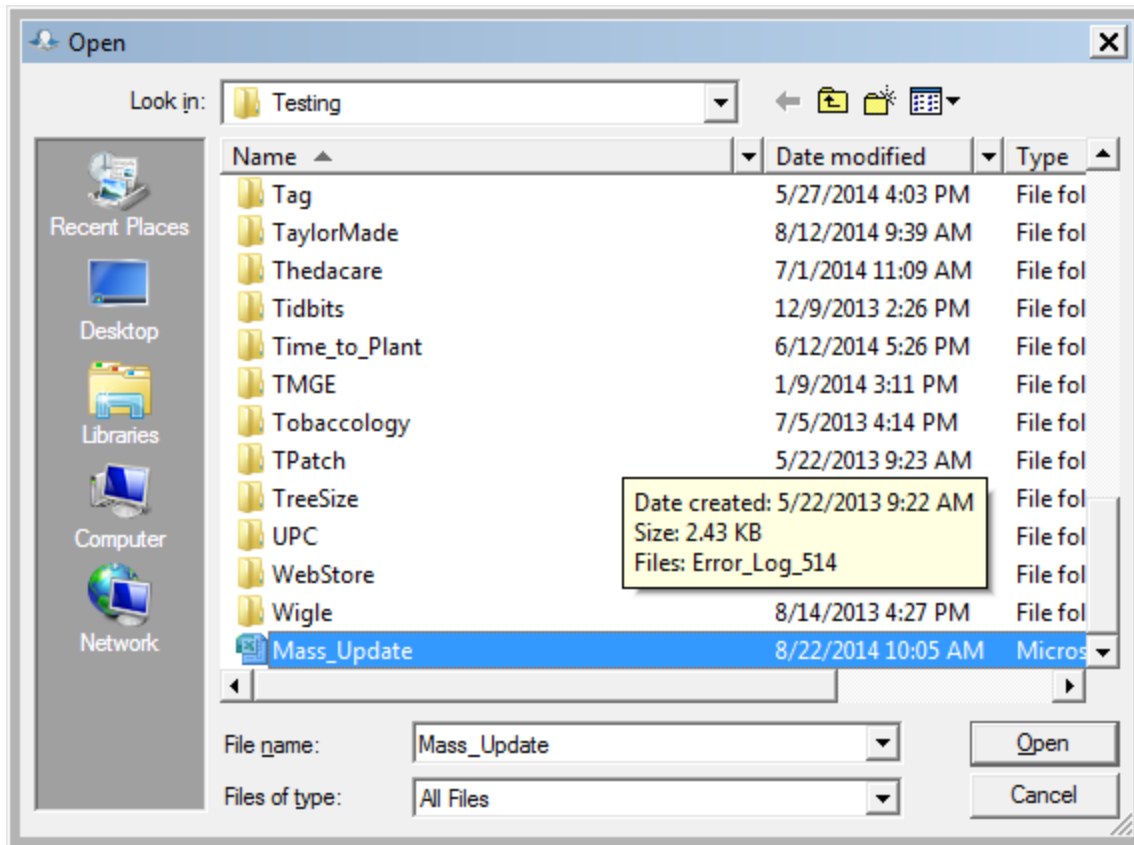
Step1: Choose source file and map columns.

Browse...

Column Name	Mapping Column
-------------	----------------

Next

4. Click on the “Browse” button and navigate to the Excel file that contains the updated information.



NOTE – the file cannot be open or in use during the import.

5. Map your fields if necessary. For example, if your header row contains different field names, you will need to map the information to the appropriate database field. Also, if you are not updating COST, do not map that field. If you are not updating PRICE, do not map that field. If one of these fields is not mapped, the data in POSexpress will remain the same as it currently is.

Mass Updates on Price and Cost

Step1: Choose source file and map columns.

C:\DATA\Testing\Mass_Update.xlsx Browse...

Column Name	Mapping Column
ItemCode	ItemCode
Cost	Cost
Price	Price

Next

6. Select the NEXT button.
7. This will provide you a screen where you can preview and/or edit the information if needed.

Mass Updates on Price and Cost



Step2: Preview or edit data before updating.

	ItemCode	Cost	Price
	2345354	<input type="text" value="\$10.00"/>	<input type="text" value="\$20.00"/>
	07387614	<input type="text" value="\$15.00"/>	<input type="text" value="\$30.00"/>
	10100100340369	<input type="text" value="\$4.00"/>	<input type="text" value="\$10.00"/>

Row(s): 3

Status: 0%

Back

Start Update

8. Once you have verified that the information is correct, click the "Start Update" button.
9. The next screen will display the results of the import/update process.

Mass Updates on Price and Cost



Step3: View result.

Status	Price Changed	Cost Changed	ItemCode
Completed	<input type="checkbox"/>	<input type="checkbox"/>	2345354
Completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07387614
Completed	<input type="checkbox"/>	<input type="checkbox"/>	10100100340369

Summary

Failed (Rows): 0
Completed (Rows): 3
Total (Rows): 3

Back

Finish

10. Your inventory information will now be updated in POSexpress.