Item/Service Price

Module Guide: Item/Service Price (Item Price Management)

Module Location

Inventory > Item/Service Price

Module Objective

The **Item/Service Price** module functions as a control center for managing and updating the selling prices of all items. This module provides an efficient way to make price changes in bulk on a single screen, as well as providing an audit trail to track all price change history.

1. Main View (Price List)

The main page of this module is an interactive list that displays all items along with their cost price and selling price.

View and Key Feature Explanation

- **View**: This page displays a list of all items with columns such as **Item/Service Code, Item/Service Name, COGM** (Cost), and **Price** (Selling Price).
- **Key Feature**: The **Price** column contains an input box, allowing you to change the selling price of each item directly on this page.

2. Steps to Update Item Prices

1. **Find the Item**: Use the **Item Name Code** filter at the top to search for the specific item whose price will be changed.

2. **Change the Price**: Type the new selling price directly into the box in the **Price** column for each relevant item.

3. **Save Changes**: After you have finished changing all the necessary prices, click the **[Save]** button in the bottom-left corner. The new price will become active immediately and will be used for all subsequent sales transactions.

3. Change History (Audit Trail)

Every price change you save will be automatically recorded by the system. The **Changed By** and **Last Change** columns show who made the change and when it occurred, which is crucial for audit purposes.

Tips & Important Notes

- Ensure you have sufficient authorization before changing prices, as this action will have a direct impact on all new sales transactions.

- Use the **COGM** column as a reference when determining a new selling price to ensure a healthy profit margin.

- This is a crucial module for the **Sales, Marketing, and Product Management** teams.

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