

# Item/Service Price

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

### Module Location

Inventory > Item/Service > 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, and also provides an audit log 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 of Goods Manufactured), 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 filters at the top to search for the specific item whose price will be changed, or scroll directly through the list.
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. Price Change Log (Log Update Price)

Every price change you save will be automatically recorded in a history log for audit purposes.

This log displays:

- Which item's price was changed.
- The new price that was set.
- Who changed it (**Changed By**).
- When the change was made (**Last Change**).

## Tips & Important Notes

- This is a very powerful tool. Ensure you have sufficient authorization before changing prices, as it 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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