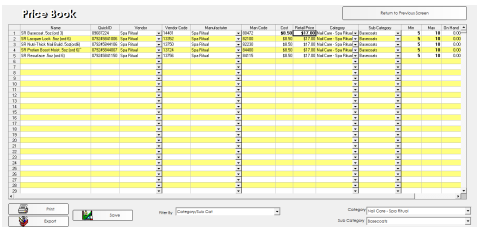


# price book

The Price Book is a great tool for updating inventory.



## Price Book

1. From Blueprints, click the Price Book button.
2. Select from the Filter by drop down menu:
  - Category - then select a category from the Category drop down menu.
  - Category/Sub Cat - then select a category from the Category drop down menu and select a sub category from the Sub Category drop down menu.
  - Manufacturer – then select a manufacturer from the Manufacturer drop down menu
  - Vendor - then select a vendor from the Vendor drop down menu
3. Use the column headers to sort your list, by clicking once.
4. Click in the field you would like to update:
  - Product name
  - QuickID
  - Vendor
  - Vendor Code
  - Manufacturer
  - Manufacturer Code
  - Cost
  - Retail Price
  - Category
  - Sub Category
  - Minimum
  - Maximum
    - ❖ Creating an inventory adjustment or performing an inventory count is the only way to edit your On Hand quantity.
5. The updated fields will be in bold for easy confirmation of your changes.
6. When all updates are complete, click the Save button. Preview the information in the Proposed Changes to Products window. Select the rows you'd wish to save, or click the Select All button. Click the Apply Changes button to save your changes.
  - ❖ To view the spreadsheet version (recommended) go to Blueprints – Inventory and access the default settings. Answer Yes to Price Book – Enable spreadsheet version?