

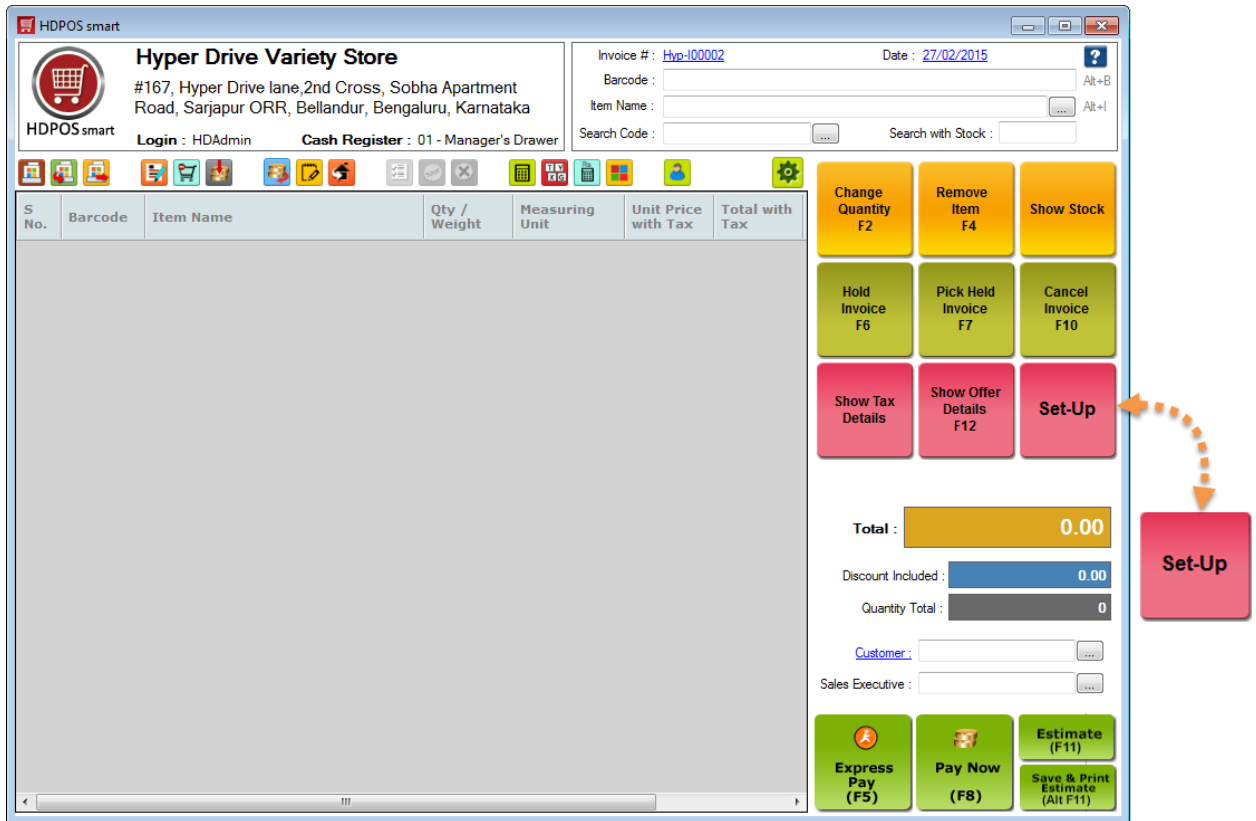
How to change prices for multiple items at once?



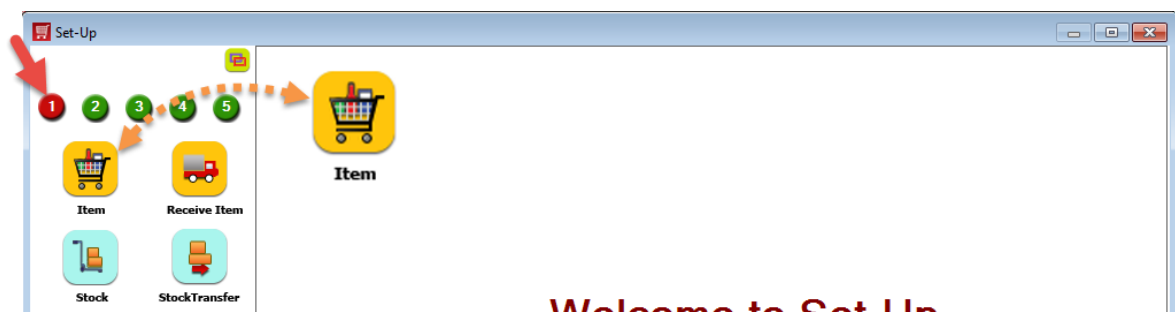
HDPOS smart Tutorials

Changing prices for multiple items can be achieved by Change Price Manager in HDPOS smart. To do this, please follow the below steps:

1. Run **HDPOS smart**.
2. From **Main Invoice Screen**, select **Set-up**.



3. From the 1st page of **Set-Up**, select **Item**.





4. From **Manage Items** screen, click on **Change Price** button.

Categories

Show All Category Items

Search

Category Name
Books for reference
CBSE
ICSE
Laptops

Total Records : 4

Items

Show Inactive Items Only

Show Images

Search

Item Name	Barcode	Search Code	MRP	Sales Price	Sales Measur
Biology CBSE 7th Grade	T00004		352.00	352.00	Qty
CBSE 7th Standard Book Set	T00006		0.00	0.00	Qty
Chemistry CBSE 7th Grade	T00003		352.00	352.00	Qty
Physics CBSE 10th Grade	T00005		400.00	400.00	Qty
Physics CBSE 7th Grade	T00002		372.00	372.00	Qty

Total Records : 5

Backup Database Restore Database Go Back To Main Screen About Us Feedback

5. From **Change Price Manager** window that opens, click on **Add Change Price**.

Change Price Manager

Search

Change Price Number	Date	Business Location	Creator	Note
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Total Records : 0

Close



6. In **Change Price Document** screen that opens, select the all the items for which you want to change the prices.

You can change- **Purchase price**, **Sales price** and **MRP** of an item. All the columns that can be edited are shown in blue color. You can also change **Sales price Markup** and **Margin** depending on purchase price to give new values for sales price.

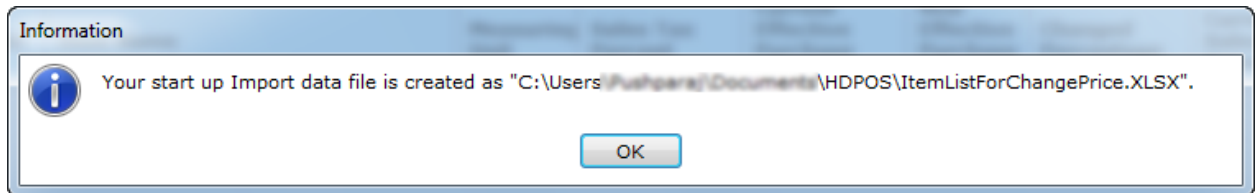
S No.	Barcode	Item Name	Measuring Unit	Sales Tax Percent	Current Effective Purchase Price	New Effective Purchase Price	Changed Percentage	Current Sales Price	New Sales Price	Changed Percentage	MRP	Sales Price Markup Percent
1	T00004	Biology CBSE 7th Grade	Qty		58.00	58.00	0.00	352.00	352.00	0.00	352.00	506.90

7. If you want to change price for many items, you have to create a template by clicking on '**Create Excel template for Change Price**' button.

S No.	Barcode	Item Name	Measuring Unit	Sales Tax Percent	Current Effective Purchase Price	New Effective Purchase Price	Changed Percentage	Current Sales Price	New Sale Price
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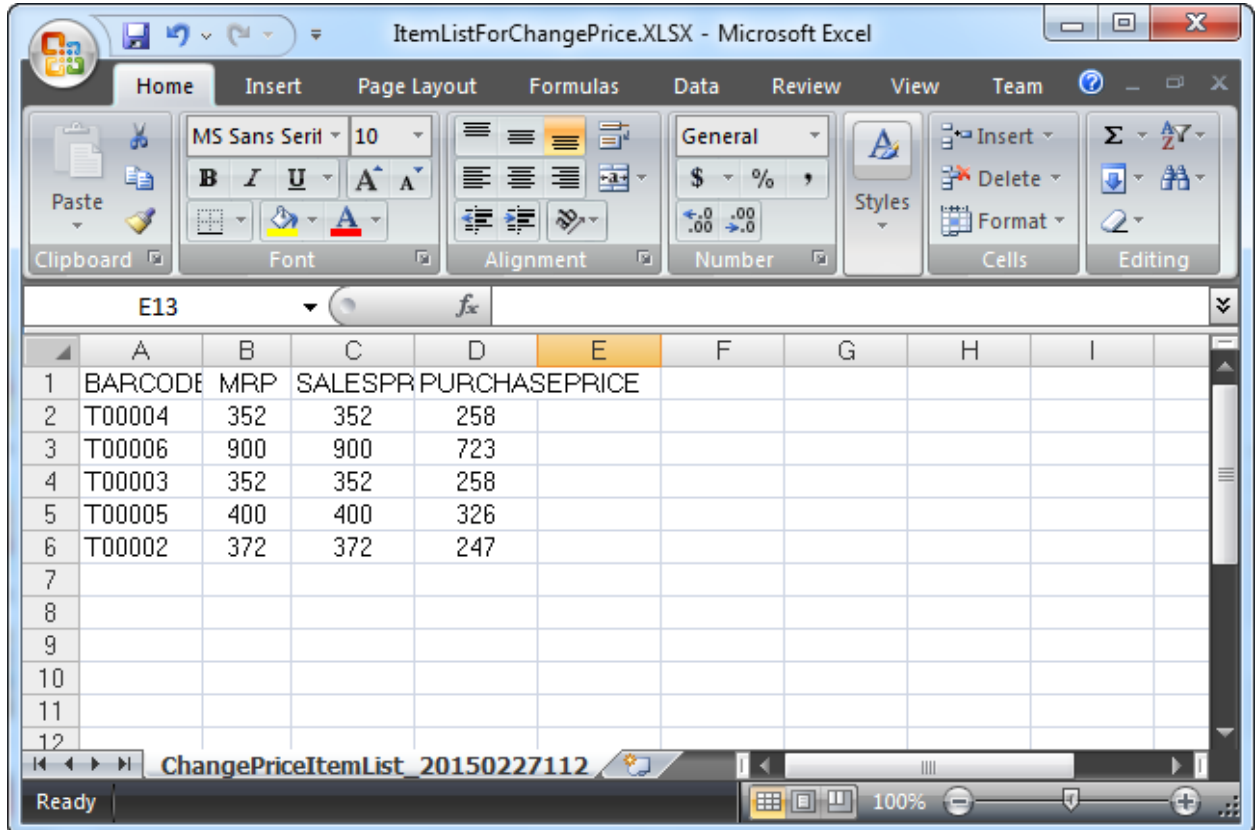
8. An excel file will be created and the path of it will be shown to you in a message as shown below. Click on OK to open the empty excel file template.



9. If you know the barcodes of items for which you want to change the price, then enter all barcodes and new prices for items as shown below. Save this excel file and close it.

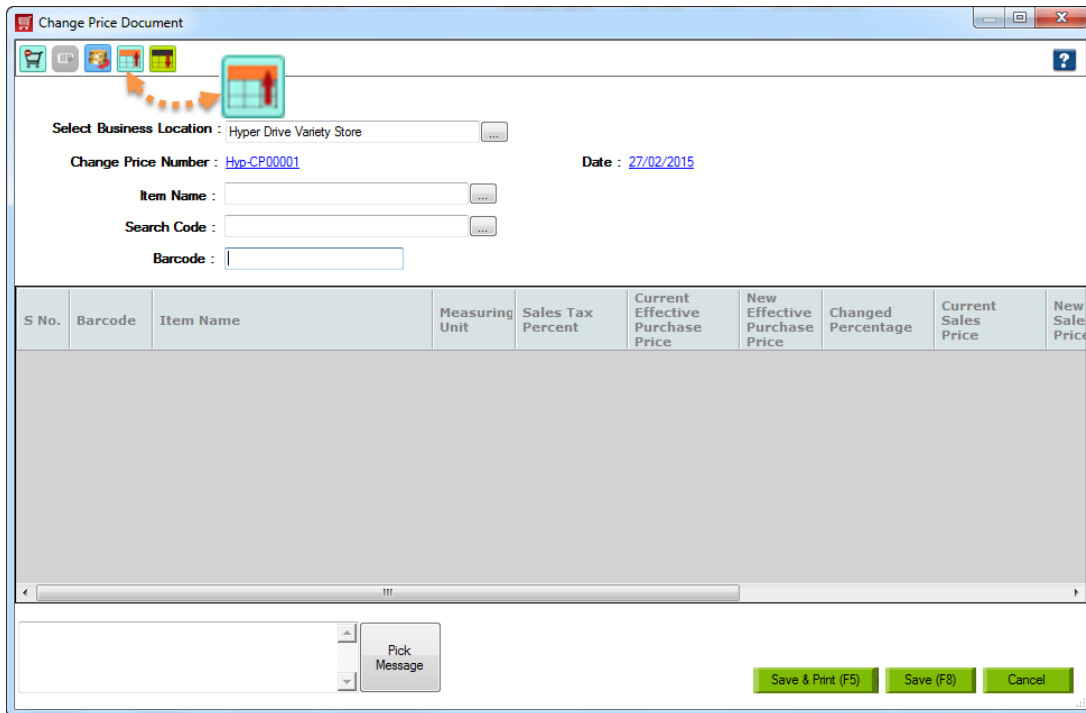
Note:

- While adding data to template file, if you have only barcodes of the item, you can enter them in the excel file and upload that excel only.
- All the data of Purchase Price, Sales price and MRP will be retrieved from database and current values will be shown for them.
- Then you can modify the values and click on Save.
- This kind of facility will be useful when you are collecting your item's barcodes with a wireless barcode reader and want to see what the current prices of items are and then change them.

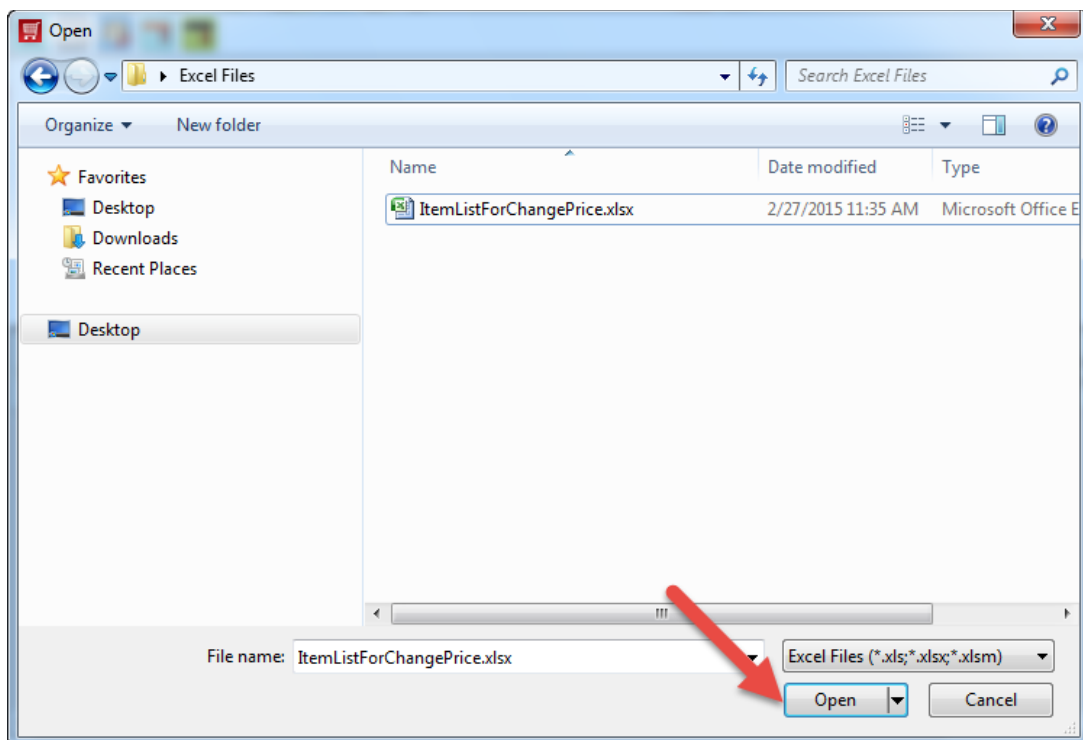




10. From the Change Price Document window click on the 'Upload Item for Change Price' button to upload the saved excel from the step 9.

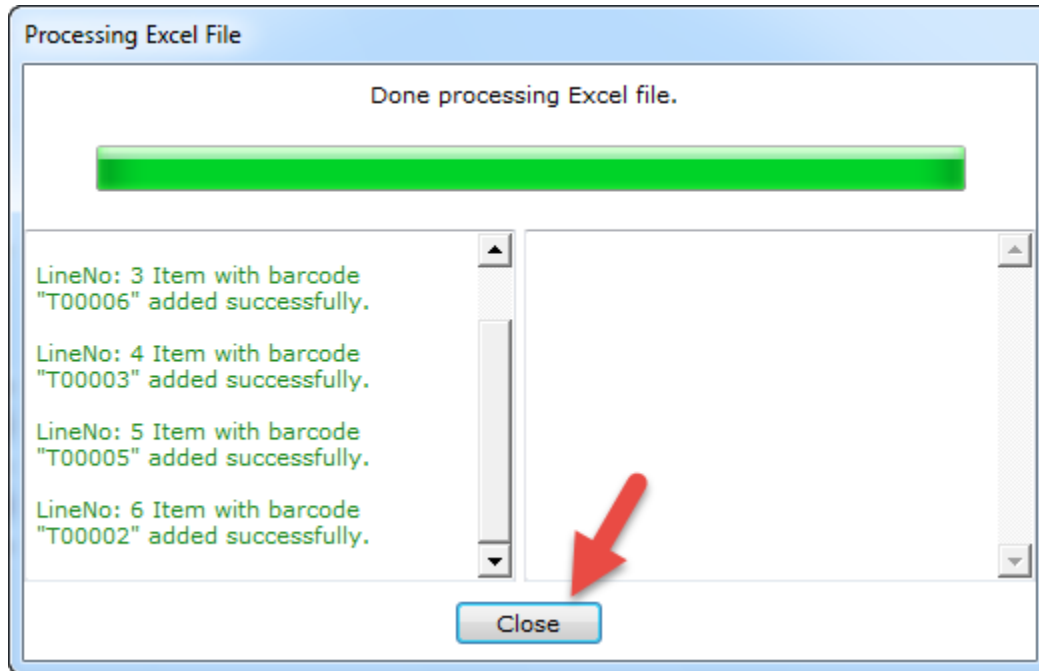


11. From the Open window that appears, select the excel file and click on **Open**.

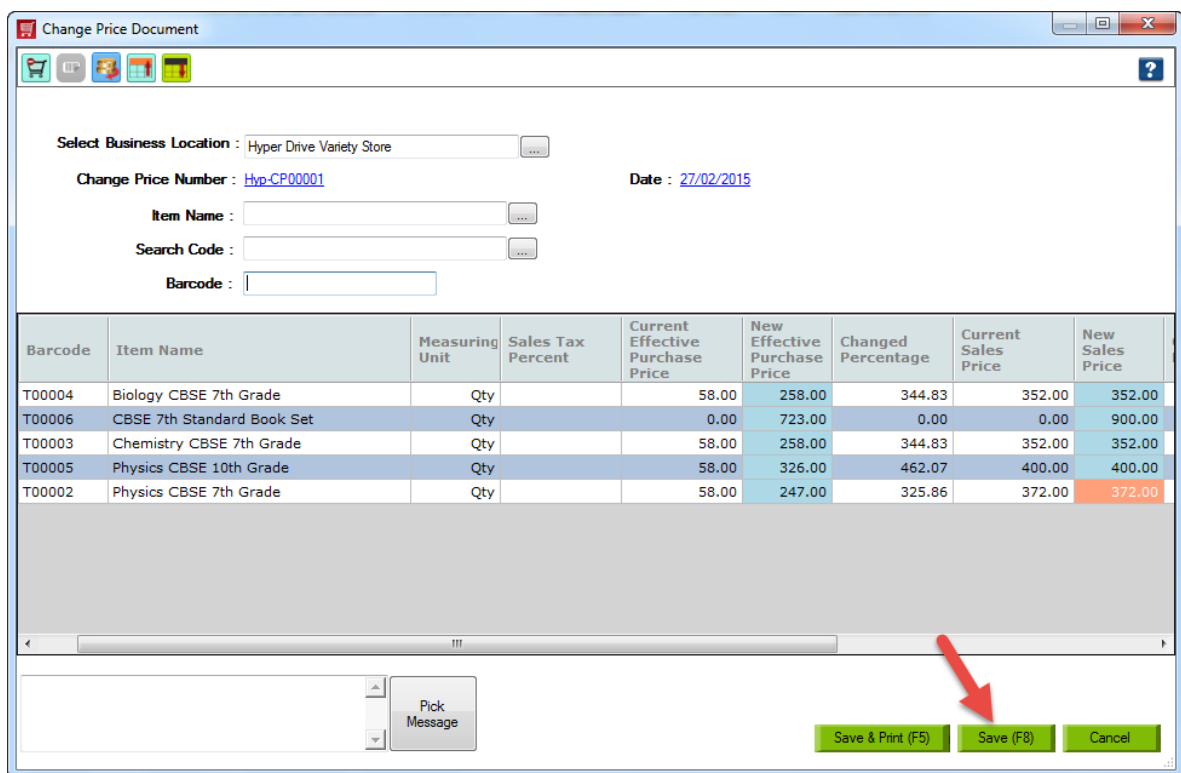




12. The excel file will be processed and data will be added here as shown below. Click on **Close**.



13. All the items will be added with new price details and click on **Save** to save these details.





14. An entry will be created for this change price document as shown below.

The screenshot shows a software window titled "Change Price Manager". At the top left, there are icons for adding (+) and deleting (-) records. At the top right, there is a search bar with a "Search" button and a help icon (?). Below these is a table with the following data:

Change Price Number	Date	Business Location	Creator	Note
Hyp-CP00001	27/02/2015 11:47 AM	Hyper Drive Variety Store	HDAdmin	

At the bottom of the window, it says "Total Records : 1" and there is a "Close" button.