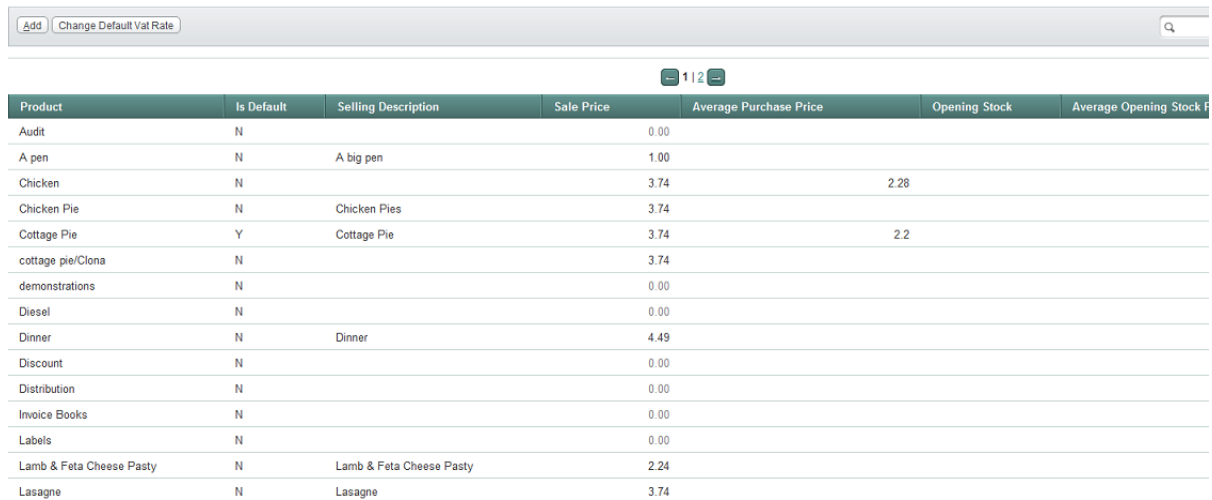


How to Edit a Product or Service.

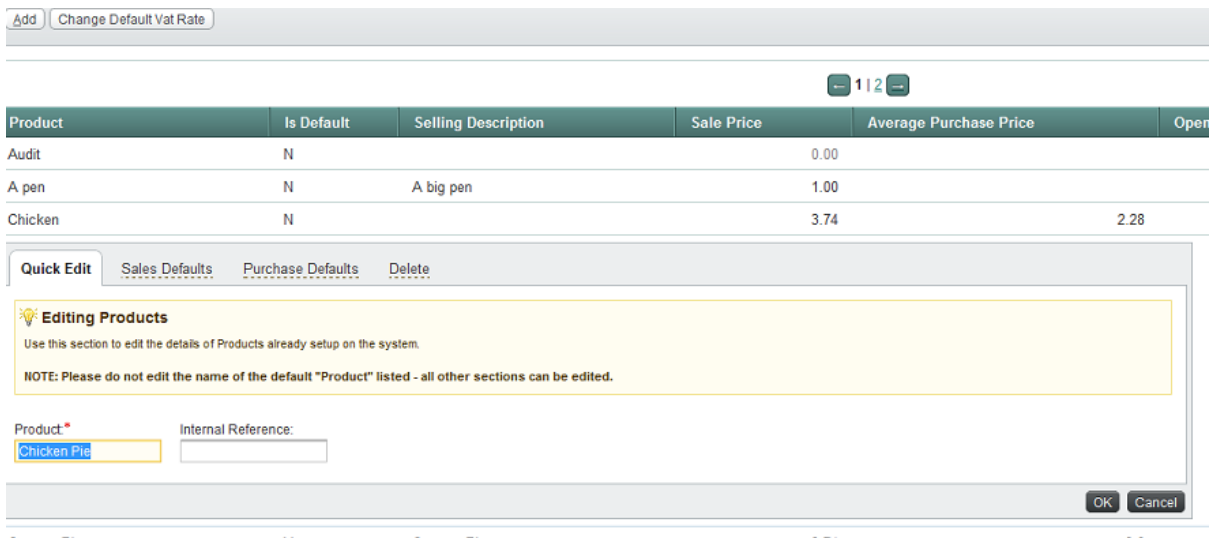
Go to Tools and Products or Services



Product	Is Default	Selling Description	Sale Price	Average Purchase Price	Opening Stock	Average Opening Stock Price
Audit	N		0.00			
A pen	N	A big pen	1.00			
Chicken	N		3.74		2.28	
Chicken Pie	N	Chicken Pies	3.74			
Cottage Pie	Y	Cottage Pie	3.74		2.2	
cottage pie/Clona	N		3.74			
demonstrations	N		0.00			
Diesel	N		0.00			
Dinner	N	Dinner	4.49			
Discount	N		0.00			
Distribution	N		0.00			
Invoice Books	N		0.00			
Labels	N		0.00			
Lamb & Feta Cheese Pasty	N	Lamb & Feta Cheese Pasty	2.24			
Lasagne	N	Lasagne	3.74			

This will bring up a list of your products, using the search box at the top right hand side of your screen search for the name .

Click on your product name and then select either Sales Defaults or Purchase Defaults depending on which details you want to edit.



Quick Edit | Sales Defaults | Purchase Defaults | Delete

Editing Products
Use this section to edit the details of Products already setup on the system.
NOTE: Please do not edit the name of the default "Product" listed - all other sections can be edited.

Product: Internal Reference:

OK Cancel

The Sales Defaults are details of Products that appear in the dropdown list in the Item box when entering a Sales Invoice and Purchase Defaults are the details of Products that appear in the dropdown list in the Item box when entering a purchase invoice.

Product	Is Default	Selling Description	Sale Price	Average Purchase Price	Open
Audit	N		0.00		
A pen	N	A big pen	1.00		
Chicken	N		3.74	2.28	

Quick Edit
Sales Defaults
Purchase Defaults
Delete

Selling Description:

Sale Price:

💡 Editing Product Sale Details

This section can be used to edit the Sales defaults for the Product selected.

Selling VAT Rate:

Sales Nominal:

Cottone Pie	Y	Cottone Pie	3.74	2.28	
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Once you have made your changes to you product click the OK button.