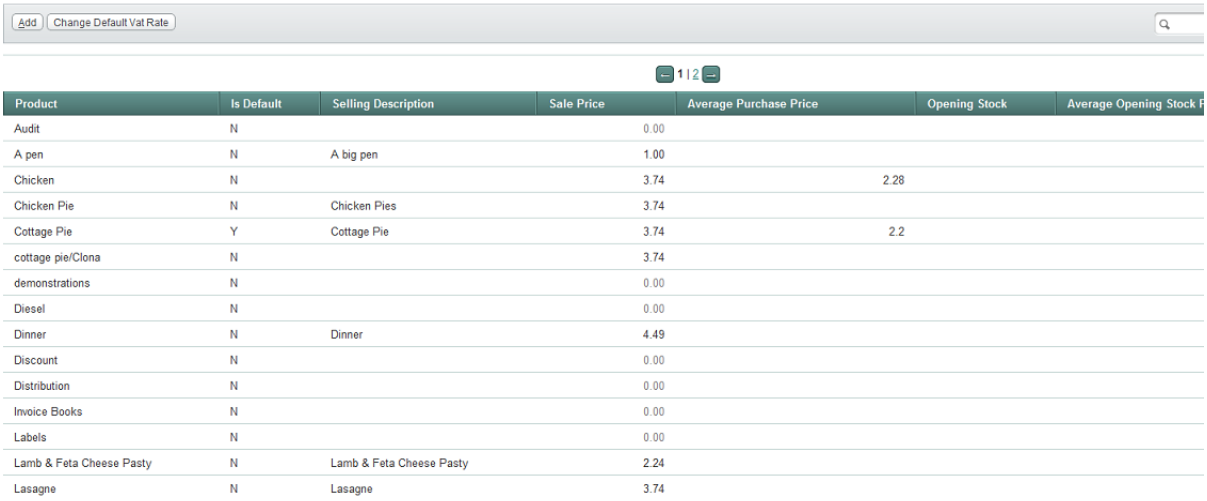
How to Edit a Product or Service.

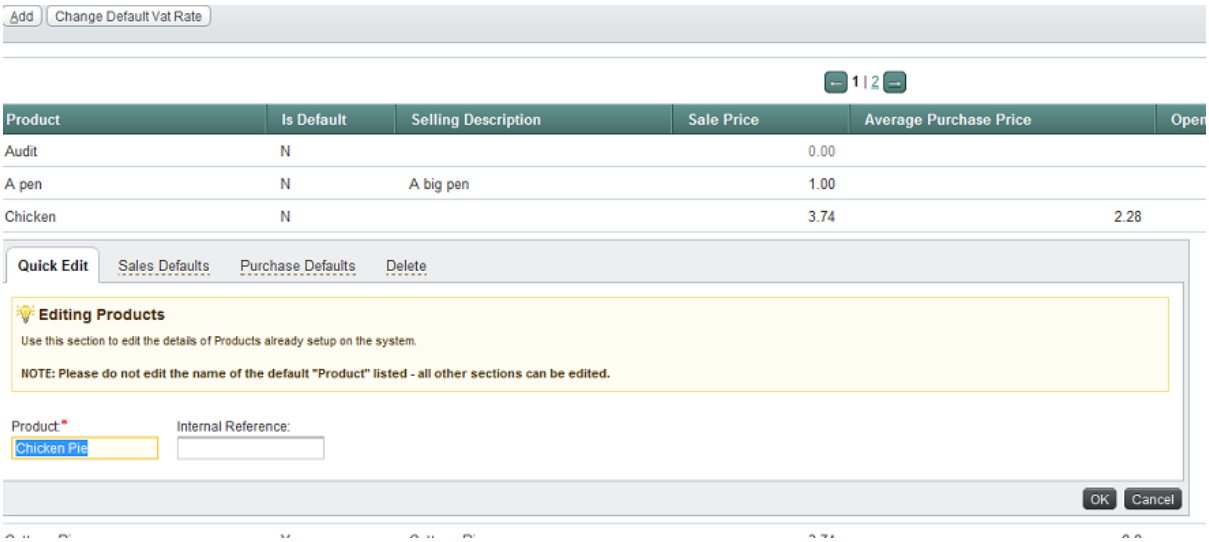
Go to Tools and Products or Services



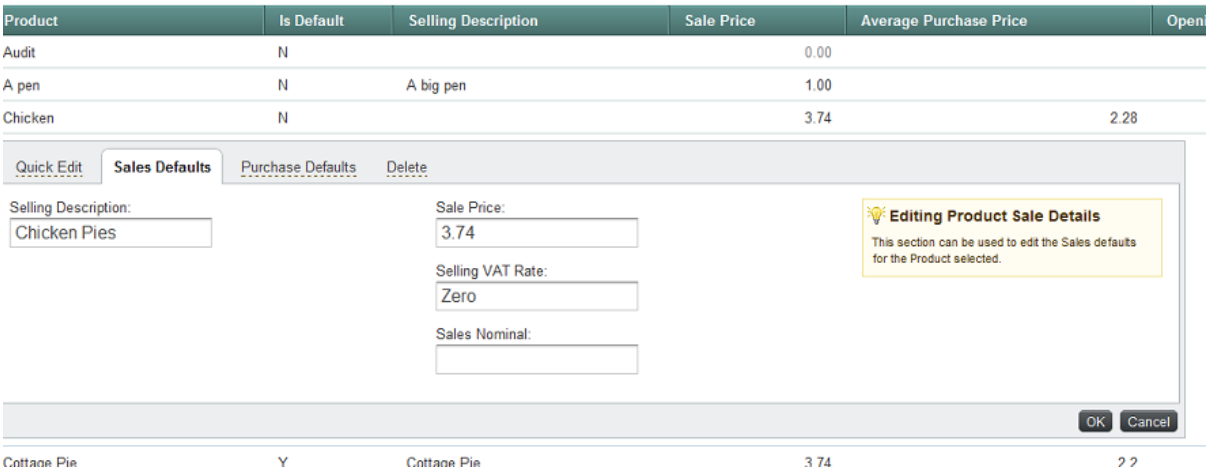
Product	Is Default	Selling Description	Sale Price	Average Purchase Price	Opening Stock	Average Opening Stock P
Audit	N		0.00			
A pen	N	A big pen	1.00			
Chicken	N		3.74	2.28		
Chicken Pie	N	Chicken Pies	3.74			
Cottage Pie	Y	Cottage Pie	3.74	2.2		
cottage pie/Clona	N		3.74			
demonstrations	N		0.00			
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.



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



Once you have made your changes to you product click the OK button.