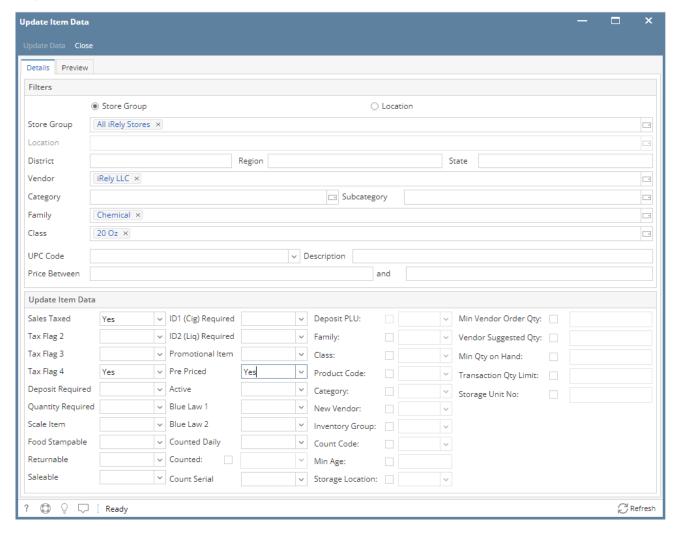
How to update item Data

This feature allows you to update details in bulk particularly in the **Item Location** screen (**Inventory Items** Open item record **Setup** tab **Location** tab Select and open a location record). There are two ways you can do this - by Store Group and by Location

Steps:

- 1. In Store menu, click Update Item Data.
- 2. Update Item Data screen will show.



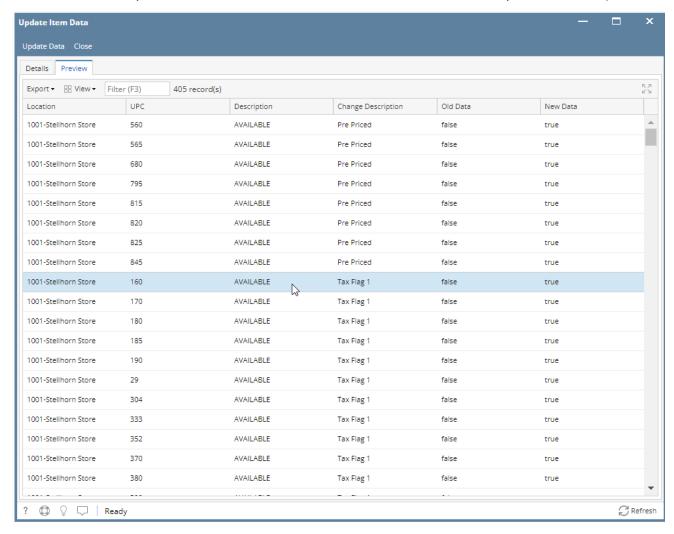
Filters

- 1. Select filters. This will serve as the criteria for the item data you are going to update (at least 1 filter):
 - a. Store Group When selected, Location filter will be disabled.
 - b. **Location** When selected, **Store Group** filter will be disabled.
 - c. **Vendor** You can choose 1 or multiple vendors.
 - d. Category You can choose to select 1 or more item category.
 - e. Family You can choose to select 1 or or more item family.
 - f. Class You can choose to select 1 or more item class.
 - g. **UPC Code** Select a UPC code from the list.
 - h. Enter Price Range
 - i. Price Between This represents the beginning price range of your item filter.
 - ii. and This represent the ending range price of your item filter. Value should always be greater than Price Between.
 - i. Description Enter the description of the desired item to be filtered
- 2. Select 1 or more of the following fields to update. All items details will be updated according to the values entered on the following fields below:
 - Sales Taxed (tax flag 1)
 - Tax Flag 2
 - Tax Flag 3
 - Tax Flag 4
 - Deposit Required

- Quantity Required
- Scale Item
- Food Stampable
- ID1 Required
- ID2 Required
- Promotional Item
- Pre-Priced
- Active
- Blue Law 1
- Blue Law 2
- Counted Daily
- Counted
- Count Serial
- Family
- Class
- Product Code
- Category
- New Vendor
- Inventory Group
- Count Code
- Min Age
- Store Location
- Min Vendor Order Quantity
- Vendor Suggested Quantity
- · Min Quantity on Hand
- GL Purchase Account
- **GL Sales Account**
- GL Variance Account

Preview

1. Click Preview tab to verify if the items filtered are correct. The list will show all the relevant items based from your filter and will be updated.



1. Click Update Data.