

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.

Update Item Data						
Update Data Close						
Details Preview						
Export	View	Filter (F3)	405 record(s)			
Location	UPC	Description	Change Description	Old Data	New Data	
1001-Stellhorn Store	560	AVAILABLE	Pre Priced	false	true	
1001-Stellhorn Store	565	AVAILABLE	Pre Priced	false	true	
1001-Stellhorn Store	680	AVAILABLE	Pre Priced	false	true	
1001-Stellhorn Store	795	AVAILABLE	Pre Priced	false	true	
1001-Stellhorn Store	815	AVAILABLE	Pre Priced	false	true	
1001-Stellhorn Store	820	AVAILABLE	Pre Priced	false	true	
1001-Stellhorn Store	825	AVAILABLE	Pre Priced	false	true	
1001-Stellhorn Store	845	AVAILABLE	Pre Priced	false	true	
1001-Stellhorn Store	160	AVAILABLE	Tax Flag 1	false	true	
1001-Stellhorn Store	170	AVAILABLE	Tax Flag 1	false	true	
1001-Stellhorn Store	180	AVAILABLE	Tax Flag 1	false	true	
1001-Stellhorn Store	185	AVAILABLE	Tax Flag 1	false	true	
1001-Stellhorn Store	190	AVAILABLE	Tax Flag 1	false	true	
1001-Stellhorn Store	29	AVAILABLE	Tax Flag 1	false	true	
1001-Stellhorn Store	304	AVAILABLE	Tax Flag 1	false	true	
1001-Stellhorn Store	333	AVAILABLE	Tax Flag 1	false	true	
1001-Stellhorn Store	352	AVAILABLE	Tax Flag 1	false	true	
1001-Stellhorn Store	370	AVAILABLE	Tax Flag 1	false	true	
1001-Stellhorn Store	380	AVAILABLE	Tax Flag 1	false	true	

1. Click **Update Data**.

