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| Title of document | 6.6.0.6 - How to adjust global sale pricing |
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| Date Created | 14th April 2021 |

**Purpose**

This procedure explains how you can view and adjust multiple stock sales prices using our global bulk pricing adjustment feature.

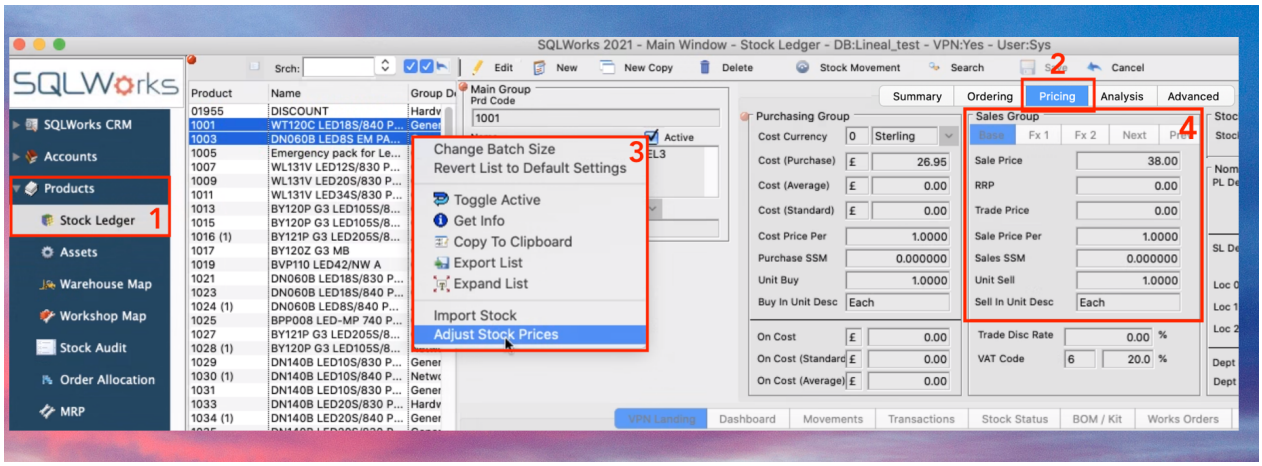
**Scope**

This procedure applies to all Lineal Software Solutions staff, as well as any prospective customers or clients who intend to utilise SQLWorks within their business environment. The procedure is aimed at the end user, who will be operating the SQLWorks client.

# Change History:

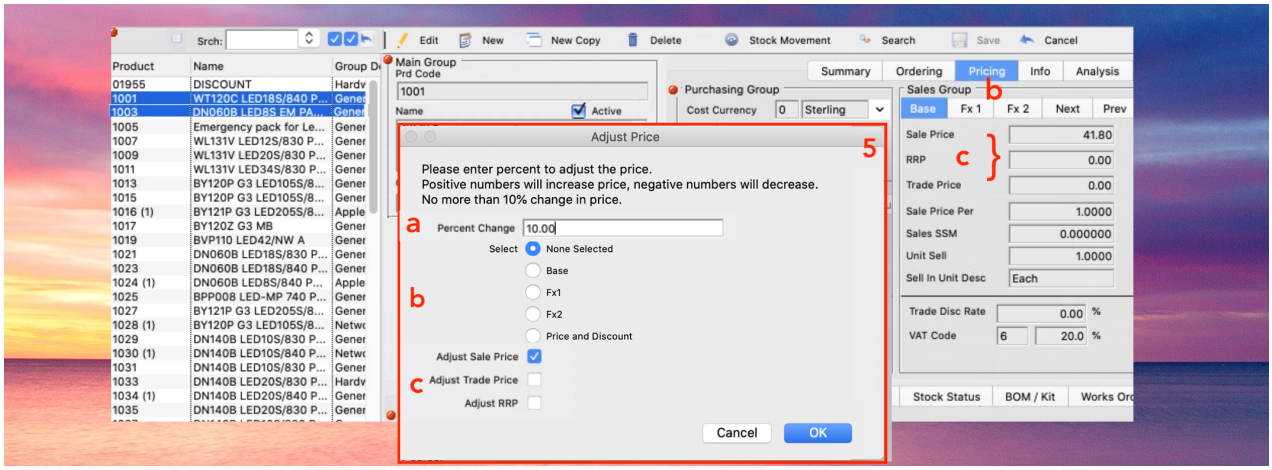
| Date | Version | Created by | Description of change | Approved by |
|---|---|---|---|---|
| 14.04.2021 | 1 | Naomi Williams | | |

# Adjust Stock Prices function from stock Ledger

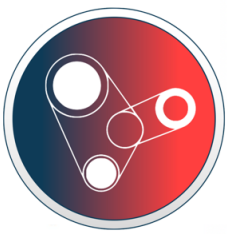



1. To view your stock items, go to the stock Ledger which can be found in the Products master menu in the main nav bar on the left.
2. Navigate to the 'Pricing' tab in the top section on the right, or the 'Price & Discounts' tab if amending pricing rule(s).
3. Select the stock item(s) from the list that require the price to have the percentage price increase/decrease applied to. Right click and select 'Adjust Stock Prices' at the bottom of the pop-up box.
4. The prices in the Sales Group section on the 'Pricing' tab is what you are amending using this function, or any pricing rules set for this stock item.

## Adjust price options




5. In this Adjust Price field input and select
    a. Type in the Percentage markup you would like to change the price by.
    b. Select which price to apply this change to - You can toggle between these using the tabs directly under the Sales Group header on the Pricing tab. You also have the option to amend the price set on any pricing rules by selecting 'Price and Discount', this price can be found on the Pricing & Discounts tab.
    c. Select which price to update, you can select multiple options - then click OK to apply this change - note you must select one option to amend, for all but the Price & Discount price.
6. The Sales price will be automatically adjusted to apply the percentage change.
NB. You may need to click on another stock item and then back again to view the change on the stock item on display.



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