

# Item Maintenance Tool

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## Document Change Control

Version	Date	Author	Summary of Changes
1.0	31/05/2018	Chan Chen Hong	Initial creation.

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## Table of Contents

1. Introduction.....	4
2. How to access? .....	5
3. Item Maintenance Tool .....	6
3.1 Price Adjustment with Fixed Amount .....	7
3.2 Price Adjustment with Price Percentage.....	8
3.3 Replace current tax code with new tax code .....	9
3.4 Other features .....	10

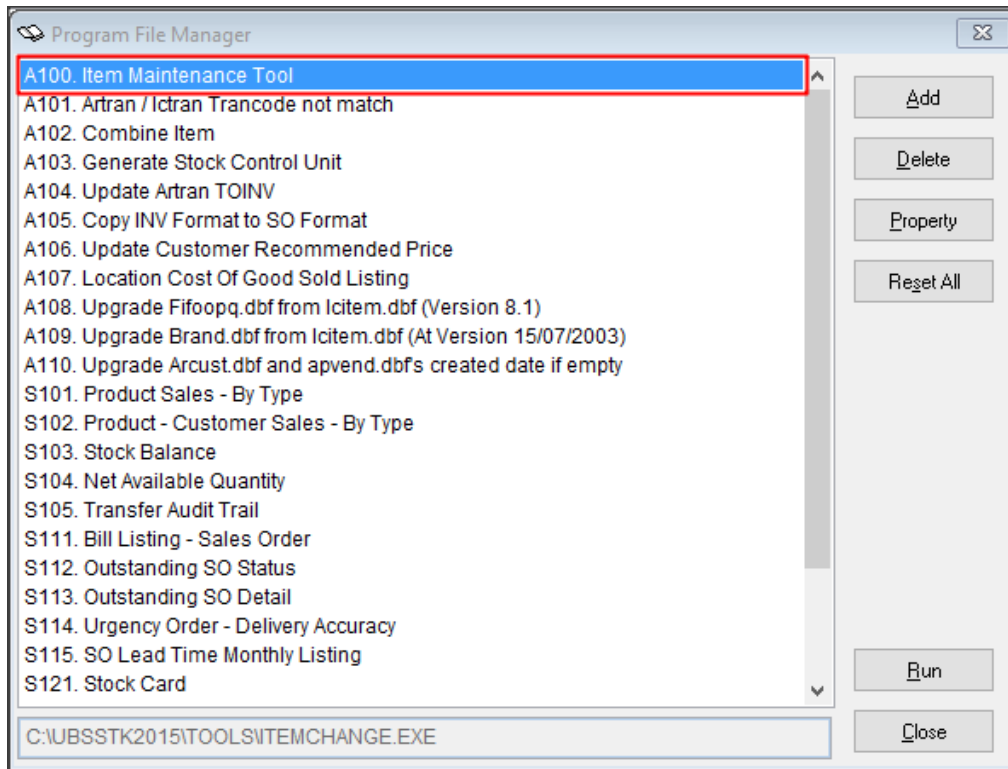
## 1. Introduction

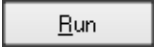
Item Maintenance Tool allowed you to maintain unit price, sales tax code and purchase tax code for either single item or batch of items. To ease your business, there are several options here, such as increase, reduce or replace existing price with new price. Or, you can add or deduct the price based on percentage.

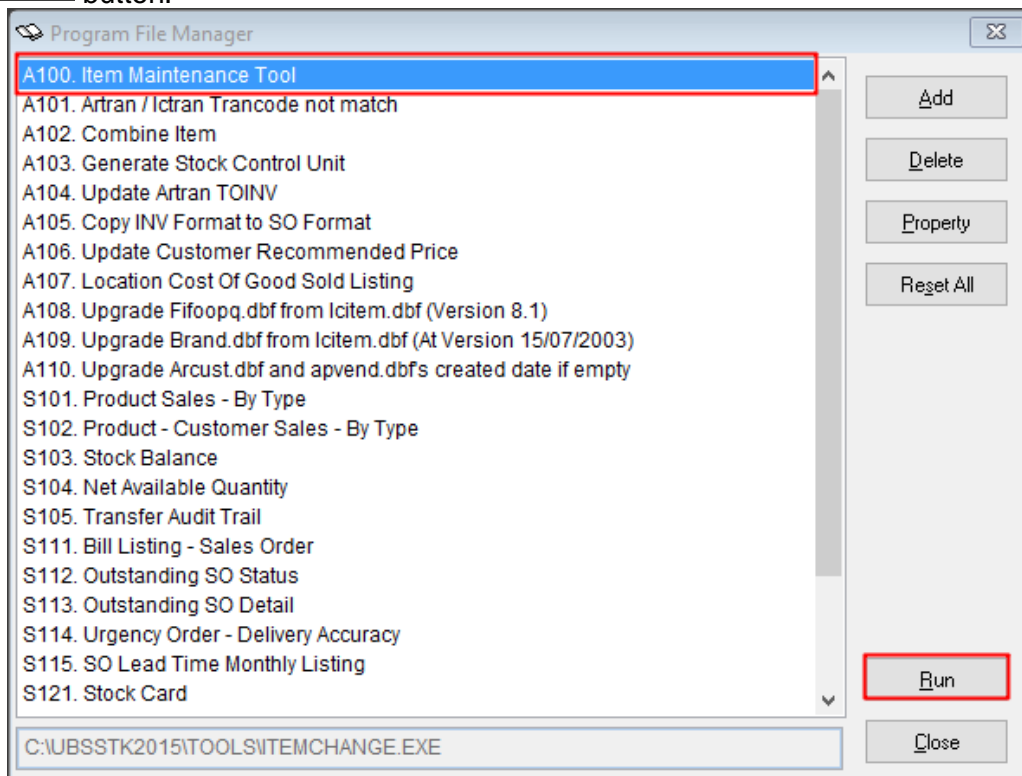
This guide is prepared to assist you on how to update new price or tax code by using Item Maintenance Tool.

## 2. How to access?

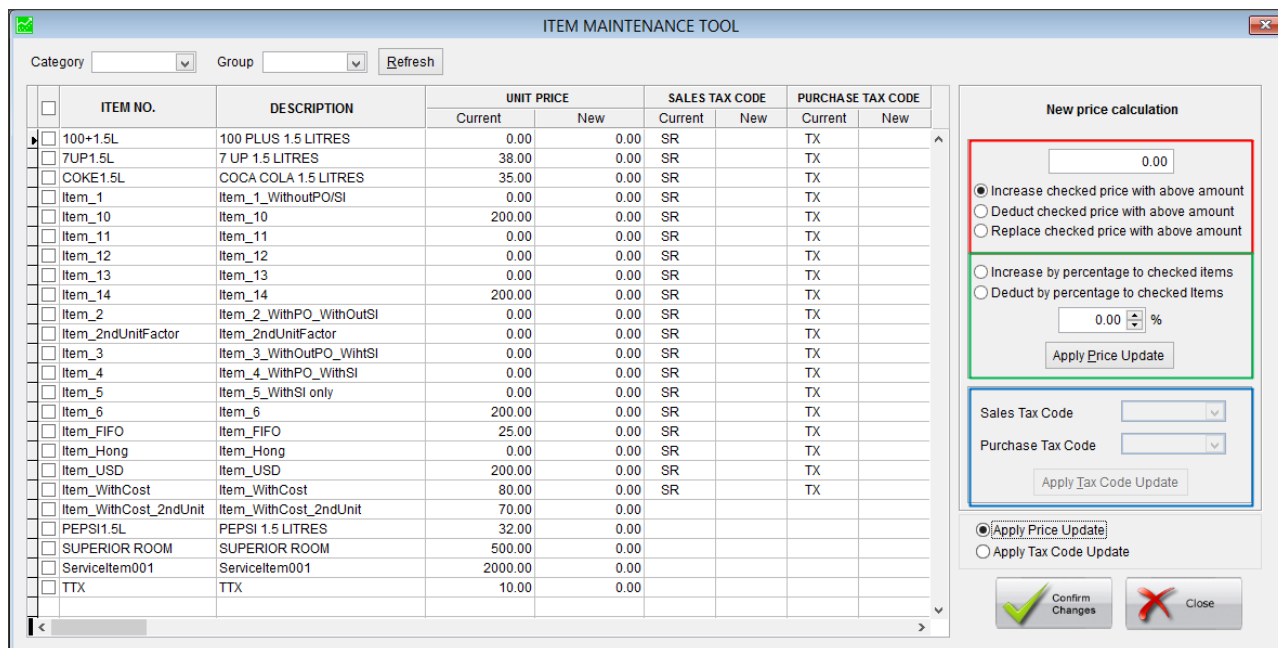
Menu can be accessed via *Inventory & Billing* → *Reports* → *External Application*



At **External Applications** window, you will need to select **A100. Item Maintenance Tool** and click on  button.



### 3. Item Maintenance Tool



In Item Maintenance Tool, there are few options here:

	Option	Description
Price Adjustment with Fixed Amount	<ul style="list-style-type: none"> <li>• Increase checked priced with above amount</li> </ul>	Adjust current unit price by <b>increasing</b> the amount as set in the <input type="text" value="0.00"/>
	<ul style="list-style-type: none"> <li>• Deduct checked priced with above amount</li> </ul>	Adjust current unit price by <b>decreasing</b> the amount as set in the <input type="text" value="0.00"/>
	<ul style="list-style-type: none"> <li>• Increase checked priced with above amount</li> </ul>	<b>Replace</b> current unit price by with the amount as set in the <input type="text" value="0.00"/>
Price Adjustment with Price Percentage	<ul style="list-style-type: none"> <li>• Increase by percentage to the checked items</li> </ul>	Adjust current unit price by <b>increasing</b> the percentage of amount as set in the <input type="text" value="0.00"/> %
	<ul style="list-style-type: none"> <li>• Deduct by percentage to checked items</li> </ul>	Adjust current unit price by <b>decreasing</b> the percentage of amount as set in the <input type="text" value="0.00"/> %
Tax Code Adjustment	<ul style="list-style-type: none"> <li>• Sales Tax Code</li> </ul>	<b>Replace</b> current sales tax code with new tax code
	<ul style="list-style-type: none"> <li>• Purchase Tax Code</li> </ul>	<b>Replace</b> current purchase tax code with new tax code

### 3.1 Price Adjustment with Fixed Amount

The screenshot shows the 'ITEM MAINTENANCE TOOL' window. On the left, a table lists items with columns for 'ITEM NO.', 'DESCRIPTION', 'UNIT PRICE' (Current and New), 'SALES TAX CODE', and 'PURCHASE TAX CODE'. Two items are selected: '100+1.5L' (100 PLUS 1.5 LITRES) and '7UP1.5L' (7 UP 1.5 LITRES). The 'New' price for '7UP1.5L' is highlighted as 58.00. On the right, the 'New price calculation' panel is active, showing an input field for '20.00' and radio button options for price adjustment. A 'Confirm Changes' button is at the bottom right.

	Description
Step 1	Select [Apply Price Update]
Step 2	Enter the amount
Step 3	Select the preferred option
Step 4	Select item to update for this change
Step 5	Click on this button to preview the change
Step 6	<p>New change will be updated in this column.</p> <p><u>For example:</u>                      Original amount of the item = <b>38.00</b>                      Amount entered = <b>20.00</b>                      Selected option is “Increase checked price with above amount”</p> <p>After apply price update, you will see the new price changed from original amount <b>38.00</b> to <b>58.00</b></p>
Step 7	Click on this button to confirm the changed

### 3.2 Price Adjustment with Price Percentage

**IMPORTANT NOTE:**  
Please make sure you are the only one who is using this company.  
Please make a BACKUP before you use this tool.

	Description
Step 1	Select [Apply Price Update]
Step 2	Enter the percentage
Step 3	Select the preferred option
Step 4	Select item to update for this change
Step 5	Click on this button to preview the change
Step 6	New change will be updated in this column.  For example: Original amount of the item = <b>10.00</b> Percentage entered = <b>5.66</b> (amount to be updated = <b>10.00 – (5.66% * 10.00) = 9.43</b> ) Selected option is “Deduct by percentage to checked items”  After apply price update, you will see the new price changed from original amount <b>10.00</b> to <b>9.43</b>
Step 7	Click on this button to confirm the changed

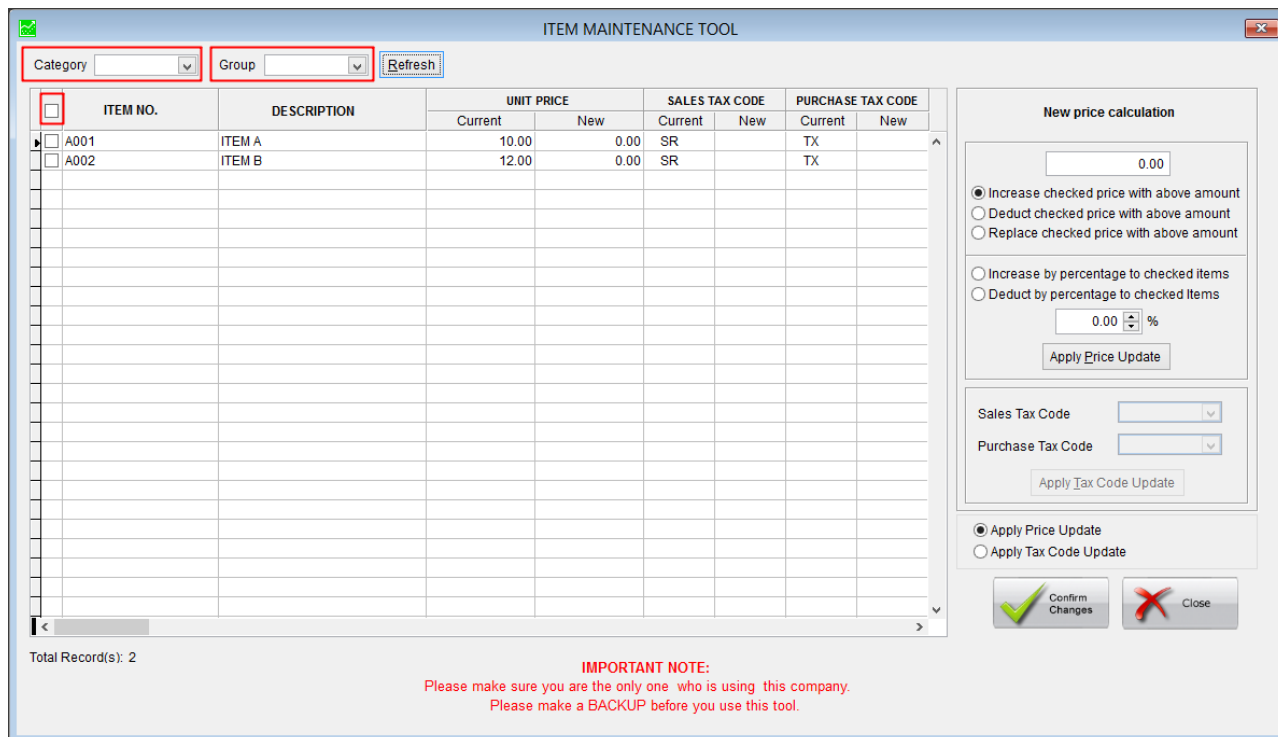


### 3.3 Replace current tax code with new tax code

The screenshot shows the 'ITEM MAINTENANCE TOOL' window. On the left is a table of items with columns for 'ITEM NO.', 'DESCRIPTION', 'UNIT PRICE' (Current, New), 'SALES TAX CODE' (Current, New), and 'PURCHASE TAX CODE' (Current, New). The 'COKE1.5L' item is highlighted in blue. On the right is a 'New price calculation' panel with various options and buttons. Red circles 1 through 6 are placed over specific elements: 1. 'Apply Tax Code Update' radio button, 2. 'Sales Tax Code' dropdown menu, 3. 'ITEM NO.' column header, 4. 'Apply Tax Code Update' button, 5. 'New' column under 'SALES TAX CODE', and 6. 'Confirm Changes' button.

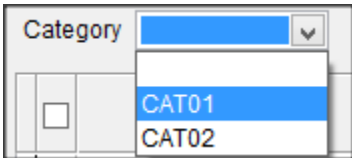

	Description
Step 1	Select [Apply Tax Code Update]
Step 2	Enter or select the tax code
Step 3	Select item to update for this change
Step 4	Click on this button to preview the change
Step 5	New change will be updated in this column.
Step 6	Click on this button to confirm the changed

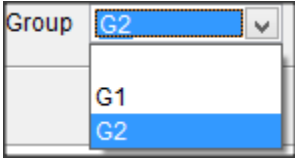
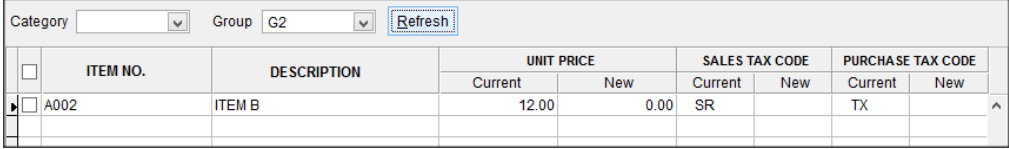
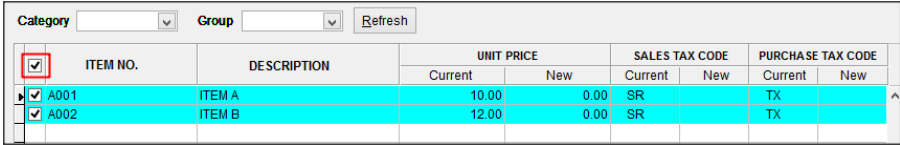
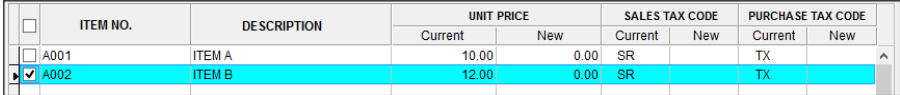
### 3.4 Other features



This tool provides user friendly item filtering option for your company. You may filter by:

- Category
- Group
- Select all item
- Select item individually

Category	Description
<p>You can select the Item Category to be show on the screen then click <b>Refresh</b>:</p> 	

Description	
<p>Group</p>	<p>You can select the Item Group to be show on the screen then click <b>Refresh</b>:</p>  
<p>Select All Item</p>	<p>If you wish to select all item, you can tick at the small box beside the Item No. field.</p> 
<p>Select Individual Item</p>	<p>If you wish to only update on any items, you may tick the box beside the Item No. field that based on your preference:</p> 

\*\*\*\*\* END \*\*\*\*\*