

How to Change Cost for Warehouses on a Part

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When you need to change the standard cost for a part and want to change for all warehouses, there is an easy way to do this all at once.

Overview

The steps below cover SedonaOffice Versions 6.2.x and newer.

Steps:

1. From SedonaOffice Tree – Select Inventory – Click on Parts
2. When the Inventory Parts Search opens – Search and Select the Part that needs changto be changed
3. When the Parts Window opens – Right Click on the Part and Click on Edit
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4. Click on the Warehouses Tab after the Part Edit Window opens
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5. Select a Warehouse in the list – Change the Standard Cost – Click on the Set All Warehouses – Click on Add
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- NOTE: It is important to select a warehouse for this to work properly
6. After Clicking Add, the Stand Cost Column should change to the new price updated
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7. Once changed, Click on the Save Button at the bottom of the window



8. To verify the price changed, go back to the Part Detail Tab – Click on the Refresh Button and to back into the Part Edit – Click on Warehouses Tab – Verify cost changed

