

How to Change Cost for Warehouses on a Part

02/09/2024 4:48 pm EST

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 changing

□

3. When the Parts Window opens – Right click on the Part and click on Edit

□

4. Click on the Warehouses Tab after the Part Edit Window opens

□

5. Select a Warehouse in the list – change the Standard Cost – click on the Set All Warehouses – click on Add

□

- 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

□

7. Once changed, click on the Save button at the bottom of the window

□

8. To verify 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

□