

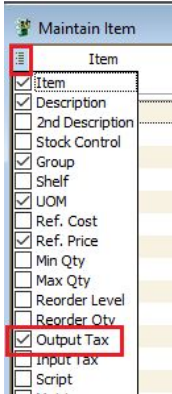
How to perform batch edit value in Maintain Stock Item?

Allow to update/edit the field value by batch.

Maintain Stock Item

Menu : Stock | Maintain Stock Items

1. For example, **change the output tax code from ZRL to SR** for ZRL items only.
2. Click on the first column (beside the item column).
3. Tick out the Output Tax column.



4. You will see the Output Tax column as per the screenshot below.

The screenshot shows the 'Maintain Item' main window with a list of items. The 'Output Tax' column is highlighted in red. The table contains the following data:

Item	Description	Group	UOM	Ref. Price	Output Tax	Qty	Serial Number
123/1234	123/1234			5.00		0.00	
6514/120/00946	6514/120/00946	LILY	UNIT	10.00		0.00	
8752/060/0782	8752/060/0782	LILY	UNIT	10.00		1.00	
8752/060/0793	8752/060/0793	LILY	UNIT	10.00		0.00	
8752/060/0832	8752/060/0832	LILY	UNIT	10.00		20.00	
ANT	ANTENNA	ACC	PCS	2.50	ZRL	-82,638.00	
BIG-PAPER	BIG PAPER	ACC	PCS	0.00		0.00	
BOM	BOM	HP	UNIT	0.00	ZRL	129.00	
BOMBOM	BOM of BOM	ACC	UNIT	20.00		31.00	
C-PRE-100	CELCOM PREPAID-RM100	PRE	UNIT	12.00		-35.00	
C-PRE-50	CELCOM PREPAID-RM50	PRE	UNIT	50.00		19.00	
CJ-STOCK	CJ-STOCK	ACC	UNIT	0.00		-991.00	
COVER	HANDPHONE COVER	ACC	UNIT	10.00		-312.00	
CUSTOMIZE		ACC	UNIT	0.00		2.00	
D-PRE-100	DIGI PREPAID-RM100	PRE	UNIT	100.00		31.00	
D-PRE-50	DIGI PREPAID-RM50	PRE	UNIT	50.00		15.00	
E-A1018s	ERICSSON A1018s	HP	UNIT	500.00	ZRL	15.00	
E-BAT	ERICSSON BATTERY	ACC	UNIT	150.00		-8.00	
E-T10s	ERICSSON T10s	HP	UNIT	800.00	ZRL	-55.00	
E-T18s	ERICSSON T18s	HP	UNIT	1,100.00	ZRL	38.00	
E-T20s	ERICSSON T20s	HP	UNIT	2,000.00	ZRL	25.00	
E-T28s	ERICSSON T28s	HP	UNIT	2,400.00	ZRL	70.00	
FTW	FTW	ACC	UNIT	0.00		-201.00	
HFK	HANDS FREE KITS	ACC	UNIT	15.00		50.00	
HSEG	HOUSING	ACC	UNIT	9.90		30.00	
JMAST-BLCK-L	JMAST-BLCK-L	HP	UNIT	0.00	ZRL	0.00	
JMAST-BLCK-M	JMAST-BLCK-M	HP	UNIT	0.00	ZRL	-65.00	
JMAST-BLCK-S	JMAST-BLCK-S	HP	UNIT	0.00	ZRL	0.00	
JMAST-BLUE-L	JMAST-BLUE-L	HP	UNIT	0.00	ZRL	0.00	
JMAST-BLUE-M	JMAST-BLUE-M	HP	UNIT	0.00	ZRL	0.00	
JMAST-BLUE-S	JMAST-BLUE-S	HP	UNIT	0.00	ZRL	0.00	
JMAST-RED-L	JMAST-RED-L	HP	UNIT	0.00	ZRL	0.00	
JMAST-RED-M	JMAST-RED-M	HP	UNIT	0.00	ZRL	0.00	
JMAST-RED-S	JMAST-RED-S	HP	UNIT	0.00	ZRL	-2.00	
JMAST-WHIT-L	JMAST-WHIT-L	HP	UNIT	0.00	ZRL	0.00	
JMAST-WHIT-M	JMAST-WHIT-M	HP	UNIT	0.00	ZRL	0.00	
JMAST-WHIT-S	JMAST-WHIT-S	HP	UNIT	0.00	ZRL	0.00	
JMAST-YELL-L	JMAST-YELL-L	HP	UNIT	0.00	ZRL	0.00	

- Click on Output Tax filter.
- Tick ZRL. All ZRL items will be filtered.

Ref. Price	Output Tax	Qty
=		=
2	(All)	-82,638.00
0	(Custom...)	129.00
	<input type="checkbox"/> (Blanks)	
	<input type="checkbox"/> (NonBlanks)	
500	<input checked="" type="checkbox"/> ZRL	15.00
800.00	ZRL	-55.00
1,100.00	ZRL	38.00
2,000.00	ZRL	25.00

- Press **Ctrl + A** to select all ZRL items.
- Right click on the highlighted items. Click on **Batch Edit Value**.

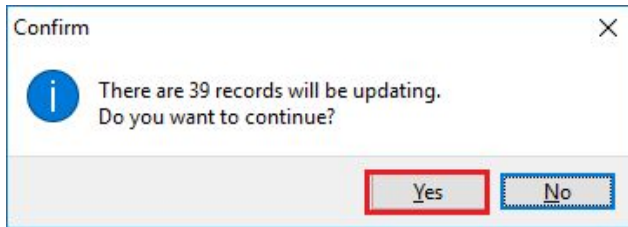
The screenshot shows the 'Maintain Item' window with a list of items. The 'Output Tax' column is set to 'ZRL'. A context menu is open over the selected items, and the 'Batch Edit Value' option is highlighted.

Item	Description	Group	UOM	Ref. Price	Output Tax	Qty	Serial ...
ANT	ANTENNA	ACC	PCS	2.50	ZRL	-82,638.00	
BOM	BOM	HP	UNIT	0.00	ZRL	129.00	
E-A 10 18s	ERICSSON A 10 18s	HP	UNIT	500.00	ZRL	15.00	
E-T 10s	ERICSSON T 10s	HP	UNIT	800.00	ZRL	-55.00	
E-T 18s	ERICSSON T 18s	HP	UNIT	0.00	ZRL	38.00	
E-T 20s	ERICSSON T 20s	HP	UNIT	0.00	ZRL	25.00	
E-T 28s	ERICSSON T 28s	HP	UNIT	0.00	ZRL	70.00	
JMAST-BLCK-L	JMAST-BLCK-L	HP	UNIT	0.00	ZRL	0.00	
JMAST-BLCK-M	JMAST-BLCK-M	HP	UNIT	0.00	ZRL	-65.00	
JMAST-BLCK-S	JMAST-BLCK-S	HP	UNIT	0.00	ZRL	0.00	
JMAST-BLUE-L	JMAST-BLUE-L	HP	UNIT	0.00	ZRL	0.00	
JMAST-BLUE-M	JMAST-BLUE-M	HP	UNIT	0.00	ZRL	0.00	
JMAST-BLUE-S	JMAST-BLUE-S	HP	UNIT	0.00	ZRL	0.00	
JMAST-RED -L	JMAST-RED -L	HP	UNIT	0.00	ZRL	0.00	
JMAST-RED -M	JMAST-RED -M	HP	UNIT	0.00	ZRL	0.00	
JMAST-RED -S	JMAST-RED -S	HP	UNIT	0.00	ZRL	0.00	
JMAST-WHIT-L	JMAST-WHIT-L	HP	UNIT	0.00	ZRL	0.00	
JMAST-WHIT-M	JMAST-WHIT-M	HP	UNIT	0.00	ZRL	0.00	
JMAST-WHIT-S	JMAST-WHIT-S	HP	UNIT	0.00	ZRL	0.00	

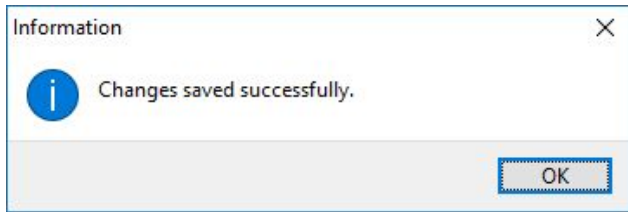
- Tick Output Tax and select the tax code (SR).
- Click Ok to proceed the changes.

The screenshot shows the 'Batch Edit Value' dialog box. The 'Output Tax' checkbox is checked, and 'SR' is selected in the dropdown menu. The 'Input Tax' checkbox is unchecked.

11. Click **Yes** to confirm update.



12. Click **Ok**.



RESULT

Items default output tax previously ZRL are **successfully changed to SR**.

Item	Description	Group	UOM	Ref. Price	Output Tax	Qty	Serial N...
123	123	ACC	UNIT	0.00		0.00	
123/1234	123/1234	LILY	UNIT	5.00		0.00	
6514/120/00946	6514/120/00946	LILY	UNIT	10.00		0.00	
8752/060/0782	8752/060/0782	LILY	UNIT	10.00		1.00	
8752/060/0793	8752/060/0793	LILY	UNIT	10.00		0.00	
8752/060/0832	8752/060/0832	LILY	UNIT	10.00		20.00	
ANT	ANTENNA	ACC	PCS	2.50	SR	-82,63...	
BIG-PAPER	BIG PAPER	ACC	PCS	0.00		0.00	
BOM	BOM	HP	UNIT	0.00	SR	129.00	
BOMBOM	BOM of BOM	ACC	UNIT	20.00		31.00	
C-PRE-100	CELCOM PREPAID-RM100	PRE	UNIT	12.00		-35.00	
C-PRE-50	CELCOM PREPAID-RM50	PRE	UNIT	50.00		19.00	
CJ-STOCK	CJ-STOCK	ACC	UNIT	0.00		-991.00	
COVER	HANDPHONE COVER	ACC	UNIT	10.00		-312.00	
CUSTOMZE		ACC	UNIT	0.00		2.00	
D-PRE-100	DIGI PREPAID-RM100	PRE	UNIT	100.00		31.00	
D-PRE-50	DIGI PREPAID-RM50	PRE	UNIT	50.00		15.00	
E-A 10 18s	ERICSSON A 10 18s	HP	UNIT	500.00	SR	15.00	
E-BAT	ERICSSON BATTERY	ACC	UNIT	150.00		-8.00	
E-T 10s	ERICSSON T 10s	HP	UNIT	800.00	SR	-55.00	
E-T 18s	ERICSSON T 18s	HP	UNIT	1,100.00	SR	38.00	
E-T 20s	ERICSSON T 20s	HP	UNIT	2,000.00	SR	25.00	
E-T 28s	ERICSSON T 28s	HP	UNIT	2,400.00	SR	70.00	
FTW	FTW	ACC	UNIT	0.00		-201.00	
HFK	HANDS FREE KITS	ACC	UNIT	15.00		50.00	
HSEG	HOUSING	ACC	UNIT	9.90		30.00	
JMAST-BLCK-L	JMAST-BLCK-L	HP	UNIT	0.00	SR	0.00	
JMAST-BLCK-M	JMAST-BLCK-M	HP	UNIT	0.00	SR	-65.00	
JMAST-BLCK-S	JMAST-BLCK-S	HP	UNIT	0.00	SR	0.00	
JMAST-BLUE-L	JMAST-BLUE-L	HP	UNIT	0.00	SR	0.00	
JMAST-BLUE-M	JMAST-BLUE-M	HP	UNIT	0.00	SR	0.00	
JMAST-BLUE-S	JMAST-BLUE-S	HP	UNIT	0.00	SR	0.00	
JMAST-RED -L	JMAST-RED -L	HP	UNIT	0.00	SR	0.00	