

How to change the item price while creating sales invoice ?

- i. Add the items in billing screen
- ii. Click on 'Change Item Price (F3)' button from tool strip
- iii. Enter the 'New Base Price' or 'New Price (with tax)'. You can also change the MRP if required.
- iv. Another way to change the price is to use '% Increase By' or '% Decrease By'. This will increase or decrease the default price by some % and calculate the new price.
- v. If you want this change to be updated in your master entry, mark the checkbox 'Apply Change Permanently' and click on 'Change (F8)'. Else if the changed price is only for this particular invoice keep the checkbox unchecked.