

## Changing the Price of (or Deleting) an Inventory Item

1. Open and log into BizTracker.
2. Go to Inventory >> Inventory setup. This opens the Inventory maintenance screen.
3. In the upper left hand corner of this screen, click on the **SKU** number and this will open a menu which will allow you to choose the desired inventory item.
4. Select the desired item from the list (if you have an extensive inventory and you know the SKU number, you can click on the binocular icon to search for it).
5. To delete an item, click on the **Delete** icon and click **Yes** to the dialog box that asks whether you want to delete the item or not.
6. To change the price, click on the **Edit** button.
7. Now click the **Pricing** tab.
8. In **Price Level A – Price**, you can now edit the price of the item.
9. When finished changing the price, click on the **Save** icon.