How to Set or Update Item List Prices

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Overview

Use this guide to change the **List Price** on an existing item in 1place. Update a single item from **Item Details**, or use the **Import Wizard** to update prices for multiple items from an Excel file.

Update the List Price for One Item

1. From the Main Menu, open **Items**.
2. Find and open the item you want to update.
3. On the **Financial** tab, find **List Price** in the **Pricing** section.
4. Enter the new **List Price** and click **Save**.

Update List Prices for Multiple Items

1. Open **Items** and click **Upload to 1place** in the upper-right corner of the **Item List**.
2. In the Import Wizard, set **Import Type** to **Item List** and click **Download Excel Template**.
3. Enter one row for each item whose price you want to update. Fill in these columns and save the file.

Excel column	What to enter
Item Number	The item number already used in 1place.
Type	The item's current type.
ListPrice	The new list price.

4. Return to the Import Wizard, click **Browse**, and select the completed file. Choose **Update Existing Records**.
5. In **Map Columns**, check that **Item Number**, **Type**, and **ListPrice** are mapped to the corresponding 1place fields, then click **Proceed**.
6. Review the validation results. If the validator flags duplicate item numbers or invalid data, correct the spreadsheet and validate the corrected file before completing the import.
7. After the import, open a few of the updated items. On each item's **Financial** tab, compare the **List Price** with the value in your spreadsheet.

Note: The price a customer pays can differ from the item's **List Price**. Customer pricing rules such as a discount off list, a price level, or a specific price can affect the selling price. See How Item Pricing Works in 1place.