Bulk Edit Items

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Overview

This guide will help you review and edit different values across multiple item rows with a complete change record.

Multiple item records can receive different updates. Downstream consequences follow each edited field.

Who can do this

You need access to Item Bulk Edit and needed Item Update rights.

Before you start

Back up the database. Export stable IDs/current values and define approved changes row by row.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Items & Advanced Inventory → Item Bulk Edit.

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Step 1: Apply a narrow filter

Step 2: Confirm every loaded item ID

Step 3: Edit only approved cells

Step 4: Validate barcode uniqueness, prices, discounts, taxes, category, stock/location, parent/variant, and

Validate barcode uniqueness, prices, discounts, taxes, category, stock/location, parent/variant, and account relationships.

Step 5: Review the entire grid

Step 6: Save once

Step 7: Preserve validation/errors and check for partial commits

Check your work

Compare every approved before/after row and test representative Item, POS, Purchase, stock, tax, and report behavior.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not paste columns from a differently sorted sheet.
- Restore if partial persistence cannot be reconciled.

Related guides

- Bulk Update Items
- Import Items
- Update an Item Safely

What to do next

Bulk Update Items.

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