# Web UFS - How to Update Cost for an Inventory Item

## QUESTION:

How to do cost update for inventory items

## ANSWER:

1. Choose **Expenses\Inventory Setup\Cost Update**
2. Input the **Vendor Number** of the vendor for which you are updating the purchase cost or click on Vendor No. and select from list.  Press **Enter**
3. **Sort By**:  Select whether you want to sort the entries in order by Vendor No. or Item No.
4. Select the Purchase Cost column on the first line in the browser box. If applicable, input the updated purchase cost amount.
5. Press Tab to repeat step 4 until items are updated.
6. Click **Save**