How to change prices in Square POS

This guide explains how to change prices in Square POS for both items and services. You update each price from the Square Dashboard, in the Item Library or the Service Library, and save each change individually. You then confirm your updates and return to the Dashboard home screen.

Prerequisites

- A Square account that you can sign in to
- A web browser

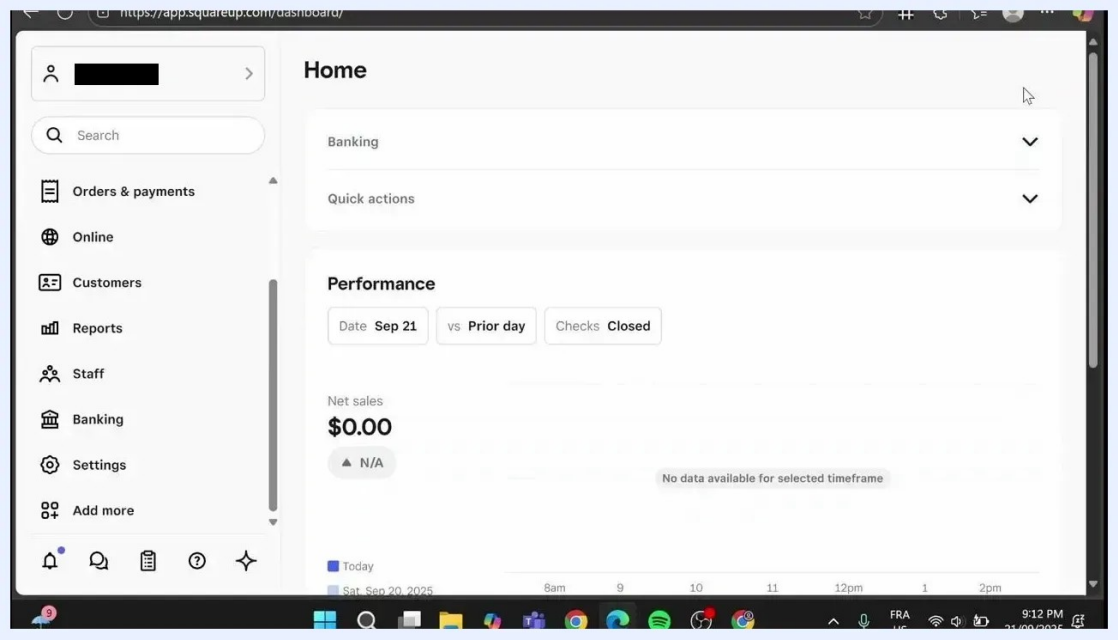
Change item prices

1. Sign in to your Square account

Open your web browser and go to https://squareup.com. Enter your login credentials and sign in.

2. Review the Square Dashboard

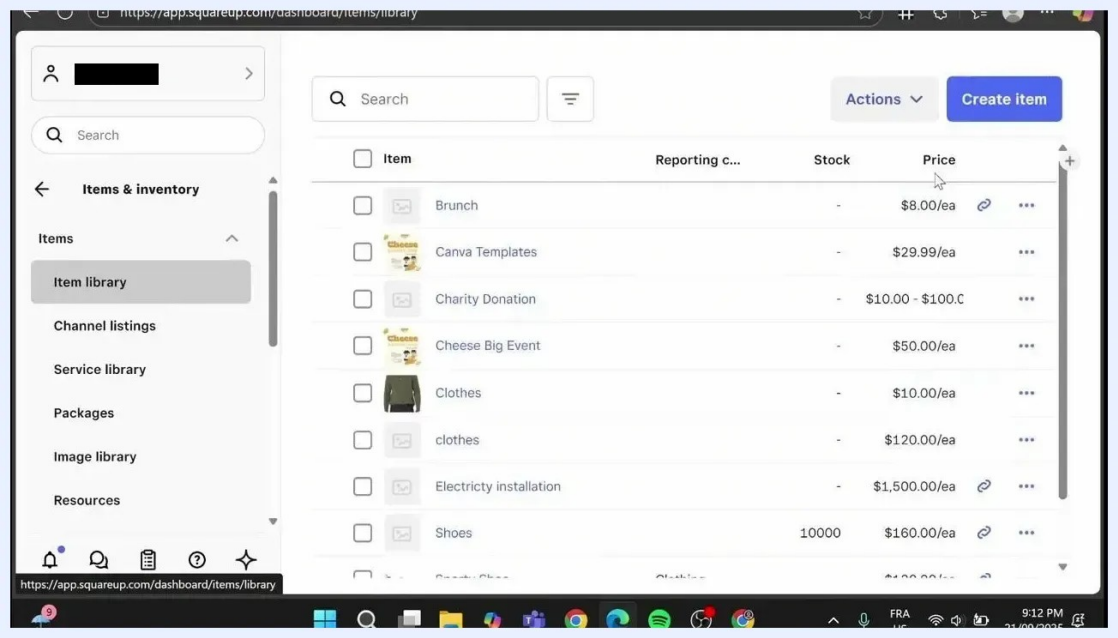
After you sign in, the Square Dashboard home screen appears. Your store name (for example, "Jack Store") is at the top left. The left sidebar lists options such as Orders & payments, Online, Customers, Reports, Staff, Banking, and Settings. The main area shows performance metrics like net sales and quick actions.



Square Dashboard home screen with navigation sidebar and performance metrics

3. Expand Items & inventory

In the left sidebar, scroll down and find **Items & inventory**. Click it to expand its submenu.

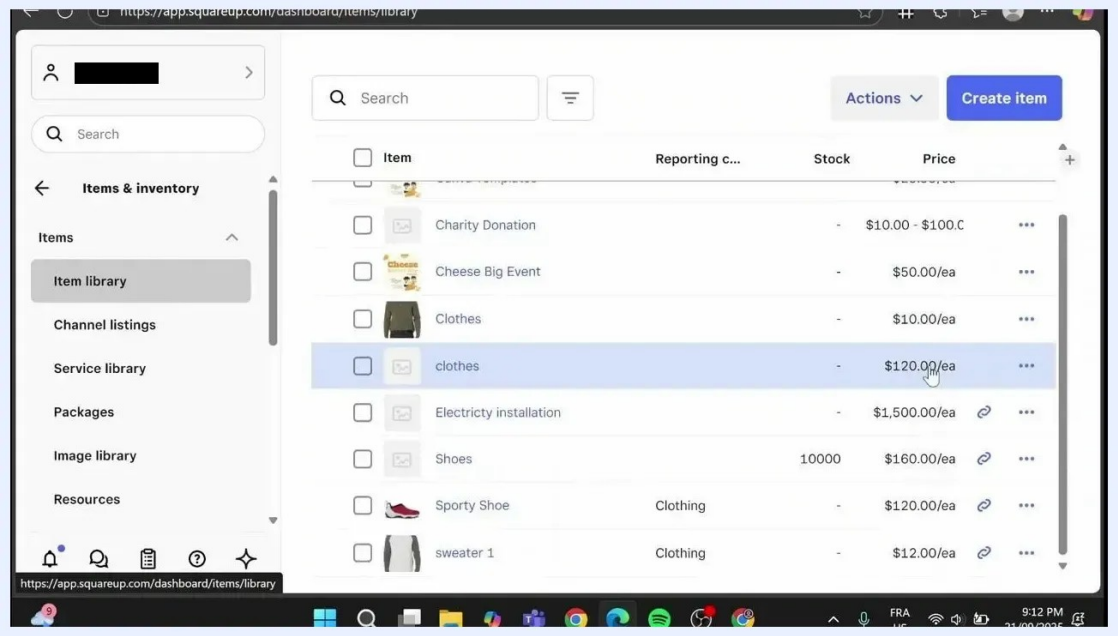


Sidebar with Items & inventory highlighted, showing submenu options

4. Open the Item Library and find the item

In the expanded menu, click **Item library**. The page lists all your items with their names, stock, and prices. Browse the list or use the search bar to find the item whose price you want to change.

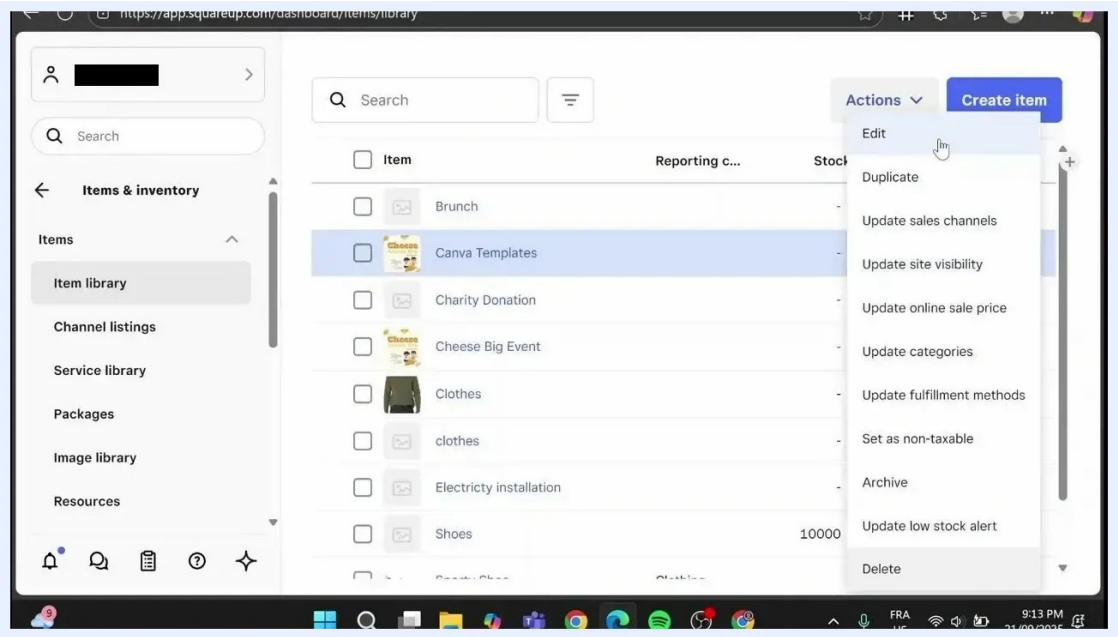
To the right of each item, three vertical dots (**More actions**) give you additional options.



Item library with cursor over More actions for an item

5. Open the edit menu for the item

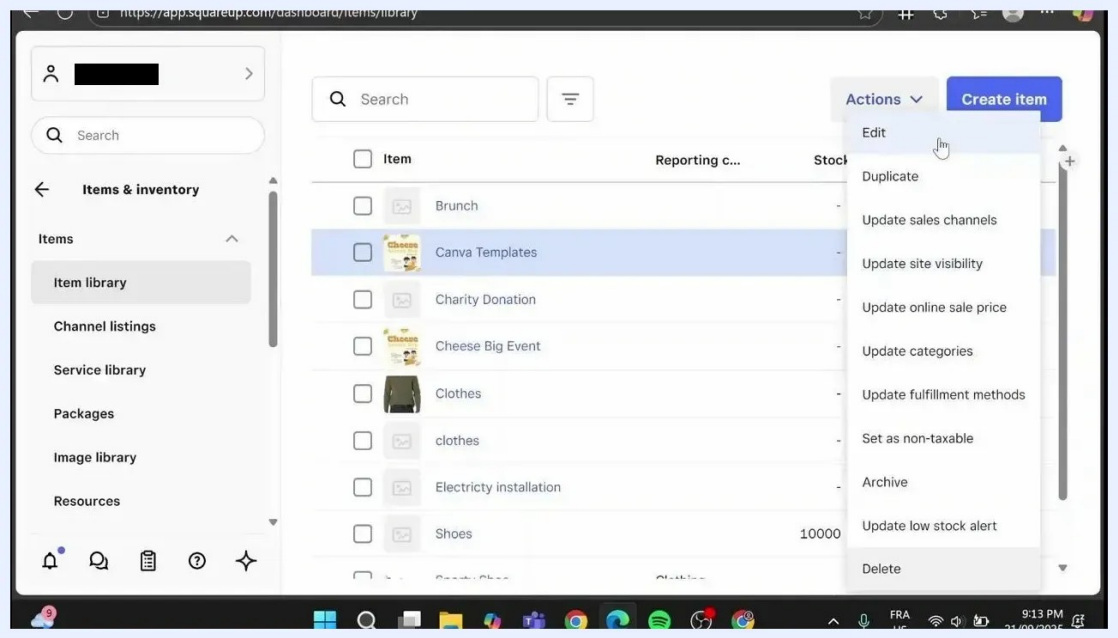
Click the three vertical dots (**More actions**) next to the item. In the dropdown menu that appears, select **Edit**.



Dropdown menu with Edit option highlighted for an item

6. Review the item details

The item details page opens. It includes fields for the item name, categorization (menu organization and categories), and options. Scroll down to find the price field.



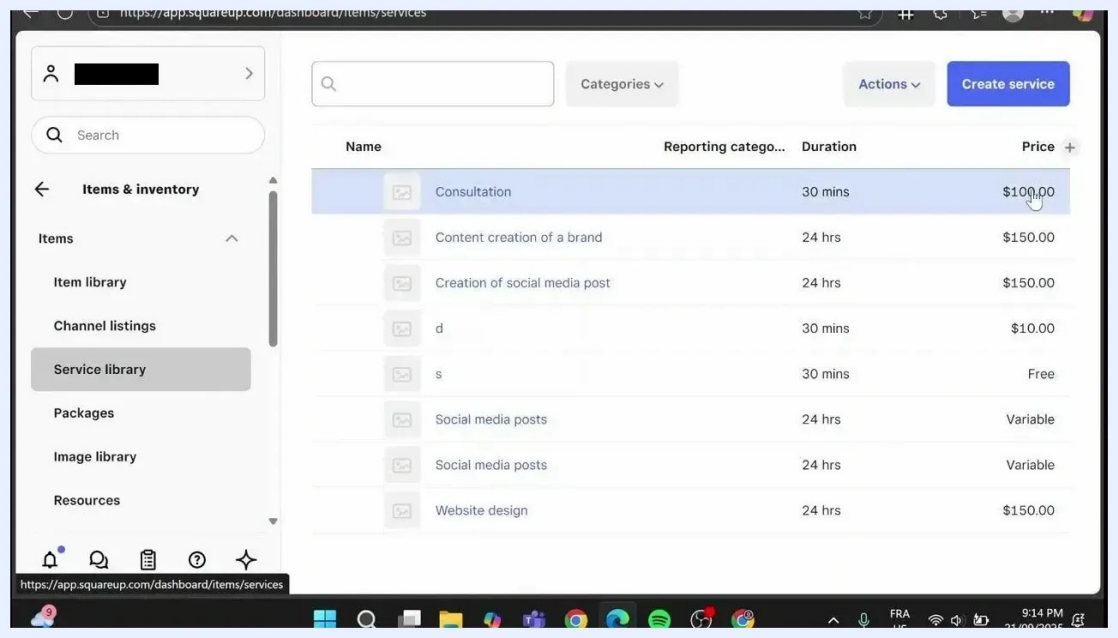
Edit item screen showing categorization and options fields

7. Enter the new item price

In the price field, enter the new price for the item. Make sure it is correct and formatted appropriately (for example, $12.00/ea).

8. Save the item price change

Click **Save** at the top right of the Edit Item page. A **Successfully Saved** confirmation banner appears at the top of the Item Library screen.

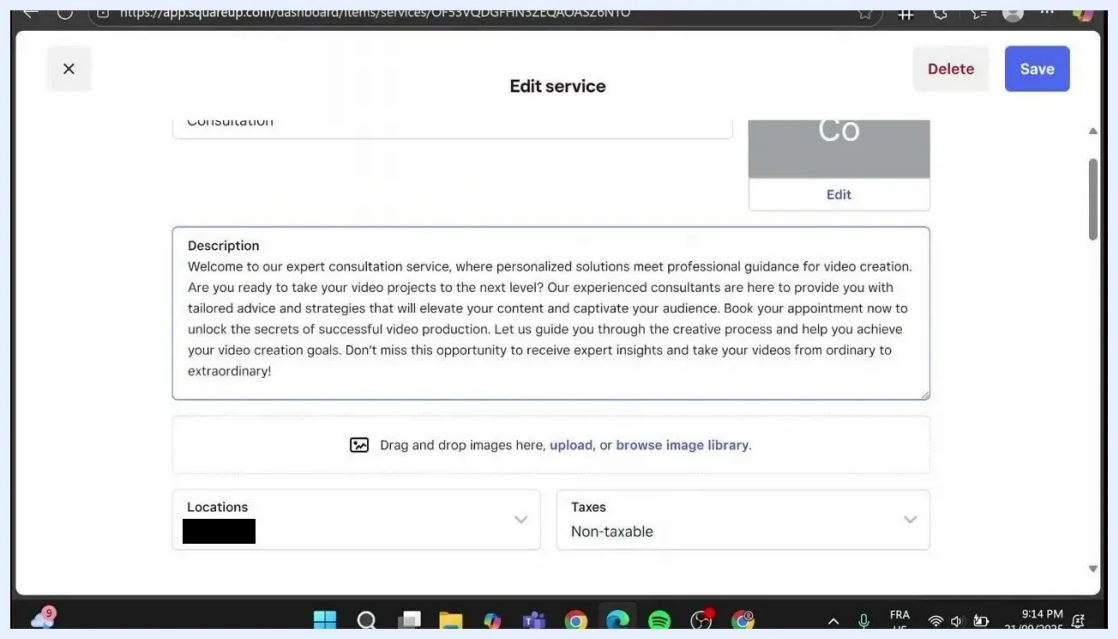


Edit item screen with price field and Save button visible

Change service prices

9. Open the Service Library

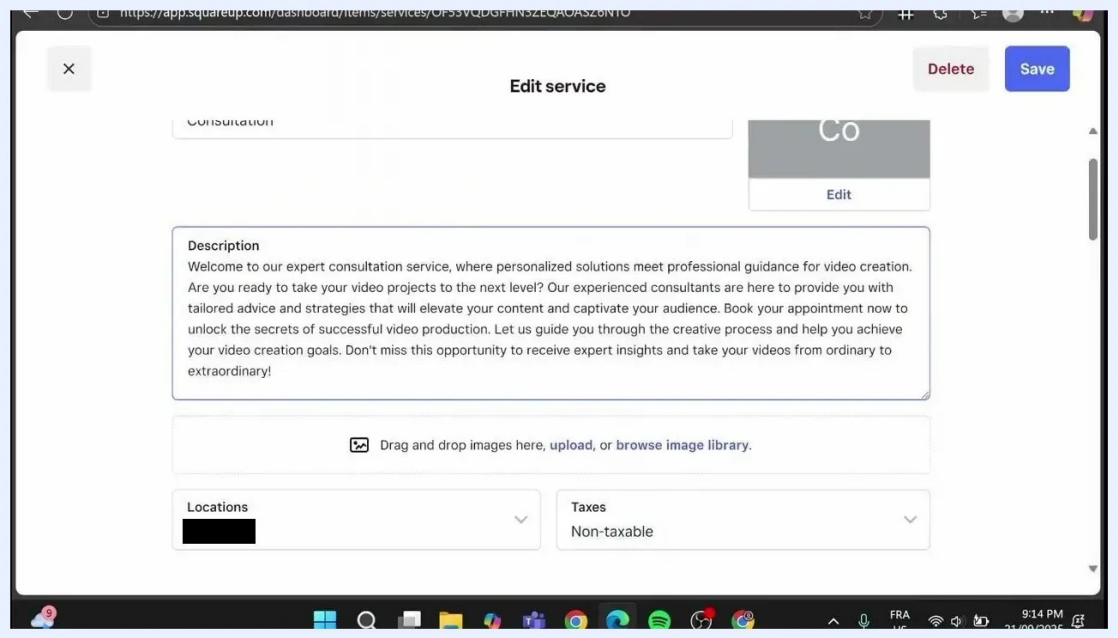
In the left sidebar, under **Items & inventory**, click **Service library**. The Service Library lists all your services with their names, durations, and prices.



Service library view showing list of services, durations, and prices

10. Select the service to edit

Browse the list or use the search bar to find the service you want to update. Click the service name (for example, "Consultation") to open its details. The selected service is highlighted.

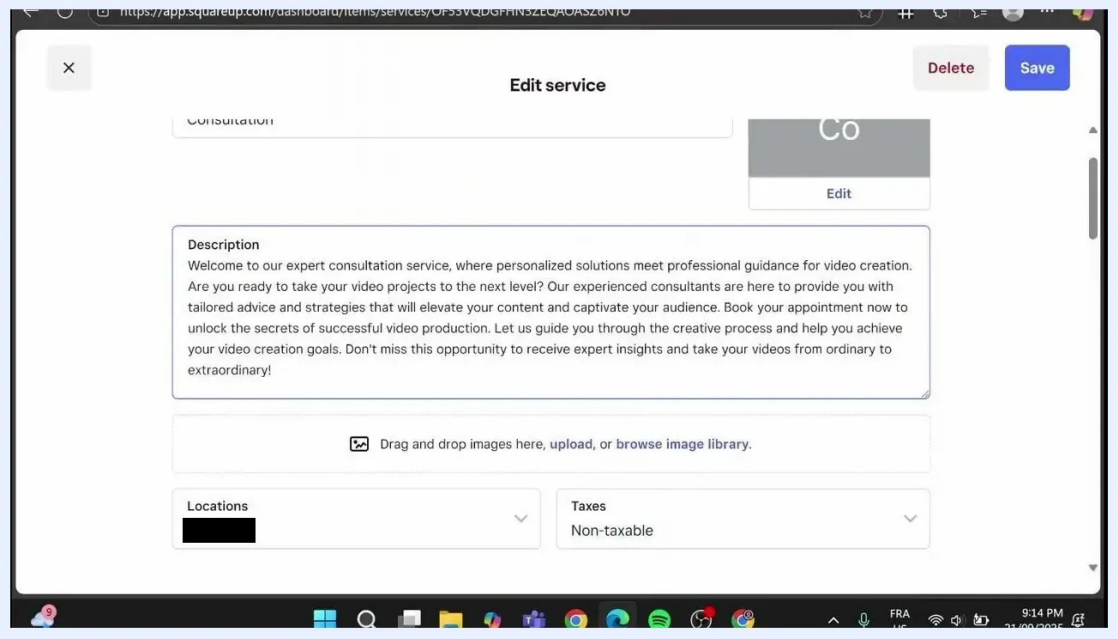


Service library with Consultation service selected, showing $100.00 price

11. Change the service price

The Edit Service page opens. You can view and edit the service name, description, categories, and price. The description field may contain detailed information about the service.

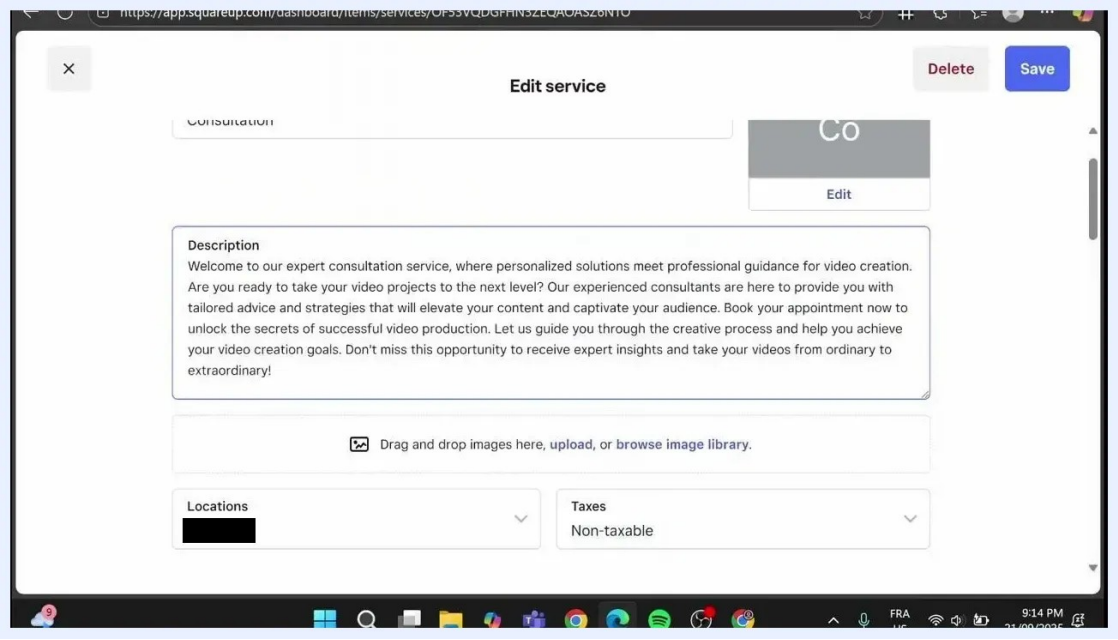
Locate the price field and enter the new price. For example, change $100.00 to $150.00. Double-check that the new price is correct and formatted properly.



Edit service screen showing description, location, and tax fields

12. Save the updated service price

Click **Save** at the top right of the Edit Service page. You return to the Service Library, where the updated price appears in the list.

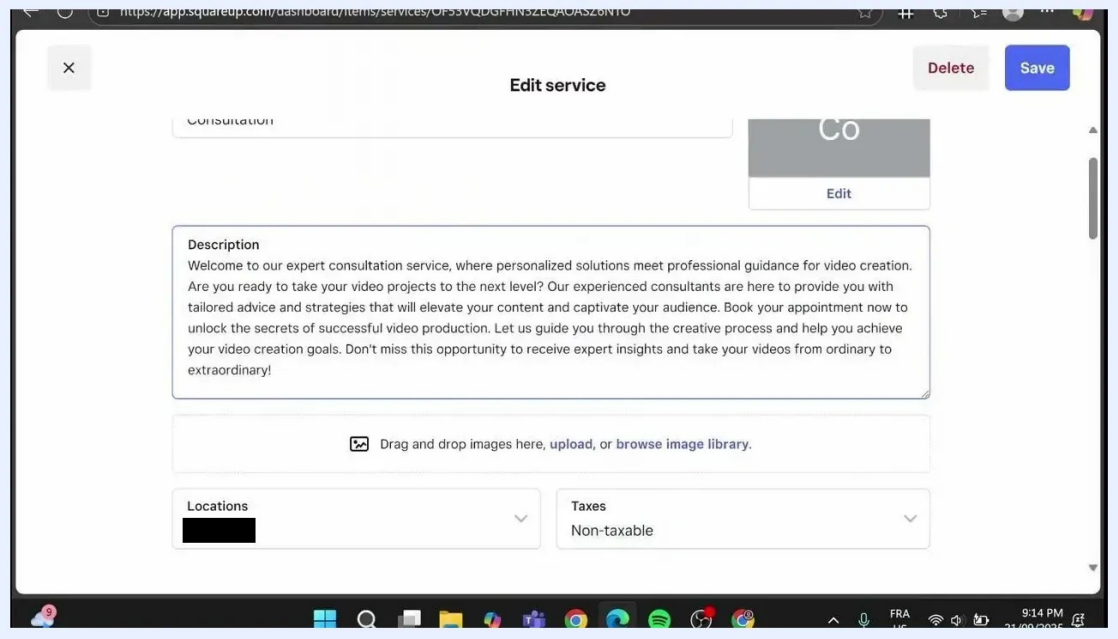


Service library with updated price for Consultation service

13. Repeat for other services and verify your changes

You must edit and save each service individually. The same process applies to all services, bookings, and consultations in your Service Library.

When you finish, review the Service Library to confirm that all prices are updated as intended. You can use the sidebar to switch between the Item Library and the Service Library to manage both products and services.

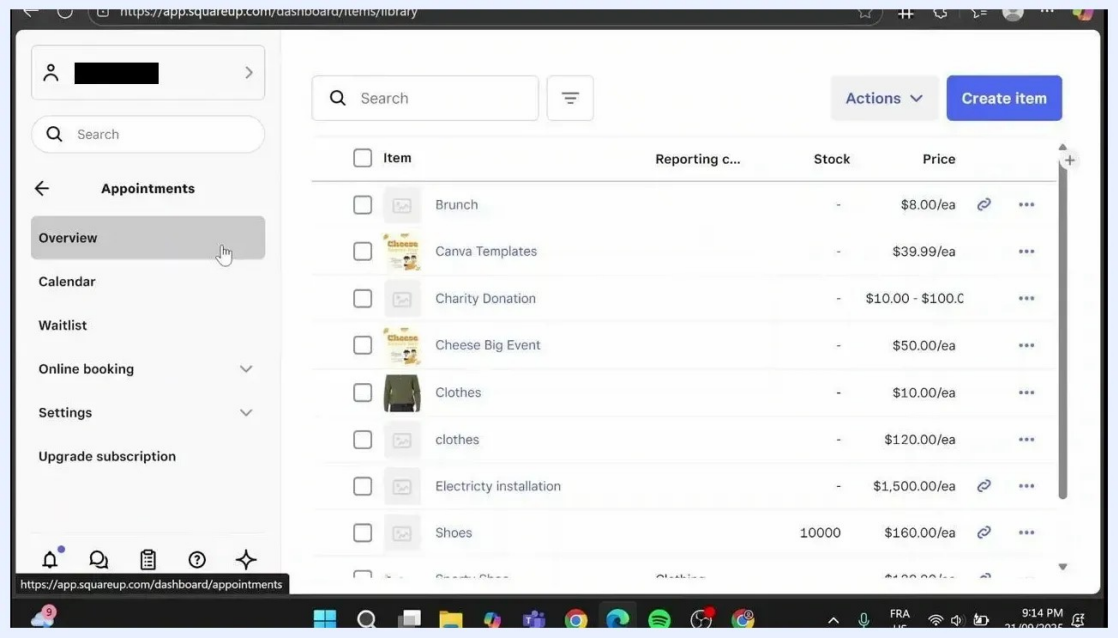


Sidebar navigation between Item Library and Service Library

Relate services to appointments

14. Check how services connect to appointments

When you create an appointment, you can relate it to a specific service. The services available for appointments are managed in the Service Library. To manage bookings, use the sidebar to go to **Appointments** and select **Overview**.



Appointments sidebar with Overview selected, showing item list

Return to the Dashboard and finish

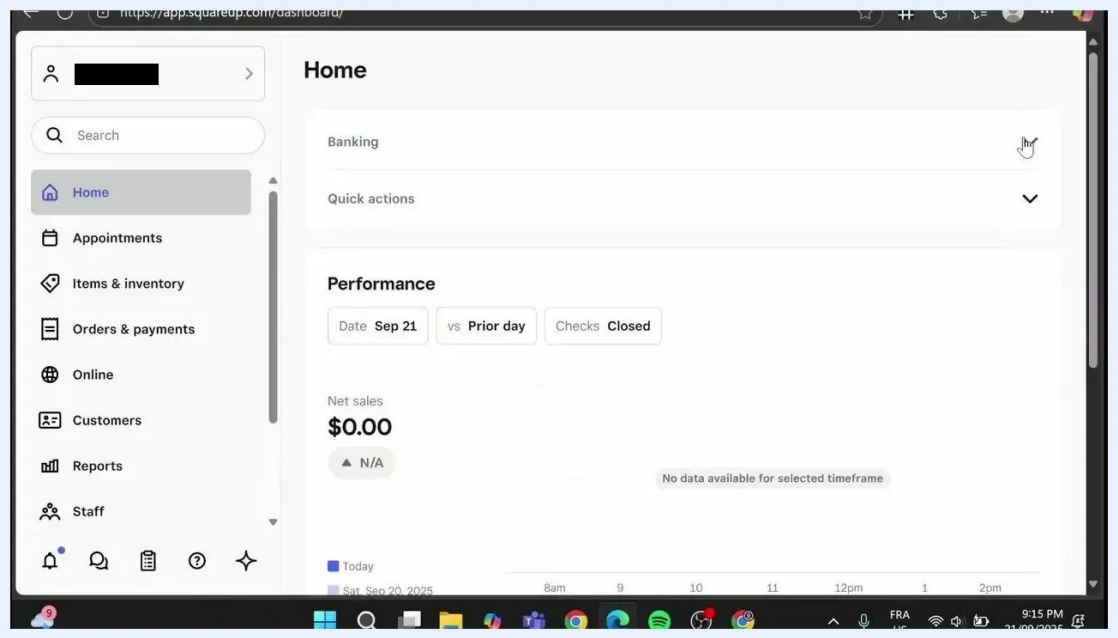
15. Return to the Home Dashboard

When you finish editing prices, click **Home** in the left sidebar. The dashboard shows an overview of your business:

- The business name (for example, "Jack Store") at the top left
- A search bar for quick navigation
- Sidebar options: Home, Appointments, Items & inventory, Orders & payments, Online, Customers, Reports, and Staff
- A performance summary with net sales (for example, "$0.00" for the current day)
- A date selector (for example, "Sep 21") with a comparison to the prior day
- The status of checks (for example, "Closed")

- Notification and settings icons at the bottom left

No further action is required unless you want to keep managing other parts of your Square account.



Square Dashboard Home screen showing sidebar navigation, performance summary, and business overview

16. End your session

Review the dashboard to make sure your recent changes are reflected. Then log out or close the browser tab if you have finished your tasks.

Summary

You now know how to change prices in Square POS for both items and services. Each change must be saved individually, which keeps your pricing accurate for sales and appointments. All your changes are saved and visible in your account.

What's next

Use the left sidebar to manage other parts of your Square account as needed, such as Appointments, Orders & payments, Customers, Reports, or Staff.