

Populating your Additional Price Lists

Sage One allows you to create as many selling price lists as you wish.

More about price lists:

When you create items in Sage One, you can link them to all the price lists that you have set up. You can give each price list a unique name. For example, you could have a trade price, a retail price and a distributor price. Sage One also lets you assign a default price list per customer.

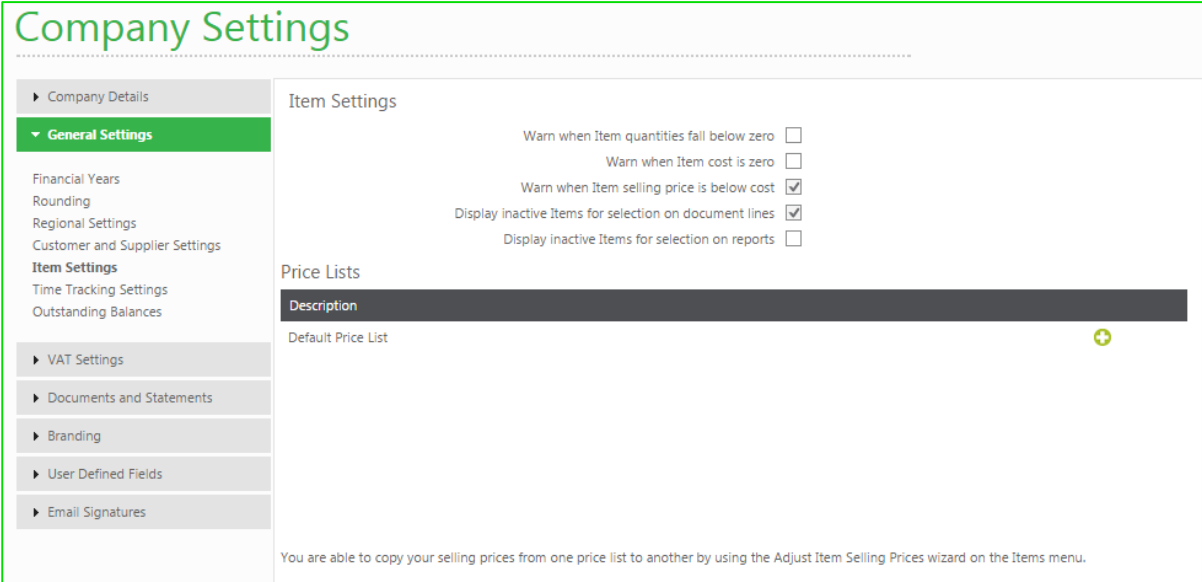
You can also copy your selling prices from one price list to another by using the Adjust Item Selling Prices wizard on the Items menu.

There are various ways of populating these new price lists with the item prices:

1. Manual Entry
2. Copy from your existing price list and adjust the selling prices up or down (*Recommended*)
3. Import your new prices using the CSV import

Creating your Price Lists:

To create price lists, select [Company...Change Company Settings...General Settings...Item Settings](#). Click on the **Add** button (green plus) to add your new price list.



The screenshot displays the 'Company Settings' interface. On the left, a navigation menu includes 'Company Details', 'General Settings' (highlighted), 'Financial Years', 'Rounding', 'Regional Settings', 'Customer and Supplier Settings', 'Item Settings', 'Time Tracking Settings', 'Outstanding Balances', 'VAT Settings', 'Documents and Statements', 'Branding', 'User Defined Fields', and 'Email Signatures'. The main content area is titled 'Item Settings' and contains several checkboxes: 'Warn when Item quantities fall below zero' (unchecked), 'Warn when Item cost is zero' (unchecked), 'Warn when Item selling price is below cost' (checked), 'Display inactive Items for selection on document lines' (checked), and 'Display inactive Items for selection on reports' (unchecked). Below this is the 'Price Lists' section, which features a table with a header 'Description' and one entry 'Default Price List' with a green plus icon to its right. A note at the bottom states: 'You are able to copy your selling prices from one price list to another by using the Adjust Item Selling Prices wizard on the Items menu.'

Manual Entry

This is definitely NOT a recommended option but the users will be able to update their additional prices list by editing their Item Masterfiles.

Price List	Exclusive Selling Price	Inclusive Selling Price	GP %	GP Amount
Default Price List	R 30,000.00	R 34,200.00	34.52%	R 10,357.01
Retail	R 19,942.99	R 22,735.01	1.50%	R 300.00
Distribution	R 19,942.99	R 22,735.01	1.50%	R 300.00
Wholesale	R 19,942.99	R 22,735.01	1.50%	R 300.00
International	R 19,942.99	R 22,735.01	1.50%	R 300.00

Copying a Price List and adjusting the selling price (*Recommended*)

The easiest way to populate your additional price lists is as follows; we will use the example of a Default Price List and two new price lists:

- New Prices A – 10% more than the default price list
- New Prices B – 10% less than the default price list

Firstly, you will copy the prices from their Default Price Lists to their two new price lists:

- Copy from another price list ([Items...Transactions...Adjust Item Selling Prices](#))

Adjust Item Selling Prices

Update your selling prices quickly and easily

1 Adjust or Copy 2 Adjustment Type 3 Adjustment Options 4 Adjustment Results

Adjust or copy Price List

Adjust Selling Prices
 Adjust Selling Prices using Quick Entry Grid
 Copy from another price list

Please Note: To ensure accuracy of your information, we recommend that you review all of your costs and selling prices before and after making a Selling Price Adjustment. This can be done by viewing the [Item Listing Report](#).

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This will copy the selling prices from the Default Price List to the two new price lists.

Copy Price List Information

Copy price list information from one price list to another

1 Copy Price List 2 Copy Result and Adjust Options

Copy Price List

You are able to copy the selling prices from one price list to additional prices lists.

Default Price List Price List A, Price List B

Default Price List
 Price List A
 Price List B
 Price List C

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The next step would be to adjust these copied selling prices (either increase or decrease). You would do this by returning to the [Adjust Item Selling Prices](#) screen and select one of the following options:

- Adjust Selling Prices
- Adjust Selling Prices using Quick Entry Grid (*Recommended*)

Adjust Item Selling Prices

Update your selling prices quickly and easily

1 Adjust or Copy
 2 Adjustment Type
 3 Adjustment Options
 4 Adjustment Results

Adjust or copy Price List

Adjust Selling Prices
 Adjust Selling Prices using Quick Entry Grid
 Copy from another price list

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Here you will be able to update your new prices by increasing or decreasing the selling price based on selling price (remember the current selling price is the one copied from the Default Price List)

Adjust Item Selling Prices Quick Entry Grid

Update your selling prices quickly and easily

1 Adjustment Options
 2 Adjustment Grid
 3 Adjustment Results

Please choose the type of adjustment you would like to make

If you are adjusting Selling Prices, these changes affect a range or all of your items. Please choose the required option. For Selling Prices, you can round inclusive prices by selecting the type of rounding and then specifying the value to round to. For example, if you round to the nearest 0.20, prices can end in 0.00, 0.20, 0.40, or 0.80.

Price List: Price List A

Item: (From) _____ (To) _____

Item Category: (From) _____ (To) _____

Status:
 Both (Active/Inactive)
 Active
 Inactive

Item Type:
 Both (Service/Physical)
 Service
 Physical

Update Prices based on:
 Selling Price
 Average Cost
 Last Cost

Rounding on Inclusive Prices: No Rounding to Nearest

Adjust Prices:
 Adjust Prices Manually
 Adjust Prices by %

Adjustment Percentage:

Update Selling Prices on Recurring Invoices:

This will populate the quick entry grid which will allow the user to review the new prices and even manually update the prices or GP% themselves.

Adjust Item Selling Prices Quick Entry Grid

Update your selling prices quickly and easily

1 Adjustment Options 2 Adjustment Grid 3 Adjustment Results

Review and update your Item Selling Prices - Price List A

New selling prices have been loaded. Confirm or update your prices manually in the grid or choose Adjustment Options to choose new selling price adjustment settings.

[Adjustment Options](#)

Code ▲	Description	Category	Last Cost	Average Cost	Excl. Price	Incl. Price	GP %	New Excl.	New Incl.	New GP %
*CARBO-001	* Carbon Road Frame	Parts	R 19,642.99	R 19,642.99	R 30,000.00	R 34,200.00	34.52%	R 33,000.00	R 37,620.00	40.48%
ALUMIN-0...	Aluminium Road Frame	Parts	R 15,000.00	R 15,000.00	R 27,000.00	R 30,780.00	44.44%	R 29,700.00	R 33,858.00	49.49%
BICYCL-001	Bicycle Building	Services	R 192.58	R 192.58	R 300.00	R 342.00	35.81%	R 330.00	R 376.20	41.64%
BICYCL-002	Bicycle Pump	Parts	R 169.75	R 169.75	R 300.00	R 342.00	43.42%	R 330.00	R 376.20	48.56%
CARBON-0...	Carbon Sole Shoes	Apparel	R 2,219.86	R 2,219.86	R 3,600.00	R 4,104.00	38.34%	R 3,960.00	R 4,514.40	43.94%
DOT001	Dot Matrix Item		R 100.00	R 100.00	R 219.30	R 250.00	54.40%	R 241.23	R 275.00	58.55%
GROUPS-0...	Groupset	Parts	R 4,747.65	R 4,747.65	R 7,350.00	R 8,379.00	35.41%	R 8,085.00	R 9,216.90	41.28%
MOUNTA-...	Mountain Bike Frame	Parts	R 14,451.88	R 14,451.88	R 27,000.00	R 30,780.00	46.47%	R 29,700.00	R 33,858.00	51.34%
MOUNTA-...	Mountain Bike Helmet	Apparel	R 821.60	R 821.60	R 1,425.00	R 1,624.50	42.34%	R 1,567.50	R 1,786.95	47.59%
RACING-001	Racing Road Wheelset	Parts	R 7,225.00	R 7,225.00	R 12,000.00	R 13,680.00	39.79%	R 13,200.00	R 15,048.00	45.27%
TIMETR-001	Time Trial Helmet	Apparel	R 1,001.62	R 1,001.62	R 1,800.00	R 2,052.00	44.35%	R 1,980.00	R 2,257.20	49.41%
WFA01003	Breakdown Machine		R 0.00	R 0.00	R 0.00	R 0.00	0.00%	R 0.00	R 0.00	0.00%

NOTE – If you want to manually enter the prices quickly – you can select the quick entry grid and select the increase percentage as 0%. This will make all the new prices R 0.00 and allow you to populate the grid manually.

Once this is done the Item Selling Prices will be updated.

Importing your new prices

You can also use the normal item import to adjust or update your new and existing selling prices.

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