

## Populating your Additional Price Lists

In Sage One you are able to create as many selling price lists as you wish. Previously you were only able to have one selling price per item.

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

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

### Manual Entry:

This is definitely **NOT** a recommended option but the users will be able to update their additional price lists by editing their Item Masterfile.

### Edit Item - \*CARBO-001

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Record Navigation: ⏪ ⏩ ⏴ ⏵

Code:

Description:

Category:

Item Type:  Physical  Service

Active:

Last Cost:

Average Cost:

Quantity On Hand:

Details
Price Lists
Activity
Notes
User Defined Fields
Purchases Graph
Sales Graph
Sales vs Purchases Graph
Picture

Price List	Exclusive Selling Price	Inclusive Selling Price	GP %	GP Amount
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

What you will need to do is first copy the prices from your Default Price List to your two new price lists:

Copy from another price list:

### 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](#).

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

Copying the default to my other 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

Back    Next

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, here you will select either:

- 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

**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](#).

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	<input style="border: 1px solid red;" type="text" value="Price List A"/>				
Item	<input type="text" value="(From)"/>		<input type="text" value="(To)"/>		
Item Category	<input type="text" value="(From)"/>		<input type="text" value="(To)"/>		
Status	<input checked="" type="radio"/> Both (Active/Inactive) <input type="radio"/> Active <input type="radio"/> Inactive				
Item Type	<input checked="" type="radio"/> Both (Service/Physical) <input type="radio"/> Service <input type="radio"/> Physical				
Update Prices based on	<input checked="" style="border: 1px solid red;" type="radio"/> Selling Price <input type="radio"/> Average Cost <input type="radio"/> Last Cost				
Rounding on Inclusive Prices	<input type="text" value="No Rounding"/> to Nearest <input type="text" value="R 0.05"/>				
Adjustment Percentage	<input style="border: 1px solid red;" type="text" value="10.00 %"/>				
Update Selling Prices on Recurring Invoices	<input checked="" type="checkbox"/>				

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 19,942.99	R 22,735.01	1.50%	R 21,937.29	R 25,008.51	10.46%
ALUMIN-0...	Aluminium Road Frame	Parts	R 10,000.00	R 7.36	R 1.00	R 1.14	-636.00%	R 1.10	R 1.25	-569.09%
BICYCL-001	Bicycle Building	Services	R 192.58	R 192.58	R 192.58	R 219.54	0.00%	R 211.84	R 241.50	9.09%
BICYCL-002	Bicycle Pump	Parts	R 169.36	R 169.36	R 169.36	R 193.07	0.00%	R 186.30	R 212.38	9.09%
CARBON-0...	Carbon Sole Shoes	Apparel	R 2,219.86	R 2,219.86	R 2,219.86	R 2,530.64	0.00%	R 2,441.85	R 2,783.71	9.09%
GROUPS-0...	Groupset	Parts	R 4,747.65	R 4,747.65	R 4,747.65	R 5,412.32	0.00%	R 5,222.42	R 5,953.56	9.09%
MOUNTA-...	Mountain Bike Frame	Parts	R 14,451.88	R 14,451.88	R 14,451.88	R 16,475.14	0.00%	R 15,897.07	R 18,122.66	9.09%
MOUNTA-...	Mountain Bike Helmet	Apparel	R 821.11	R 821.11	R 821.11	R 936.07	0.00%	R 903.22	R 1,029.67	9.09%
RACING-001	Racing Road Wheelset	Parts	R 7,225.00	R 7,225.00	R 7,225.00	R 8,236.50	0.00%	R 7,947.50	R 9,060.15	9.09%
TIMETR-001	Time Trial Helmet	Apparel	R 1,001.62	R 1,001.62	R 1,001.62	R 1,141.85	0.00%	R 1,101.78	R 1,256.03	9.09%
XCWHEE-0...	XC Wheelset	Parts	R 3,021.79	R 3,021.79	R 3,021.79	R 3,444.84	0.00%	R 3,323.97	R 3,789.33	9.09%



### Important Information

If you want to manually enter your prices, 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 your Selling Prices will be updated

## Importing your new prices

The users can also use the normal item import to adjust or update their new and existing selling prices.

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