

Pricing Rules

This article describes how to Add, Set or Edit the default Pricing Rules. Product is grouped by Product Categories, each Product Category follows the Set Price Rule.


NOTE: To identify what Product Category a product is in, go to the **PRODUCT** Tab which displays a Product Category column, OR search for the product, then open the product to view the Product Category

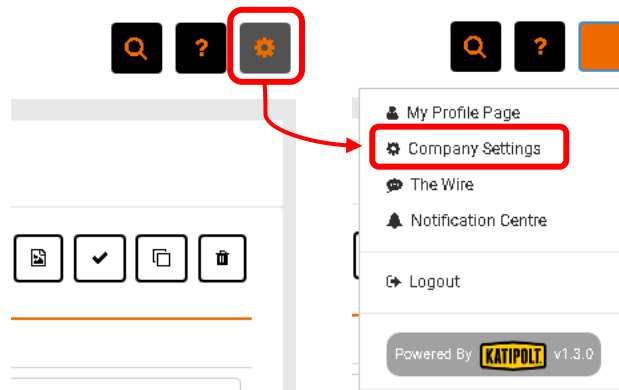
To Add, Set or Edit the Pricing Rules;


Adding, Setting or Editing the Pricing Rules is done from **PRICING RULES** Subnav of the Company Settings Window.

Quick Flow;



Company Settings > PRICING RULES > [Manage Pricing Rules] > [New Pricing Rule Book] (OPTIONAL) > Pricing Rule > Product Category > Type > Pricing Method > [Save]

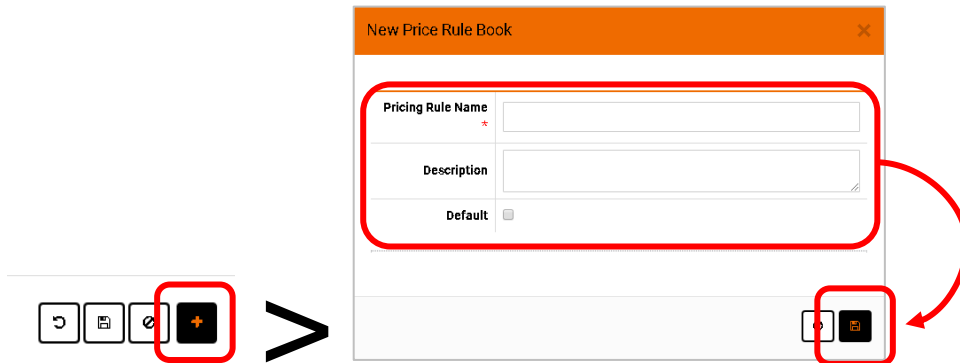
1. Press on the **Settings** button  to display the Options Menu, then Press on the **Company Settings** option to display the Company Settings Window



2. From the Company Settings Window scroll down and Press on the **PRICING RULES** Subnav to expand, then Press on the **[Manage Pricing Rules]** button  to display the **PRICING RULES MANAGEMENT** Window



- OPTIONAL: To Add a Pricing Rule, Press on the **[New Price Rule Book]** button  to display the New Price Rule Book Window, then enter a **“Pricing Rule Name”**, **“Description”** and if it is to be the default Pricing Rule, tick **“Default”** then Press [Save]  to save

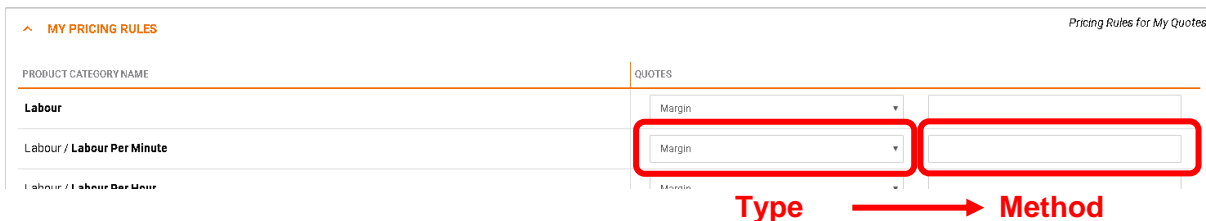


- From the PRICING RULES MANAGEMENT Window, From the “Select Price Rule Book” options, Select a **Pricing Rule** to Edit



NOTE: Selecting [SET DEFAULT] sets the open Pricing Rule as default, displaying (Default) on the Price Rule name of “Select Price Rule Book” dropdown Options

- From the selected Pricing Rule, from a Product Category, Select a **Product Category Pricing Type** and **Method**



Pricing Types and Methods;

- Select Type “Fixed” > then enter Method a “Price”
- Select Type “Margin” > then enter Method a “Margin” decimal
- Select Type “Cost”, “Trade” or “Retail” > then enter Method a “Mark Up” decimal

NOTE: Margins/Mark Ups to be entered as a decimal not a percentage. Adding a minus symbol will take that Margin/Mark Up off the selected Base Price “Type”

- Press on the PRICING RULES MANAGEMENT Window’s **[Save]** button  to save the selections