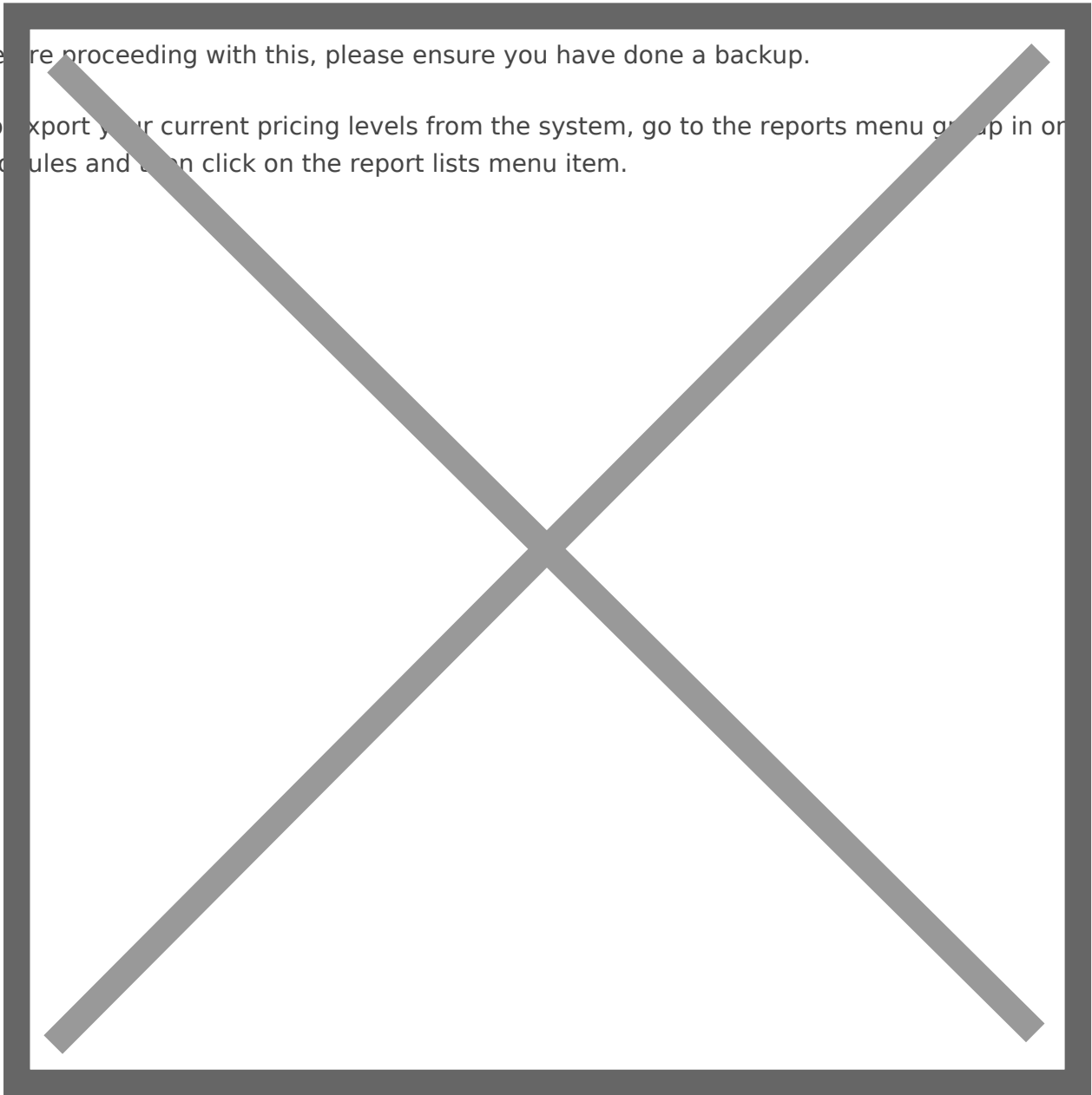


Pricing Level export and import

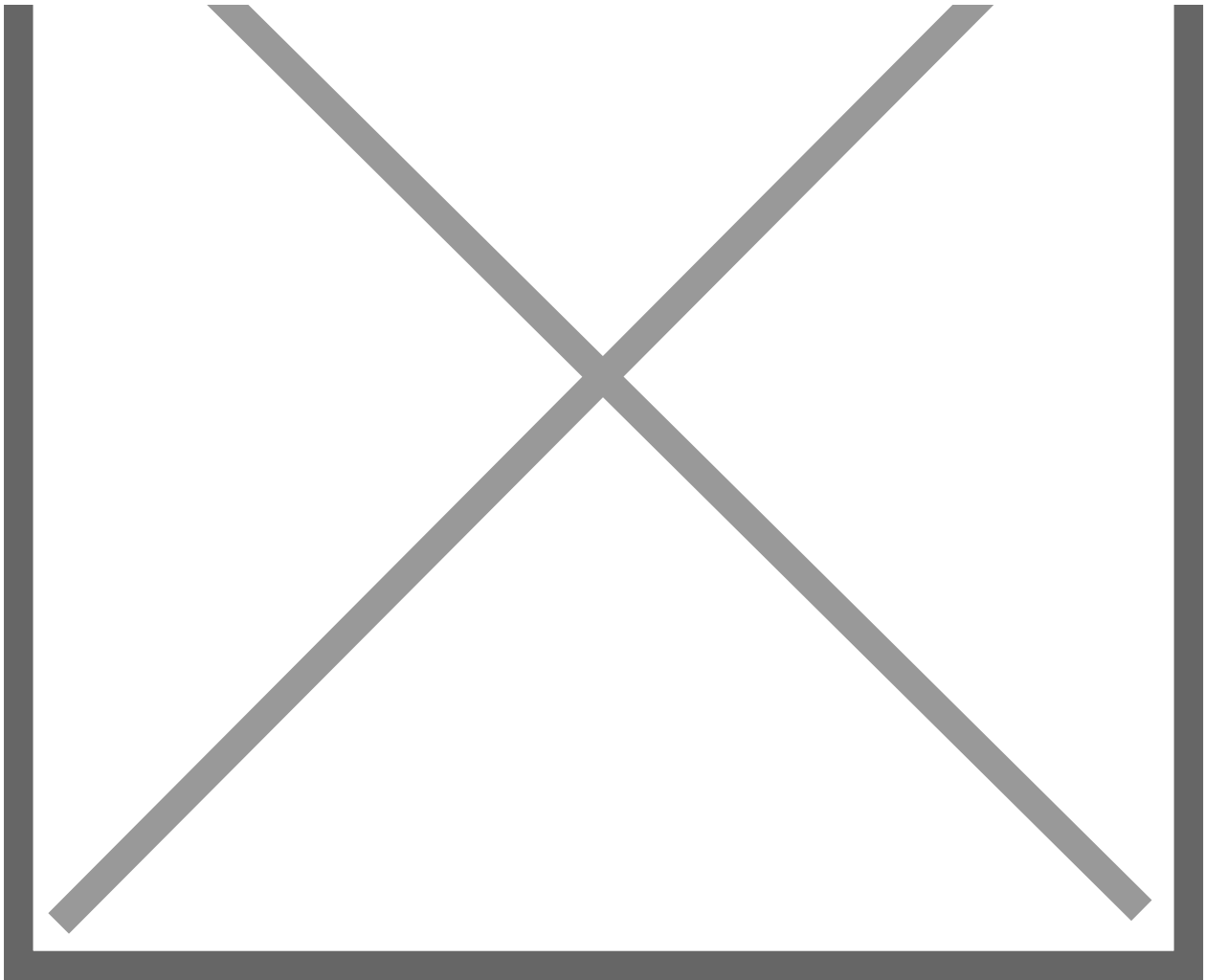
System Configuration>Administration> Imports

Before proceeding with this, please ensure you have done a backup.

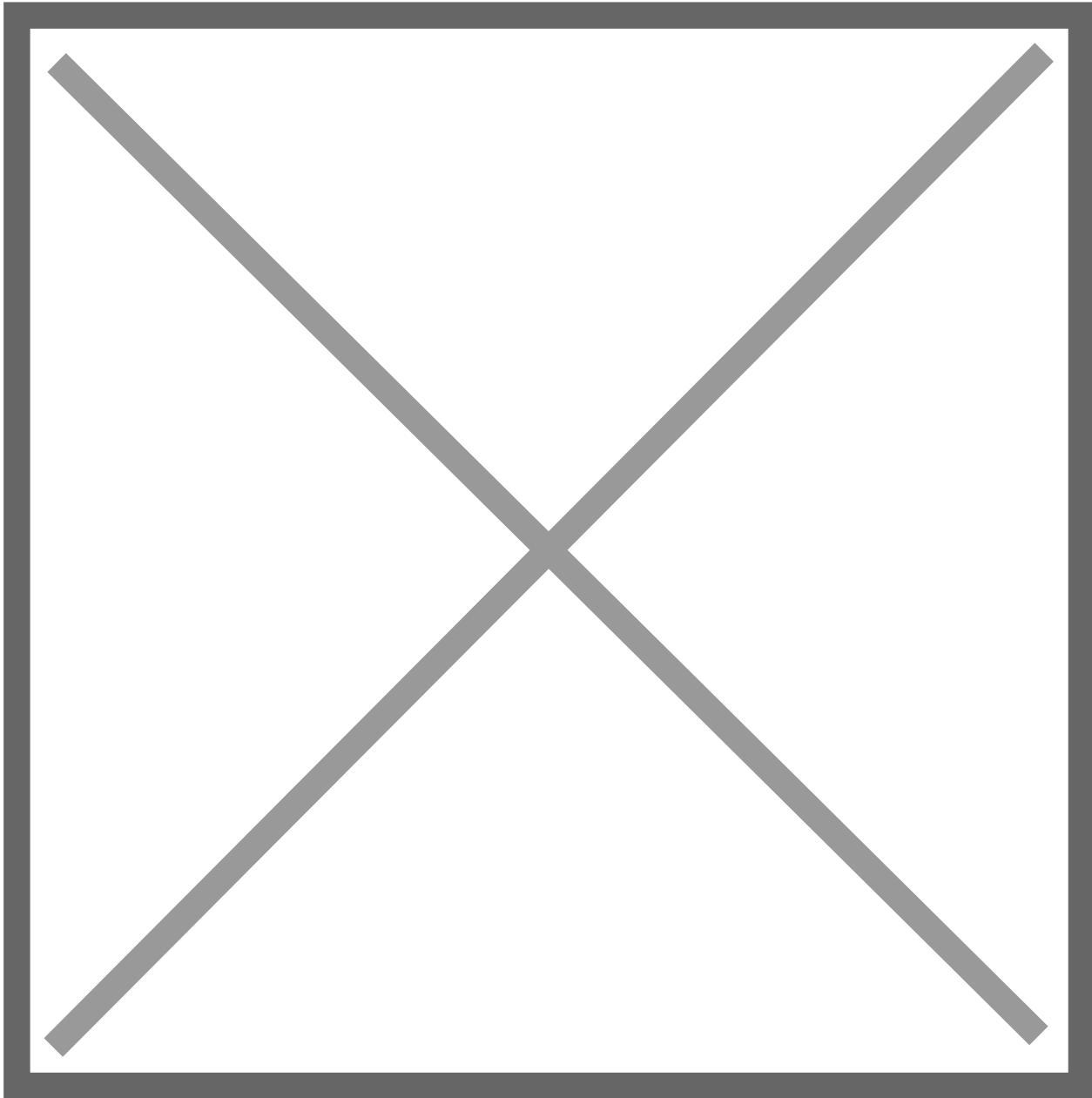
To export your current pricing levels from the system, go to the reports menu group in one of the modules and then click on the report lists menu item.



Select the inventory costs report under the inventory category. Ensure you have the price levels selected as ALL so that you select all your price level categories. Click on the “Generate Report”



Once the report is run, click on the copy to clipboard button and take the report to excel (follow the help file on how to use the copy to clipboard function)

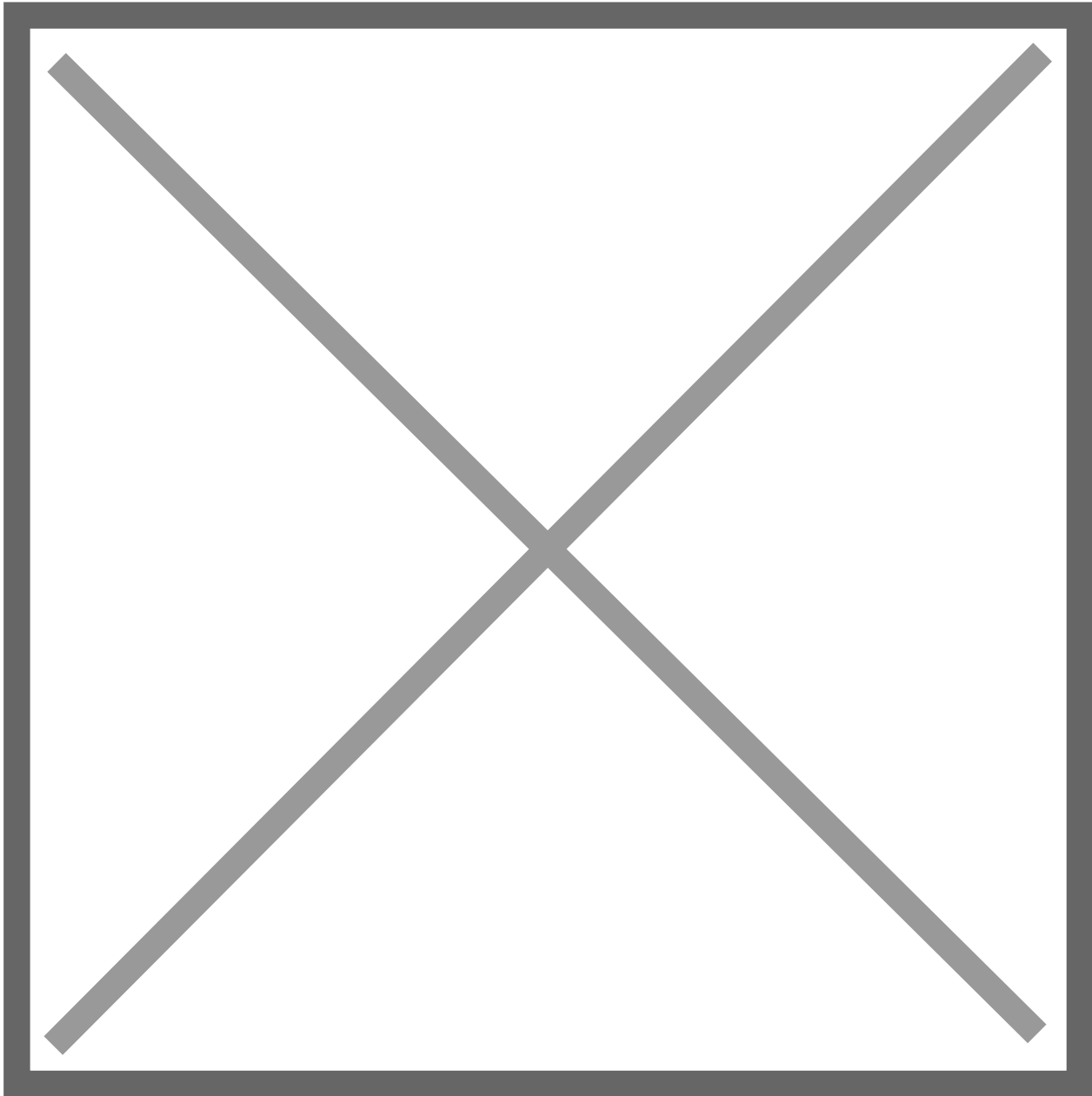


Export the pricing levels once the file is in Excel, remove the headers so you have the stock code at the top of the first row

Remove the columns called

1	Supplier Cost
2	Unit Cost

Use the selling price column to amend your prices



Note:

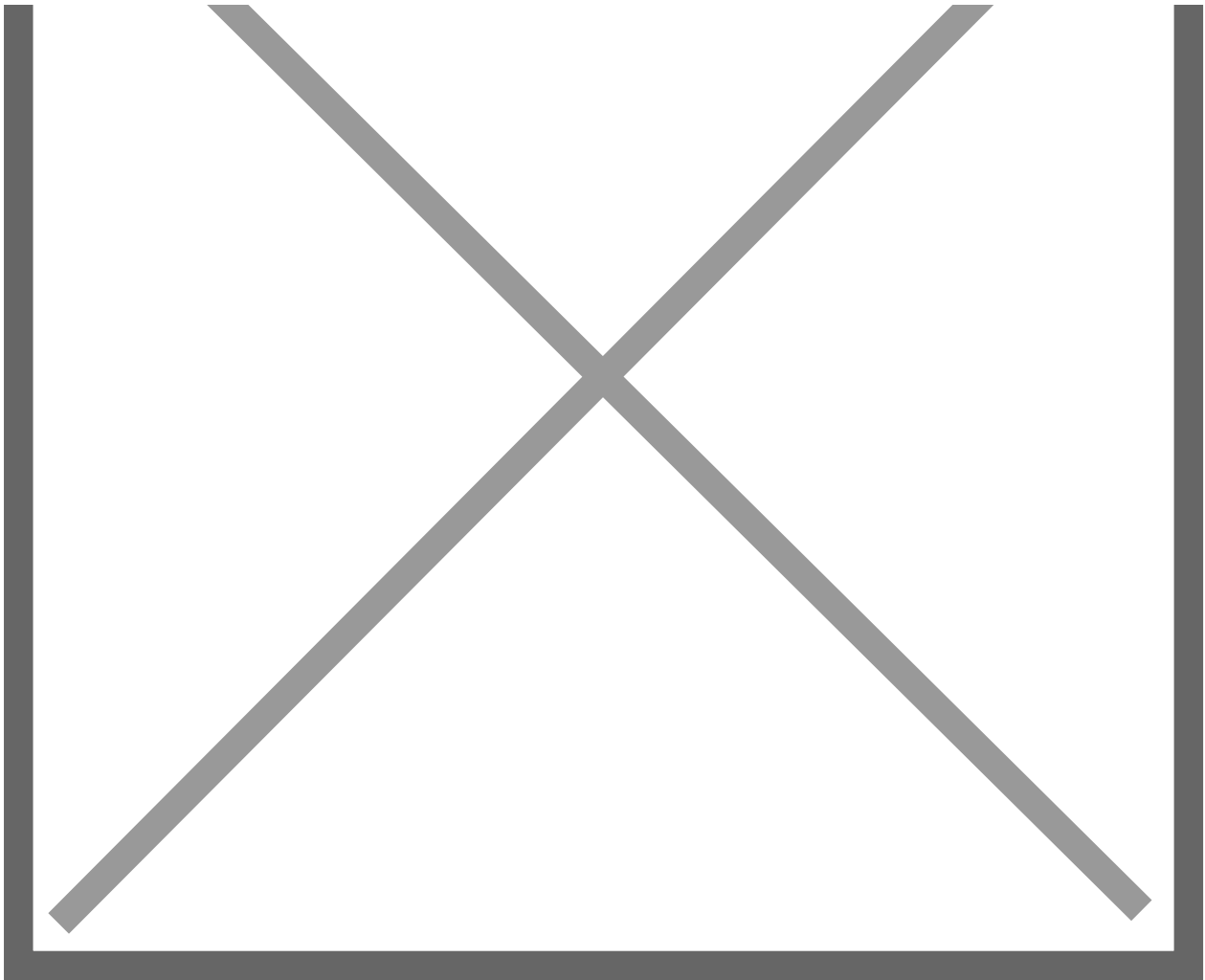
The price column will contain both the percentage mark-up amount and the actual amount, the column called mark-up or amount will tell the import what to use.

Use the % mark-up column to fill in your Selling Price Column with the percentage that you want to mark-up the item by.

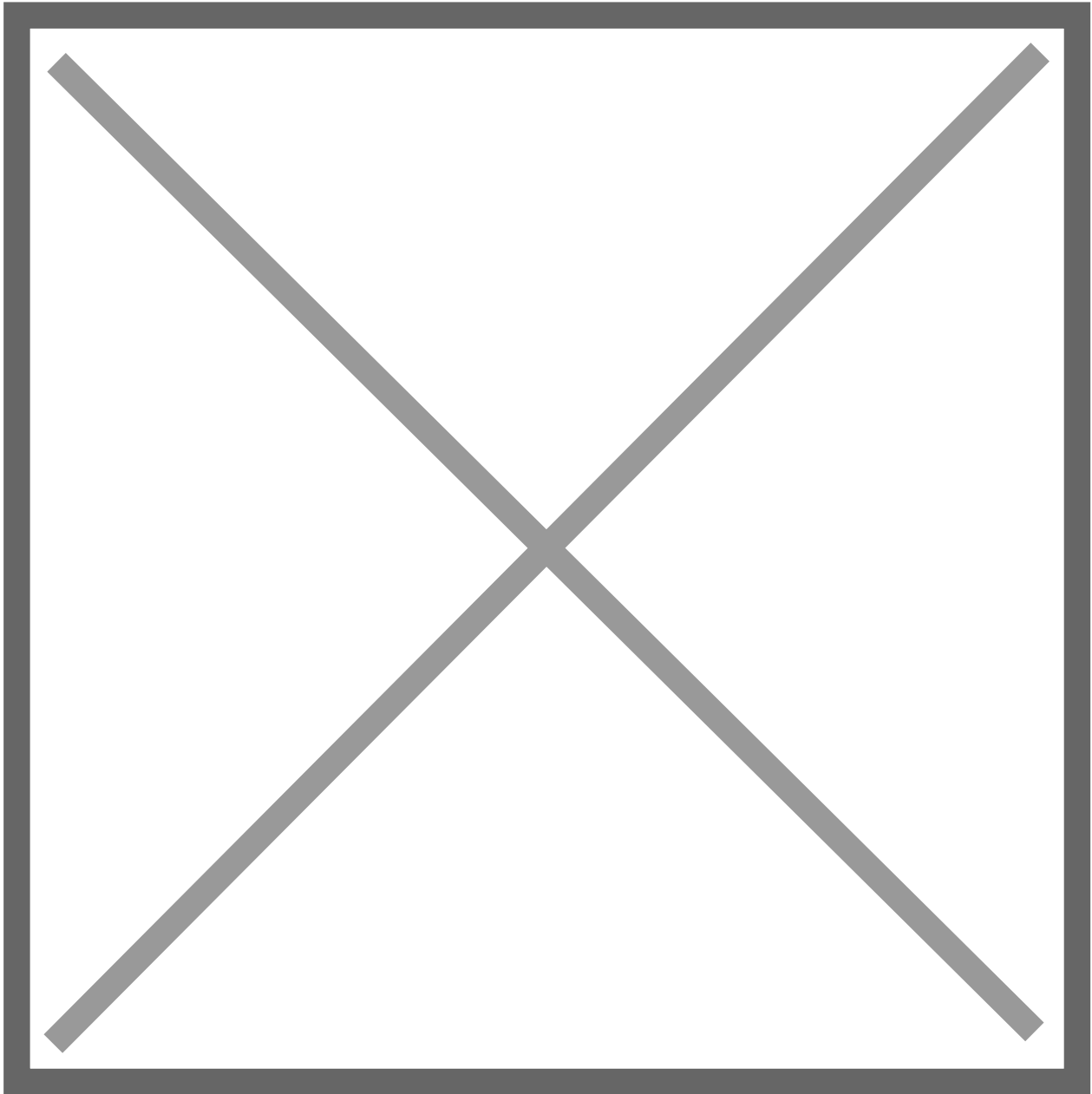
After you have sorted your item prices taking note that you have ensured that the percentage amount is indicated in the selling price column

These columns below are the only columns you will need to effect the import

INVENTORYCODE	Price Level	Markup / Amount	Selling Price
---------------	-------------	-----------------	---------------



Click on the upload button and select the import type as pricing level, then click on the browse button to find the CSV file you have saved



Click upload the file will be displayed under the pricing level tab click on the Import Button to Import the changes.

Revision #2

Created 17 July 2023 22:22:07 by Paige

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