

## Using Selling Price Changes

Product prices are always fluctuating. With BisTrack's Selling Price Changes, you can efficiently plan for and apply price updates.

This course introduces you to the Add and Quick Add methods to enter price changes. We also review the Selling Price Changes Window along with the other available options. Finally, we'll complete the steps to Apply the changes and keep your pricing up to date.

Price Changes are typically entered for multiple products and are put into effect on a specific date.

You can find the option to enter Selling Price Changes on the Inventory tab.

To change a selection of products by a percent or amount, or to load and edit the selected products in a grid view, select Add.

The first step is to select the products that require a price change.

You can choose products at all or select branches.

To choose specific branches, disable the Select All check box and enable the check box or boxes for the branches where you want to apply price changes.

Click OK to close the window.

Several options are available from the drop down list to identify the products that will get a price change.

The Products option allows you to select one or several specific items.

When you select Product Group, the system adds a price change for all products within the group selected.

The Product Code Range allows a from and to entry. And lastly, use Product Default Supplier to choose products that have the selected default supplier.

For this example, we'll use the Products option.

Click the Products button to search.

From the Product Find window, you can select multiple products at one time.

In this example, three products are chosen for a price change.

Close the window.

Enable the check box to apply the change to the Standard selling price.

Click the Price change drop down menu and review the options to enter a Price change.

When selecting By Amount, enter the dollar value of the increase or decrease in the field to the right.

Selecting By Percentage requires a percent value by which to increase or decrease the price.

To enter a decrease, precede the number with a minus sign.

Or, you can enter the New Price directly.

New Prices entered here update all of the products selected.

This can be useful when you have a range of products like paint that all have the same price and you need to update the same price to all products.

You can also use this option as a way to get the selected products into the Quick Edit grid view. From there you can easily update pr Finally, set the date that you want the price changes to take effect.

When finished click OK.

The price change appears in the Selling Price Changes window.

The Description indicates that there are three products in multiple branches for updating.

You can now manipulate the prices if needed when the Price Change type used was New Price.

Open the right-click menu and then select Quick Edit.ices individually.

The three products selected are shown twice; once for each branch.

To edit the prices, click in the Change box.

Enter the New Price for the product.

Upon pressing enter, the cursor automatically moves to the next line.

Continue down the list and when finished click OK.

Confirm replacing the existing price changes with the new ones entered.

Each product is now listed as a separate line on the Selling Price Changes window.

Quick Add Price Changes

Another option for entering a price change is using the Quick Add button.

With this method, you set the defaults for Branch, Apply to, Effective date, and Change type in the header section.

Then in the body of the window, you select the products and enter the New Price.

To begin, set the Change type to New Price.

Next, click the Product Code field in the grid.

The default settings automatically appear under the column headings.

Enter the product code or click on the ellipsis to search using the Product Find window.

The Product's Description and Current Price are shown on the line.

Enter the New Price in the Change column.

Pressing Enter moves the cursor to the Effective Date. After setting it press Enter.

The line is completed and appears in the grid below the entry line.

If needed, you can change the defaults for the Apply to and Change Type by clicking on the column's drop down icon.

Now add the next selling price change to the Quick Add window.

It is added to the bottom of the list.

When finished, click the Esc key then click OK to save the changes.

The selling price changes are shown on the window.

Selling Price Changes Window

As changes are added, they appear in the Selling Price Changes Window.

The Description of each line indicates the Products chosen.

It also shows the Type of change.

New Value indicates that the Amount shown will become the products new selling price.

The checkbox at the top of the window lets you choose to Show applied price changes as well.

When selected, the list revises to include price changes already updated.

There may be many price change records on file. The More button can be used to display additional records beyond the page limit.

You can also use the Group By area and column sorting options to customize the view to suit your needs.

To view the details of a price change record, select a line and then click the Properties button.

You can make edits to a price change record before it is applied.

You can use the Delete button to delete one or more price change records.

Use it to remove unapplied price change records no longer needed.

Remember, you can use the keyboard and mouse combination of Control or Shift plus click to select multiple lines for deletion.

You can also print labels from selling price changes.

Here's a tip: It's a Best practice is to print the labels at the same time the adjusted prices go into effect.

Refer to the Training on Demand course, Label Printing Overview for further information.

In order to put price changes into effect, you need to apply them.

BisTrack runs a software routine each night that automatically applies price changes when the effective date matches the current date. You can also apply price changes manually.

There are two buttons for employing the price updates, Apply and Apply All.

When using the Apply option, you must select the selling price changes first.

You can choose multiple records and apply them at the same time.

When the desired lines are selected, click the Apply button.

Confirm the action and the new prices will go into effect on the dates indicated.

Clicking OK completes the update and clears the window of the selected price changes.

Alternatively, the Apply All method assumes you want to apply all the outstanding price changes.

Clicking OK completes the update and clears the window.

Price changes are inevitable and the best way to make sure you're maximizing profit margins.

When you use BisTrack's Selling Price Changes module you can quickly enter new prices using the Add or Quick Add options.

You should now be familiar with the other options available on the Selling Price Changes window including the Apply and Apply All buttons.

The contents of this document are for informational purposes only and are subject to change without notice. Epicor Software Corporation makes no guarantee, representations or warranties with regard to the enclosed information and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality or reasonable skill and care. This document and its contents, including the viewpoints, dates and functional content expressed herein are believed to be accurate as of its date of publication. The usage of any Epicor software shall be pursuant to the applicable end user license agreement and the performance of any consulting services by Epicor personnel shall be pursuant to applicable standard services terms and conditions. Usage of the solution(s) described in this document with other Epicor software or third party products may require the purchase of licenses for such other products. Epicor, the Epicor logo, and are trademarks of Epicor Software Corporation, registered in the United States and other countries. All other marks are owned by their respective owners. Copyright © 2016 Epicor Software Corporation. All rights reserved.

---

## About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, [connect with Epicor](#) or visit [www.epicor.com](http://www.epicor.com).



### Corporate Office

804 Las Cimas Parkway  
Austin, TX 78746

USA

Toll Free: +1.888.448.2636

Direct: +1.512.328.2300

Fax: +1.512.278.5590

### Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104

Plaza Central, Col. Santa Maria

Monterrey, Nuevo Leon, CP 64650

Mexico

Phone: +52.81.1551.7100

Fax: +52.81.1551.7117

### Europe, Middle East and Africa

No. 1 The Arena

Downshire Way

Bracknell, Berkshire RG12 1PU

United Kingdom

Phone: +44.1344.468468

Fax: +44.1344.468010

### Asia

238A Thomson Road #23-06

Novena Square Tower A

Singapore 307684

Singapore

Phone: +65.6333.8121

Fax: +65.6333.8131

### Australia and New Zealand

Suite 2 Level 8,

100 Pacific Highway

North Sydney, NSW 2060

Australia

Phone: +61.2.9927.6200

Fax: +61.2.9927.6298