


How to Setup Promotional Pricing - By Date Range

Follow the steps below to guide you on how to setup Promotional Pricing.

- 1. Open **Item screen > Pricing tab > Promotional Pricing tab**.
- 2. A new line will be available to allow you to add a new promotional pricing information.
- 3. Pricing is setup per location. Select a location in the **Location** field.
- 4. Select a **Promotion Type**.
- 5. Select Item **UOM**. To show how Unit Price is computed on this tab, see [How Unit Price is computed based on UOM selected](#).
- 6. The **UPC** field will show the UPC added for the selected UOM.
- 7. The **Qty** field will be updated by the Unit Qty setup of the UOM you selected.
- 8. In the **Discount By** field select either Percent, Discount or Terms Rate.
- 9. Depending on the Discount By selected, fill in amount or percent in the **Amount/Percent** field.
- 10. The **Unit Price** will automatically be computed based on Retail Price/MSRP, Pricing Method and Amount/Percent selected.
- 11. The **Discounted Price** will automatically be computed based on Unit Price, Discount By and Discount Amount/Percent. To show how Discounted Price is computed, see [How Discounted Price is computed based on Discount By selected](#).
- 12. In the **Begin Date** and **End Date** fields set begin and end dates for discount/rebate to be in effect.

Pricing Level: Promotional Pricing													
X Remove [icon] Layout [icon] Filter Records (13)													
Location	Promotion Type	UOM	UPC	Unit Qty	Discount By	Discount Amount/Percent	Unit Price	Discounted Price	Begin Date	End Date	Disc thru Qty	Disc thru Amt	Accum. Qty
1000-Location A	Discount	pound		1.00	Amount	3.000000	14.000000	11.000000	03/15/2016	03/31/2016	0.00	0.00	0.00
				0.00		0.000000	0.000000				0.00	0.00	0.00

 This means that it will use the discounted price if date of purchase is within **Begin** and **End Dates**.

- 13. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.