

How to Setup Promotional Pricing - By Date Range - Begin Date with Date and End Date is blank

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

1. Open **Item screen > Pricing tab > Special Pricing tab**.
2. A new line will be available to allow you to add a new special pricing information.
3. Pricing is setup per location. Select a location in the **Location field**.
4. Select the **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 **Qty field** will be updated by the Unit Qty setup of the UOM you selected.
7. In the Discount By field select either Percent or Discount.
8. Depending on the Discount By selected, fill in amount or percent in the **Amount/Percent field**.
9. The **Unit Price** will automatically be computed based on Retail Price/MSRP, Pricing Method and Amount/Percent selected.
10. 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](#).
11. In the **Begin Date** set begin date for discount/rebate to be in effect.
12. Leave **End Date field** blank. This means that there is no expiry date for the price.

Pricing Level Promotional Pricing											
X Remove Export View Filter (F3)											
Location*	Promotion Type*	UOM*	UPC	Discount Units*	Discount By	Discount Amount/Percent*	Currency	Retail Price*	Discounted Price	Begin Date*	End Date
<input checked="" type="checkbox"/> 0001-Fort Wayne	Discount	lb		100		5.00	USD	14.00	0.000000	01/26/2018	
<input type="checkbox"/>				0.00		0.00		0.00			



This means that it will use the discounted price if date of purchase is on or after the **Begin Date**.

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.