


# How to Setup Promotional Pricing - Combination of Date Range and Disc thru Amount

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** and **End Date fields** set begin and end dates for discount/rebate to be in effect.
- 12. In the **Disc thru Amt field** enter the amount that must be purchased for the discount/rebate to be effective.

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
0001-Fort Wayne	Discount	lb		100		5.00	USD	14.00	0.000000	01/26/2018	12/26/2018
				0.00		0.00		0.00		0.00	0.00



This means that it will use the discounted price once it reached the purchase amount set in the **Disc thru Amt** field and 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.