

# Grid Entry - Costs & Retail Prices

Here are the steps on how to Grid Entry - Costs & Retail Prices

1. From Store menu, click **Grid Entry - Costs & Retail Prices**
2. Enter Filters:
  - a. Radio buttons:
    - i. Store Group (*Selected as default*)
    - ii. Location
  - b. Store Group
  - c. Location (*Disabled by default*)
  - d. Vendor (*Required field*)
  - e. Family
  - f. Class
  - g. Radio buttons:
    - i. Regular
    - ii. Promotion
  - h. Start Date (*Today's date value*)
  - i. End Date (*Today's date value*)
  - j. Radio buttons:
    - i. Fixed Retail
    - ii. Category Margin
    - iii. Given Margin
  - k. Given Margin (*Enabled only when Given Margin button was selected*)
  - l. Use Retail Rounding (*Default as checked*)
3. Item Cost tab - Load all the Vendor items and corresponding data for the selected criteria
  - a. Vendor Item Number
  - b. Description
  - c. New Cost
    - Numeric editable grid column
  - d. Long UPC Code
  - e. Unit
  - f. Quantity
  - g. Category
  - h. Category Margin (%)
  - i. Family
  - j. Class
4. Retail Price tab - Display the records from Item Costs tab. Items which do not have new cost set, should not displayed on this grid
  - a. Vendor Item Number
  - b. Description
  - c. Store
  - d. Long UPC
  - e. UOM
  - f. Quantity
  - g. Current Retail Price
  - h. Category Margin (%)
  - i. Given Margin (%)
  - j. New Retail Price
    - Numeric editable grid column
  - k. New Margin (%)
    - Numeric editable grid column
  - l. Category
  - m. Family
  - n. Class
5. Click Update Data button