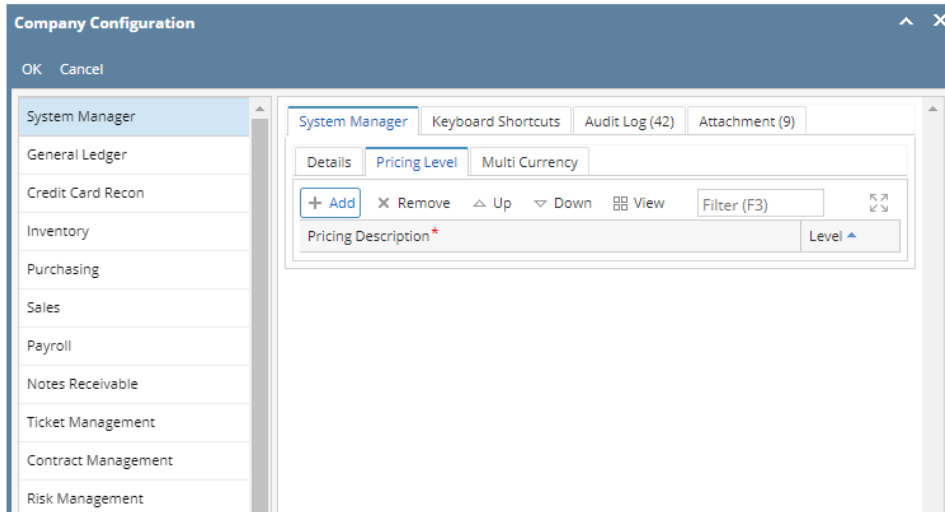
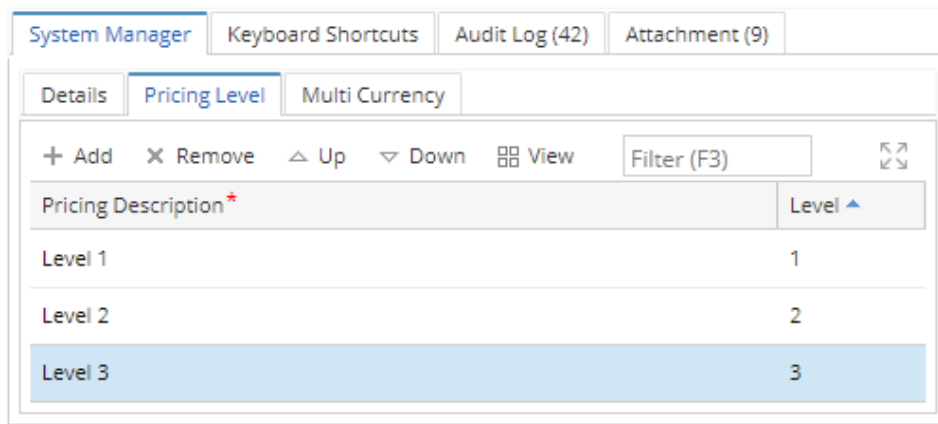


# How to Add Pricing Levels

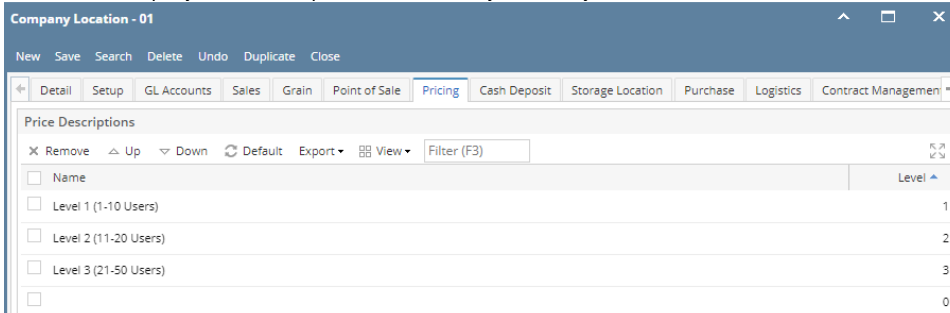
1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Company Configuration**
3. Click the **Pricing Level** tab on System Manager module
4. Click the **Add** button to add a blank row



5. The Level automatically increments as user adds more Pricing Descriptions



6. Click the OK button to save the changes
7. The next step is to add the price levels in each company location.
  - a. Click Company Locations in Common Info.
8. Select each company and add the price levels manually. You may click the Default button and this will insert all price levels.



9. In Inventory menu, click Items and select an item to update.

10. Click the Pricing tab. Insert the price level for each location in Pricing Level tab.

Item - 20

NewSaveSearchDeleteUndoDuplicateClose

DetailsSetupPricingAdd-OnSubstituteActivitiesAttachmentsAudit Log

ExportViewFilter (F3)

Location*	Last Cost	Standard Cost*	Average Cost	Pricing Method*	Amount/Percent	Retail Price*	MSRP
<input type="checkbox"/> 01	0.00	0.00	0.00	None	0.00	0.00	0.00

Pricing LevelPromotional Pricing

+ InsertX RemoveExportViewFilter (F3)

Location*	Price Level*	UOM*	UPC	Min Qty	Max Qty	Pricing Method*	Currency	Amount/Percent	Retail Price*	Effective Date
<input checked="" type="checkbox"/> LOB - Agri/Grain...	Level 1 (1-10 U...	Each		0.00	0.00	Fixed Dollar Amount	USD	1,000.00	1,000	12/15/2017
<input type="checkbox"/>				0.00	0.00			0.00	0.00	

11. You may also Import the pricing level in mass using a csv format. This can only be used with an admin user role.
- a. System Manager > Imports and Conversions > Inventory.
  - b. Click the Download Template and select the template you wish to download.

Imports and Conversions

Close

Details

System Manager

General Ledger

Download CSV TemplateView Logs

Inventory Data Import

- c. To import the file, select the Import Item Pricing Levels in the same screen by scrolling down the list.

Imports and Conversions

Close

Details

System Manager

General Ledger

Financial Report Designer

Cash Management

Inventory

Import Item GL Accounts

Import Item Location

Import Item Pricing

Import Item Pricing Levels

Import Item GL Accounts from CSV

Import Item Location from CSV

Import Item Pricing from CSV

Import Item Pricing Levels from CSV