

## Updating Inventory Target Percentages and/or Selling Prices

NOTE: The process of **Updating Target Percentages/Dollars** is separate from updating prices. Updating Target Percentages/Dollars lets you change the percentages or dollar add values used for Prices 1-4 for the items selected based on your selection criteria. **Updating Selling Prices** uses the existing percentages and/or dollar add values to update selling prices for Prices 1-4 for the items selected based on your selection criteria. In EITHER case you have the option of printing a Proof Sheet before actually performing the update.

### Updating Target %:

1. Click on → **Views** → **Administration/Utilities** → **Inventory** → **Utilities** → **Target Percentage/Price Change** (blue screen will open)
2. At **Do You Want To Update Target Percentages/Dollars Or Selling Prices**, type **T** to update Targets
3. At **Any Changes?** type a **Y** for Yes so you can narrow down your selections. Type in your selections. For example, in the **Manufacturer's Code** field, you could type in **TEC** Thru **TEC**.
4. <Enter> down to **Update Price 1 Percent/Dollar Adder** and type a **Y** to edit. Type in the new % and repeat for each Price level. NOTE: Enter **Markup %** as 1.40 for 40%. Enter **Gross Profit %** as .35 for 35% and Enter **Dollar Adders** as 35 for \$35 adder.
5. At **Any Changes?** you can either type an **N** for No OR a **P** for Proof Sheets. The first time you run this, you may want to run a Proof sheet you can review the new Targets. If you do take the option for Proof sheets, you will need to repeat steps 1 through 4 once you confirm everything looks good:

```
Update Target Percentages/Dollars.  Select Inventory Items with...
Manufacturer's Code...: TEC .....Thru: TEC
Product #.....Thru: ZZZZZZZZZZZ
UD (User Defined Code): .....Thru: ZZZ
Class Of Product.....Thru: ZZZZ
Style Of Product.....Thru: ZZZZZ
Stocking Items.....Thru: Z
n/a.....G .....Thru: G
Department Codes.....0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZ
Date Last Received....Thru: 12/31/2075
Date Last Sold.....Thru: 12/31/2075

Update Price 1 Percent/Dollar Adder.....: Y (Y/N)    0.2700
Update Price 2 Percent/Dollar Adder.....: Y (Y/N)    0.2500
Update Price 3 Percent/Dollar Adder.....: Y (Y/N)    0.2300
Update Price 4 Percent/Dollar Adder.....: Y (Y/N)    0.2100

F1=HELP                    Any Changes? Y (Y/N/P=Print Proof Sheet Only)
```

## Updating Selling Prices:

1. Click on → Views → Administration/Utilities → Inventory → Target Percentage/Price Change (blue screen will open)
2. Update Targets Or Selling Prices...: Type an **S** to update Selling Prices
3. At **Any Changes?** type a **Y** for Yes so you can narrow down your selections. Usually, you will type in same selections you did when updating your Target %'s. For example, you could type in TEC Thru TEC for the Manufacturer's Code.
4. <Enter> down to **Use (A)verage Cost, (D)ealer Base or (L)ast Receipt Cost When Recaluclating Prices** and type in the letter of the Cost Type you want to use, **A, D** or **L**.
5. You can opt to include FET in your Cost when recalculating your price and you can opt to set cents rounding (pure profit!). Answer each question according to what you want to happen.
6. At **Any Changes?** you can either type an **N** for No OR a **P** for Proof Sheets. *The first time you run this, it is recommended you first run a Proof sheet to make sure your selling prices will be updating as expected. If you do take the option for Proof sheets, you will need to repeat steps 1 through 3 once you confirm everything looks good:*

```
Update Selling Prices.  Select Inventory Items With...
Manufacturer's Code...: TEC .....Thru: TEC
Product #.....Thru: ZZZZZZZZZZZZ
UD (User Defined Code): .....Thru: ZZZ
Class Of Product.....Thru: ZZZZ
Style Of Product.....Thru: ZZZZZ
Stocking Items.....Thru: Z
n/a.....G .....Thru: G
Department Codes.....0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZ
Date Last Received....Thru: 12/31/2075
Date Last Sold.....Thru: 12/31/2075

Use (A)verage Cost, (D)ealer Base or (L)ast Receipt Cost When
Recaluclating Prices.....: D (A/D/L)

Compute Prices With FET in Cost?: N (Y/N) (Average & Last Cost ONLY!)
Perform Cents Rounding On Prices?: Y (Y/N) Round To: 0.99 (Ex. .95)
Any Changes? P (Y/N/P=Print Proof Sheet Only)
```

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7. After you have printed your proof sheet and confirmed everything looks correct and you are ready to update your pricing, type a **Y** at each Price level you wish to update or an **N** if you wish to skip it.
8. At **Only Update If "True" Quantity Equals Zero** – type an **N** for NO.
9. At **Any Changes?** type an **N** for No.
10. At **Are you sure you want to update**, type a **Y** for Yes:

```
Update Selling Prices.  Select Inventory Items With...

NOTE: If you selected the option to Print Proof Sheets on the previous
screen, your answers to the options below only determine which
Inventory items and Price Levels are including on the proof sheets.
NO PRICE UPDATING IS PERFORMED WHEN ONLY PROOF SHEETS ARE PRINTED.
Also, a NEW Price only prints if different from the OLD Price.

Update Price 1 .....: Y (Y/N)
Update Price 2 .....: Y (Y/N)
Update Price 3 .....: Y (Y/N)
Update Price 4 .....: Y (Y/N)

Only Update If "True" Quantity Equal Zero: N (Y/N=Update Regardless of Qty)
Any Changes? █ (Y/N)
```