



TIP SHEET – CREATING & CHANGING PRICE GROUPS

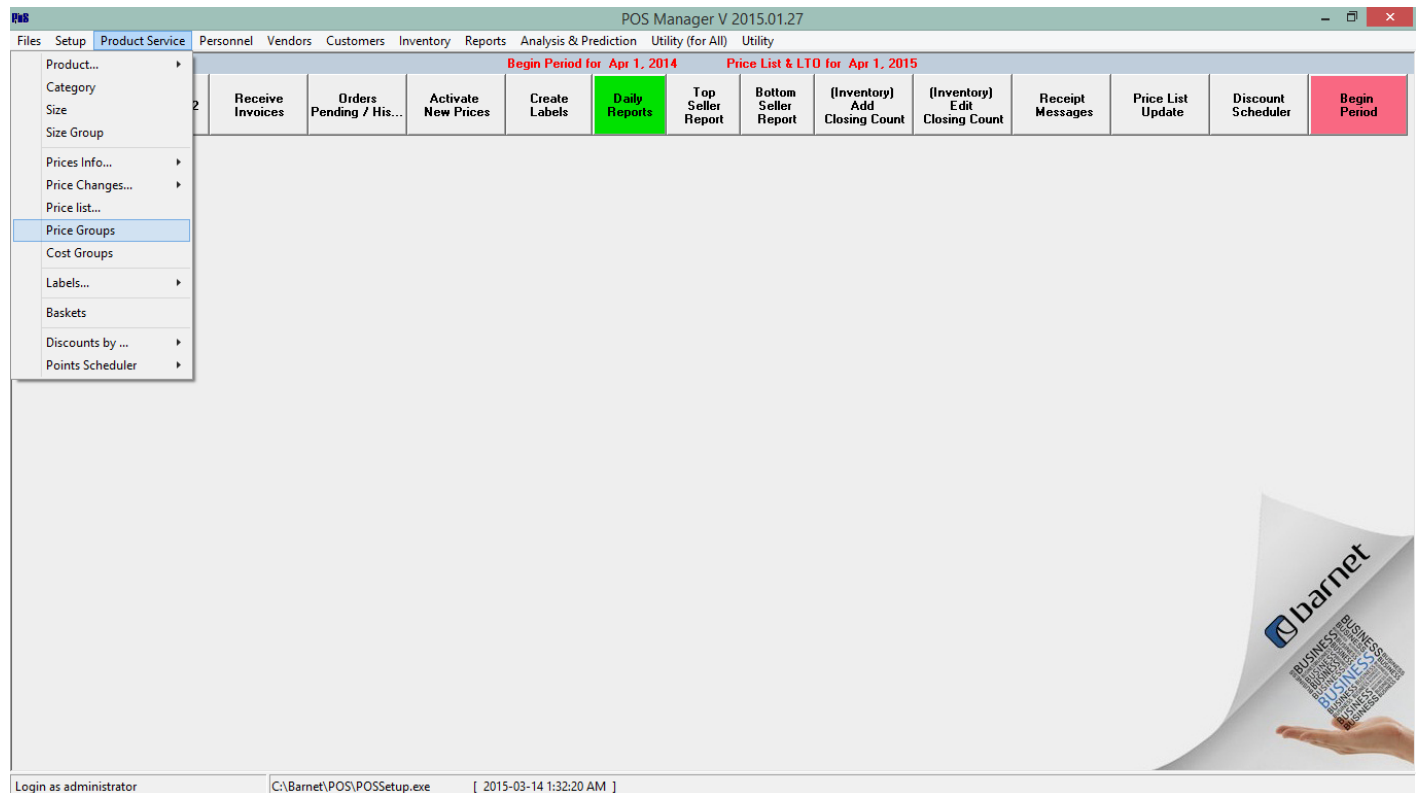
This Tip-sheet assumes your basic pricing structure (Margins/Mark-ups) has already been established.

This Tip Sheet covers;

1. Creating a new Price Group
2. Moving Product from one Price Group to another
3. Updating Selling Prices
4. Printing Labels

CREATE (or Edit) NEW PRICE GROUPS

Go to **PRODUCT SERVICES > PRICE GROUPS**



Click on the (+) symbol to create a new PRICE GROUP or select the an existing GROUP to update/change existing info;

Fill-in or Edit:

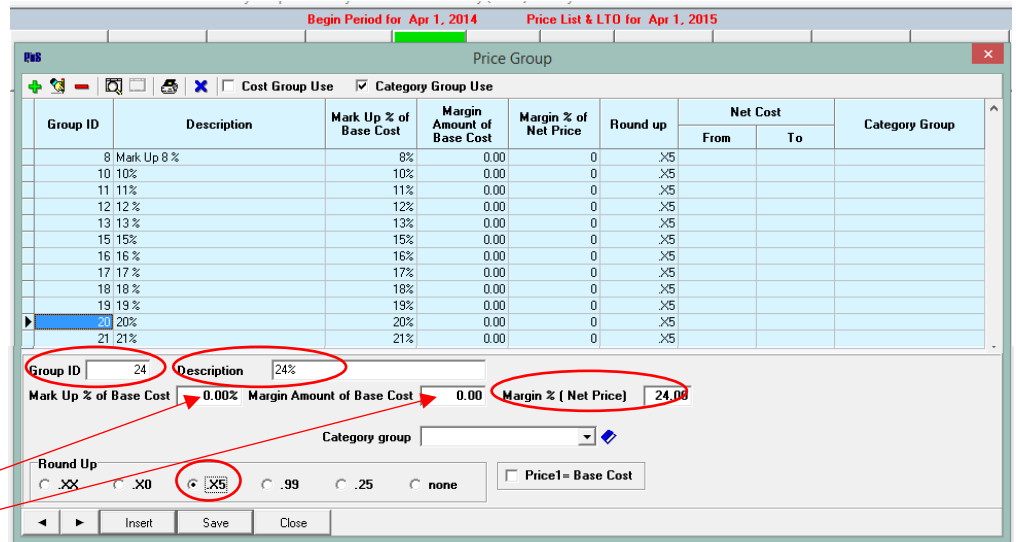
-Group ID (Name of Margin Group)

-Description (Typically the margin% or some other identifier, ie: 24% BEER)

-Add the Margin %

-Select the ROUND UP method

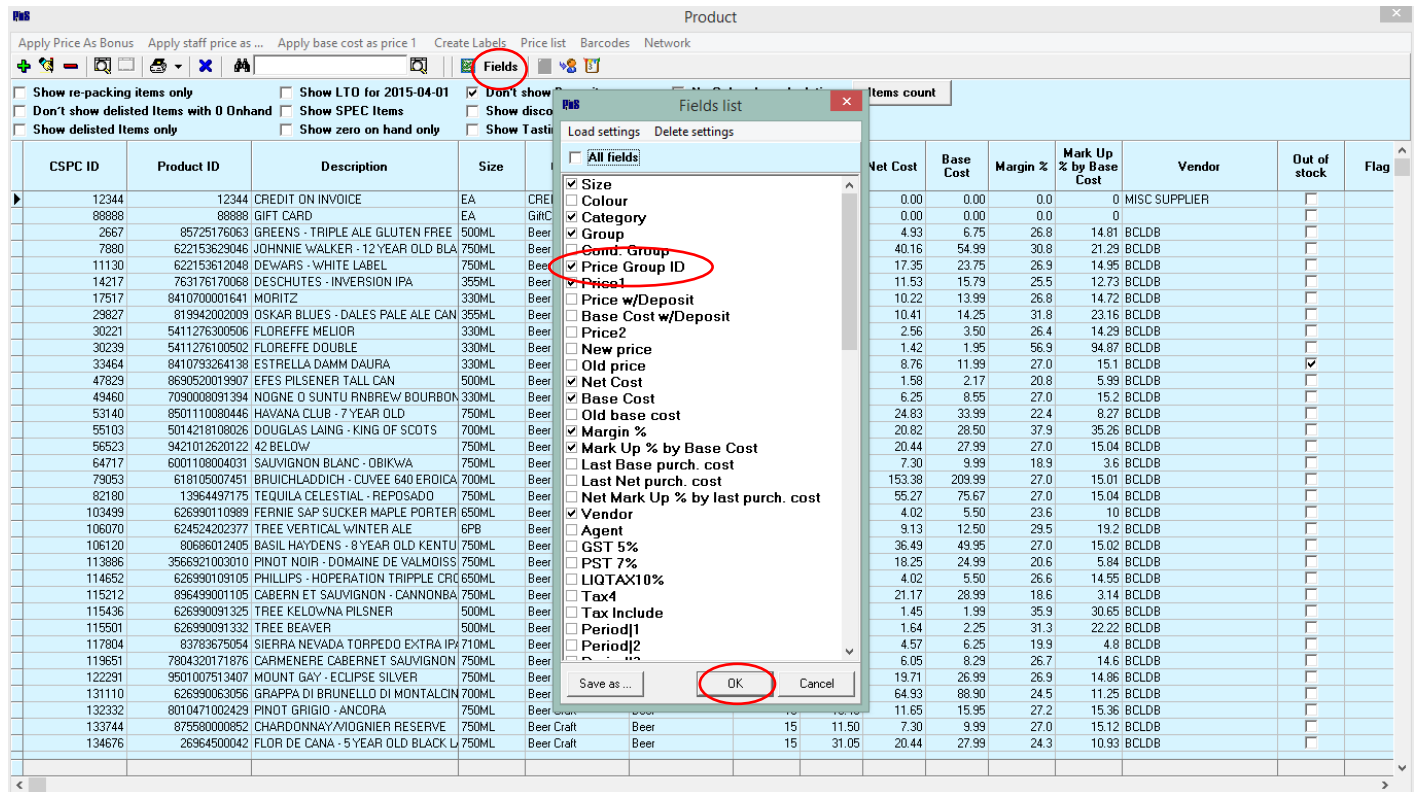
-SAVE



(*Make sure the Mark-up % of Base Cost and Margin Amount of Base Cost are set at 0.00)

3. Moving Product from one Price Group to another using the APPLY FOR ALL function (From PRODUCT MAINTENANCE)

First, make sure the PRICE GROUP column is visible. From FIELDS, tick the PRICE GROUP ID box to make sure that column is visible in the Product Grid.



Next, load the product to change. There are many ways to do this; sort by size, description, group, category, etc. For this example, we are using CATEGORY and SIZE. Type the desired CATEGORY into the SEARCH box, (ie: BEER DOMESTIC) then sort Product by SIZE (Click on "SIZE"). This will group like products from the selected category.

CSPC ID	Product ID	Description	Size	Category	Group	Price Group ID	Price1	Net Cost	Base Cost	Margin %	Mark Up % by Base Cost	Vendor	Out of stock	Flag
893727	71990000479	COORS BANQUET	12AR	Beer Domestic	Beer	18	28.65	15.33	20.99	38.5	36.49	BDL		
906636	56327183254	COORS LIGHT	12AR	Beer Domestic	Beer	18	27.10	13.87	18.99	41.1	42.71	BDL		
863944	18200159831	BUD LIGHT LIME	12AR	Beer Domestic	Beer	18	27.95	18.62	25.49	23.4	9.65	BDL		
904805	56327073258	CANADIAN	12AR	Beer Domestic	Beer	18	27.10	13.87	18.99	41.1	42.71	BDL		
908376	62067374241	KOKANEK	12AR	Beer Domestic	Beer	18	27.10	15.92	22.99	32.5	17.88	DELIST		
905562	62067335242	BUDWEISER	12AR	Beer Domestic	Beer	18	27.10	17.35	23.75	26.4	14.11	DELIST		
900118	56327072558	CANADIAN	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		
908624	62067567025	BUD LIGHT	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		
118854	56327005709	MOLSON CANADIAN 67	12PB	Beer Domestic	Beer	18	27.95	17.52	23.99	27.9	16.51	BDL		
906578	56327182554	COORS LIGHT	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		
902627	62067335020	BUDWEISER	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		
903187	62067374029	KOKANEK	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		
607614	18200149900	BUD LIGHT LIME	12PB	Beer Domestic	Beer	18	30.30	18.62	25.49	29.3	18.87	BDL		
329620	56327183278	COORS LIGHT	15AR	Beer Domestic	Beer	18	29.20	16.79	22.99	33.9	27.01	BDL		
945543	62067374371	KOKANEK	15AR	Beer Domestic	Beer	18	29.20	16.79	22.99	33.9	27.01	BDL		
325222	62067335372	BUDWEISER	15AR	Beer Domestic	Beer	18	29.20	16.79	22.99	33.9	27.01	BDL		
131094	62067200700	BUDWISER CANUCKS 15AR	15AR	Beer Domestic	Beer	18	29.20	16.79	22.99	33.9	27.01	BDL		
923318	56327073272	CANADIAN	15AR	Beer Domestic	Beer	18	26.30	16.79	22.99	26.6	14.4	BDL		
683847	62067567377	BUD LIGHT	15AR	Beer Domestic	Beer	18	29.20	16.79	22.99	33.9	27.01	BDL		
691378	56327182578	COORS LT 15 FOR 12	15PB	Beer Domestic	Beer	18	27.15	18.62	25.49	21.1	6.51	DELIST		
850230	56327072572	CANADIAN 15 FOR 12	15PB	Beer Domestic	Beer	18	27.15	18.62	25.49	21.1	6.51	DELIST		
923714	56327073265	CANADIAN 15+3	18AR	Beer Domestic	Beer	18	33.00	21.90	23.99	23.7	10.04	DELIST		
739128	62067200830	BUDWEISER 15+3	18AR	Beer Domestic	Beer	18	33.00	21.90	23.99	23.7	10.04	DELIST		
904375	56327072565	CANADIAN	18PB	Beer Domestic	Beer	18	38.90	25.34	34.69	25.1	12.14	BDL		
903351	62067335044	BUDWEISER	18PB	Beer Domestic	Beer	18	38.90	25.34	34.69	25.1	12.14	BDL		
915199	62067374043	KOKANEK	18PB	Beer Domestic	Beer	18	38.90	25.34	34.69	25.1	12.14	BDL		
919373	62067374401	KOKANEK	18AR	Beer Domestic	Beer	18	37.90	26.65	36.49	36.0	31.37	BDL		

- >Highlight the GROUP ID for the product to update
- >Click APPLY FOR ALL (Make sure the FIELD reads, Price Group ID)
- >Select the new Price Group VALUE
- >Click OK to save

CSPC ID	Product ID	Description	Size	Category	Group	Price Group ID	Price1	Net Cost	Base Cost	Margin %	Mark Up % by Base Cost	Vendor	Out of stock	Flag
906560	56327182530	COORS LIGHT	6PB	Beer Domestic	Beer	24	15.00	9.49	12.99	27.3	15.47	BDL		
906644	56327183247	COORS LIGHT	24AR	Beer Domestic	Beer	18	46.90	26.65	36.49	34.6	28.53	BDL		
683748	56327005518	COORS LIGHT 8AR	8AR	Beer Domestic	Beer	0	15.15	10.44	14.29	20.8	6.02	BDL		
745307	56327007628	COORS LIGHT ICEDT	6PB	Beer Domestic	Beer	24	15.00	7.88	10.79	39.6	39.02	DELIST		
906628	56327183230	COORS LIGHT REPACKING	6AR	Beer Domestic	Beer	0	14.15	7.08	9.69	42.5	46.03	BDL		
906669	56327183933	COORS LIGHT TALL	6AL	Beer Domestic	Beer	24	18.45	11.90	16.29	25.8	13.26	BDL		
1906669	156327183933	COORS LIGHT TALL SNG	6AL	Beer Domestic	Beer	24	18.45	11.90	16.29	25.8	10.38	REPACKING		
240606	56327007512	COORS LIGHT WIDEMOU	6AL	Beer Domestic	Beer	24	18.45	11.90	16.29	25.8	31.13	BDL		
691378	56327182578	COORS LT 15 FOR 12	15PB	Beer Domestic	Beer	18	27.15	18.62	25.49	21.1	6.51	DELIST		
254946	4001982097763	DAB ORIGINAL TALL	6AL	Beer Domestic	Beer	24	18.45	11.90	16.29	25.8	24.44	BCLDB		
945543	62067374371	KOKANEK	15AR	Beer Domestic	Beer	18	29.20	16.79	22.99	33.9	27.01	BDL		
903187	62067374029	KOKANEK	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		
915199	62067374043	KOKANEK	15AR	Beer Domestic	Beer	18	29.20	16.79	22.99	33.9	27.01	BDL		
919373	62067374401	KOKANEK	18AR	Beer Domestic	Beer	18	37.90	26.65	36.49	36.0	31.27	BDL		
694257	62067374463	KOKANEK	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		
903179	62067374036	KOKANEK	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		
908376	62067374241	KOKANEK	12AR	Beer Domestic	Beer	18	27.10	15.92	22.99	32.5	17.88	DELIST		
49601	62067319341	KOKANEK GOLD	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		
691089	62067319037	KOKANEK GOLD	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		
909564	62067590431	KOKANEK LIGHT	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		
904664	62067374340	KOKANEK REPACKING	6AR	Beer Domestic	Beer	0	14.15	7.08	9.69	42.5	46.03	BDL		
8904664	862067374340	KOKANEK REPACKING	8AR	Beer Domestic	Beer	0	15.15	8.93	12.23	32.2	23.88	BDL		
1904664	162067374340	KOKANEK SNG	SC	Beer Domestic	Beer	240	2.00	1.27	1.69	27.0	18.34			
904771	62067374357	KOKANEK TALL	6AL	Beer Domestic	Beer	24	18.45	11.90	16.29	25.8	13.26	BDL		
1904771	162067374357	KOKANEK TALL SNG	SC	Beer Domestic	Beer	240	2.85	1.89	2.58	23.9	10.38	REPACKING		
591701	62067961120	LABATT BUD SHOTS	6AR	Beer Domestic	Beer	190	9.95	5.62	7.69	35.1	29.39	BDL		
1591701	1591701	LABATT BUD SHOTS SC	SC	Beer Domestic	Beer	0	2.40	1.01	1.38	51.6	73.91	REPACKING		
74998	62067547034	MICHELBO ULTRA	6PB	Beer Domestic	Beer	24	15.50	9.49	12.99	29.6	19.32	BDL		
588582	56327009035	MOLSON - CANADIAN VICTORY BOTTL	650ML	Beer Domestic	Beer	23	5.20	3.10	4.25	31.4	22.35	BDL		
118954	56327005709	MOLSON CANADIAN 67	12PB	Beer Domestic	Beer	18	27.95	17.52	23.99	27.9	16.51	BDL		
118521	56327005693	MOLSON CANADIAN 67	6PB	Beer Domestic	Beer	22	14.60	10.17	12.99	19.9	12.39	BDL		
699017	56327003330	MOLSON COLD SHOTS	8AR	Beer Domestic	Beer	24	11.90	7.48	10.24	27.7	16.21	BDL		
3902627	3902627	TEST BUDWEISER 12PB	12PB	Beer Domestic	Beer	99	27.10	17.16	23.49	27.2	15.37	BDL		
3900118	3900118	TEST CANADIAN	12PB	Beer Domestic	Beer	18	27.10	17.16	23.49	27.2	15.37	BDL		

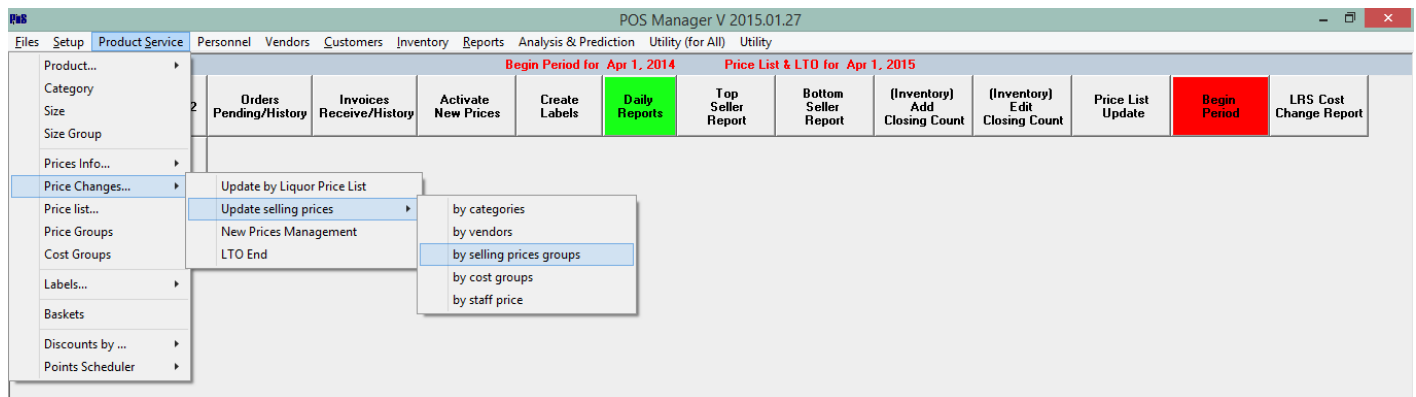
Updates have only been made to product PRICE GROUPS. No selling prices have been impacted at this point. To update selling prices as you receive product, no further action is needed. (You will be flagged to update selling prices as product is received at a new cost.)

4. To **Update Selling Prices immediately after adding/updating a PRICE GROUP** go to:

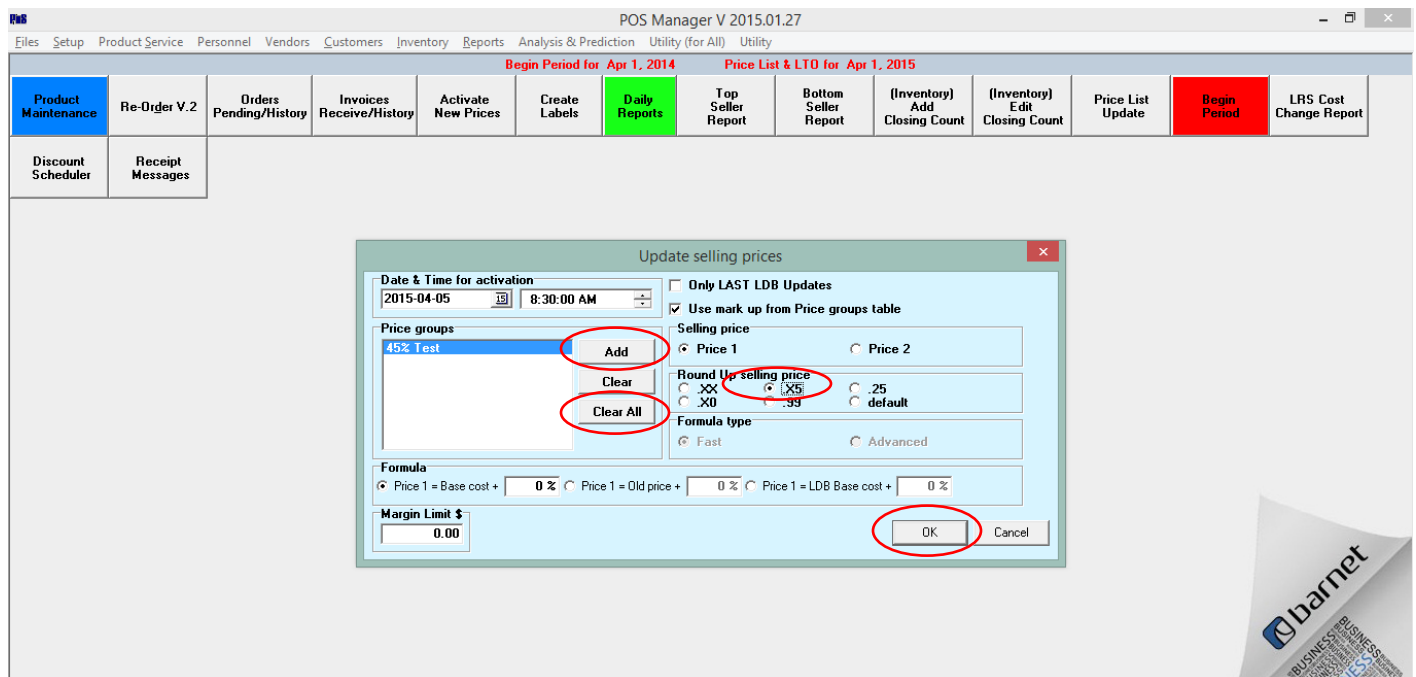
>PRODUCT SERVICE

>PRICECHANGES

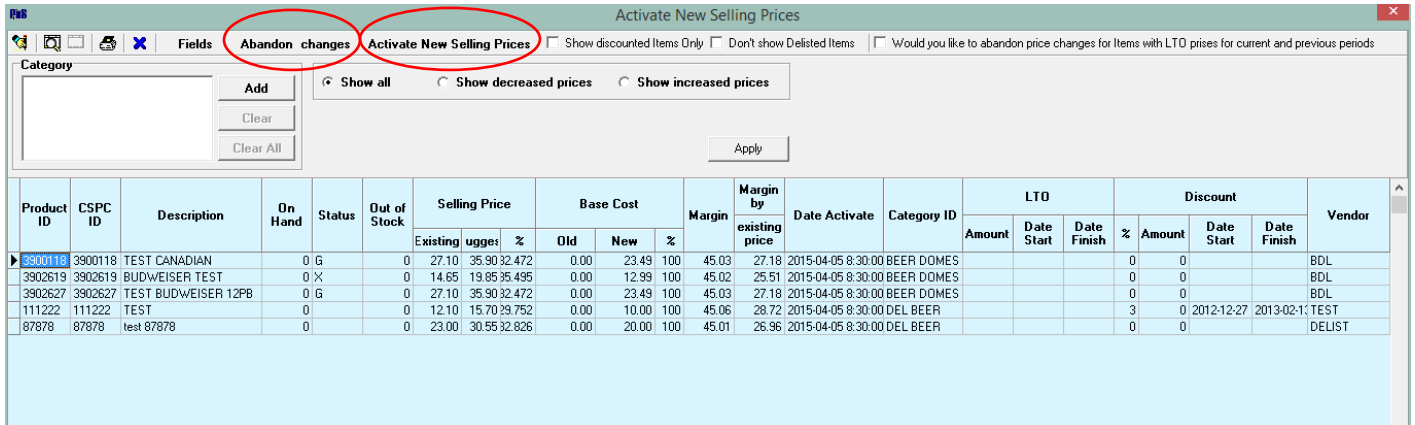
>Update Selling Prices >by Selling Price Groups



Every product/group is loaded by default. Unless every product sold is being updated, CLEAR ALL price groups then ADD the PRICE GROUP(S) TO UPDATE Most info is set by default. Verify that the Round-up method is selcted. Click OK to Save. (Please note, no prices have actually been updated yet. There will be a chance to review, activate and abandon changes.)



The ACTIVATE NEW SELLING PRICES window will open. Highlight items to
 -ACTIVATE NEW SELLING PRICES (to accept and activate the new suggested Selling Price) or
 -ABANDON CHANGES (to deny and abandon the new suggested selling price.)



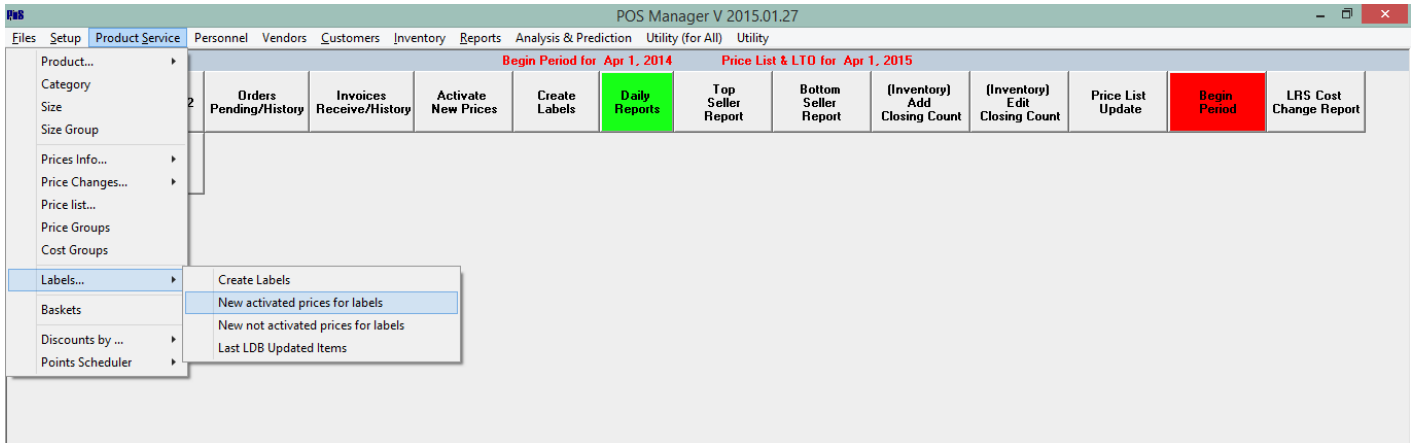
Tip: Select either DECREASED or INCREASED prices to sort product. Typically, product with an INCREASE requires more immediate action. Prices with a DECREASE may or may not warrant a selling price update. (You may not want to pass on all LTO's.)

5. Print Labels –Go to

>Product Services

>Labels

>New Activated Prices For Labels



>Highlight specific product or select “FOR ALL ITEMS”

>Click CREATE LABELS



-END