

Item Price Change

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Document Change Control

Version	Date	Author	Summary of Changes
1.0	31/05/2018	Liong Kah Mee	Initial creation.

Table of Contents

1. Introduction.....	4
2. How to access?	5
3. Item Price Change.....	6
3.1 Price Adjustment with Fixed Amount	7
3.2 Price Adjustment with Price Percentage.....	8
3.3 Replace current tax code with new tax code	9
3.4 Other features	10

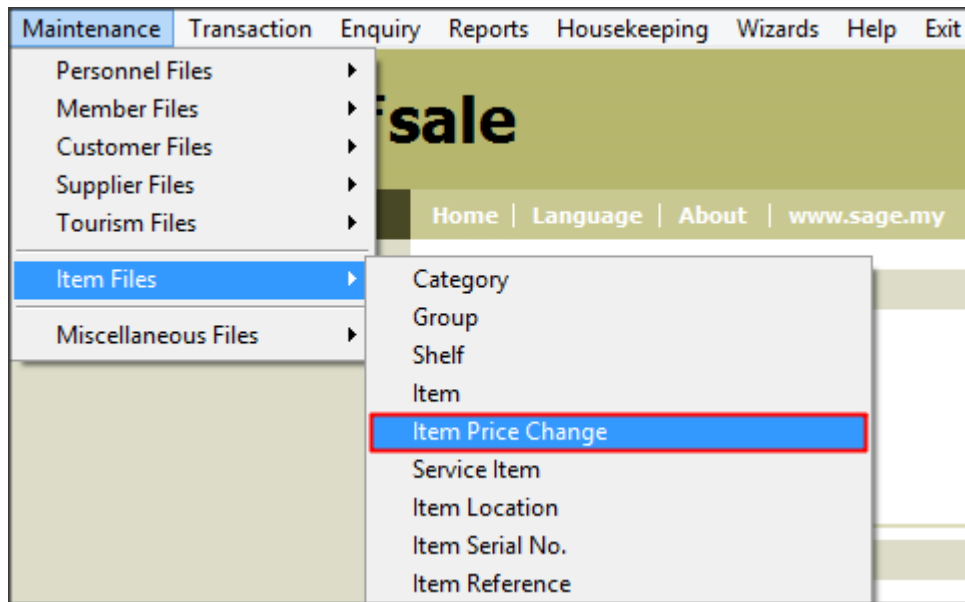
1. Introduction

Item Price Change allowed you to maintain unit price, sales tax code and purchase tax code for either single item or batch of items. To ease your business, there are several options here, such as increase, reduce or replace existing price with new price. Or, you can add or deduct the price based on percentage.

This guide is prepared to assist you on how to update new price or tax code by using Item Price Change.

2. How to access?

Menu can be accessed via *Maintenance* → *Item Files* → *Item Price Change*



3. Item Price Change

In Item Price Change, there are few options here:

	Option	Description
Price Adjustment with Fixed Amount	<ul style="list-style-type: none"> • Increase checked priced with above amount 	Adjust current unit price by increasing the amount as set in the <input type="text" value="0.00"/>
	<ul style="list-style-type: none"> • Deduct checked priced with above amount 	Adjust current unit price by decreasing the amount as set in the <input type="text" value="0.00"/>
	<ul style="list-style-type: none"> • Increase checked priced with above amount 	Replace current unit price by with the amount as set in the <input type="text" value="0.00"/>
Price Adjustment with Price Percentage	<ul style="list-style-type: none"> • Increase by percentage to the checked items 	Adjust current unit price by increasing the percentage of amount as set in the <input type="text" value="0.00 %"/>
	<ul style="list-style-type: none"> • Deduct by percentage to checked items 	Adjust current unit price by decreasing the percentage of amount as set in the <input type="text" value="0.00 %"/>
Tax Code Adjustment	<ul style="list-style-type: none"> • Sales Tax Code 	Replace current sales tax code with new tax code
	<ul style="list-style-type: none"> • Purchase Tax Code 	Replace current purchase tax code with new tax code

3.1 Price Adjustment with Fixed Amount

IMPORTANT NOTE:
Please make a BACKUP before you use this tool.
Please make sure you are the only one who is using this company.

	Description
Step 1	Select [Apply Price Update]
Step 2	Enter the amount
Step 3	Select the preferred option
Step 4	Select item to update for this change
Step 5	Click on this button to preview the change
Step 6	New change will be updated in this column. For example: Original amount of the item = 9.00 Amount entered = 1.50 Selected option is "Increase checked price with above amount" After apply price update, you will see the new price changed from original amount 9.00 to 10.50
Step 7	Click on this button to confirm the changed

3.2 Price Adjustment with Price Percentage

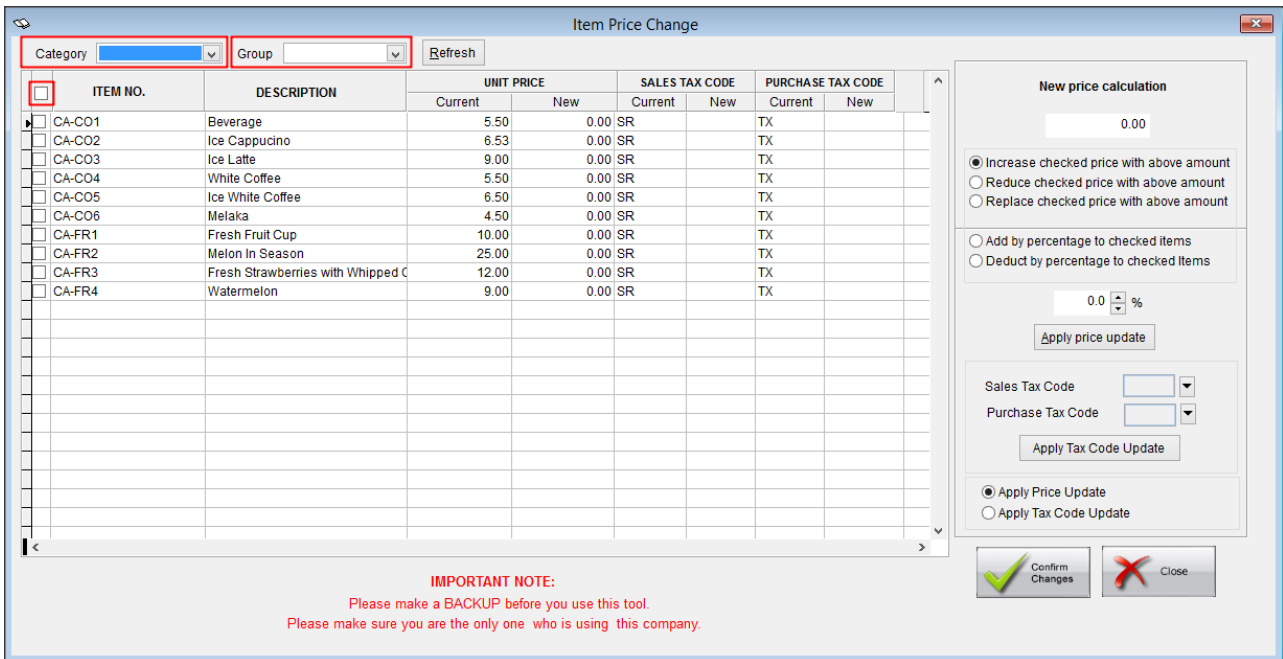
IMPORTANT NOTE:
Please make a BACKUP before you use this tool.
Please make sure you are the only one who is using this company.

	Description
Step 1	Select [Apply Price Update]
Step 2	Enter the percentage
Step 3	Select the preferred option
Step 4	Select item to update for this change
Step 5	Click on this button to preview the change
Step 6	<p>New change will be updated in this column.</p> <p><u>For example:</u> Original amount of the item = 9.00 Percentage entered = 10.00 (amount to be updated = 10% * 9.00 = 0.90) Selected option is “Increase by percentage to checked items”</p> <p>After apply price update, you will see the new price changed from original amount 9.00 to 9.90</p>
Step 7	Click on this button to confirm the changed

3.3 Replace current tax code with new tax code

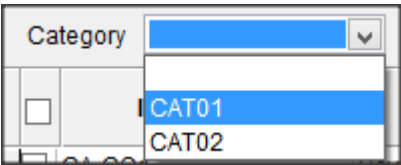
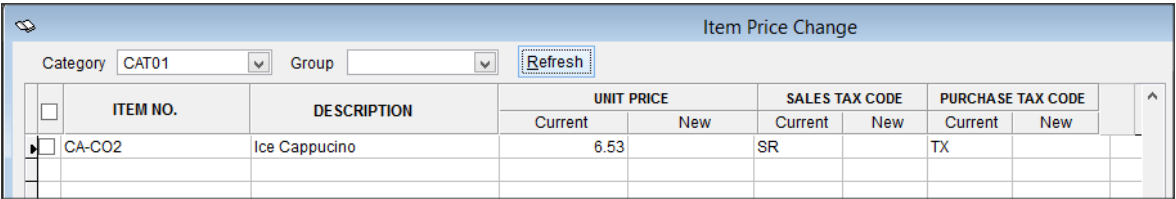
	Description
Step 1	Select [Apply Tax Code Update]
Step 2	Enter or select the tax code
Step 3	Select item to update for this change
Step 4	Click on this button to preview the change
Step 5	New change will be updated in this column.
Step 6	Click on this button to confirm the changed

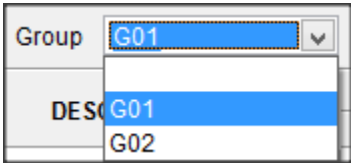
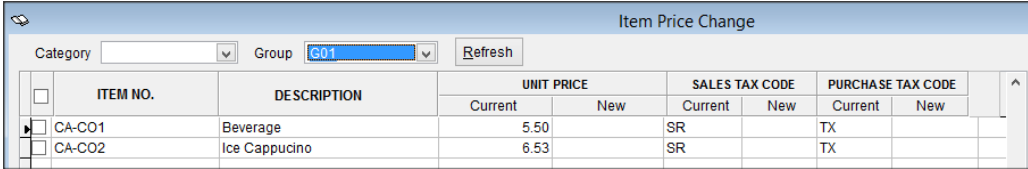

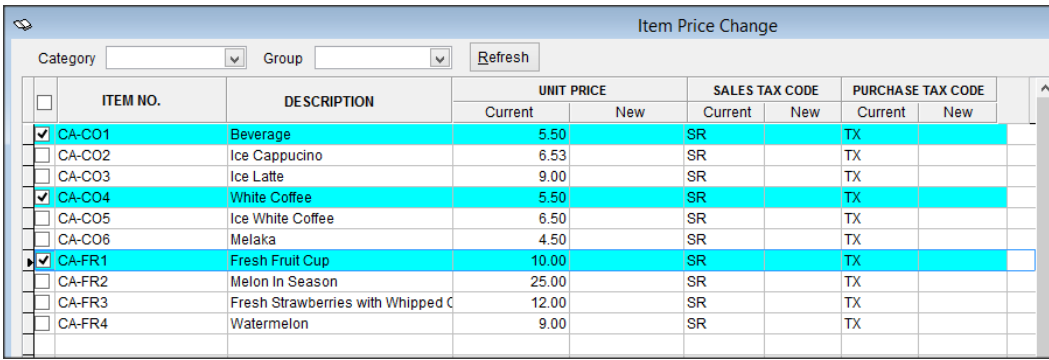
3.4 Other features



This tool provides user friendly item filtering option for your company. You may filter by:

- Category
- Group
- Select all item
- Select item individually

Category	Description
Category	You can select the Item Category to be show on the screen then click Refresh :
	
	

Description	
<p>Group</p>	<p>You can select the Item Group to be show on the screen then click Refresh:</p>  
<p>Select All Item</p>	<p>If you wish to select all item, you can tick at the small box beside the Item No. field.</p> 
<p>Select Individual Item</p>	<p>If you wish to only update on any items, you may tick the box beside the Item No. field that based on your preference:</p> 

***** END *****