

Sales Price Maintenance

Customer Services

Sparkstone Technology Ltd



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Introduction

This document outlines the workflow for the creation of sales price maintenance lists within the Sparkstone Retail EPOS System. These notes are designed to complement the training that you will have received on the Sparkstone Retail EPOS from a Sparkstone training consultant or system administrator. They are not intended to be a complete overview of the software but are designed to assist you at a later stage when you are away from the training session.

These notes have been compiled to reflect the configuration of the Sparkstone EPOS system at your site and as such may only contain information pertinent to the operations that you require. If additional modules are purchased at a later date, training notes will be provided as appropriate on completion of the associated training course.

Objectives

To provide an overview of the processes involved in creating new customers & navigating the customer record window.

Conventions Used

Menu paths will be indicated throughout this training manual in bold.

For example:

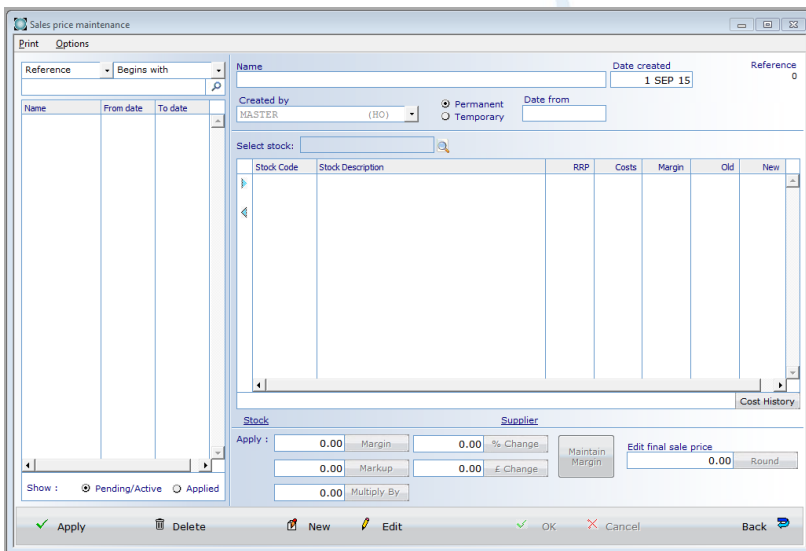
Back Office | Product file | Stock Records

Indicates that you should access Stock Records window from the Back Office using the Product File on the drop down navigation menu.

Creating a Sales Price Maintenance List

Sales Price Maintenance lists can be created to set up temporary or permanent price alterations for stock. The prices can be changed either by amending the final price or by changing the value either by applying a percentage discount or a value discount.

To create a sales price maintenance list, go to the **Back Office | Sales Management | Sales Price Maintenance:**



In order to create a new price list, click on 'New' and the cursor will be presented in the 'Name' box. Type in the name of the price list, then press tab. Keep the date created the same. Then use the radio button to toggle between temporary or permanent – depending if you would like the price changes to be temporarily changed or if you would like to change them to be permanently different.

By default the 'permanent' option will be selected. Clicking on the button next to 'temporary' will enable the 'Date to' box to become available:

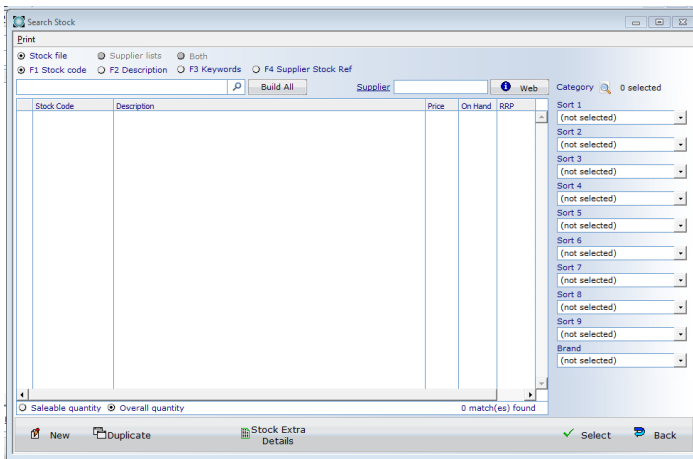
Name		Date created	
AUTUMN/WINTER		1 SEP 15	
Created by	<input type="radio"/> Permanent	Date from	Date to
MASTER (HO)	<input checked="" type="radio"/> Temporary	1 SEP 15	

An end date needs to be specified for a temporary price list.

Next, the stock items need to be added. To do this, click on the magnifying glass next to 'select stock:'

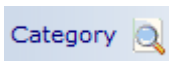
Select stock: 

The following window will be displayed:



Price lists can be setup by stock specified to a specific category, or by using certain stock items.

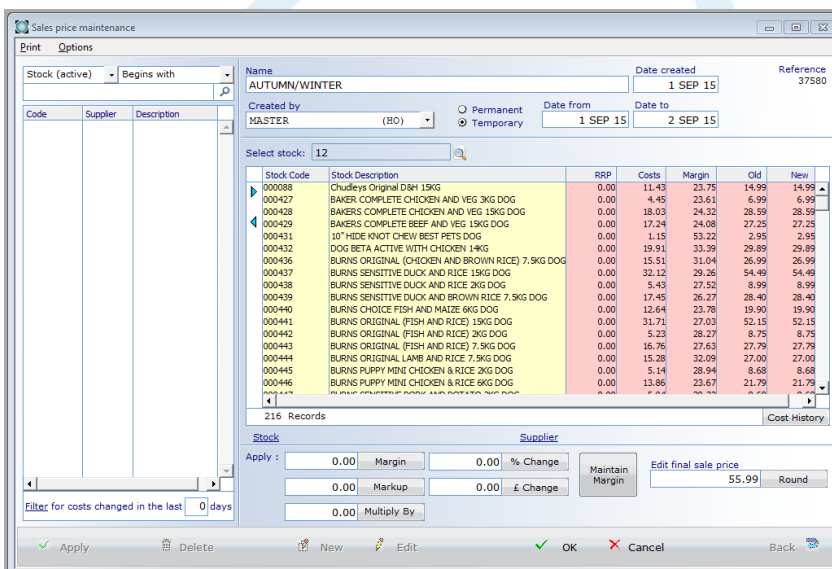
To add the stock based on a specific category for instance, click on the magnifying glass next to 'Category' and the category tree will be displayed. Tick the box next to each category that you would like to add the stock from, then press 'back'.



Then put the cursor in the box at the top left and press tab. This will populate all of the stock items assigned to those categories in the table view below. In the bottom right hand side it will give a total of the items listed:



To select all of these lines, highlight one of them in the list, then press CTL + A together and all of the items will be highlighted. Then press 'Select' with all of these lines highlighted. The lines will then show in the Sales Price Maintenance window:



It is possible to sort by any of the column headers, by selecting the top of the column. This then sorts the list either ascending or descending by that column. If you right click on the 'Costs' column header then an additional sub-menu will appear:

Stock Code	Stock Description	RRP	Co				
005770	DOGGY CLEAN UP SACKS (50)	0.00					
010023	TREAT N CHEW TWISTS	0.00					
006630	TREAT N CHEW HIDE CIGARS 5"	0.00					
006628	TREAT N CHEW MUNCHY KEBAB	0.00					
003589	COWS EARS DOG	0.00					
010026	ROAST KNUCKLE BONE	0.00					
008190	TICK TWEEZERS/TICKAWAY FORCEPS	0.00					
006629	TREAT N CHEW DONUTS 3"	0.00	0.43	39.29	0.85	0.85	
007399	TREAT N CHEW HIDE CHOPS 5"	0.00	0.43	39.29	0.85	0.85	
002494	NATURAL LIFESTAGE ADULT LAMB BROWN RICE VEGETABLE	0.00	0.45	37.93	0.87	0.87	
000475	PET TASTIC PIGS EARS XL DOG	0.00	0.45	21.74	0.69	0.69	
003591	PIGS EARS DOG	0.00	0.46	44.24	0.99	0.99	
002360	NATUREDIET CHICKEN WITH VEGETABLES & RICE 390G	0.00	0.49	34.67	0.90	0.90	
005599	NATUREDIET PUPPY/JUNIOR WITH VEGETABLES & RICE 390G	0.00	0.53	29.33	0.90	0.90	
000470	NATURAL FORTHGLADE MENU CHICKEN AND HEART 395G L	0.00	0.53	22.44	0.82	0.82	
002270	NATUREDIET LAMB WITH VEGETABLES & RICE 390G	0.00	0.54	28.00	0.90	0.90	
002453	NATUREDIET FISH AND RICE 390G	0.00	0.54	28.00	0.90	0.90	

216 Records Cost History

To change the price of each line, select the line then adjust the *cost price* by clicking onto the 'Margin', 'Markup' or 'Multiply-by' buttons.

NB: Margin is seen as the difference between the selling price and the cost price as a proportion of the selling price. E.g. 40% margin increase on a stock item with a Net cost price of £10.80, gross price is £21.15. The margin will be displayed as 40%.

NB: Markup if the seen as the difference between the selling price and the cost price as a proportion of the cost price. E.g. 40% markup increase on a stock item with a Net cost price of £10.80, the Gross selling price would be £17.77 and the Margin would show as 28.59%.

NB: 'Multiply by' increases the cost price by the factor typed in.

E.g. 1.75 'Multiply by' on a stock item with a Net cost price of £10.80 would have a Gross Price of £22.21 and the margin would be displayed as 42.86%.

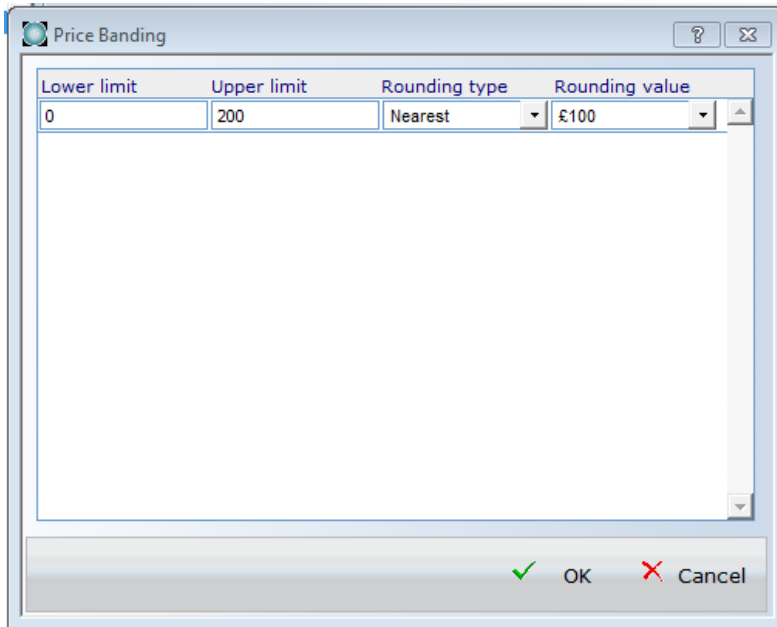
Alternatively, the user can adjust the *selling price* by clicking on the 'Apply % Change' or 'Apply £ Change' buttons. Any changes made via these buttons will change the Gross selling price. To increase the final price, put in a positive value in the box next to the change amount, the press '£ Change' and the value in the table above will change. If you would like to discount the value by that amount, put a minus in front of it, then press '£ Change'. Similarly, to increase the gross selling price by a percentage value, enter a positive figure next to the '% Change' box and press on the box next to it. To discount it by a specific percentage, put a minus figure in the box next to it and press on the box that says '% change'. This will change the figure in the 'New' column. Lines can be changed on a line by line basis, or by doing several at a time by highlighting more than one, then clicking on the relevant apply button.

The final sale price can be edited either manually, line by line or by applying a rounding factor.

Press 'OK' to save down the changes when you are happy that you have changed the prices accordingly. A message will pop up saying 'OK to Sales Prices?' – click YES to save them down.

In addition to this, it is possible to set up price bandings to enable the user to setup the rounding rules which the system will use when the 'Apply Rounding' button is applied.

To do this, from the Sales Price Maintenance window, go to Options | Price Banding and the following window will be displayed:



Specify the rounding type by using the drop down. The various options are 'Up', 'Down' or 'Nearest'. The rounding values can vary from 1p right up to £100.

Clicking the 'OK' button will save the rounding factors set in the price banding screen.