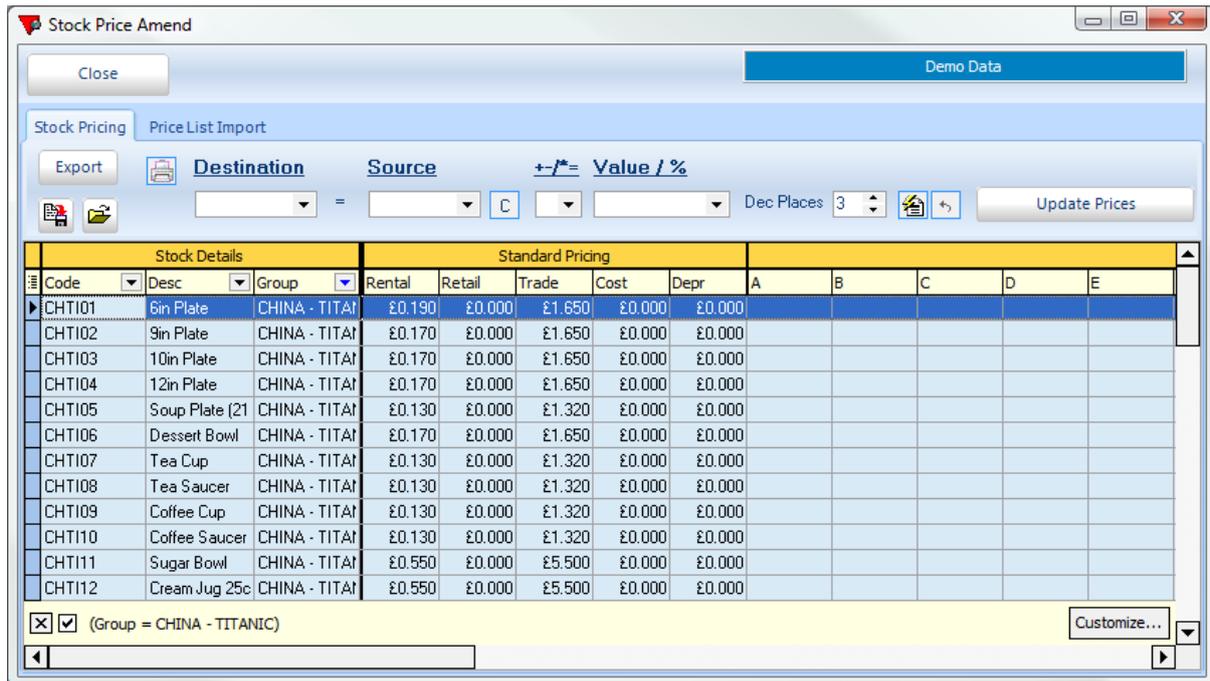




Always make a back up of the data before doing this.

If you want to add price bands to stock items or update existing ones then you can use the *Stock Price Amend* section. This first section shows how to add/update all of the price bands, so if you only want to update one price band go to page 4 instead.

To get to this section go to the cogs at the top left of the summary screen and select *General Maintenance* then *Stock Price Amend* (if you have sufficient permissions).



In this example there are no current price bands so new ones are being added.

You will need to create a csv file with the current stock codes on and the new price bands in their own columns.

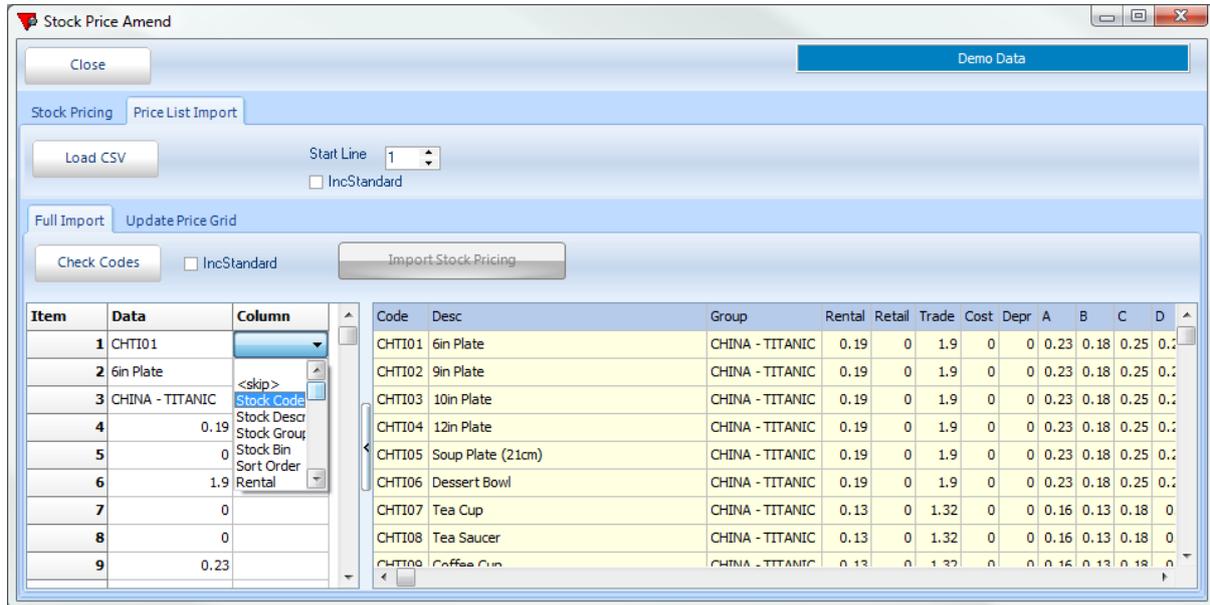
Code	Desc	A	B	C	D
CHTI01	6in Plate	0.23	0.18	0.25	0.28
CHTI02	9in Plate	0.23	0.18	0.25	0.28
CHTI03	10in Plate	0.23	0.18	0.25	0.28
CHTI04	12in Plate	0.23	0.18	0.25	0.28
CHTI05	Soup Plate (21cm)	0.23	0.18	0.25	0.28
CHTI06	Dessert Bowl	0.23	0.18	0.25	0.28

Select the *Price List Import* tab. Then click on the *Load CSV* button and browse to the file with your new price bands in.



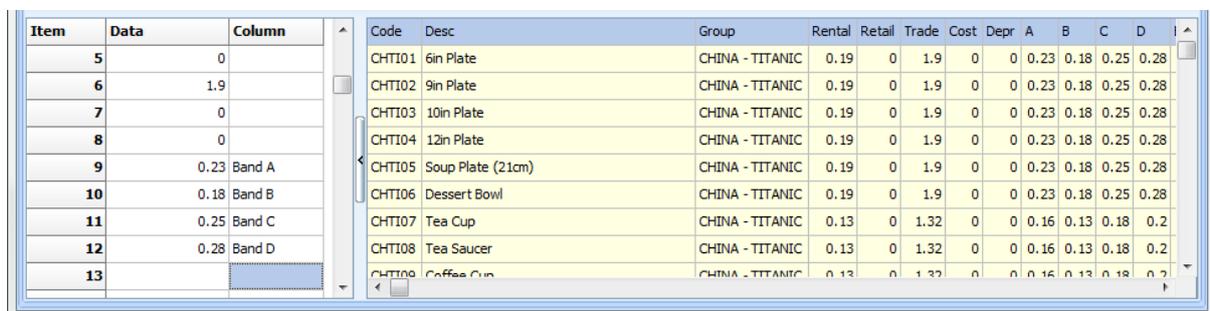


Once loaded you will see a screen like the one shown below.



On the left hand side of the screen click into the *Column* box to the right of the stock code and select *Stock.Code* from the list. You can leave the description and group fields blank, if they are on your sheet, as they were only there for your reference and are not getting reimported.

You can also leave the standard price fields blank (unless you are updating these at the same time (if you are updating these prices as well then you need to tick the box at the top of the screen called *IncStandard*)). Next find the relevant line on the left side of the grid that relates to your new price band A (in the example above that is item9). Click into the drop down next to that and select Band A from the drop down list.



Repeat the selection for each different price band (as shown above).

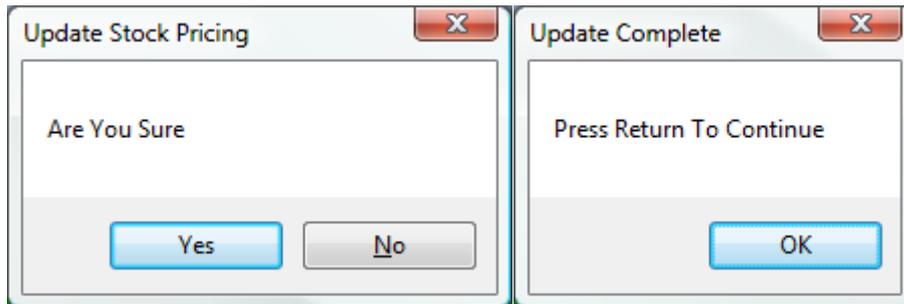




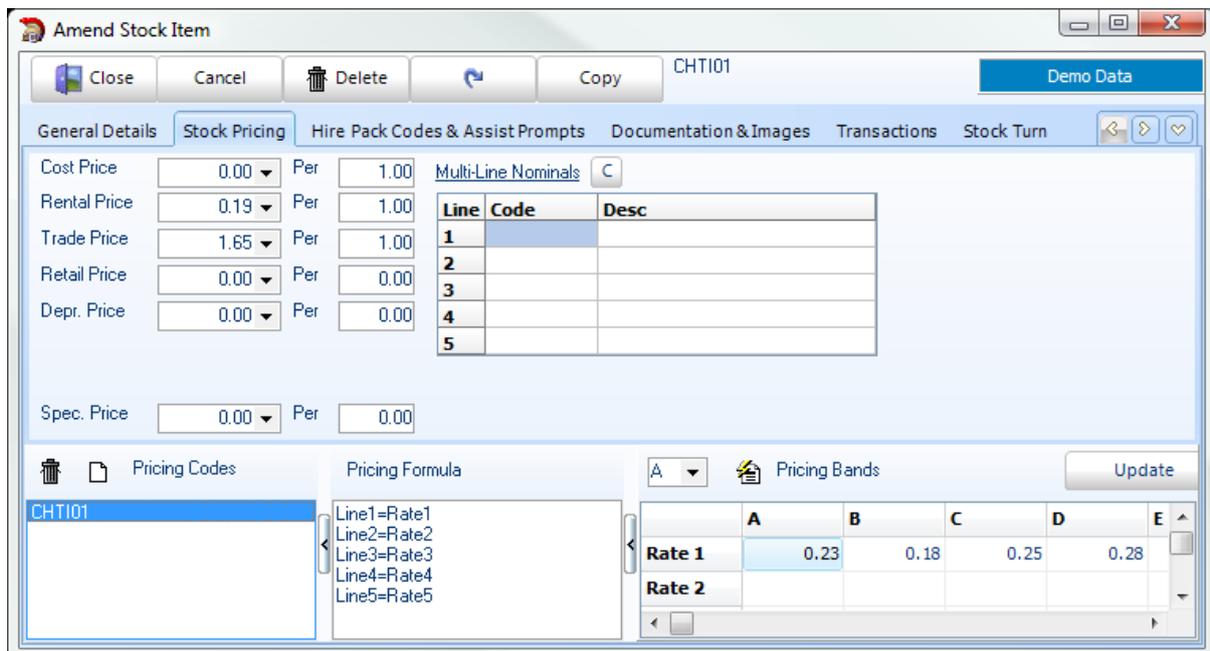
Once you have set all the fields you need to tell the system which line of the CSV file your first code is on (the first line is line 0 so if your spreadsheet has a header row then your start line will be 1).

Press the *Check Codes* button. All of the codes in the grid should go green, showing that all of the codes in the spreadsheet have been found in the system.

Press the *Import Stock Pricing* button, then yes and OK to complete.



If you now open any of the items you will see that you now have price banding against that item with the correct prices.





To update a single price band only you go to the same *Stock Price Amend* screen but this time select the *Update Price Grid* tab under the *Price List Import* tab.

Code	Desc	Group	Rental	Retail	Trade	Cost	Depr	A	B	C	D	E
CHTI01	6in Plate	CHINA - TITANIC	0.19	0	1.9	0	0	0.23	0.19	0.25	0.28	
CHTI02	9in Plate	CHINA - TITANIC	0.19	0	1.9	0	0	0.23	0.19	0.25	0.28	
CHTI03	10in Plate	CHINA - TITANIC	0.19	0	1.9	0	0	0.23	0.19	0.25	0.28	
CHTI04	12in Plate	CHINA - TITANIC	0.19	0	1.9	0	0	0.23	0.19	0.25	0.28	
CHTI05	Soup Plate (21cm)	CHINA - TITANIC	0.19	0	1.9	0	0	0.23	0.19	0.25	0.28	
CHTI06	Dessert Bowl	CHINA - TITANIC	0.19	0	1.9	0	0	0.23	0.19	0.25	0.28	
CHTI07	Tea Cup	CHINA - TITANIC	0.13	0	1.32	0	0	0.16	0.14	0.18	0.2	

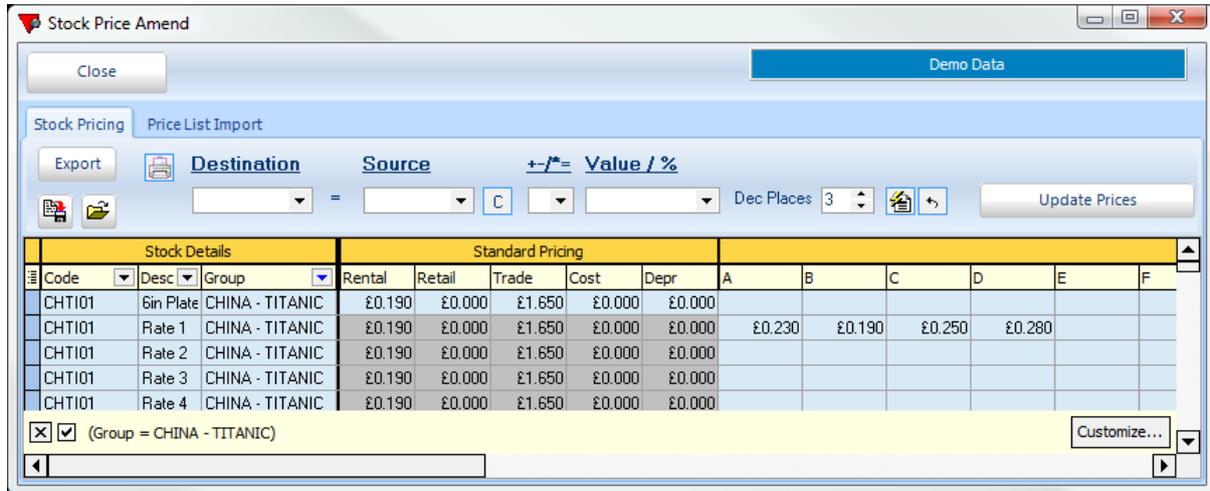
Using the same examples as previously we want to change Band B only and leave the others as they are.

Press the *Load CSV* button then browse to and select your file. As there is a header on the spreadsheet the start line of 1 is correct so that can stay as it is. The code column needs changing to 0 as the code is the first column in our list. Change the 2nd drop down from A to whatever price band you want to alter, in this example B. Finally set the number of the column that your price band is in on the spreadsheet in the 3rd drop down (the column will be highlighted when the *Check Codes* button is pressed).

Press the *Check Codes* Button. All the codes should go green to indicate that a corresponding match has been found in the database.

Next press the *Import Stock Pricing Button* then you are taken back to the main *Stock Price Amend* screen, but the new figures will now be in price band B.





If you are happy that it is now correct press the *Update Prices Button* at the top right.

The press *Yes* to both boxes that pop up (the final box is warning you that it is replacing all stock pricing files not just the few that you have altered)

