# Keeping your pricing up to <u>date</u>



# Keeping your pricing up to date in System 5

#### **Default Inventory Items**

Every Inventory Item has a pricing strategy. Edit an inventory item to navigate to the page below.

Menu Navigator Nor	th Store Quit Help New	Sale [Ctrl-F2] Edit Sale	Item Quick Salesperson Display Das	bboard Required Orders List Ope
<north store=""> 120W-CL</north>	-120W CLEAR BULB		<nort< th=""><th>h Store&gt; 120W-CL-120W CLEA</th></nort<>	h Store> 120W-CL-120W CLEA
Navigate Ok [F10]	Edit Supplier Label Previous	Next - C Docur	Mark Deleted	
Select Inventory	Inventory 🕼 Cost and	Landed Retail 🅎 Cost/Stock Leve	Is Physical Count 🙎 Comments	🚺 Extra 🛅 Kits 🕍 S
Cost and Landed	Prices as of	w the prices in effect on a specific date.		
Retail	2023-01-05 chang	e the date in the box to the left View	Price History	
Cost/Stock Levels	2	- 3	4	144 victors with
Physical Count	Price Level	Reg. Calc. Method	Reg. %	Next Price
Comments	List	Markup from Landed	160.0000	\$4.81
Extra	Builder	Discount from List	30.0000	\$3.37
Kits	Builder ii	Discount from List	60.0000	\$1.92
Sales History	ust to 1		50.0000	42.72
Purchase Orders	wholesale	Margin from Landed	50.0000	\$3.70
<b>Alternate Suppliers</b>	Staff	Margin from Landed	10.0000	\$2.06
Invoice Back Orders	Builder iii	Discount from List	25.0000	\$3.61
Departments	IMAP	Discount from List	30.0000	\$3.37
Superseding Parts	7	Discount from List	35 0000	é3 13
Taxes		Elacourte nom Elac	33,000	33.15
Misc Part	8	Discount from List	40.0000	\$2.89
Contract Prices	Builder iV	Discount from List	45.0000	\$2.65

- 1. The Retail tab click here to access this menu.
- 2. The list of Price Levels defined in your setup wizard.
- 3. The calculation method (margin, markup, etc.) for that price level.
- 4. The percentage which applies to the calculation.

So long as you enter an accurate cost in the system then these calculations can ensure that the appropriate pricing is applied to the correct price schedules.

These can be customized to suit your needs at various levels:

- 1. One Item at a time.
- 2. One category at a time.
- 3. One supplier at a time.

You can also set up DEFAULT settings so that the system remembers how to set this up when NEW items are created. This is done in the setup wizard. The price schedules can be added, removed and edited in the setup wizard as well.

Price Schedule setup is handled in the



Here you can change several things.

eck Back Next UnCheck Close	
umber of Price Schedules (299) 10 🖨 Update Price Schedules	4
chedule	Name
	List
	Builder
	Builder ii
	Wholesale
ł	Staff
	Builder iii
k	IMAP
1	7
	8
1	Builder iV

- The List of price schedules. BEST PRACTISE set these up in declining order.
   ie. The highest price at the top and then descending from there.
- 2. Here you can use the arrows to select how many price schedules you want. You may have up to 99.
- 3. Once you select how many you want, click Update Price Schedules to create or remove schedules from the list.
- 4. Name your Price schedule. BEST PRACTISE let the top price schedule be list and the bottom one be cost.

Once you have the price schedules set up and named the way you prefer, we can move on to set up the defaults for inventory items.

When a new inventory item is created the system reviews the DEFAULT settings for that item. This happens when the item is created manually, when it is loaded or imported from the virtual warehouse.



- You can do this by supplier or by category. To make DEFAULTS supplier based. Click View Supplier Defaults and choose a supplier.
- If you see a vertice there is a DEFAULT for the system to follow when creating inventory items in this category. If there is a then the item will use the settings in the Master Default Item.



- 3. Here you can see the category number for the defaults.
- 4. The category name for the defaults.

The system will use the supplier default if it exists, then will use the category default settings if those exist and finally it will use the Master Default item settings if no other settings exist.

By taking the time to configure and maintain these DEFAULTS you can optimize how System 5 generates your price points for different customers, based on Vendor or based on category.

Select		Contraction data	Retail 🚫 custom		Number of Constant	🕐 s
Inventory		Cost and Landed			Physical Count	
Cost and Landed	Prices as of	To view the pri	ices in effect on a specific date	-		
Retail	2023-01-05	change the dat	te in the box to the left	View Price Histo	rχ	
Cost/Stock Levels		<u>0</u> .				
Physical Count	Price Level		Reg. Calc. Method		Reg. %	Next Price
Comments	List		Markup from Landed		200.0000	\$0.00
Extra	Builder		Discount from List		50.0000	\$0.00
Kits	Builder ii		Discount from List		60.0000	\$0.00
Sales History	Whalesale		Margin from Landod		F0 0000	¢0.00
Purchase Orders	wholesale		Margin from Landed		50.0000	\$0.00
Alternate Suppliers	Staff		Margin from Landed		10.0000	\$0.00
Invoice Back Orders	Builder iii		Discount from List		25.0000	\$0.00
Departments	IMAP		Fixed		\$0.0000	\$0.00
Superseding Parts	7		Discount from List		35,0000	\$0.00
Taxes	195					
Misc Part	8		Discount from List		40.0000	\$0.00
Contract Prices	Builder iV		Discount from List		45.0000	\$0.00

The Default items look just like regular items. The pricing strategy can be set here. You can also set other settings here such as whether the items track serial numbers for example.

NOTE: if these areas were never addressed or maintained in your business, then it can cause the system to automatically price things inaccurately. If you always have to override your pricing, this may be why.

Understanding how the DEFAULTS and PRICE SCHEDULES work is crucial to ensuring you utilize the system to its full potential. Now we can move into how to use various tools to affect inventory items AFTER you have created them.



#### Price Schedules/Default Items/pricing basics

Advantages of utilizing price schedules in my business are:

Disadvantages of utilizing price schedules in my business are:

I am going to start using this tool in my business on \_\_\_\_\_

To address the following problems

#### **Design Inventory Report**

Now that we have configured how our system will price inventory, we may still need to adjust our pricing strategy on items that are already created. The



				W L	D WAR			
North Store> Net	w Report	14			<u></u>			
View Print	Labels		Save	Delete		Back	) Next	
eport Category	Supplier E	Brand Filter	Options	Columns	Lookup Words	5 Dates	Style	View
								inventory included in this report
Sort By	Main Ca	tegory					~ 5	Ask
Select On	List All						~ 5	Ask O
Cost Pricing	Average	e/Actual C	ost				~ 5	Ask

X

1. Here you can enter a name for your custom report. This report and its settings

Print Inventory Reports

will be available for you later under.

2. The report can be customized to use filters here. Including the way, the report sorts on screen and prints. Which types of Inventories it reports on. Which type of costing it reports on and which department.

Moving through the tabs from left to right we come to the category selection tab.

- 1. Here you can select to report on All categories, Main Categories, Sub-categories or a range.
- 2. Select your categories here.



<north< th=""><th>Store&gt; New Report</th><th></th><th></th><th></th><th></th></north<>	Store> New Report				
View	Print Labels	Export		iete <u>Close</u> <u>Back</u> <u>Next</u>	
Report	Category Supplier Bran	nd Filter (	Options Co	lumns Lookup Words Dates Style View	
Cate	gory Selection			Start Category     100     Start     INE       End Category     100     End     INE	DOOR
OM	ain Category			Number	Subcategory Description
) Su	b Category			100	INDOOR
00	L Calendaria Barrar			105	OUTDOOR
() Su	b Category Range			155	CHANDELIER
	Main Gatedor v		Ford	160	PENDANTS
1	LIGHT BUILBS	000	150	165	MINI-PENDANTS
2	CETLING	155	200	170	CEILING FANS
3	WALL	205	250	175	TRACK LIGHTING
4	I AMPS	255	300	205	BRACKETS/SCONCES
5	OUTDOOR	305	399	210	BATH FIXTURES
6		400	000	215	SWING ARM/PLUG-INS
	CHOOK CHARGES	100	555	20220	And the second sec

Next, we can choose to report by Vendor or Brand.

Report Category	Supplier	Brand	2	Options	Columns	Lookup Words	Dates	Style	View	
Supplier			-				_			
I					Ø	🛛 🖂 Ask 🌔	1			
Account Informa	tion									
Name :						P	none :			QR
Address :							:			
							Fax :			
City :						Account Null	mber :			
Zip/Postal :						✓ eMail Add	tress :	l		

- 1. Select a vendor to change prices for.
- 2. Select a brand to change prices for.

The Filter and Options are very useful for other types of reports but will not be covered here.



The Columns tab.

1. There is a very large list of possible information you can pull onto your report here. Sales history, costing, pricing, quantity, all sorts. Play around with this report.



2. Here you add or remove columns from your report to include data in the report



about your inventory using.

and you can re-order your columns using.



3. The selection you see above will make for a good pricing report. NOTE: you may have more or less price levels and they are not listed by the name you gave them but by number.

The Lookup Words Dates Style tabs have many uses as well that will not be covered today. However, experiment with these to build a wide variety of inventory reports. If you are struggling to find a report that suits your needs, your answer may be here.

<north store=""> New Report</north>			<north store=""></north>	New Report			
View Print Labels Export Save	Delete Close Back	<b>ext</b>					
Report Category Supplier Brand Filter Option:	s Columns Lookup Words Dates St	tyle View					
0		~				2	
New Report							
Cat Part Number Supplier Par	t Number Description		Supplier	Cost	List	Price 1	Price 2
100 100W GEM100W	100W BULB		GENERAL ELECTRIC	\$1.0000	\$2.60	\$1.82	\$1.04
100 60W 60W	60W BULB		GENERAL ELECTRIC	\$0.3500	\$0.91	\$0.64	\$0.36
100 30W-HAL 30W	30W TUNGSTEN H	ALOGEN BULB	GENERAL ELECTRIC	\$2.0000	\$5.20	\$3.64	\$2.08
100 120W CI CEM120W	120W/ CLEAR BUILE	P	CENERAL ELECTRIC	\$1,8500	¢4.91	\$3.37	¢1.02



- 1. Click the **View** button to generate your report.
- 2. IMPORTANT: ensure that the items you wish to adjust the pricing on are presented here. Ensure that there are no items that you DO NOT wish to change.

Now navigate back to the Report tab on the left. And choose

You are now presented with this interface.



Price Level	Reg. Calc. Method	Reg. %	Next Price	Sale Calc. Method	Sale %	Next Sale Price	Price Break Qty	
List	Markup fro <mark>m Landed</mark>	185,7500		Markup from Landed	50.0000			
Builder	Discount from List	50.0000	2	Discount from List	5.0000		0.00	
Builder ii	Discount from List	60.0000		Discount from List	10.0000		0.00	
Wholesale	Margin from Landed	35,0000		Discount from List	15.0000		0.00	
Staff	Margin from Landed	10.0000		Discount from List	20.0000		0.00	
Builder iii	Discount from List	25.0000		Discount from List	25.0000		0.00	
(MAP	Fixed	0.0000		Discount from List	30.0000		0.00	
7	Discount from List 🔍 🗸	35.0000		Discount from List	35.0000		0.00	
3	Discount from List	40.0000		Discount from List	40.0000		0.00	
Builder iV	Discount from List	45.0000		Discount from List	45.0000		0.00	
Sale Start D Sale End D	ate yyyy-MM-dd Set	Taxes 1: Tax 2: Tax 3: 4: 5: 6: 7:	1 7.00% 2 5.00%	4				
The above	codes and percentage	s are loaded fro	m your maste	er default part. Modify	the code and per	centage numb	ers you want upda	ted.

- 1. Review the Price Schedules you wish to adjust. The calculation method you wish to utilize.
- 2. Here you can adjust the % for the calculation. NOTE: when you make a change the area will turn yellow. This indicates the system will change these settings when you run the report.
- 3. Here you can set start and end dates for a Sale on a product.
- 4. This report can also be used to add or remove taxes on inventory.
- 5. The Sale pricing which you want to have effective during the date range is presented to the right and works the same way as the regular price schedules during the effective dates.

×

Click to proceed to make changes. Then you will be prompted with a warning.

Confirm





Choose NO for now. However, think about our conversation regarding the master default. Perhaps, you may wish to change this. Remember, the Master Default affects ALL newly created items.



Click **View** When you are prepared to make the changes. NOTE: at this stage you should be confident that these are the changes you want! But don't worry.



System 5 will Warn you. To proceed

with the changes, choose yes. Not feeling confident? Click no, go back a step or two.

The report runs and changes everything on it all at one time. This happens quickly,



though for larger lists it takes some time. Click View again to see your results.

Review your results on the report, and even spot check some individual items by clicking them on the list.

PEND	ANT PRICING									
Cat	Part Number	Supplier Part Number	Description	Supplier	Cost	Landed	List	Price 1	Price 2	Price 3
160	MARBLE DOME	MARBLE DOME	MARBLE DOME	PROGRESS LIGHTING	\$48.0000	\$48.0000	\$137.16	\$72.00	\$74.40	\$64.80
160	WHITE DISC	WHITE DISC	WHITE DISC	SYLVANIA LIGHTING	\$139.0000	\$139.0000	\$397.19	\$208.50	\$215.45	\$187.65
160	IMPREZZA DOME	IMPREZZA DOME	IMPREZZA DOME	SYLVANIA LIGHTING	\$113.0000	\$113.0000	\$322.90	\$290.61	\$175.15	\$152.55
160	BRUNITO TELESCOPE	BRUNITO TELESCOPE	BRUNITO TELESCOPE	JUNO LIGHTING	\$78.0000	\$78.0000	\$222.88	\$117.00	\$120.90	\$105.30
[4]	PENDANT PRICING									

To ensure that you are happy.

Using the Design Inventory report to change prices is a handy tool for the EXISTING Inventory. This report also can be used to build fantastic, reusable inventory reports of other types. Key examples, sales history, purchase history, stock aging, slow moving stock and top sellers.



Advantages of using the Design Inventory Report tool in my business are:

Disadvantages of using the Design Inventory Report tool in my business are:

I am going to start using the Design Inventory Report in my business on \_\_\_\_\_\_

To solve the following problems:

#### Price Adjustments Tool

The Price Adjustment tool is a great way to adjust existing inventory items, their price, margin, markup, discount or cost. It has great tools for making a system wide change. Because it can be used to make many changes at one time, it's best to use it with care. It also has the added benefit of allowing you to preview potential changes before committing to them.



Step one is to select the inventory you wish to affect which can be filtered by:

Category, Sub Category or a range



	Category Selection	Supplier Selection	Brand Selection	Prices
--	--------------------	--------------------	-----------------	--------

© All	Start Category 100 Start INDOOR End Category UNT End Category UNT
○ Main Category	
○ Sub Category	
O Sub Category Range	

### By Supplier:

egory Selection	Supplier Selection	Brand Selection	Prices				
Supplier							
			6				
Account Informa	ation						
Name :					Phone :		8
Address :					:		
					Fax :		
City :				~ 4	Account Number :		2
7in/Postal •				$\sim$	eMail Address :		

## Or by Brand

ory Selection	Supplier Selection	Brand Selection	Prices		
rand				1	
			6/8		
ccount Informa	ition				 
Name :				Phone :	
Address :					
				Fax :	
City :			~	Account Number :	
Zip/Postal :			~	eMail Address :	



Once your filters are selected you will be presented with a menu:



- 1. View Parts will bring up the parts that match your filters.
- 2. Using this option will allow you to increase or decrease prices by a %.
- 3. Using this option will allow you to increase or decrease by a set \$ amount.
- 4.
- 5. This button will reset the changes you have PREVIEWED but will not reset changes you have already made.
- 6. Table Adjust allows you to create tables of price ranges to set prices based on ranges.
- 7. Rounding lets you round your prices to tidy prices. For example, .99
- 8. Copy Schedule lets you copy one price schedule you like to another.
- 9. All of the above will allow you to change one column. They will give you an opportunity to PREVIEW your changes before you make them. KEEP RESET lets you undo this before moving forward.

Select a Column to change by clicking the header. The column will turn blue.

Schedule List	Price List	Type Builder	E
50.0000	1,477.50	L	
80.0000	115.20	L	
60.0000	364.80	)L	
80.0000	180.00	L	
80.0000	180.00	L	
70.0000	224.40	E	
70.0000	297.50	L	
100.0000	16.00	L	



Select the price change tool you want to use from the menu bar. The system will display a preview of the change you are selecting.

Type List	Schedule List	Price List	Type Builder	Schedule Builder	Price Builder
L.	50.0000	1,477.50	L	50.0000	1,477.50
	57.5005	1,551.38 📹			
L	80.0000	115.20	L	50.0000	96.00
2 2	89,0000	120,96			
L	60.0000	364.80	L	50.0000	342.00
8	68.0000	383.04			
L	80.0000	180.00	L	50.0000	150.00
	89.0000	189.00			
L	80.0000	180.00	L	50.0000	150.00
	89.0000	189.00			
L	70.0000	224.40	L	50.0000	198.00
9 2	78,5000	235,62			
L	70.0000	297.50	L	50.0000	262.50
8	78.5029	312.38			
L	100.0000	16.00	L	50.0000	12.00
	110.0000	16.80			

If you would like to move forward, then choose the



which will make the changes. If you

would like to cancel the changes, then choose. Keep/Reset

Once you choose Apply the system will make the changes and highlights them in green.



l ype List	Schedule List	Price List
L	57.5005	1,551.38
	57,5005	1,551.38
L	89.0000	120.96
	89.0000	120.96
L	68.0000	383.04
	68.0000	383.04
L	89.0000	189.00
	89.0000	189.00
L	89.0000	189.00
	89.0000	189.00
L	78.5000	235.62
	78.5000	235.62
L	78.5029	312.38
	78.5029	312.38
L	110.0000	16.80
	110.0000	16.80

You can use Table adjust to set prices by price range or change your list price based on your price range.

Range Start	Range End	Increase by %	Increase by \$	Set To	~
0.01	60.00	10.00			
60.01	150.00	8.00			
150.01					

You can set prices to a certain \$ amount based on a ran	nge or increase or decrease them within
a range.	

This can allow you to adjust prices, so your low-price items are marked up more, and your higher ticket items are marked up less.



Landed Cost start	Landed Cost End	Increase by %	Increase by \$	Set list schedule %
0.00	20.00			100.00
20.01	50.00			90.00
50.01	100.00			80.00
100.01	200.00			70.00
200.01	500.00			60.00
500.01	1,000.00			50.00
1,000.01	2,000.00			40,00
2,000.01	999,999.00			30.00
999,999.01				

You can use the Copy price schedule to simply adjust an entire price schedule or price schedules all at one time. You can also copy this from a part number where you have it set up the way you like.

Price Level	Code	Regular Perc.	Code	Sale Perc.	
List	L	200.00	L		50.00
Builder	D	50.00	D		5.00
Builder ii	D	60.00	D		10.00
Wholesale	м	50.00	D		15.00
Staff	м	10.00	D		20.00
Builder iii	D	25.00	D		25.00
IMAP	F	0.00	D		30.00
7	D	35.00	D		35.00
8	D	40.00	D		40.00
Builder iV	D	45.00	D		45.00
200	Calact				

The Code abbreviations are:

- L = Markup from Landed.
- D = Discount from List
- F = Fixed
- M = Margin from Landed



The price adjustments Tool is very useful and can be helpful in making pricing changes OR cost changes. Use caution with this tool as previously mentioned there is no undo button. Experimenting in the Training area is a best practice with this tool.

Advantages of using the Price Adjustment tool in my business are:

Disadvantages of using the Price Adjustment tool in my business are:

I am going to start using this tool in my business on
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#### Virtual Warehouse

The virtual warehouse allows for the loading of large numbers of inventory records with a lower amount of detail than regular inventory records. This area is ideal for loading vendor pricing files. It is used in many integrations such as Lights America and XO Lights, it can be used without these integrations as well. Using the virtual warehouse to store your cost and/or list pricing and other key inventory details allows you to accurately quote and sell items which you may have never sold before.





If you do not see this in your menus, then most likely you need to change some settings in your

Setup Wizard	under Inventory and Options 1 as below.
Display MTD & YTD Sales	s Quantity in Part Details tab Its on Exact Match Only
Use Superseding Parts	Search Options Display part - drill down to Superseding Parts Display all parts available for purchase/sale
Use Alternate Suppliers	O Display all parts
Use Modifiers	Use Serial Numbers
Only update cost when	the new cost is higher
When receiving stock, as	sign the supplier as the Main Supplier if no supplier has been selected for the part d the supplier as an Alternate Supplier if they are not already the main or alternate supplier
Part Number Characters (	7-50) 20 🕞 (Part No, Item No, Supplier Part No, Customer Part No)
Maximum Location Charac	sters: 20
Search Virtual Warehouse Search Virtual Warehouse Search Virtual Warehouse Use three digit categories	e Inventory Database for parts (by Part Number) e Inventory Database for parts (by Description)
Part Find Prices (customized	columns on Part Find - all users)

Once you open the Virtual Warehouse you will see:





- 1. This will lead you to the DATA LOAD area. This is utilized to load in price files from Vendors. Data loading requires that you have a nice clean spreadsheet to load. In general, you are looking for the following Columns.
  - a. Supplier Part number

Report on \$\$ Misc part sales made from Virtual Warehouse parts and create

regular items based on usage.

b. Cost

\$\$Misc Sales

- c. List Price or MSRP
- d. Barcodes
- Updating reviews, the records already loaded to the virtual warehouse and finds Matches in your inventory, then updates the information you desire by matching Supplier Name and Part number.
- 3. Report/Edit this opens the area where you can review the loaded records by Supplier. You can also use this information to create new inventory records.
- Purge Allows you to clear records by Vendor or Category. This is one key feature of the Virtual warehouse. Because you can load and purge records, there is less risk of loading something incorrect.
- 5. MISC SALES This allows you to review the Miscellaneous Inventory records you have in your system and see how often they were sold, and which data was input when they were. We will cover this in the special-order section of the presentation in more detail.



Load

Data loading is an important skill for the administration of System 5. It can be a very in-depth topic and so will not be covered in full here. The basics are that you need an excel file with very simply rows and columns. Then you save it as a .csv and load it using this tool. This populates your virtual warehouse. You want to take the file from your vendor and remove anything unnecessary. Carefully load the file and check the results in the Report area before moving on. If the result is not what you desired, then use the PURGE tool to reverse the load.

Si <north store=""> 422</north>	
Back Next Close Help	
<u> </u>	
To import from a file click this button.	You can automatically configure the import using predefined settings. If any predefined settings are available, you can select one from the list below.
	<select predefined="" settings=""> ~</select>
To import from an ODBC datasource Cick this button.	
ODBC Admin	

Here you choose your file to load. The system only allows .csv files to be loaded. Browse your computer and choose your file.



Look in:	Excel Files	for June Bootcamp	🔄 🔮 🗿 😳 🛄	•
4	Name	^	Date modified	Туре
$\mathbf{x}$	PricePenn	iy2	2022-06-15 9:44 A	AM Micro
Quick access	STA DATA	LOAD TEST 1	2022-06-13 6:05 P	M Micro
	🖾 VW file to	Load - no stuff	2022-06-13 6:05 P	M Micro
	VW file to	Load - with stuff	2022-06-13 6:05 P	M Micro
Desktop	VW NEW	VENDOR - SERTA	2022-06-13 6:05 P	Micro
-	VW NEW	VENDOR - SERTA1	2022-06-13 6:05 P	M Micro
Libraries				
This PC				
1				
	<			>
Network	File name:		~	Open
	Files of type:	Comma Senarated Values	(* cev)	Cancel



Here is a simplistic example:

	software		
👫 <north store=""> 422</north>			
Back Next Close			
Description (2)	✓ Options Add Column	Date Format: Y	MD V
Reuse previously defined settings	specific to this file $\checkmark$		
Suppliers Part Number	Description	Cost Price	List Price
Supplier Part Number	Description	Cost	List
R408-64	Antique Rose Recliner/Ottoman 🏼 🌆	\$179.00	\$268.50
R408-87	Antique Blue Recliner	\$179.00	\$268.50
R408-89	Aquamarine Recliner	\$179.00	\$268.50
R663-06	Off-White Recliner/Ottoman	\$150.00	\$225.00
R663-20	Dark Green Recliner/Ottoman	\$150.00	\$225.00
R670-26	Forest Green Rocker	\$189.00	\$289.99
R670-84	Deep Navy Rocker	\$189.00	\$289.99
R689-09	Black Recliner/Ottoman	\$199.00	\$299.00
R689-20	Dark Green Recliner/Ottoman	\$198.00	\$299.00
R689-88	Navy Recliner/Ottoman	\$199.00	\$299.00
L477-23	Aqua/Blue/Rust Love Seat	\$350.00	\$549.99
L484-09	Black Love Seat	\$350.00	\$549.99
L484-96	Off-White Love Seat	\$350.00	\$549.99

WINDWUDD

- 1. As you can see the files are very simplified, there are no LOGOs, subtotals or formatting. Click each column, it will turn Yellow.
- 2. From the drop-down menu above choose which field in System 5 you wish to load the data from the column into. Once completed you will see this selection appear above your Column header.



Once you have completed all of the columns. Click

		software
Si <north store=""> 422</north>		
Category Categ	gory Name	Load into Regular Parts Load into Virtual Warehouse Parts Load into Regular Parts if quantity > 0
	. Øð	Load into Virtual Warehouse Parts if quantity = 0 Load Virtual Warehouse Retail Price as zero instead of List Price
Foreign Currency Code	~	Strip spaces from part numbers Strip forward slashes (/) from part numbers Strip leading zeros from part numbers
Cost		Allow creation of duplicate part numbers (see Setup Wizard to enable duplicate parts)
Divide cost by	1.000	Do not update Regular Parts (will add ONLY new parts) Do not update if lookup word NOUPDATE found
Retail		Update duplicate part numbers by (Category + Part Number)
Divide retail by	1.000	Adjust quantity instead of adding quantity Set sale start and end dates if a non-zero Sale Price has been provided
Part Prefix		Auto-generate part numbers
Add Part Prefix		Delete discontinued Virtual Warehouse Parts     Also delete or mark deleted any associated Regular Parts     Undata case breakdown child costs and prices when parent costs or prices change
Picture Directory		Opugate case of eakdowing mild costs and prices when parent costs of prices change
Click to select		

Here you select your loading options. Though you have a few the highlighted ones are the usual settings.

- 1. Input the vendor you are loading. NOTE: if you were loading multiple vendors then you would need a column for the vendor's name on the spreadsheet with the Vendor's name.
- 2. Skipping the header row ensures that you do not create a record which is based on your column headers.
- 3. This is how the system matches up the current records with any on your spreadsheet to update them.



Once this is complete choose Next

	s of tw	VAR
North Store> 422		
	<u> </u>	
Back Next Clo	ose <u>H</u> elp	
		_
Column	Function	
Column Suppliers Part Number	Function Vone V	
Column Suppliers Part Number Description	Function None ~	
Column Suppliers Part Number Description Cost Price	Function None None None	
Column Suppliers Part Number Description Cost Price List Price	Function None ~ None None None	



This screen has some advanced functions, just click <u>Mext</u> again. Then choose Load on the next screen.



Then confirm you are ready to proceed:

		WINDWAR software
Confirm	Continue with data load?	×
		Yes No
	Mianu Loo	

Choose the \_\_\_\_\_\_ option to see the results of your Load. Should look like below. NOTE: the part records below would say updated if you have loaded them before.

V	iew0001 - Notepad
File	Edit Format View Help
St	art:2023-01-17 3:30:11 PM
Upda	te duplicate part numbers by (Supplier + Part Number)
Skip	header row
Load	into Virtual Warehouse Parts
Supp	lier:8 GLOBE LIGHTING
Cate	gory:
Supp	liers Part Number Column 0
Desc	ription Column 1
Cost	Price Column 2
List	Price Column 3
Clic	k the load button to continue
St	art:2023-01-17 3:30:11 PM
A:	8 R408-64 New
A:	8 R408-87 New
A:	8 R408-89 New
A:	8 R663-06 New
A:	8 R663-20 New
A:	8 R670-26 New
A:	8 R670-84 New
	0. DC00. 00. N

A: 8 R689-09 New

Now it is time to review the results in the REPORT area.



Clicking this option will bring you to this screen:



5 Virt	al Warehouse Part Report	0															
List	Print Allow Edit Creat	e Regular Part Delete	3														
(1)er	Part Number	Category	Supplier GLOBE LIGHTING	End:	80												
Cat	Supplier Part Number	Description		c	Cost	List	Retail	Supplier	Brand	Barcode	Size 1	Size 2	Size 3	Weight	Barcode 2	Barcode 3	Barcode 4
4	085-00	5-In-1 Braun Food Process	or		99.9900	299.99	299.99	GLOBE LIGHTING						0			
-	530-00	1.0 L. Electric Kettle			13.9900	39.99	39.99	GLOBE LIGHTING						0			
	[834]	New Report			0.0000	0.00	0.00	GLOBE LIGHTING						0			
E	A010-00	Revolving Spice Rack			8.9900	24.99	24.99	GLOBE LIGHTING						0			
9	A120-00	GE Digital Tape Answering I	Machine		39.9900	89.99	89.99	GLOBE LIGHTING						a			
	A129-00	Panasonic Digital Answering	g Machine		69.9900	119.99	119.99	GLOBE LIGHTING						0			
	4 1 20 00	City Mashan Cools			0.0000	10.00	10.00	CLOOPE LITCH STRUC									

- 1. Choosing LIST will display all records for the selected vendor or supplier part number.
- 2. If you highlight a record and choose to create a regular part, you will be prompted to categorize this record and then you can create a full inventory record.

	Main Category	Start	End	Number	Sub Category	Туре
1	LIGHT BULBS	000	150	400	INSTALLATION	Labour
2	CEILING	155	200	405	WARRANTY	Labour
3	WALL	205	250	999	MISCELLANEOUS	Normal
4	LAMPS	255	300			
5	OUTDOOR	305	399			
6	LABOR CHARGES	400	999			

. .

Size 3

Weight

Barcode 2

3. Select your Vendor here.

085-00

- 4. You can see that information is populated here. NOTE: virtual records contain ONLY the information you see here. The price schedules and all other inventory detail can only be recorded in a full inventory record. Cat Supplier Part Number Description Size 2 Brand
- 299.99 GLOBE LIGHTING 5. Yellow lines indicate that the system has found a match between the virtual warehouse record and a full inventory record. The information in the Virtual Warehouse can be used to update this record. This is done using the UPDATE function.

99 9900

299.99



Choosing this option will bring you to the following screen:

5-In-1 Braun Food Processor



A second second a second the second	
GLOBE LIGHTING	<i>8</i> 0
Match Virtual Warehouse sup	oplier name to Regular Parts supplier nam
Main Inventory O Alternat	e Supplier
Update these fields:	
Update Cost prices	
Update Description	1.0
Update Retail prices (Price le	evel 1)
Update Brand	
Series and and an an an and an an and an	
Match by this part number	
Match by this part number Part Number	

- 1. Here we choose the Vendor we wish to update.
- 2. Generally, this will be handled on your primary vendor, you can also load data into alternative vendors.
- 3. Choose the fields in Windward you wish to be updated from your Virtual Warehouse. NOTE: this overwrites existing data.
- 4. Choose to match the items up by one of these numbers, usually the Vendor part numbers.
- 5. Choose the update button to proceed.

You will see a dialog box indicating how many updates were made.

	WIN-DW-A.R.D software	
Information	×	
Update Complete. 1 item(	s) updated.	
	ОК	
		0222

One of the strengths of the virtual warehouse is the ability to your results. This allows you to undo your last data load if it didn't go as planned. For this reason, having a BACKUP is not essential, though still recommended.

Purge

You can purge your virtual warehouse of all the records from a vendor or a category or a combination of the 2.

Select the Vendor you wish to purge records for:

ind Suppli	ier							
	ancel Recent Edit No	Delete Prir	at Export					
Criteria	1	Criteria 2		Filters				
Na	me :	Contact First :		Unique :				
Pho	ne :	Last :	1	Lookup Word :				
Account	t#:	State/Prov :	~	Email :				
C	ity :							
Addre	255 :							
Zip/Pos	ital :							
JLIVE SE	arch Suppliers Found: 15							
Y	Name		Lity	Phone	Account	Address	Into	Time Diff Email Address
	LAVA		WA					Not Set
	Cairissian Shipping		Cloud City WA			889 Skius Street		Not Set
	Spectra		Newmarket ON	555555555	5			Not Set
	Lighting One		Earth City MO	555-555-55	55			Not Set
	NOVOM		WA					Not Set
	HUNTER		WA					Not Set
	0110170		Distance in the	604070070		500 Old Will to Date		Marca

The system will ask if you wish to purge the entire list or select a category of goods.





If you select Yes you are presented with the category selection tool. Choose the category PURGE.

	Main Category	Start	End	Number	Sub Category	Type
1	LIGHT BULBS	000	150	100	INDOOR	Normal
2	CEILING	155	200	105	OUTDOOR	Normal
3	WALL	205	250			
4	LAMPS	255	300			
5	OUTDOOR	305	399			
5	LABOR CHARGES	400	999			

X

The system will confirm the category and vendor before you proceed.

Confirm

1	Continue to LIGHTING by categor	o purge parts for y 205 ?	supplier SYLV	ANIA
		Yes	No	Cance

Alternatively, you can purge all of the items for the vendor. Be careful with this feature as it will remove all the records and you will have to reload them.

In summary, the virtual warehouse is an excellent tool to keep your costs and prices up to date. It is also very helpful in quoting customers and creating new products with consistency.



Advantages of using the Virtual Warehouse in my business are:

Disadvantages of using the Virtual Warehouse in my business are:

I am going to start using this tool in my business on \_\_\_\_\_

To address the following problems

#### **Special Pricing Scenarios**

We have reviewed how you can set pricing strategies by category and by price schedule to enhance your strategy to focus on key customer segments. At times, however, you need to create special arrangements for a particular customer, particular product or situation. The following tools can be helpful in doing so. Consider these tools individually and how they fit in with your overall pricing strategy.

#### **Contract Pricing**

To enhance your business arrangement with a key customer you can offer special pricing on specific products for a specific time frame. Creating a contract with the client that links them to you. Though this is common in certain industries it may not be in yours. Consider identifying key customers and locking in their business by offering aggressive pricing on the products that drive your success with them. Contracts can also be shared across a group by the creation of a master contract.



To find the Contract pricing tab visit the customer record as below:

S <head o<="" th=""><th>ffice&gt; Customer Smith Cons</th><th>truction Co.</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></head>	ffice> Customer Smith Cons	truction Co.												
Navigate	OK Cancel	е тоо	s Print Print L	abel Documents	XML Export Reports	Previous Next	).							
\$ Pr	ice Schedule Exceptions	Contr	ract Pricing 🛛 👩	Payments	Ship To Addresses	Standing PO	% Early Pa	yment Discounts	Company Deta	ils 🛛 🕵 Op	oportunities	Custom	er Invoice Forms	A Bak
<u></u>	Customer Information	Financial	Contact	t Names 👔 I	nvoices 📈 Pura	thases 🔏 C	omments	Extra Info	Lookup Words	Units		History Comments	Picture	0
Business Ni Smith Const	ame truction Co.		Phone Numbers [30] Phone :	(206) 555-1234	Account Info Account Number : Extra Information :	[	Charge Acc Balance	ount Information \$9,329.3	4					
Customer N First Bob	lame Last Smith	Find	Fax : Mobile (SMS):	(206) 555-9876			Credit Limit Terms	2,000.0	0					
Address			SMS Settings:											

The interface for Contract pricing is presented as follows:



- Parts and Prices is viewed as above here I am able to select a lower price for a specific product and compare this to the price the client would pay on their normal schedule.
- 2. Expiry Date allows you to set the Expiry date for the contract or select that it does not

Parts and Prices	Expiry Date	Master Contr

Contract Expiry Date

Never Expires	
2024 <mark>-01-31</mark>	

expire.

 Master Contracts: Shows you the master contract this customer has been added to. The original contract you created.
 Parts and Price: Equip Date: Matter Contract: Customers also using the Contract

		Master Contracts	
	Account	Name	Expiry Date
-		Smith Construction Co.	yyyy-MM-dd

4. Customers also use this contract: this tab allows you to share a contract you have built for one client with another client(s). Use this strategy once you find something that works through your tests. One you add someone, their customer record will hold this



one as the master in the Master Contracts tab. See above.



- 5. Contract Price: The new price on the product in question.
- 6. Schedule Price: The former or non-contract price.
- 7. Expiry date: date of expiry on this product or contract.
- 8. Edit Tool bar: allows you to add and remove products from the contract.

Once you have this setup pricing contract it will operate automatically on an invoice just like a price schedule. As you see here:

Invoice Type Add Item Pr	int Save Options Layers												
Tender F10	Unit Ctrl+F11	ł	Deliveries Ct	rl+D	Quick	Cash Ctrl+C	2 🌽		Re	ecent Pu	irchases Ct	1+Alt+R	
Invoice F5	Referral Source	<b>3</b>	Customer F2	9	Items F4	1	Ship To	0.0		🙄 Ba	ick Orders	-7	🧏 Co
Part No.	Description		Ordered	Ready to Ship	Quantity	List	Price	Margin %	Total	Tax	Units	Points	Discount %
CARPET-LEGATO-BLUE	Legato Origin-colour Wedgewoo	od Blue	0.0000		0.0000	3.60	3.12	67.95%	0.00	PG	EA		13.33%

Contracts are another type of experiment you can run on your prices. If you find that a contract is working well to win business of a certain type you can adjust your marketing and sales approach to attract more of this business and repeat the process. This is a great way to pass on savings you have earned yourself through vendor relationships to strengthen customer relationships.

Advantages of using Contract pricing in my business are:

Disadvantages of using the Contract pricing in my business are:

I am going to start using this tool in my business on \_\_\_\_\_\_

To address the following problems



#### **Price Schedule Exceptions**

Price schedule exceptions allow you to grant a customer a specific price schedule on a broad group of products or services by category or vendor. You also find this in the customer record here:

💰 <head< th=""><th>l office&gt; Customer Smith</th><th>n Construction Co.</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></head<>	l office> Customer Smith	n Construction Co.							
Na <u>v</u> igate	OK Cancel	Delete	Print Print L	abel Document	s XML Export Reports	Previous Net	<b>~</b>		
\$	Price Schedule Exceptions	Contra	act Pricing	Payments [	Ship To Addresses	Standing Po	D % Early Pays	ment Discounts	
23	Customer Informatio	\$ Financial	Contact	: Names 🛛 😭	Invoices 📈 Pur	rchases 🔏	Comments	Extra Info	Lo
Business	Name	-	Phone Numbers	1	Account Info		Charge Accou	unt Information	
Smith Co	nstruction Co.		[30] Phone :	(206) 555-1234	Account Number Extra Information		Balance	\$9,329.34	
Custome	r Name Last		Fax :	(206) 555-9876			Credit Limit	2,000.00	
Bob	Smith	Find	Mobile (SMS):				Terms		
Address			SMS Settings:		Time Zone				
	1234 Anywhere Street		Status:	✓ Send S	ims	(i 🧞 i i	134	ana an	
City	Seattle WA	A Washington 🗸	Web Info e-mail Address :	sales@windwardsc	offware.com			rint Statement	

#### The Price Schedules tab appears as follows:

<Head office> Customer Smith Construction Co.





- 1. Setup a specific price schedule to take effect when this vendor is purchased from.
- 2. Designate the vendor specific price schedule here.
- 3. Setup a specific category to trigger a price schedule here.
- 4. Designate the category specific price schedule here.

Using this strategy in combination with price schedules to segment your clients and target key products and services that drive business with them can build a unique value proposition with each individual client or segment. Experiment with these exceptions until you find a winning combination.

Advantages of using Price Schedule exceptions in my business are:

Disadvantages of using the Price Schedule exceptions in my business are:

I am going to start using this tool in my business on \_\_\_\_\_\_

To address the following problems

#### **Quantity Discounts**

Quantity discounts can help drive high volume business and do not make sense in all instances. If you have a quantity discount with a vendor this can be an excellent way to pass that on to your customer. In some businesses you are keeping a lot of products on hand to satisfy



immediate need, but this has a high cost due to available warehouse space. Let your customers who buy something frequently store their own product by offering them a discount to take a supply with them.

Quantity discounts take place in the Inventory record and apply to ALL customers. They rely on price schedules being set up. After purchasing a given quantity a customer will be granted a better price schedule for that purchase.

To set up a Quantity discount head to the item record and to the Retail Tab.

Inventory Cost an	nd Landed 💲 Retail 🍞 Cost/Stock	Levels 🙀 Physical Cou	nt 🔏 Comments 🧃	) Extra 🔐 Kits 🔀 Sales Hit	story 📄 Purchase O	ders 🔚 Alternate Suppliers	Invoice Back Orde
Prices as of To 2024-01-22 dat left	view the set in effect on a specific i.e. competite date in the box to the	View Price History					
Price Level	Reg. Calc. Method	Reg. %	Next Price	Sale Calc. Method	Sale %	Next Sale Price	Quan. Disc.
MAP	Markup from Landed	133.3778	\$69.99	Markup from Landed	50.0000	\$44.98	
Preferred 1	Discount from List	5.0000	\$66.49	Discount from List	5.0000	\$66.49	0.0000
Preferred 2	Discount from List	15.0000	\$59.49	Discount from List	10.0000	\$62.99	3.0000
Wholesale	Discount from List	15.0000	\$59.49	Discount from List	15.0000	\$59.49	4.0000
MAP	Discount from List	20.0000	\$55.99	Discount from List	20.0000	\$55.99	5.0000
E-commerce	Discount from List	25.0000	\$52.49	Discount from List	25.0000	\$52.49	0.0000
Up to 99 more	Discount from List	30.0000	\$48.99	Discount from List	30.0000	\$48.99	0.0000

Here you will see your list of price schedules as before. To add quantity discounts, enter a quantity that will trigger the client to be charged a given price schedule.

NOTE: these work best in descending order.

Here you can see the above items sold at full price, then at lower price schedules as the quantity increases.

Part No.	Description	Ordered	Ready to Ship	Quantity	List	Price	Margin %	Total	Тах	Units	Points	Discount %
P257-00	Brake Pads	1.0000		1.0000	69.9	69.9	9 57.15%	69.99	PG	EA		0%
Invoice F5	Referral Source 3	Customer F2 🧊	Items F4 🖸 Ship To Ctrl+	S 🔏 Comments	Ctrl+F8 똃 ·	Fender F10	Unit Ctrl+F11 👩	Deliveries Ctrl+D	<b>\$</b> Q	uick Cash Ctrl+Q	% Commiss	ion
Part No.	Description	Ordered	Ready to Ship	Quantity	List	Price	Margin %	Total	Tax	Units	Points	Discount %
P257-00	Brake Pads	3.0000		3.0000	69.99	59.49	49.59%	178.47	PG	EA		15.00%
Invoice F5	🎒 Referral Source 🍠	Customer F2 🕥	Items F4 🔀 Ship To Ctrl+	s 🔏 Comments	Ctrl+F8	Tender F10	🚺 Unit Ctrl+F11 嶎	Deliveries Ctrl+	D <b>\$</b>	Quick Cash Ctrl+	Q % Comm	ssion
Part No.	Description	Ordered	Ready to Ship	Quantity	List	Price	Margin %	Total	Tax	Units	Points	Discount %
P257-00	Brake Pads	5,0000		5.0000	69,99	55.99	46,44%	279.95	PG	EA		20,00%

This is a very simple feature to implement. It makes sense to provide quantity discounts in the same places where your vendors provide them to you. Consider which products you can benefit from mass orders on and then motivate customers to make larger purchases to get a better price.

Advantages of using Price Schedule exceptions in my business are:

Disadvantages of using the Price Schedule exceptions in my business are:

I am going to start using this tool in my business on \_\_\_\_\_

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To address the following problems

#### Putting a product on sale

Another simple method of adjusting and maintaining prices is to use a sale. You can quickly and easily set a different price point by price schedule for a period of time. This takes effect automatically.

To put an item on sale, go to the inventory record and head to the retail tab once again. First, set the prices you want to take effect for each price schedule on the right. In my example I simply increased the discount. However, you can completely change the pricing method or strategy as well.

Prices as of	To view the prices in effect on a specific						
2024-01-22	date, change the date in the box to the left	View Price History					
Price Level	Reg. Calc. Method	Reg. %	Next Price	Sale Calc. Method	Sale %	Next Sale Price	Quan. Disc.
MAP	Markup from Landed	118.7648	\$174.99	Markup from Landed	50.0000	\$119.98	n — — —
Preferred 1	Discount from List	5.0000	\$166.24	Discount from List	20.0000	\$139.99	0.0000
Preferred 2	Discount from List	15.0000	\$148.74	Discount from List	25.0000	\$131.24	0.0000
Wholesale	Discount from List	15.0000	\$148.74	Discount from List	30.0000	\$122.49	0.0000
MAP	Discount from List	20.0000	\$139.99	Discount from List	35.0000	\$113.74	0.0000
E-commerce	Discount from List	25.0000	\$131.24	Discount from List	40.0000	\$104.99	0.0000
Up to 99 more	Discount from List	30.0000	\$122.49	Discount from List	50.0000	\$87.50	0.0000

The 2<sup>nd</sup> step is to set the sales dates which you handle on the primary inventory record area, as you see here.

			S O I	<b>DWAR</b> ftware	D		
S Inve	entory 🚮 Cost and I	Lande	d <b>\$</b> Reta	il 🍞	Cost/Stock Levels	0	
Sub Category 405 Bradets/Anklets				Supplier:			
				Alpine Distributors			
Item Number Silver Ank				Supplier's Part Number:			
Part Number SILVER ANK				SILVER ANK			
				Brand:			
						64	
Inventory N   Norm	Type: al v		Uniqu Barco	ue [953] ode: Click (	to Generate		
2012/20	Standard		Average		Next		
Cost	79.990000		79.990000		79.990000		
Landed	79.990000		79.990000		79.990000		
List	174.99		174.99		174.99		
Sale	119	.98		119.98	119.98		
Serial Numbers Sell by Weight Sell by 100 Weight Export to eCommerce Can Hide When Printing Sell By Period		Sa	Show Z-Sheet wi Factor	nen selling 124-01-21	0.00	/	

X

Try sales on different products and compare the sales results during the sales period to a period of regular pricing to see if lower prices drive more sales. Note that you can also use the design inventory report or the default items areas to set sales to groups of products.

Advantages of using Price Schedule exceptions in my business are:

Disadvantages of using the Price Schedule exceptions in my business are:



I am going to start using this tool in my business on \_\_\_\_\_

To address the following problems