



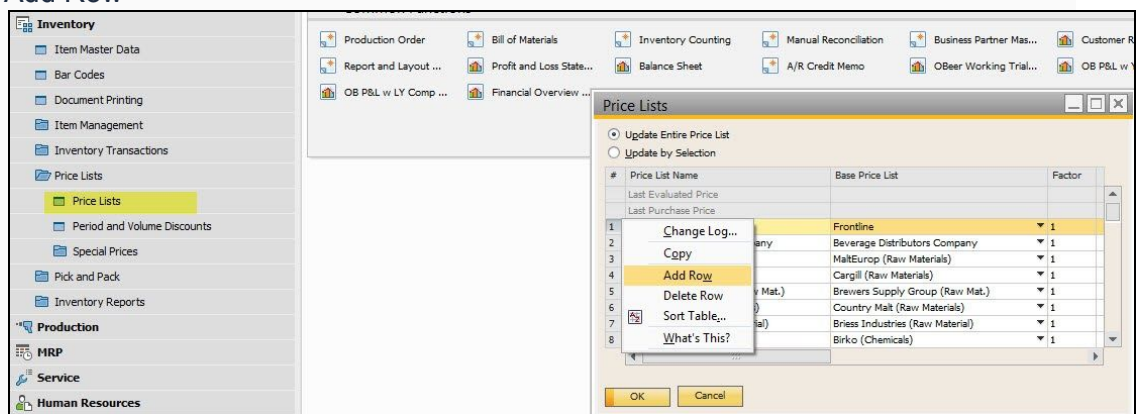
# Quick Start: Price Lists

## Summary

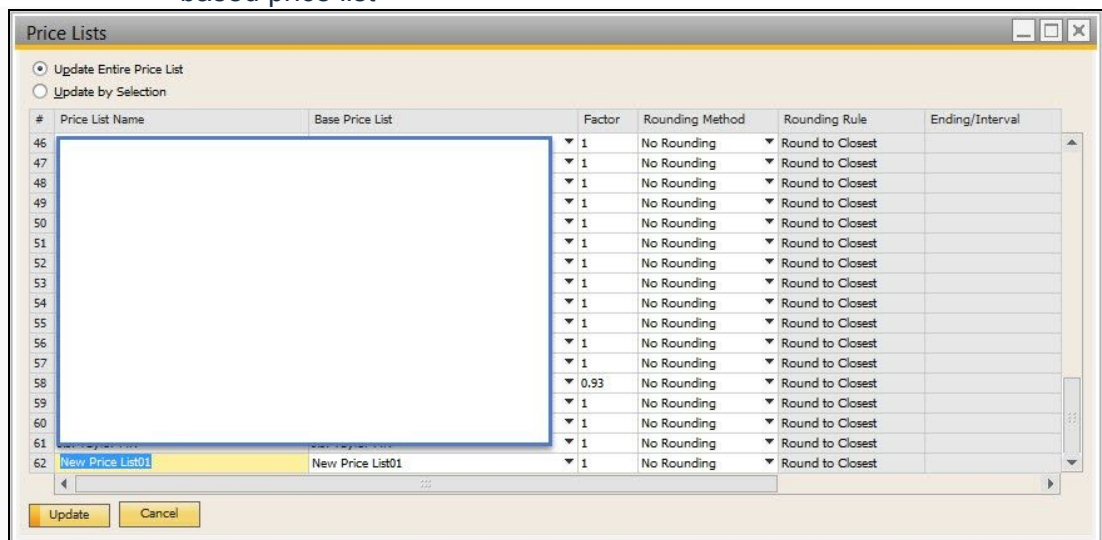
You can use Price Lists to automatically pull in prices assigned to a Business Partner on certain documents. This will save time and help you prevent input errors.

## Step-by-step guide

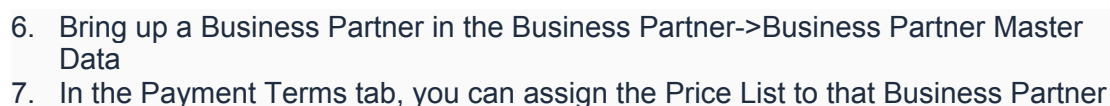
1. Go to Inventory->Price Lists->Price Lists. Right click on the new window and click Add Row



2. You can name your new price list here
3. You must also base the price list on another (See the Notes for the price list choices), choose a factor and select your rounding method
  1. The factor is the multiplier in which the price list will change. For example, 0.5 will mean that items in that price list will be half of the base price list. Conversely, a factor of 2 will mean it will double the based price list



- 4.
5. Save all your changes you have made



Now when you create a document with that Business Partner selected and then add in an item, it will take the price based on the price list assigned to that business partner.

- You can base your new Price List on itself with a factor of 1 to set the prices manually. Double-Click on the first Column for your price list named '#'. There, you



can set prices for your items, as well as enter foreign prices.

New Price List01

Find  ☐ Open Price

#	Item No.	Item Description	Primary Currency		Additional Currency 1		Additional Currency 2		Inventory Unit
			Base Price	Unit Price	Base Price	Unit Price	Base Price	Unit Price	
1	1109B12								Manual
2	1109C12								Manual
3	1109C12-12PK								Manual
4	1109C12								Manual
5	1109Kag								Manual
6	1109Ph								Manual
7	1109Kag								Manual
8	1110B12								Manual
9	1110C12								Manual
10	1110C12-12PK								Manual
11	1110Kag								Manual
12	1110Ph								Manual
13	1111Kag								Manual
14	1111Kag								Manual
15	1111Kag								Manual
16	1111Ph								Manual
17	1111C12								Manual
18	1111Kag								Manual
19	1111Ph								Manual
20	1122B12								Manual
21	1122C12								Manual
22	1122C12								Manual
23	1122Kag								Manual
24	1122Ph								Manual
25	1130B12								Manual
26	1130C12								Manual
27	1130Ph								Manual
28	1130Kag								Manual
29	1130Ph								Manual
30	1131Ph								Manual
31	1131B12								Manual
32	1131C12								Manual
33	1131Kag								Manual
34	1131Ph								Manual
35	1140B12								Manual
36	1140Kag								Manual
37	1140Ph								Manual
38	1141Kag								Manual
39	1141Ph								Manual
40	1141B12								Manual
41	1141Kag								Manual
42	1141Ph								Manual
43	1141Kag	Karna Blueberry - 1/2 BBL, Kag							Manual
44	1141C12								Manual
45	1141B12								Manual
46	1141C12								Manual
47	1141C12								Manual
48	1141Kag								Manual

OK Cancel Clear Selection Criteria

- The Last Purchase Price List will be automatically updated when an item enters inventory with its original price
- The Last Evaluated Price List will be automatically updated whenever you the Inventory Audit Report