

Batch Price Update by Division for Selected Vendor Code

Overview

Updating item prices for all items with a specific Division code within a vendor line is a three-step process:

- (1) Change the Inventory Vendor Code Master price level adjustments so that new items added to the vendor line will default to the new markups. When there are multiple pricing markups within a vendor line, the price level adjustments in the vendor code master can be left blank/zeroes OR the price level adjustments for the majority of items (the most common division) can be entered. Contact Mylee Customer Support for assistance if you have questions.
- (2) Use Price Load Batch to create price records in a temporary price file with the new markup percentages for all existing items for the specified Division Code within the vendor line.
- (3) Use Price Load Update to actually update your inventory item master file with the new markups and selling prices for the specified Division Code within the vendor line.

Change Inventory Vendor Code Master Price Level Adjustment Percentages

The price level adjustment percentages in the Inventory Vendor Code Master are the **defaults** used when adding new items to the vendor line. Changes made here do not affect *existing* items.

If this vendor has multiple price level adjustment percentages, the price level adjustments in this vendor code master can be left blank/zeroes OR the price level adjustments for the majority of items (the most common division) can be entered. If you need assistance, please contact Mylee Customer Support before proceeding with the price change.

- a) Select Inventory from Main Menu.
- b) Select Item Master. Press **[F12]** and **V** (Vendor scrn).
- c) Enter the Vendor Code. Press **[Enter]** to move cursor to the Price Level adjustment percentages. Enter the desired changes to the price levels. A sample is shown below. In this sample, Price Level A is calculated as a 200% markup over the E cost (200% markup is the same as a "3.0" multiplier). Price Levels B, C and D are all calculated as markdown percentages from price level A. ***The sample below is an example only. Modify what is shown below to correspond to your price level adjustment percentages. If you have questions, contact Mylee Customer Support before continuing.***

Price Level A: E 200.000	Price Level B: A -30.000
Price Level C: A -40.000	Price Level D: A -45.000
Price Level E: 0.000	

- d) Press **[F10]** to save your changes.

