Increase Cost by a Percentage for All Items in a Vendor

Overview

This document outlines the steps to increase Cost in the Item Master by a Percentage for all items in a vendor line. This document will increase the "E" cost by 15% as an example. Selling prices that are based on "E" cost are automatically re-calculated. Finally, the new "E" cost should be copied to the cost field used for Cost of Goods Sold for all items in the vendor that do not have a quoted cost. (Typically, "F" or "H" is used for Cost of Goods Sold.) This is a three-step process:

(1) Use Price Load Batch to create price records in a temporary price file with "E" cost increased by 15% for all existing items in the vendor line.

(2) Use Price Load Update to actually update your inventory item master file with the new "E" cost. Selling prices will be re-calculated automatically if they are based off of "E" cost.

(3) Use Cost Change Routine to copy "E" to "F" or "H" (whichever field you use for cost of goods sold) for all items that do not have a quoted cost.

Step 1 Use Price Load Batch to Create New Records in a Temporary Price File

In this step, a new "E" cost is calculated for each item in the vendor line and placed in a temporary price file.

a) Select Inventory from Main Menu.

b) Select Price Load / INV Count Menu from Inventory Menu.

c) Select Price Load Batch.

Use the sample screen below as a guide. The vendor **AAA** is used as an example. Respond "**Y**" to "**Price Amnt**." Enter the **%** symbol in the field next to E: followed by **15.000**. Change the **PRICE AMNT** percentage as needed to reflect your increase.

```
                     PRICE LOAD BATCH FOR MM/DD/YYYY

 ENTER THE START NUMBER        AAA
 ENTER THE STOP NUMBER         AAA ZZZZZZZZZZZZZZZZZZZZZZZZZ
 RESET PRICES FROM INVENTORY  Y (Y OR N)
 QUALIFY BY CODES?            N (Y OR N)
    STOCK         *_____ (@=all non-blank, #=blank, M,S,X,0-9)
    PRODUCT       **                  SERIAL #   * (Y OR N)
    POPULARITY    *                   KIT        * (Y,P,C OR N)
    LBR           * (F,L,OR blank)    SUPPLIER   ***
    SUB GROUP     *                   DIVISION   **
    FREE FIELD    **                  NET ITEM   *

 PROMO SALES N (Y,N,P) _____   Thru _____   LEVEL: _ PRC: _____
 PRICE AMNT  Y (Y OR N) A: _ _____   B: _ _____   C: _ _____
                        D: _ _____   E: %     15.000  F: _ _____
 FORCED AMT  N (Y or N) A: _ _____     B: _ _____     C: _ _____
                        D: _ _____     E: _ _____     F: _ _____
 PRICE ADJ   N (Y OR N) A: _     _____   B: _     _____   C: _     _____
                        D: _     _____   E: _     _____
 LBR  AMOUNT N (Y OR N) A: _ _____     B: _ _____     C: _ _____
 LBR  FLAG _ (F,L)      D: _ _____     E: _ _____
                                                    RECORD COUNT _____
 PRESS 'Y' TO START BATCH PROCESS OR 'N' TO MAKE CHANGES
```

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BATCH COMPLETED
RECORDS PROCESSED   99999
RESTART PROGRAM? (Y OR N) N
```

The above step "Price Load Batch," puts the items with the new "E" cost and new selling prices in a <u>temporary price file</u>. Go to the next step "Price Load Update" to actually "update" the item master records with the new "E" cost and prices.

Step 2 Use Price Load Update to Actually Update the Inventory Master File

a) If you just completed the "Price Load Batch" process, the PRICE LOAD/INV COUNT MENU should display.

b) Select **Price Load Update**.

c) Respond to the prompts as shown in the sample screen below.   Replace AAA with your vendor code. This step updates the item master records with the new "E" cost and new selling prices and then deletes the temporary price record.

```
              PRICE LOAD UPDATE FOR MM/DD/YYYY

  ENTER THE START NUMBER    AAA
  ENTER THE STOP NUMBER     AAA ZZZZZZZZZZZZZZZZZZZZZZZZZ

  QUALIFY BY CODES?  N (Y OR N)
     STOCK          *_____ (@=all non-blank, #=blank, M,S,X,0-9)
     PRODUCT        **
     POPULARITY     *
     LBR            * (F,L,OR blank)
     SUB GROUP      *
     FREE FIELD     **
     SERIAL #       * (Y OR N)
     KIT            * (Y,P,C OR N)
     SUPPLIER       ***
     DIVISION       **
     NET ITEM       *

  PROMO SALES UPDATE    N (Y OR N)
  PRICE UPDATE          Y (Y OR N)
  LBR   UPDATE          N (Y OR N)
  DELETE PRICE RECORD   Y (Y OR N)

  PRESS 'Y' TO START BATCH PROCESS OR 'N' TO MAKE CHANGES
```

*** Check an item master for one of the items in the vendor line to be sure that you correctly increased the "E" cost by 15% and that your selling prices reflect the increase. ****

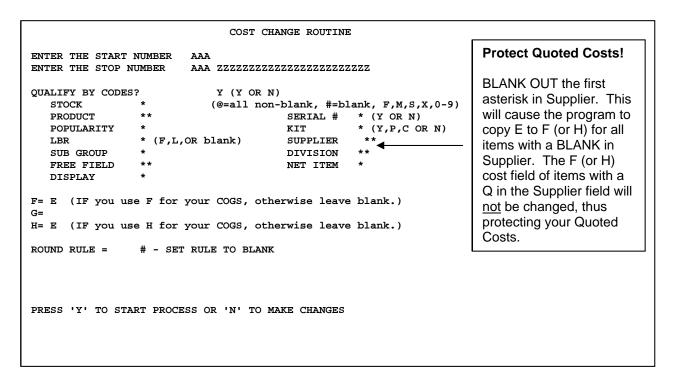## Increase Cost by a Percentage for All Items in a Vendor

Step 3 Use Cost Change Routine to Copy the New "E" Cost to the Cost Field you use for Cost of Goods Sold (Typically "F" or "H")

a) If you just completed the "Price Load Batch" process, the PRICE LOAD/INV COUNT MENU should display.

b) Select **Cost Change Routine**.

Respond to the prompts as shown in the sample screen below.   Replace AAA with your vendor code. **If you have items with QUOTED costs in this vendor line, respond "Y" to Qualify by Codes.** Press Enter to move to the Supplier field and press space bar to BLANK OUT the first asterisk. When the Cost Change Routine program runs, it will only copy the E cost to F (or to H) for items with a blank Supplier field. It will not copy the E cost to F or H if you have a Q in the Supplier field, thus protecting the Quoted Cost stored in F or H.

Enter "E" in the F=E field IF you use the F cost for your cost of goods sold. The "F" cost field is the field immediately below the Base/Costs heading in the item master record. If you do not use F for your cost of goods sold, leave this field blank.

Enter "E" in the H=E field IF you use the H cost for your cost of goods sold. The "H" cost field is three fields below the Base/Costs heading in the item master.

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                     COST CHANGE ROUTINE

 ENTER THE START NUMBER    AAA
 ENTER THE STOP NUMBER     AAA ZZZZZZZZZZZZZZZZZZZZZZZZ

 QUALIFY BY CODES?              Y (Y OR N)
    STOCK         *             (@=all non-blank, #=blank, F,M,S,X,0-9)
    PRODUCT       **                  SERIAL #   * (Y OR N)
    POPULARITY    *                   KIT        * (Y,P,C OR N)
    LBR           ** (F,L,OR blank)   SUPPLIER    **
    SUB GROUP     *                   DIVISION    **
    FREE FIELD    **                  NET ITEM    *
    DISPLAY       *

 F= E  (IF you use F for your COGS, otherwise leave blank.)
 G=
 H= E  (IF you use H for your COGS, otherwise leave blank.)

 ROUND RULE =     # - SET RULE TO BLANK




 PRESS 'Y' TO START PROCESS OR 'N' TO MAKE CHANGES
```

Protect Quoted Costs!

BLANK OUT the first asterisk in Supplier. This will cause the program to copy E to F (or H) for all items with a BLANK in Supplier. The F (or H) cost field of items with a Q in the Supplier field will <u>not</u> be changed, thus protecting your Quoted Costs.

This completes the three-step process.