



Feature of the Month - June 2011 Making Automatic Discounts

Every retailer at some point has a sale and would like the discount to show off their normal retail price, or some even want to show the difference between their price and the price of the normal MSRP. In this feature of the month we will go over how to get up multiple price levels and how to set up Retail Pro to use and show those discounts automatically.

To Create a Discount that is automatically applied when an item is placed on a receipt you must:

- Have a selling price in a “Retail” Price Level for the item.
- Have an original price that is greater than the selling price in an “Orig” price level for the item.
- Specify that the Original Price defaults to the “Orig” price level in System Preference.
- Scan the item in a receipt and check the discount... It should show as soon as the item writes to the sale.

1) Creating Price Levels:

a) Options > System Preferences > Merchandise > Pricing > Price Levels

b) On Price Level 1 – type in “Retail”

c) On Price Level 2 – type in “Orig”

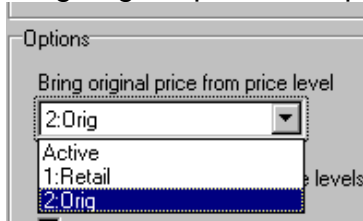
d) Select Secure for the Orig Price Level



- i) Note: To add an additional price level (Only at the Main), from the Main Menu select: Tools > RPRO DB > Main Tab > Price Levels. Type in the new amount of price levels and select OK. When Prompted: Your Data file structure will be changed. Proceed? Select OK and when it is finished, select Close.

2) Specifying the Default Original Price Level:

- a) Options > System Preferences > Point of Sale > Price/Discounts > Options > Bring original price from price level:



b) Editing in the Original Price:

- i) Merchandise > Inventory > select an item > Form View > Price/Dates Tab

Desc 1	51423	Prices	Price Level	Qty Req.	PS
Attr	Wht		Retail		19.99
Size	XL		Orig	0	24.95

Note: The Price Cost Manager can be used to copy the entire Retail Price level over to the Orig price level to establish prices only when the price level is created. Once the Retail Price differs from the Orig price for any item, copying the entire Retail Price over the Orig Price will remove the discount. Original prices must be maintained as new items are added. All price increases would need to be applied to the Retail and Orig price levels.