

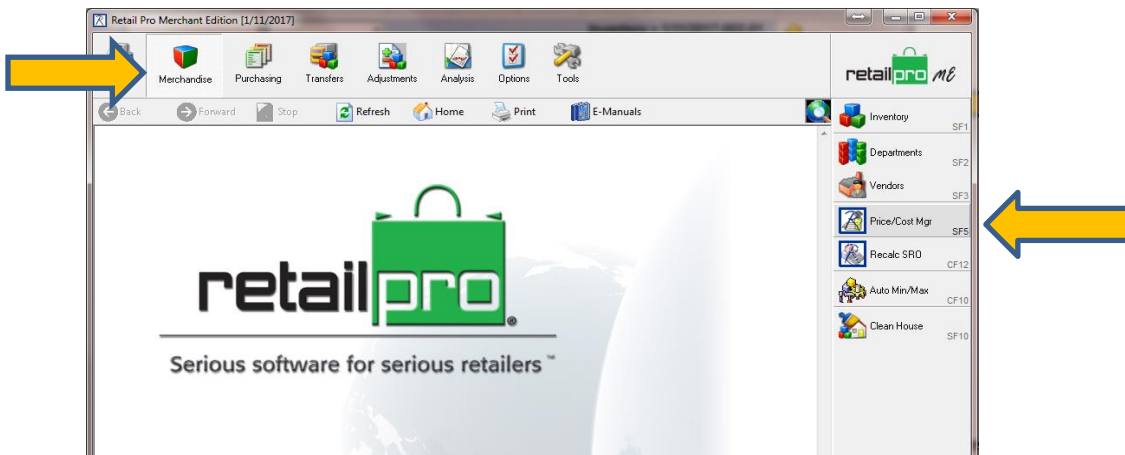


Using Price Manager to create Markdowns

Version 8

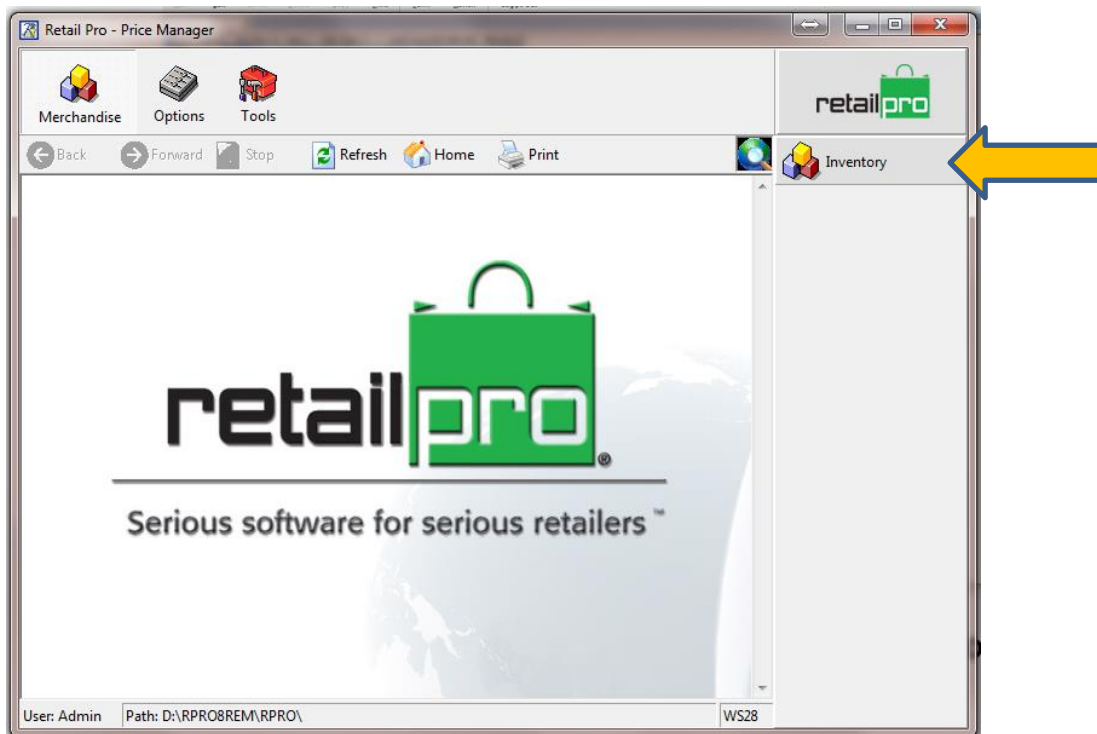
Price Manager allows you to Schedule Planned Markdowns (sales) for the prices of an entire DCS or VC for a defined period of time, and saves the task of changing prices manually at point of sale. We are going to create a Markdown for all of our ASC items.

NOTE: Always make a BACKUP before Using Price Manager to create Markdowns. Call support immediately if problems occur.

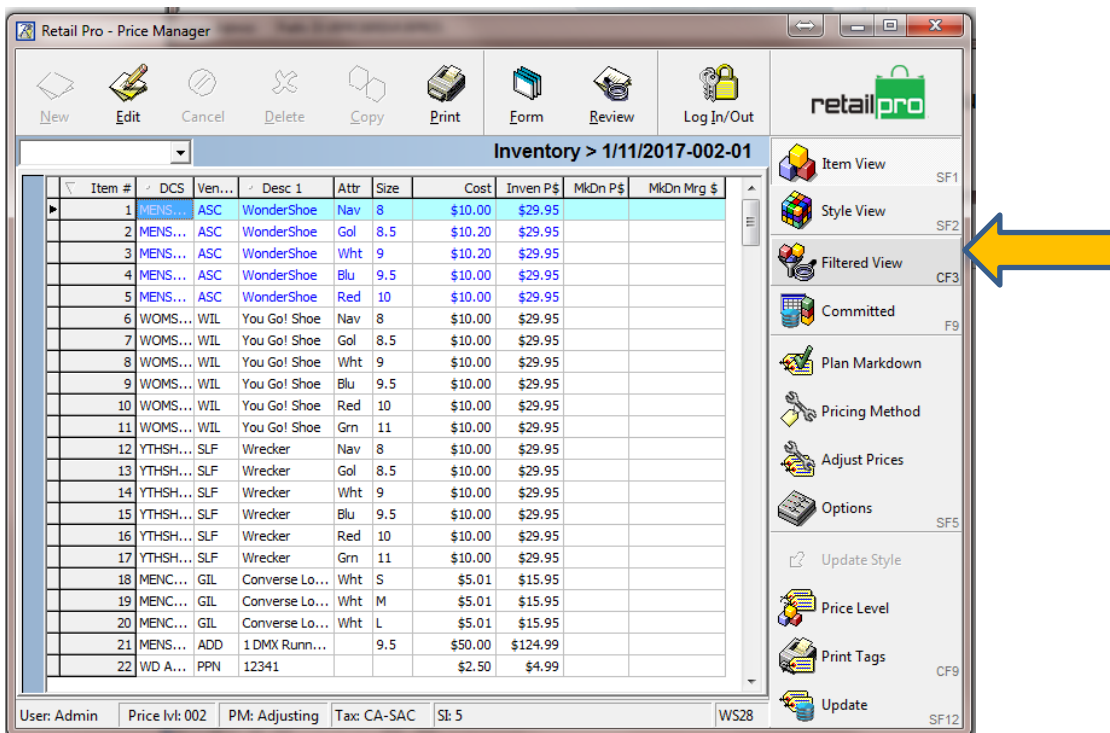


1. From the Main Menu of Retail Pro select **Merchandise** from top menu and **Price/Cost Mgr** from side menu.
2. Notice: Cost/Price Manager opens in a new Window.
3. Next select **Inventory**.

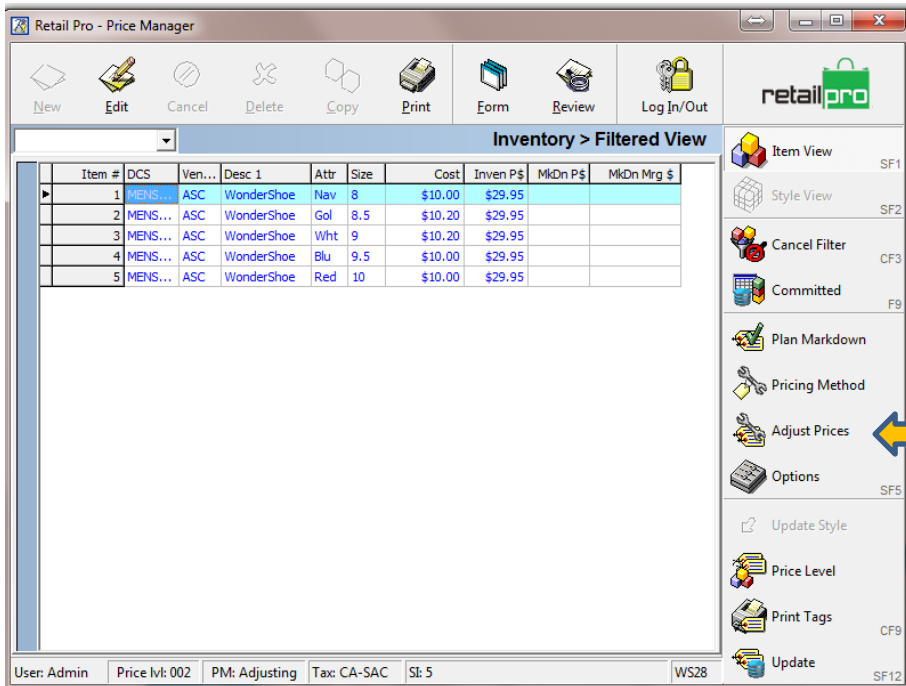
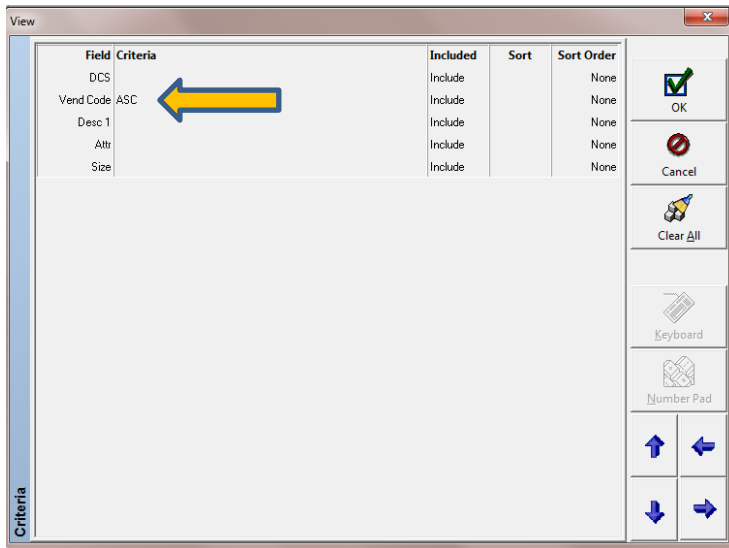




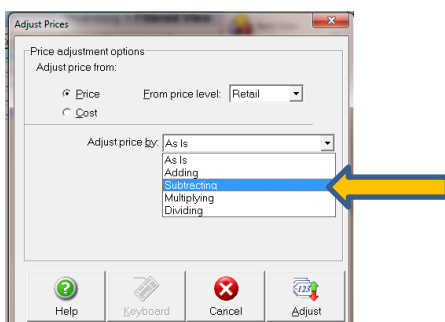
- Now select **Filter View** from the right menu to filter for the department, vendor, or items you want to **Markdown**.

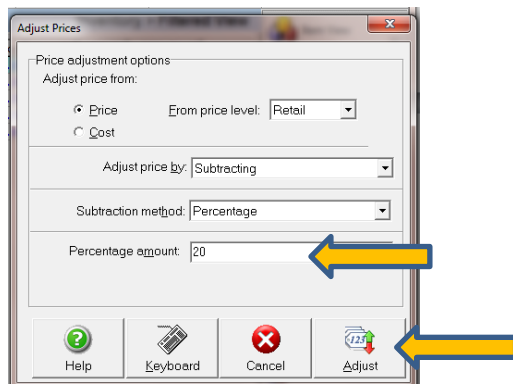
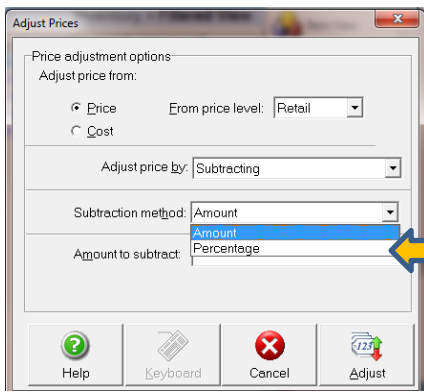


- Enter the **Criteria** for your Filter (I filtered for Vendor ASC.) Click **OK**.



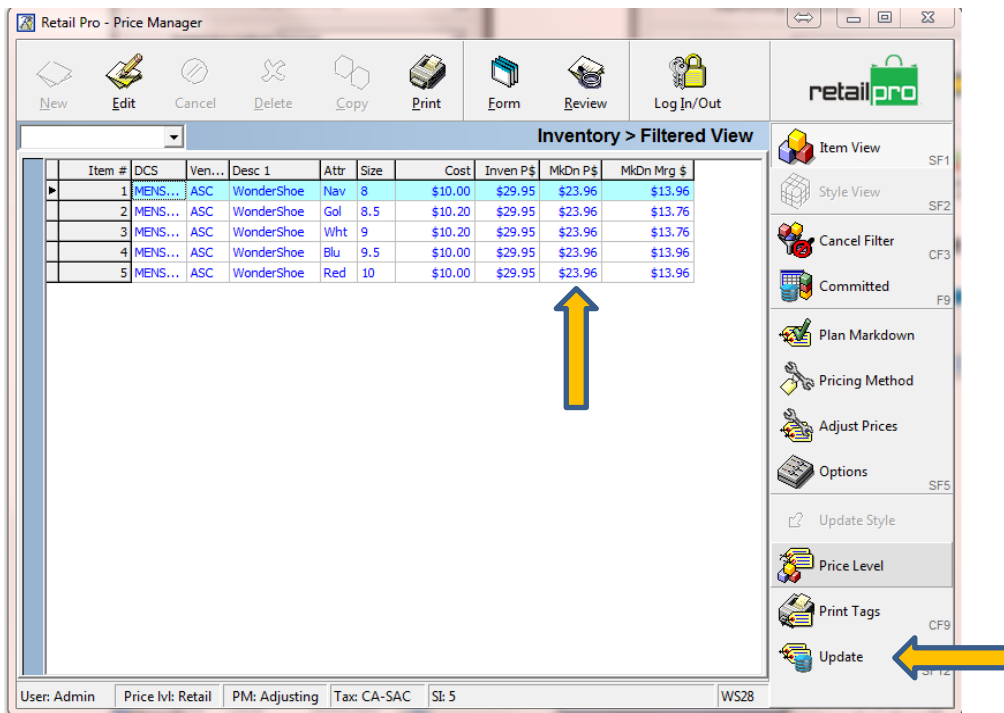
- The **MkDn P\$** Column shows the **Price** you are going to Mark the Items down to. You can manually enter a number into this field or use the **Adjust Prices** button to mark all selected items down.
- I want to do a **20% Markdown** so I will select **Adjust Prices** and **Subtract 20%**.



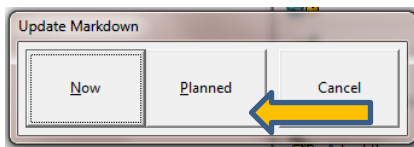


8. Click **Adjust**. Now the **MkDn P\$** Column shows my **20% Markdown Price**.

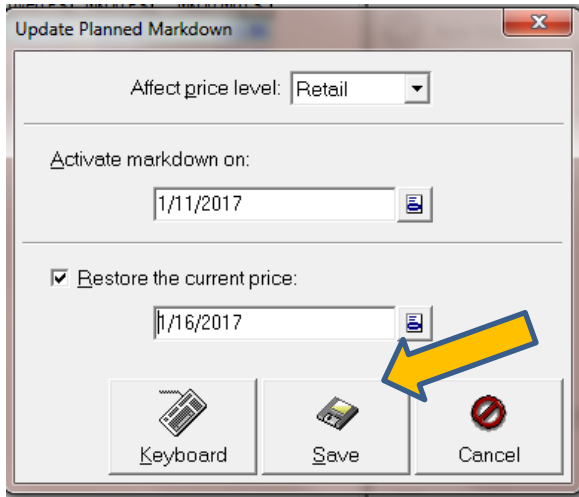
9. At this point the **Markdown** just a **proposed** amount. You can manually adjust the prices or even re-run the Adjust Prices.



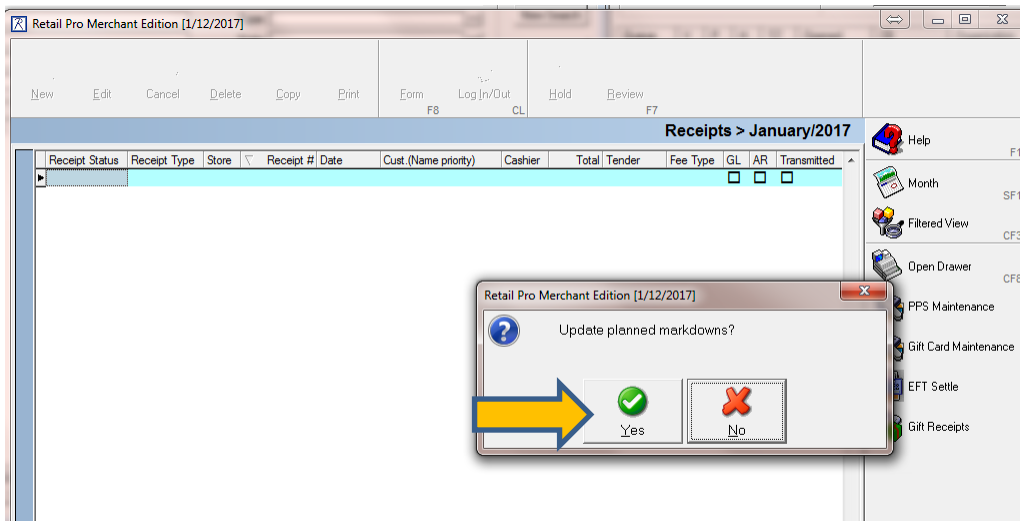
10. Select **Update**, then **Planned**.



11. Enter the dates the Markdown will run. Click on **Save**.



12. When you enter Retail Pro on the **Markdown** start Date and go into POS Receipts, you get a Pop-up asking you to **Update planned markdowns?** Click **Yes**, and it will apply your markdown prices.



13. Below is one of the Markdown items on a new receipt.

