How to Create Sales Price List

The video will show the user how to create Sales Price List

Navigate to Sales, Sales Price List, Create New Price List.
Fill in the header info, i.e. Code, Name, Validity Period, Currency, Tax.
Click Confirm and then Approve.

STEP-BY-STEP:
1. Go to Sales menu
2. Select Sales Price List
3. Create New Price List
4. Fill in the header info, i.e. Code, Name, Validity Period, Currency, Tax.
(mandatory fields in red color or marked with red x)
Note: Customers' Tax Type (Price Includes / Excludes Tax) determines whether they can use this Sales Price Sales.
5. Click Save button to save the new price list.
6. Add Products and their price in the table below (Product # and List Price).
User may filter the list of products by the Product Brand.
Click + button or press ENTER to enter each line of data and saving the price list.
7. User may assign which branch for the price list in the Assigned Branch tab.
A default branch will be automatically assigned.
8. User may add notes or attachments for the price list in the Notes / Attachments tab.
Enter the Title and Description for note, press + button to attach a file.
Click Save button when done.
9. In the Products List tab, right click on a product line to show available options.
Choose "Show Product Details" to view the Product master record.
10. User may assign which customers for the price list in the Customers List tab, if any.
Note: Sales Price List may be used for reference in the Trading Terms.
11. Click Confirm Price List button in the Products

List tab when done editing
12. Click Approve Price List button to approve the price list.
It will now be available in the Sales modules transactions and reports.