


# Sales Price List

Sales Price List view allows user to manage product's selling price list. Below actions are available under ***"Sales Price List"***:

 Create new sales price list; update, delete, view and search for sales price list details

Sales Price List

Year:  From:  Till:

Create New Price List

List Code *	List Name	Effective From	Valid Till	Currency	Status
SPL2015-001	ABC Concepts	Jan 1, 2015	Dec 31, 2017	SGD	Approved

Selected row 1 from the Total 1 records.

**Sales Price List**

List Code: [ ] List Name: [ ] Effective From: [ ] Valid Till: [ ] Drafted

Currency: SGD - Singapore Dollar Tax: [ ] Description: [ ]

Price Excludes Tax: [ ]

Products List Customers List Assigned Branches Notes / Attachments

Product Brand: < Select All > Only Active Products

Product # *	Product Name	List Price
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[ ]

Confirm Price List

Create New Save Revert Delete

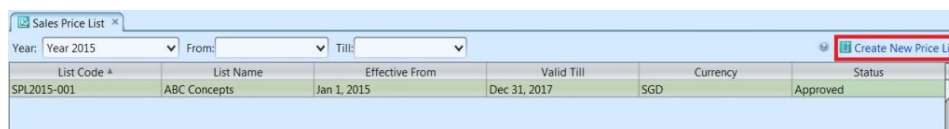
Price Lists Price List Details

Field Name	Explanations	Mandatory Information
List Code	Custom code for the price list	Y
List Name	Name of price list	Y

Effective from	Date start for price list	Y
Valid till	Date end for price list	Y
Currency	Currency to use for the price list	Y
Tax	Select whether listed price includes or excludes tax	Y
Description	Self-explanatory	N
Products List – Product #	Product's code	Y
Products List – Product Name	Self-explanatory	Y
Products List – List Price	Product's sell price	Y

## Create New Sales Price List

1. Click **“Create New Price List”** at the top right side of **“Price Lists”** tab, it will open **“Price List Details”** tab with new form.



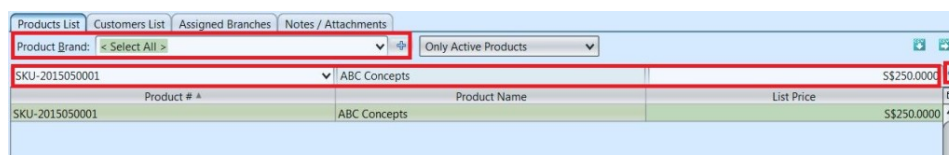
The screenshot shows the 'Sales Price List' form. At the top, there are dropdowns for 'Year' (set to 2015), 'From', and 'Till'. On the right, the 'Create New Price List' button is highlighted with a red box. Below these are fields for 'List Code', 'List Name', 'Effective From', 'Valid Till', 'Currency', and 'Status'. A table below shows a single entry: List Code SPL2015-001, List Name ABC Concepts, Effective From Jan 1, 2015, Valid Till Dec 31, 2017, Currency SGD, and Status Approved.

2. Fill up price list's information on top of screen

3. Click **“Save”** button at the bottom right side of screen to save

4. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the price list by searching for the product from the product number drop-down list in the table on **“Products List”** tab. Ensure the product is not listed in other sales price lists during the same period for the same customers list


5. Enter the product's **“List Price”** info and click  button to add the product into the price list





The screenshot shows the 'Products List' form. At the top, there are tabs for 'Products List', 'Customers List', 'Assigned Branches', and 'Notes / Attachments'. Below these are dropdowns for 'Product Brand' (set to '< Select All >') and 'Only Active Products'. A table below shows a single entry: Product # SKU-2015050001, Product Name ABC Concepts, and List Price S\$250.0000. The 'Add' button (plus icon) is highlighted with a red box.

6. Repeat steps 4-5 to add more products into the

## price list

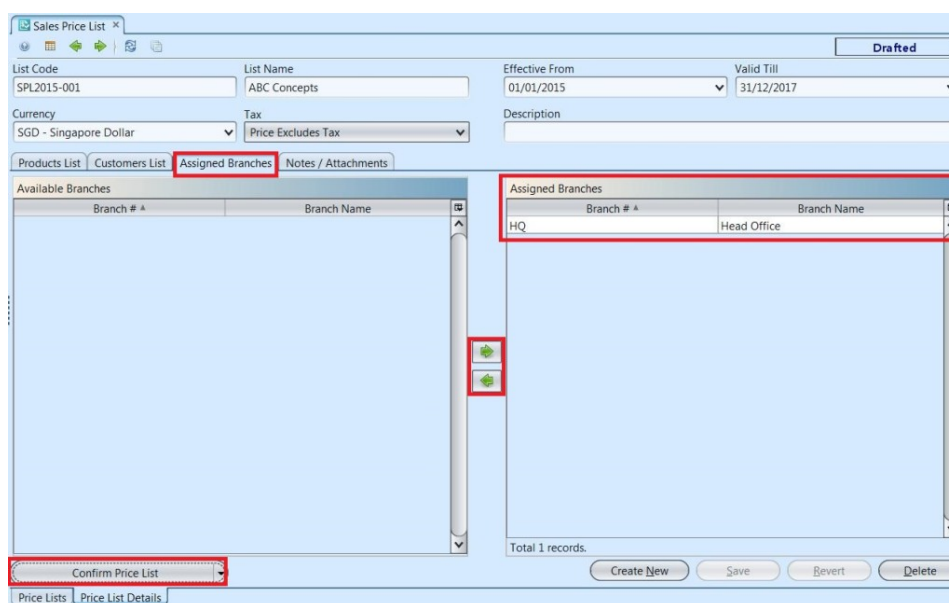
User can enter list price for multiple products of the same brand. Click on  button next to **"Product Brand"** filter, it will show new window to create / update price list. Select a product brand from the list, select a product from the table to create / update the **"List Price"**, enter the **"List Price"** value and press ENTER key. Click **OK** button when done and to close the window.

7. On **"Customers List"** tab, assign business partners for the price list by selecting available partner(s) from the bottom left table and click  button in middle of screen. Hold Ctrl or Shift key then mouse left-click to select multiple partners

8. On **"Assigned Branches"** tab, a default branch (e.g. HQ) has been automatically assigned for the new price list. To assign another branch for the price list, select available branch from the bottom left table and click  button in middle of screen

9. Click **"Save"** button at the bottom right side of screen to save

10. Click **"Confirm Price List"** button at the bottom left side of screen and click **"Yes"** button to confirm



The screenshot shows the 'Sales Price List' window with the 'Assigned Branches' tab selected. The window includes fields for List Code (SPL2015-001), List Name (ABC Concepts), Effective From (01/01/2015), Valid Till (31/12/2017), Currency (SGD - Singapore Dollar), and Tax (Price Excludes Tax). The 'Assigned Branches' table shows one entry: HQ (Head Office). The 'Available Branches' table is empty. The 'Confirm Price List' button is highlighted at the bottom left. The 'Save' button is at the bottom right.

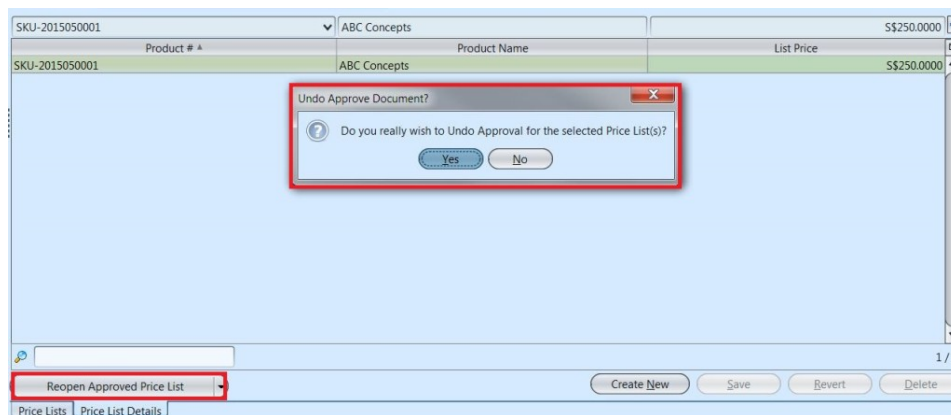
Branch #	Branch Name
HQ	Head Office

11. Click **"Approve Price List"** button at the bottom left side of screen and click **"Yes"** button to approve

the price list

## Update Sales Price List Details

1. Double click on price list to be updated, it will bring up the selected price list details on the **"Price List Details"** tab. If a price list's status is **"Confirmed"** or **"Approved"**, right click on the list or click **"Reopen Approved Price List"** button from price list details, and reopen the list first



2. Click **"Save"** button at the bottom right side of the screen to save

3. Click **"Confirm Price List"** button at the bottom left side of screen and click **"Yes"** button to confirm

4. Click **"Approve Price List"** button at the bottom left side of screen and click **"Yes"** button to approve the price list

## Delete Sales Price List

1. Double click on price list to be deleted, it will bring up the selected price list on the **"Price List Details"** tab. If a price list's status is **"Confirmed"** or **"Approved"**, right click on the list or click **"Reopen Approved Price List"** button from price list details, and reopen the list first

2. Click on **"Delete"** button at the bottom right side

of screen

3. Click on **“Yes”** button on the pop-up window to confirm price list deletion

## View and Search for Sales Price List Details

1. On **“Price Lists”** tab, enter search parameter to filter the result, i.e. type in period of the sales price list in the **“From”** & **“Till”** textfield boxes or select from drop-down lists

The screenshot shows a web application window titled "Sales Price List". At the top, there are search filters: "Year: Year 2015", "From:" (with a dropdown arrow), and "Till:" (with a dropdown arrow). To the right of these filters is a button labeled "Create New Price List". Below the filters is a table with the following columns: "List Code", "List Name", "Effective From", "Valid Till", "Currency", and "Status". The table contains one row with the following data: "SPL2015-001", "ABC Concepts", "Jan 1, 2015", "Dec 31, 2017", "SGD", and "Approved". Below the table is a large blue area, likely for displaying details or a list of items. At the bottom of the interface, there is a "Search Engine" button, a dropdown menu showing "< Select All >", and a status bar indicating "Selected row 1 from the Total 1 records." The bottom of the window has two tabs: "Price Lists" and "Price List Details".

List Code	List Name	Effective From	Valid Till	Currency	Status
SPL2015-001	ABC Concepts	Jan 1, 2015	Dec 31, 2017	SGD	Approved

2. Result can be sorted alphabetically by clicking the fields' columns

3. Double click on price list to view full details of the price list, it will bring up the details on **“Price List Details”** tab for the selected price list