



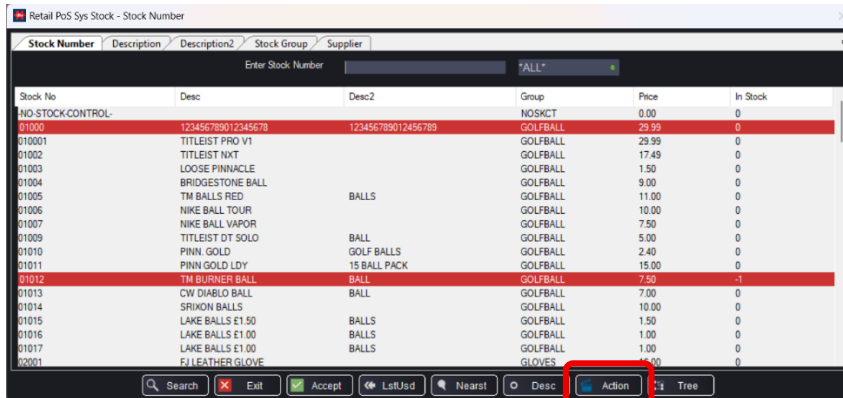
Price Update – Retail Stock

Introduction

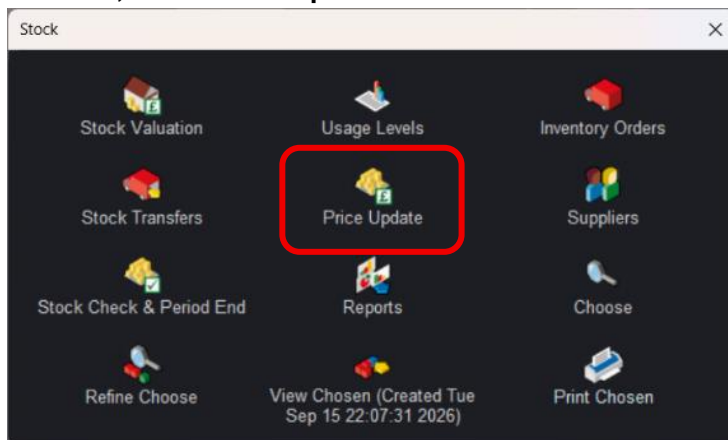
The price update routine allows for any pricing amendments to be scheduled in advance on mass with a set future date for the prices changes to take effect making routine price amendments easy, fast and hassle free.

Completing the Price Update

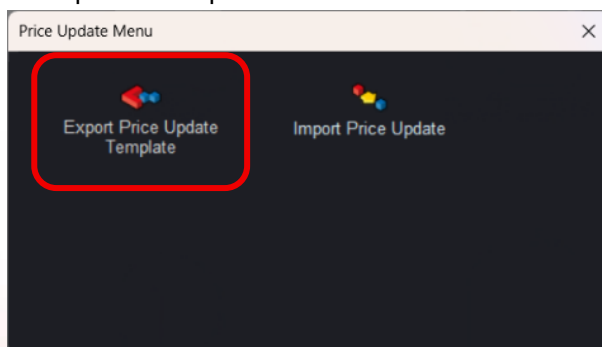
1. To perform a price update for retail stock, from the Elite Desktop go to **Retail Stock > Stock**
2. Select **Action** from the stock filter screen.



3. Then, select **Price Update** from the sub menu.



4. The first task is to export the current stock list and pricing. To do this, select Export Price Update Template for the menu.



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This will then export the current list of stock items into Excel as shown in the image below.

	A	B	C	D	E	F	G	H	I	J	K
1	Group	PluCode	Description	Cost	GP	OrgPrice	NewPrice	NewGroup	NewDescription	NewCost	
2		CODE-00003	HAT CLIP	0	100	100	100		HAT CLIP	0	
3		CODE-01	ALUMINIUM PIITCH R	0	100	100	100		ALUMINIUM PIITCH R	0	
4		CODE-1112	12.00 GRIP	0	100	100	100		12.00 GRIP	0	
5	ACCESS	CODE-000	PENCILS BALL MRK	66	66	100	100	ACCESS	PENCILS BALL MRK	66	
6	ACCESS	CODE-00001	POKER CHIPS	66	66	100	100	ACCESS	POKER CHIPS	0.95	

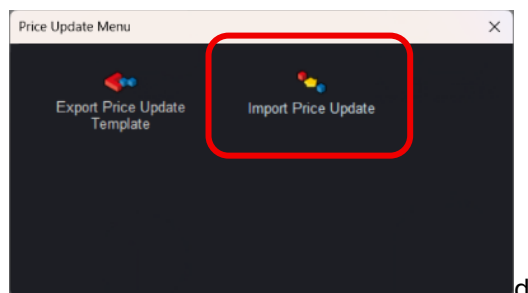
5. You will now need to work down the spreadsheet and update the Price (column G), Group (column H), Description (column I) and Cost Price (column J).

DO NOT AMEND COLUMNS A-F

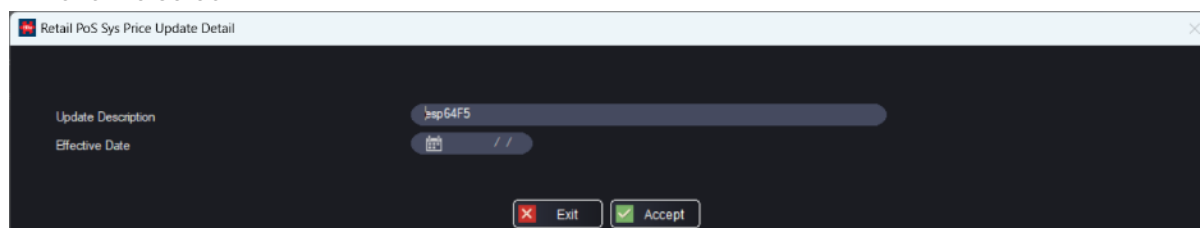
Change the values of the fields you require. If you are changing the group, the groups need to be set up within Elite

For stock items that are remaining unchanged, do not amend any cells in the row.

6. When completed, save the file on to your desktop. The file needs to be a CSV file Excel should already select this format.
7. You will now need to import the completed csv file into Elite. To do this select **Import Price Update** from the menu.



8. This will open the Windows Explorer on you PC. Locate the CSV you have saved and double click to select.



9. In the **Effective Date** field, enter the date that the price update should be effective from. This must be a future date. Then press **Accept**.

The price update will then be store on the Elite server and any changes will take effect as part of the new day process on the effective date added.

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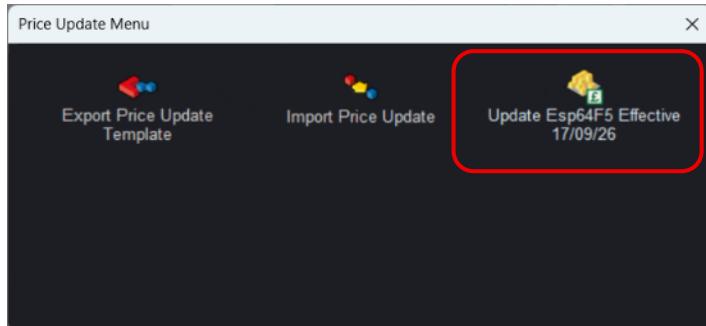
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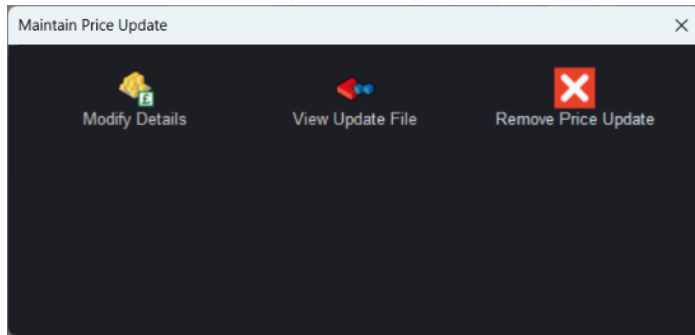


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10. Should the price change csv need to be modified or cancelled, this can be done by selecting the **Modify** option from the menu as shown below:



11. Select one of the options displayed.



Need Further Training? Contact us to speak about our system training options by calling 0208 2515100 or emailing sales@e-s-p.com.

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