SQLWorks

Title of document	How to use Pricing and discounting
Author	Naomi Williams
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Purpose

This procedure explains how to turn on the pricing and discounting features in SQLWorks on a company level, the different rules available, and how to use and apply pricing and discount rules for stock items and link to specific customers in the Sales Ledger.

Setting up pricing and discounting enables the end user to better manage customer accounts, and stock items. You can create and set specific rules for stock item costs and descriptions which are linked to individual customers, as well as set parameters for when these price and discount rules will be automatically applied.

Scope

This procedure applies to all Lineal Software Solutions staff, as well as any prospective customers or clients who intend to utilise SQLWorks within their business environment.

The procedure is aimed at the end user, who will be operating the SQLWorks client.

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Change History:

Date	Version	Created by	Description of change	Approved by
20.04.2021	1	Naomi Williams		
29.07.21	2	Naomi Williams		

How to turn on Pricing and discounting

To enable the pricing and discount features on SQLWorks.

1. Go to 'Accounts prefs' found in the Preferences section on the main Nav bar, and check the following are selected.
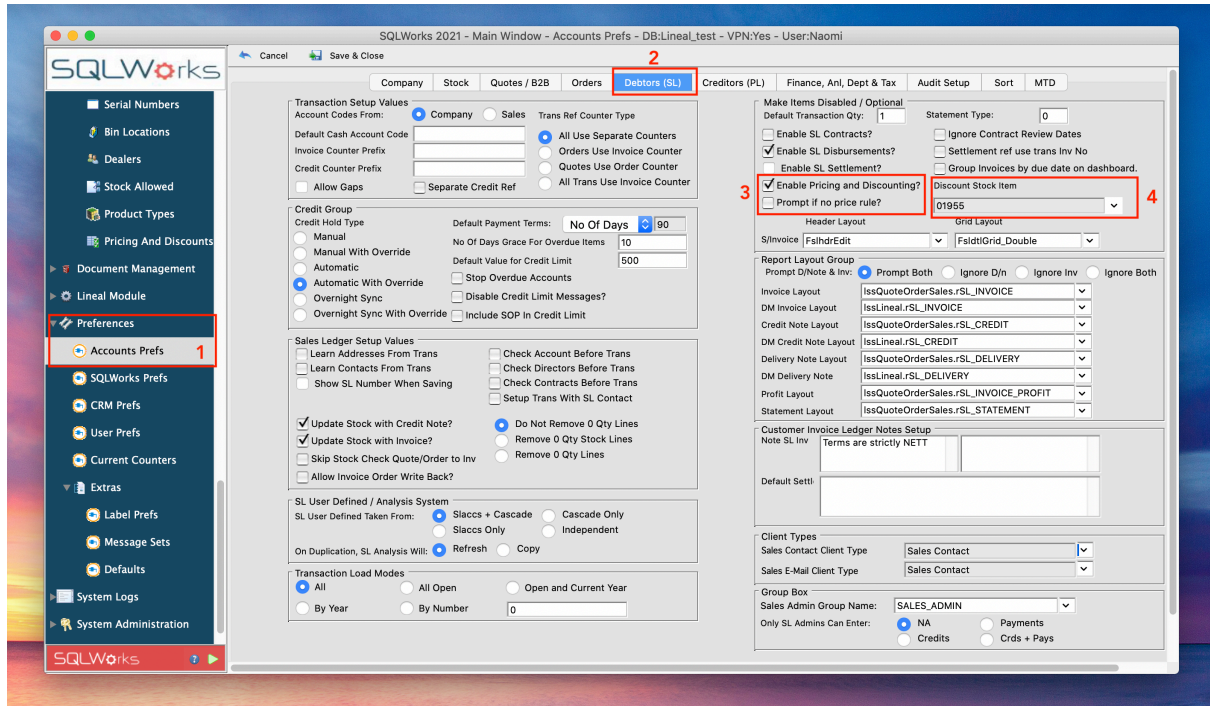

2. Either double click or select Edit from the top tool bar to open the Accounts prefs, and go to the Debtors (SL) tab.

3. On the far right are the tick box options - to enable Pricing and Discounting make sure this box is ticked NB. You will need to restart SQLWorks to apply the changes. If you would like to receive notifications when there is not a rule set tick the 'Prompt if no price rule?' box. This may be useful if you want to restrict the selection of specific stock items on a customer order.

4. For the discount rule to be applied there needs to be a non-stock item saved in the stock ledger called DISCOUNT. Please note the product does not have to be called DISCOUNT, it can be whatever you like. This product is automatically used when the system adds lines to transactions as a result of an order level discount

5. Go to the stock ledger and add a New stock item. You can allocate the nominal analysis code on this stock item so it is posted to the correct code in nominal ledger. Use the 'Discount stock item' dropdown in the Accounts Prefs to select the item and link to this product and then select Save & Close.
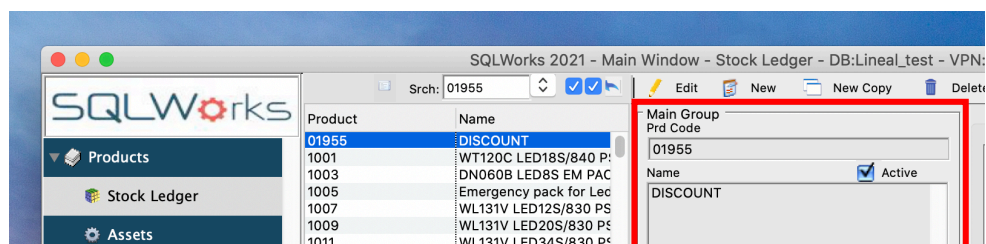
What are the types of pricing and discount rules?

All Pricing and discounting rules added to any stock item or sales account can be viewed and found in the Pricing & Discounts section on the Main Nav bar. This can be found in the 'Extras' section of the 'Products' Master menu.
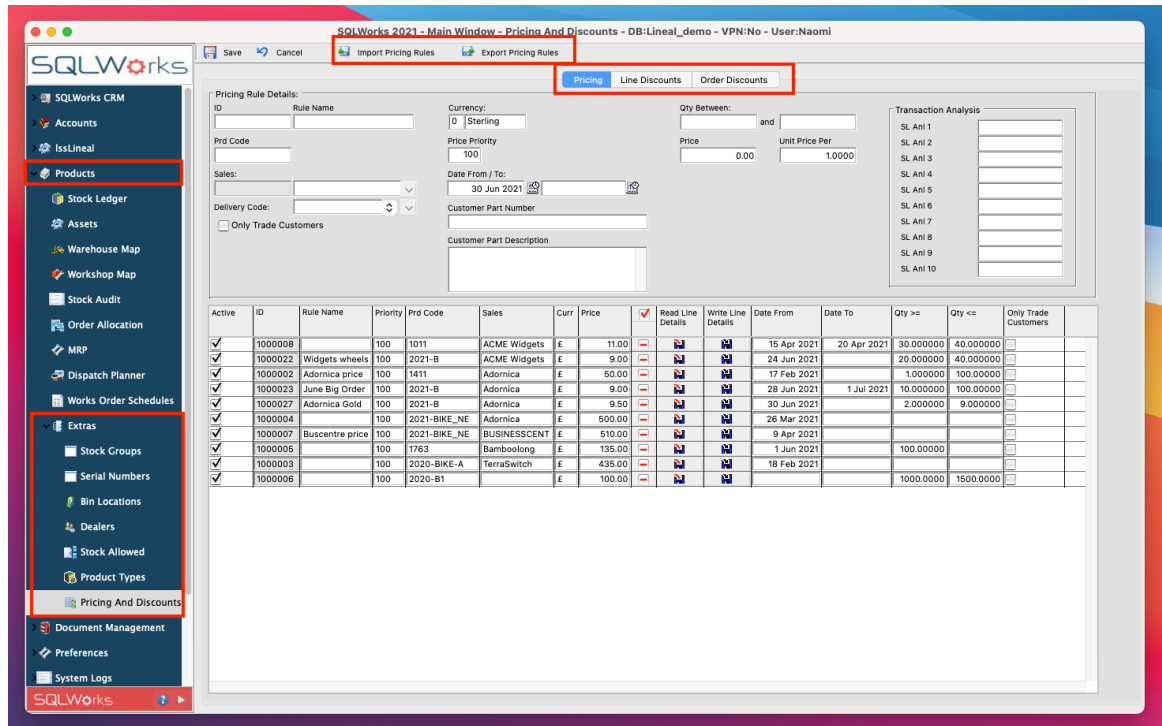
There are 3 tabs where these rules are saved - Each rule is given a 'Rule ID', this is a unique number that identifies a specific P&D rule, there is another column to add a Rule Name, this is an open field that can be used to group rules by type, for example with a promotion ID

1. A pricing rule is always linked to a product and is always applied when you choose a product/stock item. You may have a number of other options or criteria that determine whether that price rule is applied when that product is chosen. There is an option to import pricing rules and export these rules to an .xls/excel doc using the buttons at the top of the screen. This may be useful if you would like to make amends to a number of rules in bulk at the same time.

2. A line level discount rule gives the line you have chosen a percentage discount. If the rule applies it puts a value in the discount rate and this value is applied to the gross amount. This does not necessarily need to link to a specific product and there are a number of criteria that can be set to determine whether or not the rule applies.

3. Order level discount rules add an additional line to the order and the total value of the discount is applied to the whole order. The total discount for the order exists in this line as a negative amount to be included in the order total. The line will link to the default DISCOUNT product specified in the preference and therefore the amount of discount given on this line will post to the nominal code specified on the DISCOUNT product.
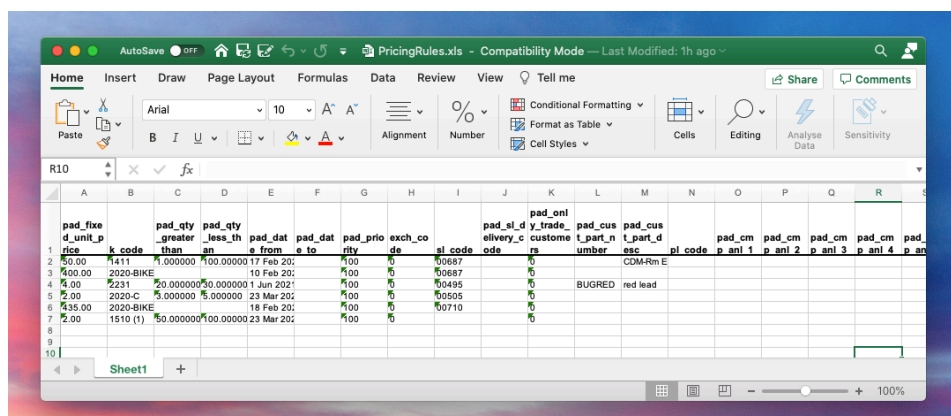
Pricing rules tab

Pricing rules are restrictions or qualifiers that qualify the rule, the rule is applied if that condition is met on the order. In the top section of this window as shown in the image on the previous page are the various options available for these rules:

- Pricing rule ID and Rule Name are specific to each rule line.
- Delivery code for address - if you're shipping to an alternative company address you may have a price rule that states a higher delivery cost if shipping to an address further away for example, this rule must apply to a specific sales account.
- Tick box option to select trade customers only.
- Currency the order is placed in.
- Price priority - one rule may take precedence over another, highest priority wins.
- Date from and to so can restrict time frame of when rule applies.
- Customer part number is saved against the line and represents the customers product code. It can then be used to search the stock ledger, lookup a product or be printed on customer stationary.
- Customer part description - if entered, it will be used instead of the standard description for that product when this rule is applied.
- Analysis codes are selectable choices you can tag against the order
- Qty Between - more than a certain qty get a specific price or can set quantity price breaks - i.e., qty more than or less than.
- Transaction analysis - analysis codes are what are used as look ups - selectable choices you can tag against the order. You could choose to add these on a price rule if you wanted to apply the rule for a particular analysis. If one of the analysis codes is set as 'Promos allowed' for instance if the company is allowed to have promos - they could create a pricing rule saying promos allowed must be yes for the rule to be applied.

It is possible to export these price rules into excel where you can amend to import back.


If you want to replace a rule during a bulk import you must specify the rule ID, if no rule ID is specified it will be treated as a new rule. When you do a bulk import of pricing rules you are offered with an option to clear the old rules and reimport the new rules. Before the system deletes them, it will keep a copy of everything deleted in your SQLWorks doc folder if you needed to refer back to them.

How to view and amend pricing rules

All pricing rules can be found on the Pricing tab. Each rule is allocated a priority, which can be amended in the top window if required. The rules show the stock item and sales account to which they apply.

To make changes, add or remove rules see points 1-4 below.
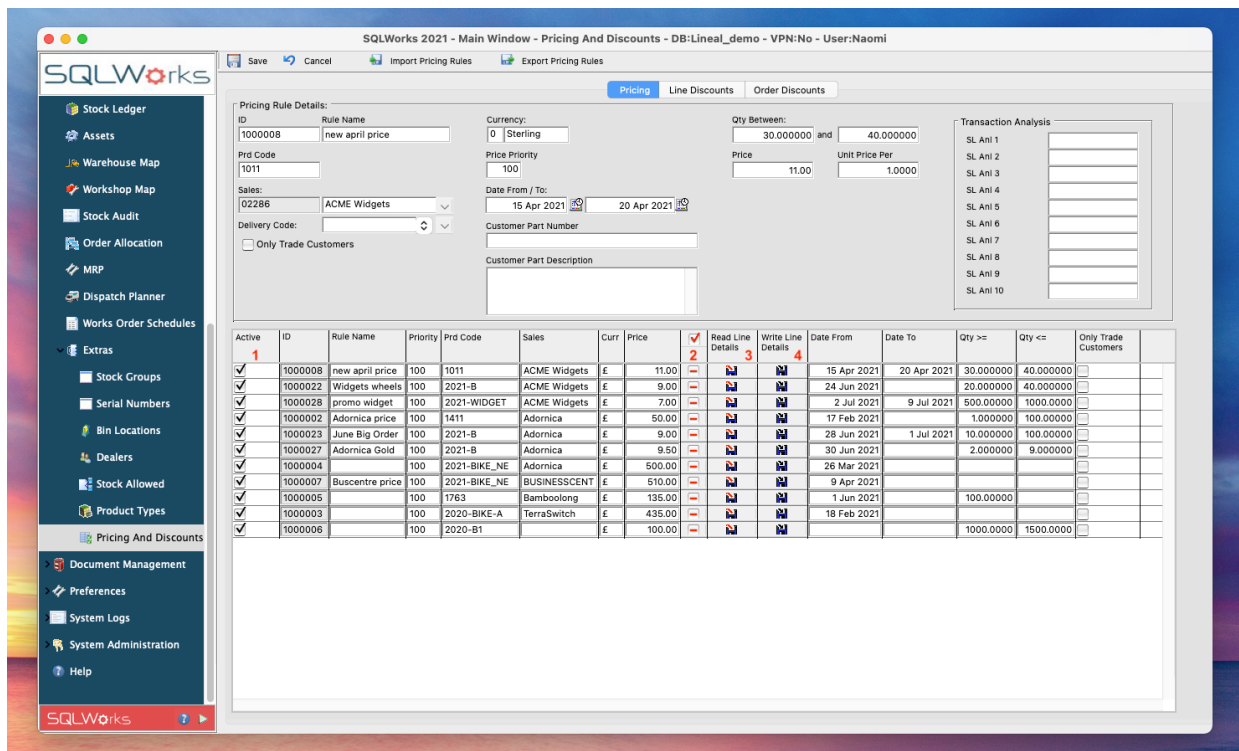
1. Active - tick box to make rule active or inactive - inactive rules will not be applied by the system, if a rule has been used in the past you should set it to inactive rather than removing it.

2. Tick at the top adds a new line to add more rules and the minus buttons below remove the rule.

3. This button copies details from the line selected up into the section above, you can now edit and make changes.

4. This button copies data from the top section and inserts it into the line below, note this will overwrite what you currently have on that specific line. If the rule ID of the line you click matches the data above then data is replaced automatically, otherwise you are prompted to confirm the overwrite

Usually, you would manage your pricing rules from the stock ledger or sales ledger by deleting an old rule or creating a new rule, but it is possible to edit and manage from the overview window, although not recommended. If there are any clashes with your rules, when you save, you will receive a warning box showing each of the conflicts.

Order line discount rules tab

Any discount rules that have been added to the discount tab in the stock ledger or sales account will show here. These discount rules do not necessarily need to be linked to a specific stock item like the pricing rules do.
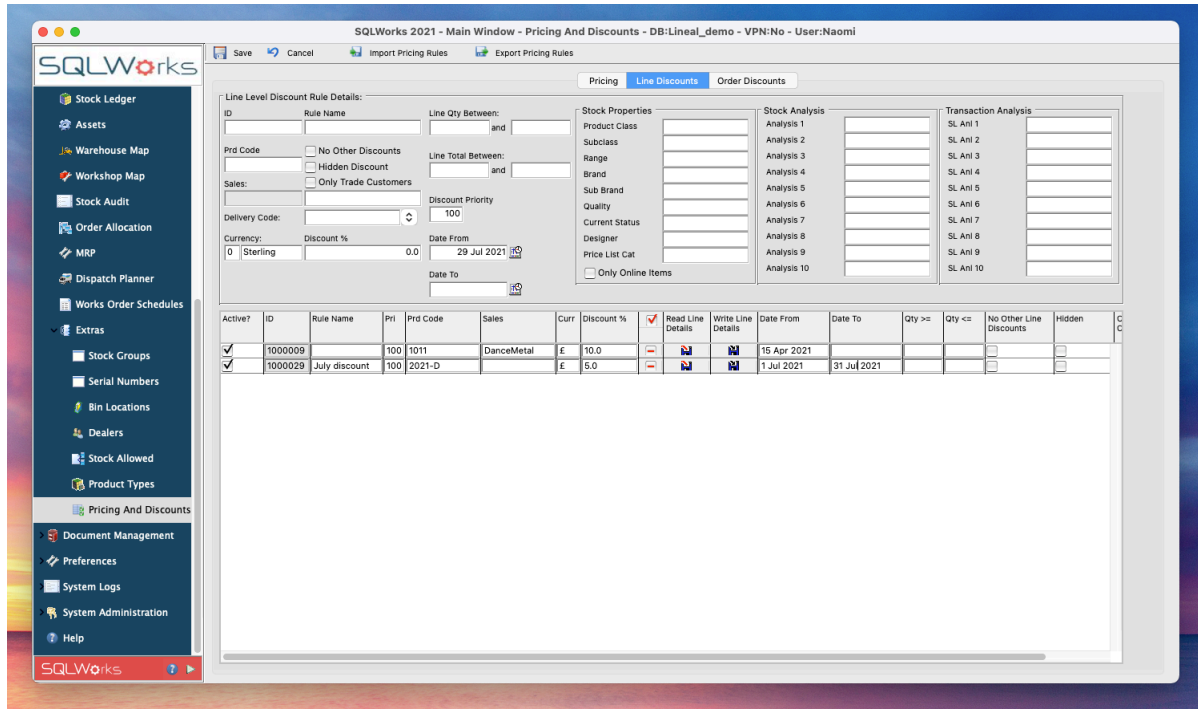
A line level discount is applied to a single line only, if the discount rule criteria is met the discount will be applied to the gross amount, the discount rate will be shown on the quote/order line and the nett amount calculated automatically.

Multiple line discounts may be applied at the same time and the percentage discount will be added, i.e., if a rule for 5% and 10% are both apple this will give a discount of 15%. If the 'no other discounts' box is checked then only this discount rule will be applied, any other matching line discount rules will be ignored, and the system will prompt an error if more than 1 rule is found where the 'no other discounts' box is checked.

For example, using the image above, looking at the 4 discount rules:

1. Discount rate of 30% will be applied if product code 2123 is ordered, after the 23rd March, with a qty is between 3 & 4.

2. Discount rate of 25% will be applied if sales account Atlantic, order product code 1341 between the 1st April and the 1st June 2021 and with a qty between 40 & 50 and any other matching discounts will be ignored when this discount is applied.

3. Discount rate of 10% will be applied to product 1483 between 23rd March and 23rd July and the qty ordered is between 10 and 20, and any other matching discounts will be ignored when this discount is applied.

4. The fourth rule has no stock code or sales account linked - this discount of 20% will be applied to any order placed between the 1st and 6th April. This rule may be more useful set as an order discount rule depending on whether you want to show 20% discount applied to each line individually or have a new line that shows a 20% discount like a promotion.

   Note that using order level discounts will code that discount value to the nominal code specified on the DISCOUNT line.

Order discount rules can be added and managed from the next tab. As mentioned at the beginning of this procedure, an order level discount adds another line to an order and all the value of the discount is added to that line and applied to the complete order.

Stock Ledger - Pricing & Discounts

The Price & Discount tab can be found on both the stock ledger and sales ledger.

From the stock Ledger, you can apply a pricing or discount rule specifically to a stock item by selecting the item and navigating to the 'Price & Discount' tab at the top. To make any changes to this top section, select 'Edit' from the top tool bar. You can add a rule by clicking the red tick or remove/delete a rule using the red minus symbol on each line.
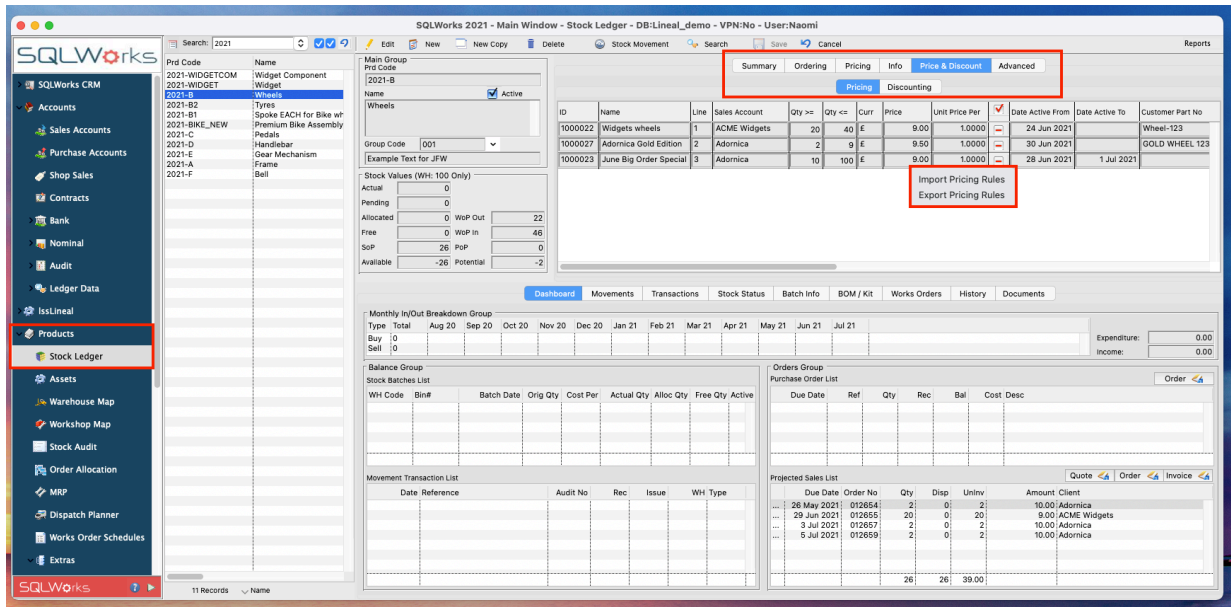
There are several options to choose from when creating your price rules in the stock ledger, below are some examples:

- Setting a qty range to receive a specific price for that item.

- Setting a price for a specific date range - 1 month special perhaps - you could opt to set a discount rule for this type of offering on the discounts tab.

- Linking to specific sales accounts - you may want to do this if you have a set price for an item with a specific customer or if your stock item has a customer specific part no. or description. This rule will also show in reverse on the sales ledger 'Price & Discount' tab.
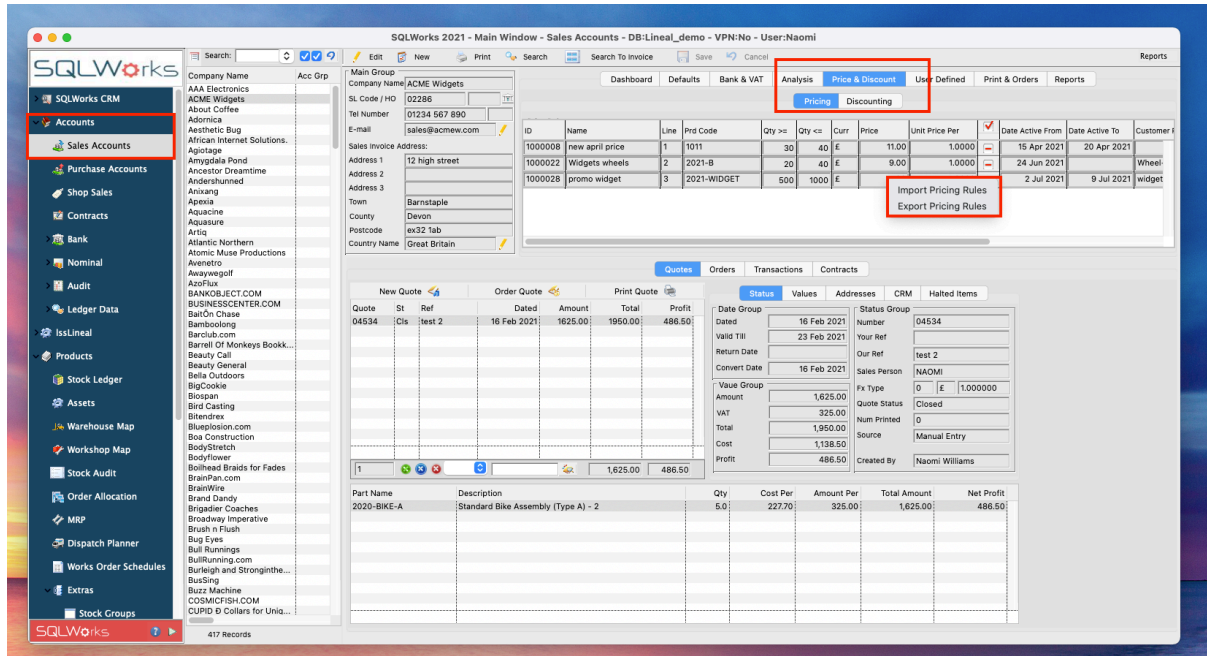
There are 2 tabs to choose from, 'Pricing' contains pricing rules, which are always product specific, and 'Discounting' for any product specific discount rules.

You can Import and Export Pricing rules from the 'Price & Discount' tab via a right click into a .xls doc format. You can then make edits to the information if you so wish, but please note if importing rules via the stock ledger all rules will import into the selected product, i.e., each item must be done one at a time. If you want to replace a rule during an import you must specify the rule ID, if no rule ID is specified it will be treated as a new rule.

Using the 'Adjust stock prices' function is an alternative way to make bulk changes to pricing rules, which can be applied to multiple stock items. For more information see our guide - 6.6.0.6 - How to adjust global sale pricing on the Help page of our website https://www.sqlworks.co.uk/brochures/6.6.0.6.pdf.

Sales Ledger - Pricing & Discounts

The Price & Discount tab can also be found in the sales ledger. As mentioned previously any stock items with price rules set for a specific customer will also show in the sales ledger Price & Discount tab and vice versa.

There are 2 tabs to choose from, 'Pricing' contains pricing rules which are always product specific and 'Discounting' for any customer specific discount rules. You can Import and Export Pricing rules from the 'Price & Discount' tab via a right click in an .xls doc format, the same as in the stock ledger.

If importing rules via the sales ledger all rules will import into the selected account, i.e., each account must be done one at a time. If you want to replace a rule during an import you must specify the rule id, if no rule id is specified it will be treated as a new rule

To make any changes to this top section, select 'Edit' from the top tool bar, here you can add a rule by clicking the red tick, or remove/delete a rule by clicking on the red minus symbol on each line. Instead of allocating rules to specific stock items these rules are allocated to the chosen customer. You must apply a pricing rule specifically to a stock item by selecting the product code once in the relevant sales account. Options for rules are very similar to that in the stock ledger but apply to that specific customer.

If a pricing rule includes a customer specific name or product code, when looking for that stock item in the stock ledger, it is possible to locate the stock item using this information by typing it into the quick look up search field.

Using customer specific information

Once a rule has been saved with a customer specific product part code or description to a sales account, it is possible to open a list of these products when creating a new quote, order or invoice.
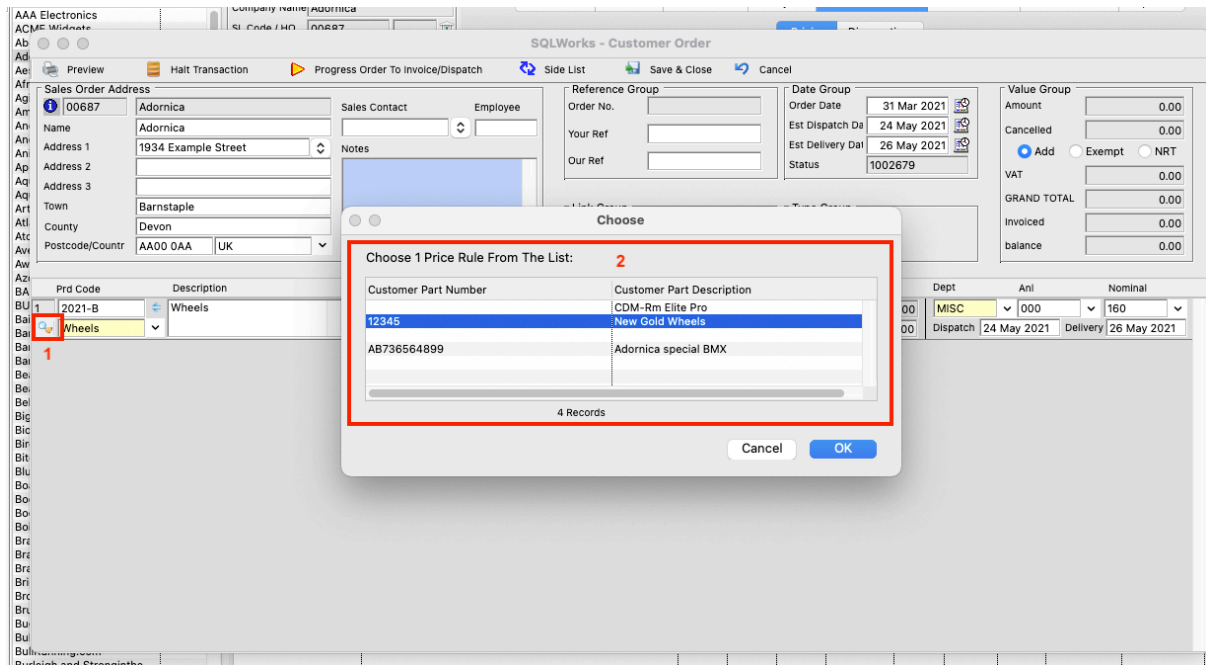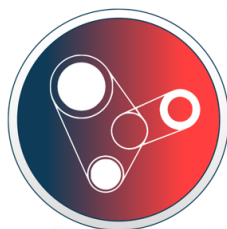

Instead of typing in a product code or description in the boxes under the 'Product' column.

1. Click the magnifying glass icon below the line number. This will open another window with any pricing rule items listed for that customer account.

2. Select the item you would like to order and click OK. This will enter the correct stock item from your stock ledger and when ordered will deduct from your inventory/warehouse, but the customer specific description or code can appear on the quote, order, or invoice. If there are any cost related price rules specific for this item they will also be applied.

When you email/print this quote, order, or invoice the customer specific details of that stock item can be shown on the document.