SQLW¢rks

Title of document	How to use Pricing and discounting
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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.

Table of Contents

How to turn on Pricing and discounting	
What are the types of pricing and discount rules?	
Pricing rules tab	5
How to view and amend pricing rules	6
Order line discount rules tab	7
Stock Ledger - Pricing & Discounts	9
Sales Ledger - Pricing & Discounts	
Using customer specific information	11

Change History:

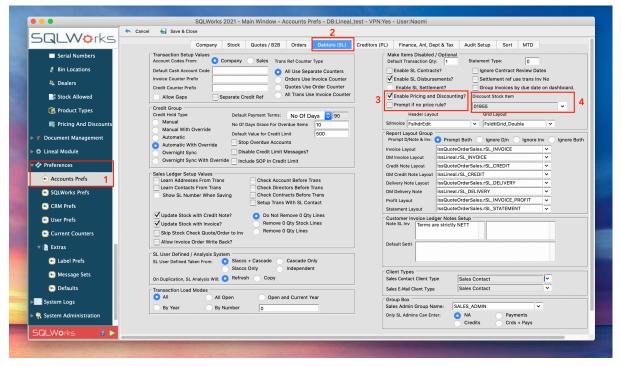
Date	Version	Created by	Description of change	Approved by
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How to turn on Pricing and discounting

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.

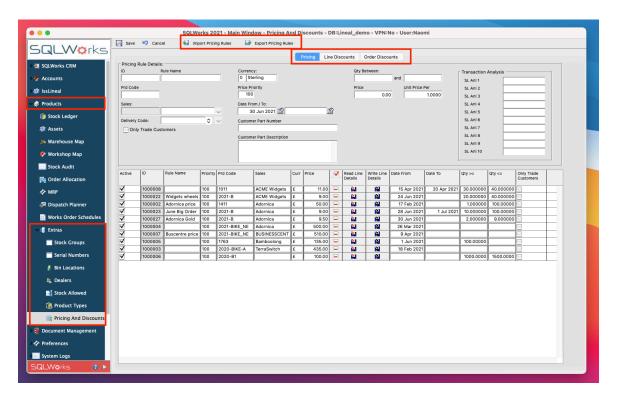


- 2. Either double click or select Edit from the top tool bar to open the Accounts prefs, and go to the Debtors (SL) tab.
- 3. On the far right are the tick box options to enable Pricing and Discounting make sure this box is ticked NB. You will need to restart SQLWorks to apply the changes. If you would 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
- 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.

		SQLWorks 2021 - Mair	n Window - Stock Le	dger - DB:Lineal_test ·	- VPI
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SQLW orks	Product	Name	- Main Group Prd Code		
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🔍 🔻 🥏 Products	1001	WT120C LED18S/840 P:	01955		
	1003	DN060B LED8S EM PAC	Name	🗹 Active	
Stock Ledger	1005	Emergency pack for Lec	DISCOUNT		
Stock Ledger	1007	WL131V LED12S/830 PS			
** *****	1009	WL131V LED20S/830 PS			
🌣 Assets	1011	WL131V LED34S/830 PS			

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.

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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.

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🍅 Stock Ledger		Rule Details:					_									
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	Delivery			•	~ <u>Cu</u>	stomer Part Number			_					SL Ani 6 SL Ani 7	_	
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B Works Order Schedules																
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	1	1000022	Widgets wheels	100	2021-B	ACME Widgets	£	9.00		N	M	24 Jun 2021		20.000000	40.000000	
Serial Numbers		1000028	promo widget Adornica price	100 100	2021-WIDGI 1411	ET ACME Widgets Adornica	£	7.00	-	N		2 Jul 2021 17 Feb 2021	9 Jul 2021	500.00000	1000.0000	
🦸 Bin Locations	ž	1000002	June Big Order	100	2021-B	Adornica	£	9.00				28 Jun 2021	1 Jul 2021	10.000000	100.00000	
& Dealers	1	1000027	Adornica Gold	100	2021-B	Adornica	£	9.50		M	M	30 Jun 2021		2.000000	9.000000	
-	1	1000004		100	2021-BIKE_		£	500.00		N	M	26 Mar 2021				
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🚯 Product Types	1	1000003		100	2020-BIKE-		£	435.00		N		18 Feb 2021		100.00000		
Ricing And Discounts	✓	1000006		100	2020-B1		£	100.00		N	1			1000.0000	1500.0000	
Document Management																
Preferences																
System Logs																
System Administration																
Help																
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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.

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SQLWorks	Save	Sance	el 🔂 in	port Pricin	g Rules	🛃 Export Pricin	ig Rules											
SULVVOIKS								Pricing	Line D	scounts	Order Dis	counts						
🎁 Stock Ledger	Line Leve		Rule Details:		Line Qty Bet			Stock Proper	ties -			Stock Analysis			Transact	ion Analysis —		
🐲 Assets			cule Name		Line Qty Bet	and		Product Class				Analysis 1			SL Anl 1			
🛵 Warehouse Map	Prd Code		No Other Disc	ounts	Line Total Be	stween:		Subclass Range				Analysis 2 Analysis 3		-	SL Ani 2 SL Ani 3	-		- 11
🌮 Workshop Map			Hidden Disco Only Trade Cu			and		Brand				Analysis 4			SL Anl 4			
Stock Audit	Sales:	i	_ Only Trade Ct	stomers	Discount Pri	ority		Sub Brand				Analysis 5 Analysis 6			SL Ani 5 SL Ani 6			
Order Allocation	Delivery C	ode:		•	100			Quality Current Status	5			Analysis 6 Analysis 7		-	SL Ani 7			- 11
	Currency:		Discount %		Date From			Designer				Analysis 8			SL Ani 8			
d∕r MRP	0 Sterli	ing		0.0		ul 2021 🏦		Price List Cat				Analysis 9 Analysis 10			SL Ani 9 SL Ani 10	, –		- 11
🚅 Dispatch Planner					Date To	ß		Only Onli	ne iter	ns				· · · · ·				
👔 Works Order Schedules	Last up 1		In the second	Inc. Inc.			le	let			Write Line		laura:	lan	lan		herein	
v 🌉 Extras	Active?	ID	Rule Name	Pri Pro	l Code	Sales	Curr	Discount %	N	Read Line Details	Write Line Details	Date From	Date To	Qty >=	Qty <=	No Other Line Discounts	Hidden	c
Stock Groups	√ √	1000009		100 10		DanceMetal	£	10.0		N	8	15 Apr 2021				Þ	8	_
Serial Numbers	<u>×</u>	1000029	July discount	100 20	21-D		£	5.0	-	N	M	1 Jul 2021	31 Jul 2021	_				- 1
🖉 Bin Locations																		
alers 4																		
Stock Allowed																		
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System Administration																		
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SQLWørks 🛛 🔹 🕨							-		-									

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:

- 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.

•••			SQLWorks 2021 - Main Wind	ow - Stock	Ledger - DB:Lineal_c	lemo - ۱	VPN:No - User	:Naomi						
	Search: 2021	0 22 9	📝 Edit 🗊 New 🗔 New Copy 🔋 I	Delete	Stock Movement	👆 Searc	ch 🔚 Save	🖌 🗐 Cancel						Reports
SQLWorks		Name	Main Group				Summary	Ordering Prici	ng Info	Price 8	& Discount Adv	anced		
> 🛐 SQLWorks CRM	2021-WIDGETCOM 2021-WIDGET	Widget Component Widget	2021-B											
	2021-B	Wheels	Name Active					Pric	ng Disco	unting				
Accounts	2021-B2 2021-B1	Tyres Spoke EACH for Bike wh	Wheels	ID	Name	Line Sa	ales Account	Qty >= Qty <= 0	urr Price	Uni	it Price Per	Date Active From	Date Active To	Customer Part No
a Sales Accounts	2021-BIKE_NEW 2021-C	Premium Bike Assembly Pedals		1000022	Widgets wheels	1 A	CME Widgets	20 40	-	9.00	1.0000 😑	24 Jun 2021		Wheel-123
at Purchase Accounts	2021-D 2021-E	Handlebar Gear Mechanism	Group Code 001 -	1000027	Adornica Gold Edition	2 A/	Idornica	2 9	E	9.50	1.0000 📄	30 Jun 2021		GOLD WHEEL 123
	2021-A	Frame	Example Text for JFW	1000023	June Big Order Special	3 A/	dornica	10 100	E	9.00	1.0000 🚍	28 Jun 2021	1 Jul 2021	
🍼 Shop Sales	2021-F	Bell	Stock Values (WH: 100 Only)	1						Impor	t Pricing Rules			
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> 🏛 Bank			Allocated 0 WoP Out 22											
			Free 0 WoP In 46											
> 🜉 Nominal			SoP 26 PoP 0											
> 🔛 Audit			Available -26 Potential -2											
> 🎭 Ledger Data			Da	shboard N	fovements Transactio	ns S	Stock Status E	Batch Info BOM /	Kit Work	s Orders	History Do	cuments		
🖓 İssLineal			Monthly In/Out Breakdown Group											
Products			Type Total Aug 20 Sep 20 Oct 20 N	lov 20 Dec 3	0 Jan 21 Feb 21	Mar 21	Apr 21 May 21	Jun 21 Jul 21						
			Buy 0 Sell 0										Expenditure	0.00
🇊 Stock Ledger			Balance Group				1 I C Ord	lers Group					income:	0.00
😂 Assets			Stock Batches List					hase Order List						Order <4
العبي Warehouse Map			WH Code Bin# Batch Date Orig	Qty Cost Pe	Actual Qty Alloc Qty	Free Qt	ty Active	Due Date Ref	Qty	Rec	Bal Cost D	esc		
🌮 Workshop Map														
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Corder Allocation														
			Movement Transaction List					acted Sales List						r <ir <ir<="" invoice="" th=""></ir>
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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.

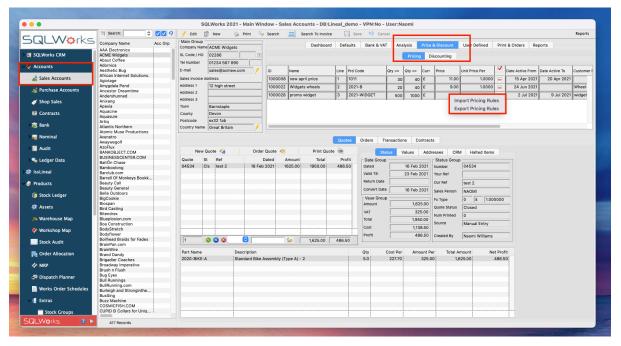
There are 2 tabs to choose from, 'Pricing' contains pricing rules, which are always product specific, and 'Discounting' for any product specific discount rules.

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 <u>https://www.sqlworks.co.uk/brochures/6.6.0.6.pdf</u>.

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.

d e: 🍖 Preview	-	gress Order To Involce/Dispatch 🏼 🏠		Cancel			
Sales Order Add O0687 Name Address 1 Address 2 Address 3 Town County	-	Sales Contact Employee	Reference Group Order No. Your Ref Our Ref Choose	Date Group Order Date 3 Est Dispatch Da 24 Est Delivery Da 24 Status 1000	Mar 2021 S May 2021 S May 2021 S 2679 Dept OD Dispatch 2	VAT [GRAND TOTAL [Invoiced [balance [Ani v 000 v	0.00 0.00 Exempt NRT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.
C F B D D D D D D D D D D D D D D D D D D				Cancel OK			

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.
- 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.







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