



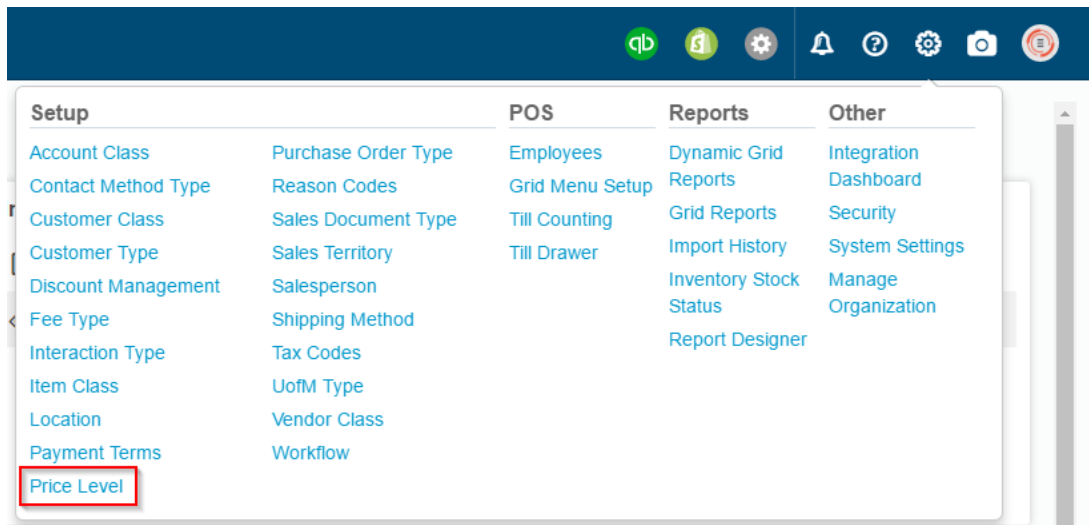
Price Level

Megan De Freitas - 2024-12-02 - Settings

Overview

Price Levels allow you to give specific [Customers](#) or [Customer Classes](#) special pricing.

To get started, select **Price Level** from the Settings menu.



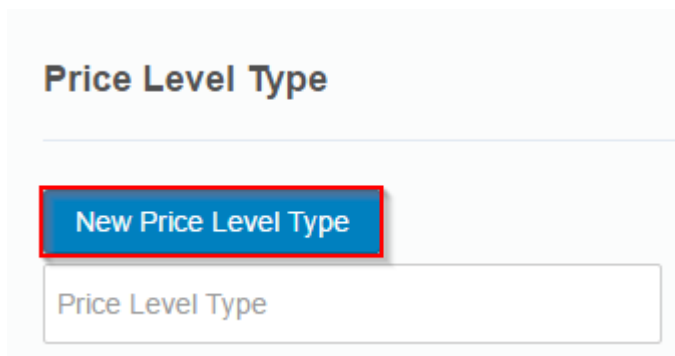
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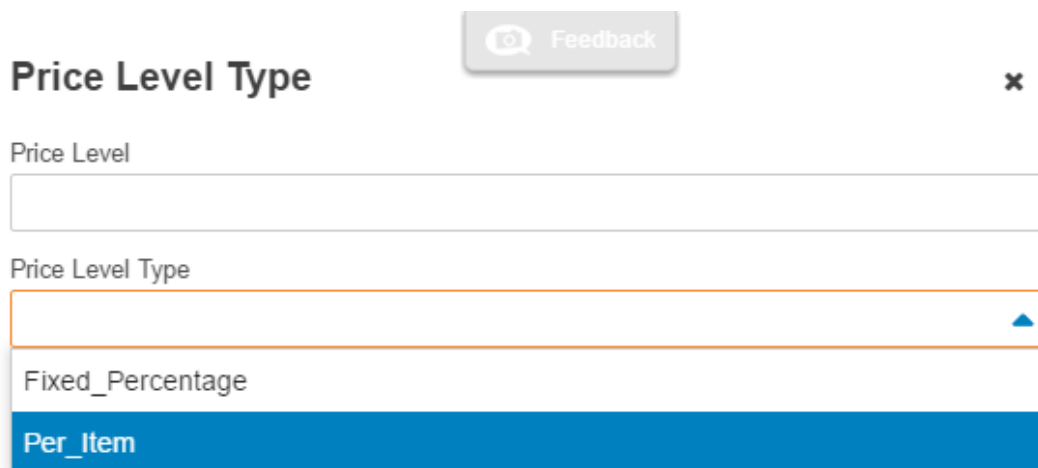
Price Level Type

Create a Price Level Type

To create a Price Level, click the **New Price Level Type** button in the upper left-hand corner of the screen.



The Price Level Type drawer will appear. Give your Price Level Type a name, and choose between Fixed Percentage and Per Item for Price Level Type.



The screenshot shows a 'Price Level Type' drawer window. At the top left is the title 'Price Level Type' and at the top right is a close button 'x'. Below the title is a 'Feedback' button with a speech bubble icon. The main area contains two input fields: 'Price Level' (a text box) and 'Price Level Type' (a dropdown menu). The dropdown menu is open, showing two options: 'Fixed_Percentage' and 'Per_Item'. The 'Per_Item' option is highlighted with a blue background.

Fixed Percentage sets a percentage of list price that will apply to all items on a sales document with this Price Level. This only works, though, if an item has a list price. Check out our [Inventory](#) documentation to learn more about creating items.

Per Item assigns a different price to specific items. This will override the list price for the item.

When you've finished entering your information, click **Save**.

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Edit a Price Level Type

To edit an existing Price Level Type, first select the Price Level Type from the list on the left-hand side of the Price Level Type window.

Price Level Type

Price Level Type

Legacy Customer

Dan 50%

Herman Miller

Kidney Table

Reward Member

Once you've selected the Price Level Type you want to edit, make your changes in the information fields on the right-hand side of the screen. If you selected Fixed Percentage in the Price Level Type dropdown, you can enter that percentage in this window.

Price Level: Reward Member | Price Level Type: Fixed_Percentage | Percent Of List: 75

Inactive

If you selected Per Item, you can select the items that have special pricing with this Price Level. Click **New Line**, find the item, and enter the new price in the Amount column.

Price Level: Loyalty Reward | Price Level Type: Per_Item

Inactive

Hide Inactive Lines

Item Number	UoM	Amount	Inactive
10 Speed - 0mg, 100ml	Each	10.00	<input type="checkbox"/>

When you've finished making your changes, click **Save**.

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See it in Action

Price Level dropdowns appear in various places in SalesPad Cloud, including the New or Edit [Customer](#) drawers and on [Sales Documents](#).

Create Customer

Feedback



Customer Name

Customer Type

No Customer Type

Customer Class

No Customer Class

Price Level

No Price Level

Note: Price Levels on a customer card are automatically applied to sales documents created for that customer. Price Levels on a sales document (set either by the customer's Price Level or set separately by whoever created the sales document) apply to each line on a sales document. Sales document Price Levels can be overridden on the line-item level by adding the Price Level column and making changes there.

Line Items | Linked Purchase Orders | Payments | Interactions | Audits | Alerts | Links | Notes

New Line | More

		Item #	Description	Qty	Unit Price	Price Level	UoM
		10 Speed - 0...	Banana, Wate...	1	10.00	Friday Sale	Each

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