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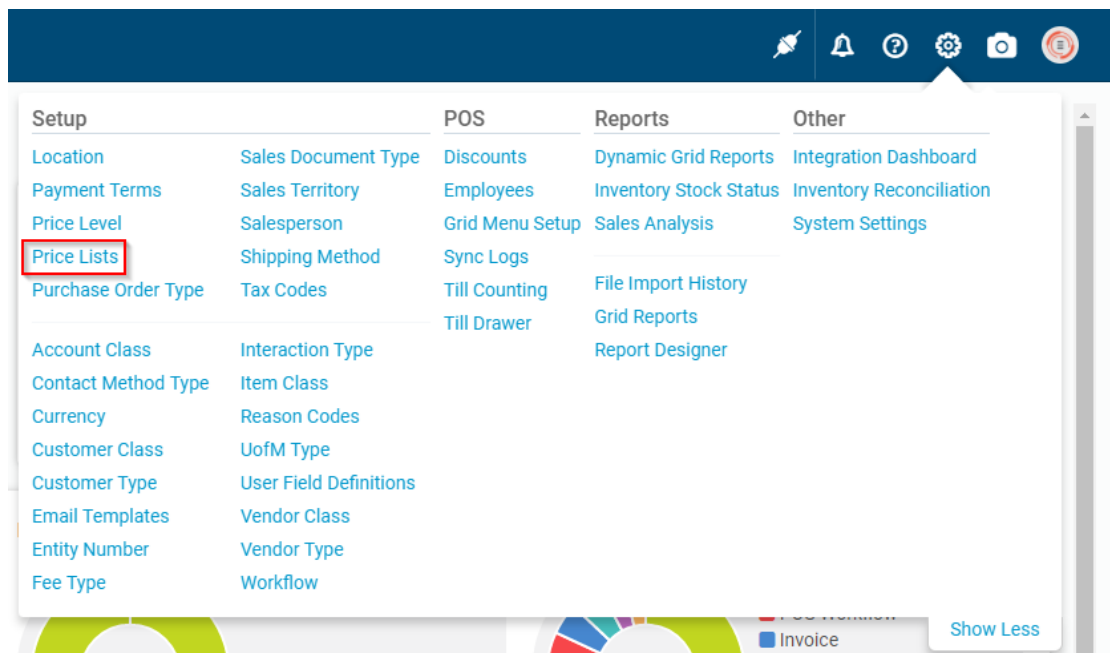
## Price Lists

Megan De Freitas - 2025-06-10 - [Settings](#)

### Overview

Price Lists allow you to set up special pricing for certain customers during a specified time period.

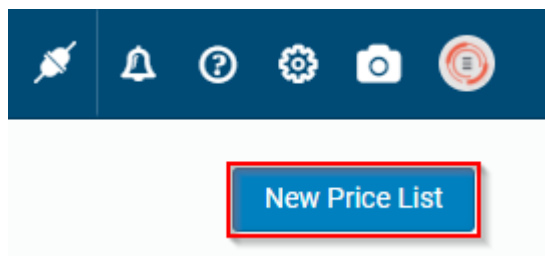
To get started, select **Price Lists** from the Settings menu.



### Price Lists

#### Create a Price List

To create a Price List, click the **New Price List** button in the upper right-hand corner of the screen.



The Create Price List drawer will appear. Fill in the information fields in this drawer.

## Create Price List



Price List

Price Levels

No Price Levels ▼

Price Type

No Price Type ▼

Currency

No Currency ▼

Seq

0

Day

No Day ▼

Begin Date

▼

End Date

▼

☐ Customer Required

For a brief explanation of the different information fields in the Create Price List drawer, click here:

Create Price List

*Price List* - Allows you to give the Price List a name

*Price Levels* - Allows you to choose a Price Level to use for this Price List

*Price Type* - Specifies whether this Price List is for a specific amount, a percentage, a discount amount, or a discount percentage

*Currency* - Specifies which currency this Price List is associated with

*Seq* - Indicates where on the list of Price Lists this Price List falls

*Day* - Indicates a day of the week in which this Price List is active

*Begin Date* - Indicates a start date on which the Price List is active

*End Date* - Indicates an end date on which the Price List ceases to be active

*Customer Required* - If checked, a customer must be present for the terms of the Price List to apply

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Price Lists work behind the scenes. If the qualifications for a Price List are met, that Price List will automatically

be applied to a sales document.