

Tip/Trick Of The Month...



STG Retail Tip: How to Apply Promo Pricing Promo Pricing

Go to **Merchandise > Inventory**:

To set up promotional pricing:

1. Click PROMO PRICING from the side toolbar.
2. Select ADD ().
3. Enter the name of the promotion that you are creating in the Promo Name column.
4. Press or move out of the cell to save the name.
5. Navigate to the lower pane. Enter the discounted unit price in the Price column and the minimum quantity of items that must be purchased to qualify in the Quantity column.
6. Press or move out of the cell to save the entries.

Example:

Quantity:	Price:
1	\$25
2	\$22
3	\$20

7. Select CLOSE () to exit the Promotional Pricing window.

To assign a promotional pricing to an item or style:

1. In either Item View or Style View, highlight or display the item or style to which you want to assign a promotion.
2. Select EDIT () from the main toolbar
3. Navigate to the Promo # field
4. Enter the promotion number you want to assign to that item.

OR

Select () to open the Promotional Pricing window, select a promotion, and then choose SELECT ().

5. Repeat the previous steps for any other items to which you would like to assign a promotion.

Ringling up Promotional Pricing at Point of Sale:

When an item is put on a receipt with quantities that qualify for promotional pricing, click Apply Promo. (Version 8 Only: When you click **Tender**, you will get a window showing the promotional pricing.) You will select the item and click **Apply** to apply the promotional pricing to the item.

STG Microsoft RMS Tip: Items On Sale

Putting Items On Sale

You may be getting ready to promote your grand opening or holiday sale, and you want to set up all your sale prices days in advance. When you put your items on sale, you should specify the sale start date and end date. The sale prices take effect at the designated time period. When customers purchase an item on sale, they pay the sale price unless they have a discount that specifies a lower price. After the end date, the sale price returns back to the normal price.

You can change the price at the point-of-sale, provided that your user ID has access rights to override the price. To ensure that the cashier does not sell an item below its lowest price, you can define a price range for the item. Store Operations displays a message when the cashier changes the item price to below its lowest allowable price.

To put multiple items on sale, use the Inventory Wizard to save effort and time.

To put a single item on sale

1. On the [Database](#) menu, click [Items](#).
2. Select the item whose sale price you want to define, and then click [Properties](#).
3. In the [Item Properties](#) window, click the [Pricing](#) tab.
4. Under the [Sale Pricing](#) heading, select the item is on sale option.
5. In the [Sale Price](#) field, enter the applicable sale price.
6. Select either [This sale is in effect for a specific period](#) option or the [This sale is in effect according to a schedule](#) option.
7. Use the associated drop-down list box (es) to select the applicable dates or weekly schedule. (You create weekly schedules by using the [Schedules](#) command. For more information, *see* [Defining weekly sales schedules](#).)
8. Click [OK](#) to save the information.

To automatically put multiple items on sale

1. On the Wizards menu, click [Inventory Wizard](#). The [Inventory Wizard](#) appears.
2. Click [Next](#) to display the [Select the Task to Perform](#) window.
3. Using the drop-down list box, click [Task 110: Change Item Prices](#). Then click [Next](#).
4. Select the items you want to put on sale. Click [Next](#).
5. Select the price change method and price to be changed. In the [Date Range](#) box, type or select the part of the date you want to change. Click [Next](#).

Note: If you selected the [Add Items Manually](#) option, some of the fields on this window may be grayed out (not editable).

6. To round your updated prices to retail values, select the [Perform Price Rounding](#) option, and then select the applicable rounding method and rounding rules. To continue to the next wizard screen, click [Next](#). If you do not wish to perform price rounding, click [Next](#) to continue.
7. If you do not want to change any of the information, click [Finish](#) to display the [Inventory Wizard Workpad](#) window.
8. If all the information is correct, click [Commit](#) to apply the changes to your database. If you selected the [Add Items Manually](#) option, enter the applicable items *before* you commit them. To cancel the changes, click [Cancel](#).

For Any Questions...Contact STG's Help Desk!
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