Global Inventory Changes

The **Global Inventory Changes** screen enables you to make changes to the pricing of all items, items in a specific department, or selected items. Some changes are permanent, whereas others expire outside a provided date range.

NOTE: Before using this feature to make changes to your inventory make a backup of your database FIRST. These changes cannot be reversed easily with this feature. The easiest way undo any changes is to restore a backup of the database that was made before the changes took place. If you need to learn how to make a backup of your database, read this guide.
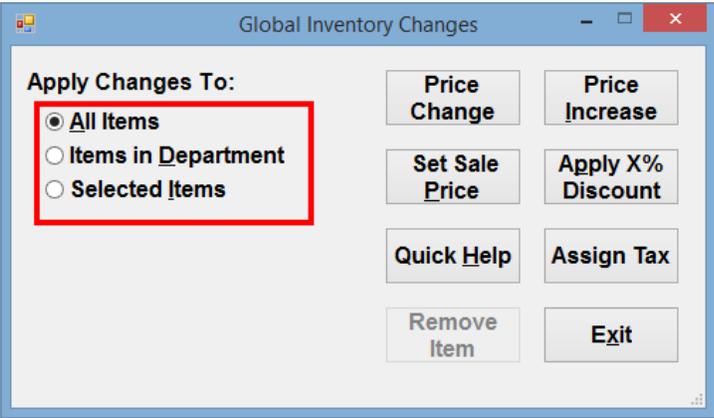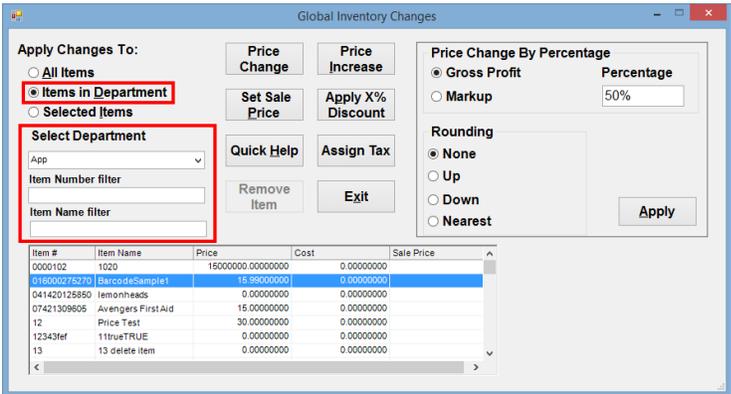
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Revision History

| Document Version	Date	Author	Description of Changes
1.0	2/9 2010	RH	1st Release
1.1	12/1 2015	MP	Updated Header
1.2	6/9 2017	MP	Updated Screenshots of UI
1.3	8/3 2017	MP	Includes Changes for version 12.8020, Price changes by Profit or Markup Percentage
1.4	10/5 2018	JC	Include changes for version 12.9005, Price Increase by amount. Updating screenshots

Selecting Items Global Inventory Changes screen

To use the **Global Inventory Changes** screen, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

<table>
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- Select **Administrative**.
- Select **Global Price Changes**.

</td>
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- Select where you like to specify the changes will occur under **Apply Changes To :**

- If **All Items** was selected in step 3, skip this step.

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- If **Items In Department** was selected, select a department from the dropdown.

- You can prevent individual items in the selected department from being modified by highlighting them and pressing **Delete** on your keyboard.

- You can also filter out which items in the department which items you want

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</table>

- If **Selected Items** was selected, select items from the dropdown in order to add them to the list of items that will be affected by the changes.
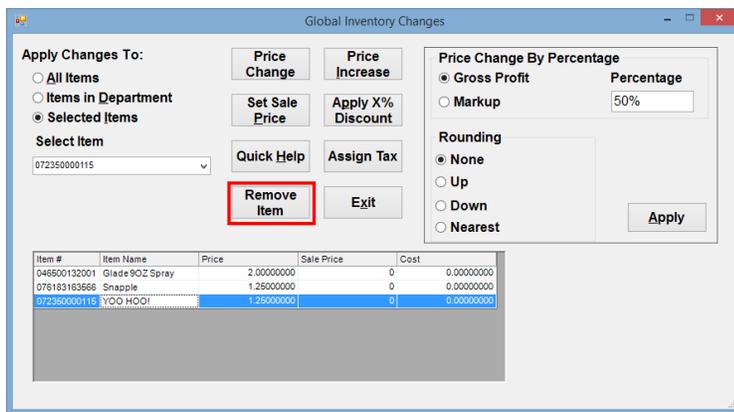
You can Remove an Item from the list by:

1. Selecting the item to highlight it in blue.

2. Select the **Remove Item** button
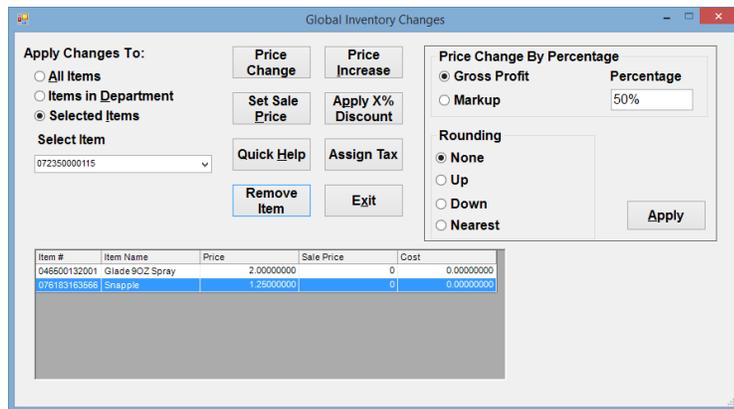
Global Inventory Changes

Below you will find a description of each global inventory change.
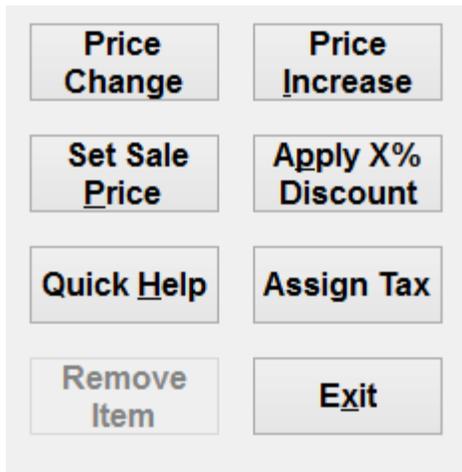
Price Change **Price Increase** **Set Sale Price** **Apply X% Discount** **Quick Help** **Assign Tax** **Remove Item** **Exit**	• Select the change which you would like to make to the items.
Enter new price $10.00 7 8 9 4 5 6 1 2 3 . 0 +/- Clear Cancel OK	• If you selected **Price Change**, you will be asked for a new price for all selected items.
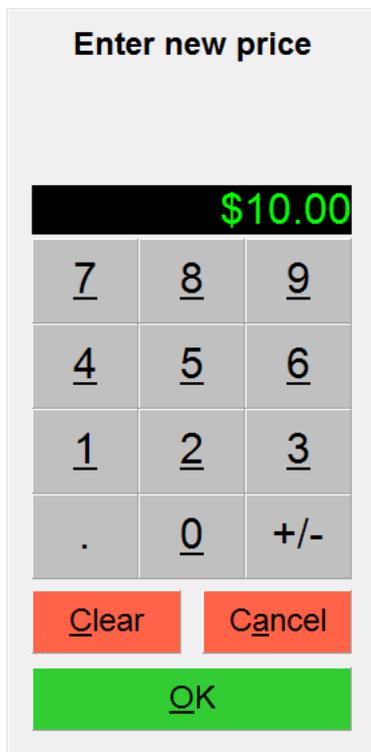
Enter sale price

$5.00

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear   Cancel

OK

Info Prompt ×

Please enter the start date of the sale

OK

Cancel

6/9/2017

Info Prompt ×

Please enter the end date of the sale

OK

Cancel

6/16/2017

- If you selected **Set Sale Price**, you will be asked for a sale price, the start date of the sale, and the end date of the sale. All selected items will be changed to reflect the new price while the sale is in effect.

Question Box

Would you like to increase by percentage or flat amount?

Percentage   Flat Amount

Cancel

- If you selected **Price Increase**, you will be asked to increase the sale price by either a percentage or a flat amount.

- Which will increase the price of the selected items.

- If you selected **Apply % Discount**, you will be asked for the percentage by which to decrease the price of the selected items, the start date of the sale, and the end date of the sale. The discount will be applied to all selected items while the sale is in effect.

Which tax rate would you like to change?

Tax1 7.000%	Tax 2 2.500%	Tax 3 1.000%	Tax 4 5.000%	Tax 5 8.000%
Tax 6 6.000%	Bar Tax	FixedTax		

Cancel   **Select**

Question Box

Would you like to charge or not charge this tax?

Charge   Not Charge

- If you select **Assign Tax**, you will be asked to select which tax rate you want to apply or remove from the selected items. After the rate is selected, you will be asked to either charge or not charge the tax to the selected items.

All changes to inventory items can be confirmed or reversed **individually** in the appropriate area of the **Inventory Maintenance** screen.

Global Inventory Changes – Price Change By Percentage

Price Change By Percentage

- ○ Gross Profit
- ◉ Markup

Percentage

50%

Rounding

- ◉ None
- ○ Up
- ○ Down
- ○ Nearest

Apply

As of CRE version **12.8020** Global Inventory Changes can update the price of items based on either the gross profit percentage or a markup percentage.

NOTE you **must** have **Cost amount** for the item in order to use this feature. This can either be setup with the average cost method, in which CRE automatically calculates the cost of the item. To learn how to enable the average cost, please read the **inventory section** of the setup screen guide.

You can also use the manual cost method in which you will manually set the cost of the item in inventory maintenance. In order to use this method, you must disable the Average cost method in the setup screen and then enter the amount of the cost for each item inventory maintenance. To learn how to enter the cost of an item in inventory maintenance, please read the inventory maintenance guide.

The formula used for **Gross Profit** is; Global Inventory Price = cost*(1 + profit in decimal)

The formula used for **Markup** is; Global Inventory Price = cost/(1- markup in decimal)

For example….

- A 40% gross profit on an item that costs $1.00 would result in a selling price of $1.40 (cost x 40%)
- A 40% gross markup on an item that costs $1.00 would result in a selling price of $1.66 ($1.66 x 40% = $0.66 (the profit)).

	1. After following the steps above to select the items you want to apply the price changes too, select either **Gross Profit** or **Markup**
	2. Select the type of **Rounding** to be included in the price change, or leave **None** selected to not round the new price. • **Up** will round • **Down** will round the new • **Nearest** will round to 3. Select the **Round to** amount **NOTE:** It is **HIGHLY RECOMMENDED** that a backup of the database has been created before making the price changes, once the **Apply** button has been selected you cannot reverse the changes. To learn how to make a backup, click here. 4. Click **Apply**
	5. Click **yes** to confirm the changes. 6. Wait for CRE to finished apply the new price 7. The new prices will appear in the table below. Check inventory maintenance to see the new prices that have been applied to the items.