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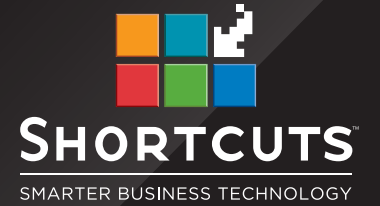
# SHORTCUTS FUSION

## STOCK

CHANGING PRODUCT PRICES  
USING THE PRICE CHANGE  
FEATURE

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**Last updated 25 October 2016**

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Product: Shortcuts Fusion

Software version no: 8.0.19.1

Document version no: 1.0

Country: Australia

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**CHANGING PRODUCT PRICES..... 1**

## ABOUT THIS DOCUMENT

The price change feature helps you save time by allowing you to bulk edit your product prices. You can apply the price change to a particular line, company, supplier, or even your entire product list. This enables you to update your buy or sell prices in just a few clicks of a button.

All you have to do is choose how your new prices will be calculated, then enter the amount or percentage. For example, you could increase the sell price of a particular line by 10%. You can also decrease your prices, by simply adding a minus sign in front of the amount or percentage.

# CHANGING PRODUCT PRICES

- 1 Click on the **stock** menu.
- 2 Click on the **products** icon.
- 3 Right click on the item you want to change prices for. This could be a product, line, company, supplier, or your entire product list.
- A If you want to apply the price change to all of your products, right click on **business**.
- 4 Select either **change buy price** or **change sell price**.
- 5 Select the desired price change method from the drop-down list.
- 6 Enter the relevant amount or percentage. If you want to decrease the price, enter a minus sign before the number.
- B Click **edit** if you want to enter the numbers using an on-screen keypad.

The screenshot shows the 'Change Product Sell Price' dialog box in a software application. The dialog box has a red header and contains the following elements:

- Applies To:** A dropdown menu showing 'Company: Youngblood'.
- Price Change Method:** A dropdown menu showing 'Percentage Increase (%)'.
- Increase (%):** A numeric input field showing '20'.
- Round to nearest \$0.05**
- Edit:** A button with a pencil icon.
- Done:** A button with a green checkmark icon.
- Cancel:** A button with a red X icon.

The background shows a product list with columns: Product, Buy, Sell, Buy Tax, Sell Tax, Avg. Cost, Current, Maximum Level, Minimum Level, Warning Level, Primary Barc..., Active, and Retail. A context menu is open over the 'Youngblood' product, with options like 'New Line', 'Edit Company Name', 'Change Buy Price', and 'Change Sell Price'. A sidebar on the right contains 'SHORTCUTS' and navigation icons for 'Main', 'Tools', 'Stock', 'Products', 'Ordering', 'Stocktake', 'Bundle', 'Unbundle', and 'Statistics Calculation'.

7 Tick this box if you want your new prices to be rounded to the nearest 5 cents.

8 Click **done**.

9 A window will appear letting you know how many products will be included in the price change. Click **yes** to continue.

The screenshot shows a software interface with a product list table. The table has columns: Product, Buy, Sell, Buy Tax, Sell Tax, Avg. Cost, Current, Maximum Level, Minimum Level, Warning Level, Primary Barc..., Active, and Retail. The 'Business' category is expanded, showing products like American Crew, Cutting Edge, Dermalogica, Ella Baché, Misc, and Youngblood. A context menu is open over the 'Youngblood' product, listing options such as 'New Line', 'Edit Company Name', 'Make Company Inactive', 'New Picture', 'Change External Id', 'Delete Company', 'Print Barcodes', 'Print Shelf Labels', 'Change Label Type', 'Change Buy Price', and 'Change Sell Price'. A dialog box titled 'Change Product Sell Price' is overlaid on the screen. It contains the following fields: 'Applies To' (Company: Youngblood), 'Price Change Method' (Percentage Increase (%)), and 'Increase (%)' (20). There is a checked checkbox for 'Round to nearest \$0.05' with a '7' in a blue circle next to it. At the bottom of the dialog are three buttons: 'Edit' (with a pencil icon), 'Done' (with a green checkmark icon and an '8' in a blue circle), and 'Cancel' (with a red X icon). In the background, a 'Done' button with a green checkmark is visible. An information popup at the bottom right contains the text: 'Information - Shortcuts Point of Sale', 'Once applied this price change cannot be reversed.', 'Continue?', and 'NOTE: Price change will affect 585 products in the database.' It has 'Yes' and 'No' buttons, with 'Yes' having a green checkmark and 'No' having a red X, and a '9' in a blue circle above the 'Yes' button. On the right side of the interface, there is a 'SHORTCUTS' panel with a clock showing '12:31 PM Tue, 25 Oct '16' and a list of icons for 'Main', 'Tools', 'Stock', 'Products', 'Ordering', 'Stocktake', 'Bundle', 'Unbundle', and 'Statistics Calculation'. At the bottom right, there is a user profile for 'Anna Owner' with a 'Log Off' button.



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