

# ***ORDER POWER!***

## Future Pricing

**User Guide**

**Release 4.0.3**



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## **Future Pricing**

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# *Future Pricing*

**Future Pricing** allows you to specify changes in item and vendor prices that will take affect at a predetermined future date. When you specify the item, corresponding prices, and the effective change date, **ORDER POWER!** will automatically adjust the price files at the appropriate time.

**Future Pricing** retrieves the existing pricing files and allows you to change prices for all methods of item pricing and/or shipping and handling charges, for all or selected items, by a specified amount or percentage. These changes can be made without affecting existing pricing records. The changes will only effect the active pricing files when you apply them at a later date.

## ***Two-Batch Strategy***

When preparing changes, first you should save a copy of your original pricing by creating a batch which retrieves and stores your current prices. Then, make any pricing changes in a second batch. This will allow you to copy your original prices back to your original files to protect yourself against any errors that may have occurred, and also gives you a historical record of price changes.

Here are the steps involved:

	<i>see page</i>
Create a backup batch	4
Create a new Price-Change Batch	4
Apply the changes to <b>ORDER POWER!</b>	12

## Working with Future Prices

- From the **ORDER POWER! Main Menu**, select: **Future Pricing/Costing** to display the **ORDER POWER! Future Pricing menu** (figure 1).

```

FUT01          OPI 4.0 DEVELOPMENT ** CO# 001          7/15/04
CSI USER      ORDER POWER! Future Pricing            DSP108S1

Select one of the following :
1. Future Price Changes

2. Future Item/Vendor Cost Changes

51. Operational Assistant
80. Main Menu
81. Change Company
90. Signoff

?Select on
====> _

F1=Help F3=Exit F4=?List F9=Command Line F12=Cancel
    
```

ORDER POWER! Future Pricing menu (figure 1)

- Select **Future Price Changes** to display *Future Price Change Master Inquiry panel* (figure 2) which is a list of all your Price-Change Batches.

```

Pstn To : _____ OPI 4.0 DEVELOPMENT ** CO# 001          1=Base 4=Contr
Future Price Change Master Inquiry            2=Class 5=Media
3=Spec 6=Book

2=Change 3=Retrieve 4=Delete 5=Display 8=Apply
Batch Number      Description      Apply By      Date      Method
1 2 3 4 5 6
- ALL3      vendor      12/12/02      Y Y Y Y Y Y
- ALL4      test        1/01/03      Y          Y
- AWD       test log# 0008551 1/01/03          Y Y
- AWD1      test        1/01/02          Y Y
- BASE      base        4/30/03          Y Y
- DD        test        1/01/03          Y
- DEBJSMITH jack smith  11/12/03          Y Y
- DEMO      demo        1/25/03          Y Y Y Y Y Y
- JJJ       js          11/12/03          Y Y
- KEITH     keith      12/03/03          Y Y Y Y Y Y
- KEITHTEST Keith testing of 15% decrease 12/02/02          Y Y Y Y Y Y
- KLS       test        1/01/05
- MARV      marv       7/30/04          Y
- TEST5     test        10/29/03          Y Y Y Y Y Y
- TEST86423 test8642 #3 7/05/02
More...

F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F21=Print
    
```

Future Price Change Master Inquiry panel (figure 2)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Future Price Change Master Update panel</i> (figure 4) to work with an existing <b>Price-Change Batch</b> header
3=Retrieve	Display <i>Retrieve Options panel</i> (figure 5) to work with an existing <b>Price-Change Batch</b>

Action	Description
4=Delete	Display <i>Future Price Delete Confirmation window (figure 16)</i> to delete a <b>Price-Change Batch</b>
5=Display	Display the <i>Future Price Change Master Display window</i> to view a <b>Price-Change Batch</b> 's Last Applied Date, Last Applied Time, and which User applied the batch.
8=Apply	Display the to apply a <b>Price-Change Batch</b> ' (change prices in <b>ORDER POWER!</b> )
F6=Create	Display the <i>Future Price Change Master Prompt panel (figure 3)</i> to create a new <b>Price-Change Batch</b>

**To create a new (empty) Price-Change batch**

1. On the *Future Price Change Master Inquiry panel (figure 2)*, press **F6** (Create) to display the *Future Price Change Master Prompt panel (figure 3)*.

OPI 4.0 DEVELOPMENT \*\* CO# 001  
 Future Price Change Master Prompt

Batch #  
 \_\_\_\_\_

F1=Hel p F3=Exi t F12=Cancel

*Future Price Change Master Prompt panel (figure 3)*

- 1a. Complete this field:

**Batch #**

Type a code that you want to represent the batch you are creating

- 1b. Press **Enter** to display the *Future Price Change Master Update panel (figure 4)*.

**To change a Price-Change Batch**

1. On the *Future Price Change Master Inquiry panel (figure 2)*, type **2** (Change), beside the **Price-Change Batch** you want to work with, then press **Enter** to display the *Future Price Change Master Update panel (figure 4)*.

OP! 4.0 DEVELOPMENT \*\* CO# 001  
Future Price Change Master Update

Batch #  
SUMMER PRC

Description     Summer Prices

Apply By Date   061504

F1=Help   F3=Exit   F12=Cancel

*Future Price Change Master Update panel (figure 4)*

2. Complete these fields:

**Description**

Type a description of the **Price-Change Batch** you are defining.

**Apply By Date**

Type the date you intend to apply this batch. This is an informational field. To apply the changes you must use option **8** (Apply) see “To apply a Price-Change Batch” on page 12.

3. Press **Enter** to update the **Price-Change Batch**.

To add items to the batch, see below.

**Working with a Price-Change Batches**

There are two methods for establishing prices in a **Price-Change Batch**. You can use either method, or combine the two:

Retrieve and edit existing Items/prices	<i>see page</i> 4
Manual entry	6

**To create a backup batch**

1. Create an empty batch using the “To create a new (empty) Price-Change batch” process on page 3.
2. Copy the Items/prices you are about to change, using the process below.

**To retrieve and copy existing Items/prices**

1. From *Future Price Change Master Inquiry panel (figure 2)*, type **3** (Retrieve) beside the name of the empty batch you just created, then press **Enter** to display *Retrieve Options panel (figure 5)*.



```

OP! 4.0 Development Company 1
Select one of the following: Retrieve Options
GET FROM:
?Batch # _____
File - 1 - 7
1. Base
2. ?Customer Class ____
3. Special
4. ?Contract _____
5. ?Media _____ ?Customer Class ____
6. ?Media Book _____ ?Customer Class ____
7. ?Vendor _____

COPY TO:
?Batch # _____
File - 1 - 6
1. Base
2. ?Customer Class ____
3. Special _____ To _____
4. ?Contract _____ Contract Date _____ To _____
5. ?Media _____ ?Customer Class ____
6. ?Media Book _____ ?Customer Class ____

F1=Help F3=Exit F4=?List F12=Cancel

```

Retrieve Options panel (figure 5)

The retrieve options enable each of the 6 base pricing files to be copied into the **Future Pricing** batch of from an existing batch or from your current pricing files by leaving the **Batch #** field blank. You can also copy your **Vendor** pricing if you wish.

For example, the base price can be retrieved into a **Future Pricing** batch and placed in the Customer Class **Future Pricing** batch with a specific Class, or in any of the other 5 pricing methods. Similarly, an existing **Future Pricing** batch for base pricing could be retrieved into Customer Class.

- Complete the applicable fields, to select the **Items** and pricing you want to save, then press **Enter** to display *Retrieve Options change window* (figure 6).

```

OP! 4.0 Development Company 1
Select one of the following: Retrieve Options
GET FROM:
?Batch # _____
File - 1 - 7
1. Base
2. ?Customer Class ____
3. Special
4. ?Contract _____
5. ?Media _____ ?Customer Class ____
6. ?Media Book _____ ?Customer Class ____
7. ?Vendor _____

COPY TO:
?Batch # _____
File - 1 - 6
1. Base
2. ?Customer Class ____
3. Special _____ To _____
4. ?Contract _____ 9473 _____
5. ?Media _____
6. ?Media Book _____

Include Deal s? _ Y/N
Price Change _____ A/P
S/H Change _____ Incr/Decr A/P
_____ Incr/Decr

F1=Help F3=Exit F4=?List F12=Cancel

```

Retrieve Options change window (figure 6)

2. For a backup batch, do not enter anything on this window, just Press **Enter** to create an exact copy.

-or-

For a change batch, complete the applicable fields, to make the changes you indicate:

**Include Deals?**

Type **Y**(es) or **N**(o) to indicate whether or not you want to copy deal **Items** along with pricing.

**Price Change - A/P**

Type the price change you want to apply, then type **A**(mount) or **P**(ercentage) to indicate whether the value of the corresponding field will be either a flat amount or a percentage of the original price.

**Incr/Decr**

Type **I**(ncrease) or **D**(ecrease) to indicate whether you are raising or lowering the existing price.

**S/H Change - A/P**

Type the price change you want to apply, then type **A**(mount) or **P**(ercentage) to indicate whether the value of the corresponding field will be either a flat amount or a percentage of the original price.

**Incr/Decr**

Type **I**(ncrease) or **D**(ecrease) to indicate whether you are raising or lowering the existing price.

3. Press **Enter** to copy the selected information to your target batch with any changes you indicated.

**To enter Items/prices manually**

1. On the *Future Price Change Master Inquiry panel (figure 2)*, type **2** (Change), beside the **Price-Change Batch** you want to work with, then press **Enter** to display the *Future Price Change Master Update panel (figure 4)*.
2. Press **Enter** again to display *Retrieve Pricing window (figure 7)*.

```

OP! 4.0 DEVELOPMENT ** CO# 001
Future Price Change Master Update

Batch #
SUMMER PRC

Description Summer Prices
Apply By Date 6/15/04

1=Base 4=Contract
2=Class 5=Media
3=Special 6=Book
Method
1 2 3 4 5 6
Y
Enter 'Y' to Select Method(s) type - - - - -
F1=Help F3=Exit F12=Cancel
F1=Help F3=Exit

```

Retrieve Pricing window (figure 7)

- For each pricing method you want to create, type **Y**(es) in the corresponding blank, then press **Enter** to display a Pricing Inquiry window similar to *Future Price Contract Pricing Inquiry window* (figure 8).

```

OP! 4.0 DEVELOPMENT ** CO# 001
Future Price Change Master Update

SUMMER PRC Future Price Contract Pricing Inquiry

Pstn:
2=Change 5=Display 6=Ship Via Shipping Handling

Item Customer Quantity Unit Price Start/End
Dates
- AT&T 9473 94.000 67.0000
- A31 9473 50.000
- BOBZILLA 9473 2.000 99.9900
- BOXBLSMA0001 9473 10.000 11.4900
- FORD90FWI NDWBLK 9473 1.000 38.9100
- INK 9473 1.000 5.0000
-
-
-
-
F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel
F18=Bot F21=Print Bottom

```

Future Price Contract Pricing Inquiry window (figure 8)

When creating new items in the **Future Pricing** Item Master file, you will be required to enter specific information pertaining to quantity, unit price, descriptions and messages, and sundry charges, etc.. There is a prompt screen specific to each pricing method (ie. item, customer class, item special, contract, media, and media book). Refer to the following prompt screens:

OP! 4.0 Development Company 1  
Future Price Item Pricing Prompt

?Item \_\_\_\_\_ Quantity \_\_\_\_\_

F1=Help F3=Exit F4=?List F9=Retrieve

*Future Price Item Pricing Prompt panel (figure 9)*

OP! 4.0 Development Company 1  
Future Price Customer Class Pricing Prompt

?Item \_\_\_\_\_ ?Customer Class \_\_\_\_ Quantity \_\_\_\_\_

F1=Help F3=Exit F4=?List F9=Retrieve

*Future Price Customer Class Pricing Prompt panel (figure 10)*

OP! 4.0 Development Company 1  
Future Pricing Item Special Price Prompt

?Item \_\_\_\_\_ Quantity \_\_\_\_\_

F1=Help F3=Exit F4=?List F9=Retrieve

*Future Pricing Item Special Price Prompt panel (figure 11)*

OP! 4.0 Development Company 1  
Future Price Contract Pricing Prompt

?Item \_\_\_\_\_ ?Customer \_\_\_\_\_ Quantity \_\_\_\_\_

F1=Help F3=Exit F4=?List F9=Retrieve

*Future Price Contract Pricing Prompt panel (figure 12)*

OP! 4.0 Development Company 1  
Future Price Media Pricing Prompt

?Item \_\_\_\_\_  
?Media \_\_\_\_\_      ?Customer Class \_\_\_\_      Quantity \_\_\_\_\_

F1=Help F3=Exit F4=?List F9=Retrieve

*Future Price Media Pricing Prompt panel (figure 13)*

OP! 4.0 Development Company 1  
Future Price Media Book Pricing Prompt

?Item \_\_\_\_\_  
?Book \_\_\_\_\_      ?Customer Class \_\_\_\_      Quantity \_\_\_\_\_

F1=Help F3=Exit F4=?List F\_=Retrieve

*Future Price Media Book Pricing Prompt panel (figure 14)*

**To add additional quantity price breaks for an item in the batch**

Like other item creation functions within **ORDER POWER!**, the Item **Future Pricing** prompts allow you to retrieve (F9=Retrieve) an existing item and then copy the record information into the new item being created. This saves the operator additional key strokes and maintains data accuracy. The retrieve function is available for all item **Future Pricing** methods.

This function will display an Additional Information window from which the new item quantity is specified along with the method of prompting requested.

1. On the *Future Price Change Master Inquiry panel (figure 2)*, type **2** (Change), beside the **Price-Change Batch** you want to work with, then press **Enter** to display the *Future Price Change Master Update panel (figure 4)*.
2. Press **Enter** to display *Retrieve Pricing window (figure 7)*.
3. For each pricing method you want to copy, type **Y**(es) in the corresponding blank, then press **Enter** to display a Pricing Inquiry window similar to *Future Price Contract Pricing Inquiry window (figure 8)*.
4. Press **F6** (Create) to display one of the pricing prompt panels described in the previous section, depending on which method(s) you selected.
5. On the Pricing Prompt panel, complete the required fields **for an existing item** that you want to copy, then press **Enter** twice. Now press **F9** (Retrieve) to display *Future Pricing Retrieve to Copy window (figure 15)*.

OP! 4.0 DEVELOPMENT \*\* CO# 001  
Future Price Contract Pricing Prompt

?Item BOBZILLA                      ?Customer 9473

Additional Information

Quantity \_\_\_\_\_

Enter 'Y' to select a Method:

Prompt..... -

Duplicate/Prompt.... -

Duplicate..... -

F1=Help    F3=Exit    F12=Cancel

F1=Help    F3=Exit    F4=?List    F9=Retrieve

*Future Pricing Retrieve to Copy window (figure 15)*

6. Complete these fields:

**Quantity**

Type the quantity for which you want to establish pricing.

**Prompt**

Type **Y**(es) if you want **ORDER POWER!** to display a blank pricing panel applicable to the method you selected. You can then complete this panel as needed.

**Duplicate/Prompt**

Type **Y**(es) if you want **ORDER POWER!** to display a copy of the existing pricing panel applicable to the method you selected. You can then change this panel as needed.

**Duplicate**

Type **Y**(es) if you want **ORDER POWER!** to copy of the existing pricing applicable to the method you selected, without displaying it.

7. Press **Enter** to add the new pricing record(s) to your batch.

**To delete a Price-Change Batch**

1. On the *Future Price Change Master Inquiry panel (figure 2)*, type **4** (Delete), beside the **Price-Change Batch** you want to work with, then press **Enter** to display the *Future Price Delete Confirmation window (figure 16)*.

Pstn To : _____		OP! 4.0 DEVELOPMENT ** CO# 001	1=Base	4=Contr
		Future Price Change Master Inquiry	2=Cl ass	5=Medi a
			3=Spec	6=Book
2=Change	3=Retri eve	4=Del ete	5=Di spl ay	8=Appl y
Batch			Apply By	Method
Number	Descri ption		Date	1 2 3 4 5 6
- ALL3	vendor		12/12/02	Y Y Y Y Y Y
- ALL4	test		1/01/02	Y
- AWD	test log# 0008551		1/01/03	
- AWD1	test		1/01/02	
- BASE	base		4/30/03	Y Y
- DD	test		1/01/03	Y
- DEBJSTACK	jack stack		11/12/03	Y Y
- DEMO	demo		1/29/03	Y Y Y Y Y Y
- FLY	test			
- JJJ	js			
- KEI TH	kel th			
- KEI THTEST	Kel th			
- KLS	test			
- MARV	marv			
<u>4</u> SUMMER PRC	Summe			

**Future Pri ce Del ete Confi rmat ion!**

Are you Sure you want to Delete Batch#: SUMMER PRC

Y

F1=Hel p F3=Exi t F12=Cancel

F1=Hel p F3=Exi t F6=C

*Future Price Delete Confirmation window (figure 16)*

2. Type **Y**(es) in the **Delete** field to delete the batch.

**To apply a Price-Change Batch (change prices in ORDER POWER!)**

1. On the *Future Price Change Master Inquiry panel (figure 2)*, type **4** (Delete), beside the **Price-Change Batch** you want to work with, then press **Enter** to display the *Future Price Apply Confirmation window (figure 17)*.



OP! 4.0 DEVELOPMENT \*\* CO# 001  
 Pstn To : \_\_\_\_\_ Future Price Change Master Inquiry

1=Base 4=Contr  
 2=Class 5=Media  
 3=Spec 6=Book

2=Change 3=Retrieve 4=Delete 5=Display 8=Apply

Batch	Description	Apply By Date	Method					
Number			1	2	3	4	5	6
- ALL3	vendor	12/12/02	Y	Y	Y	Y	Y	Y
- ALL4	test	1/01/02	Y				Y	
- AWD	test log# 0008551	1/01/03				Y		Y
- AWD1	test	1/01/02						Y
- BASE	base	4/30/03		Y		Y		
- DD	test	1/01/03				Y		
- DEBJSTACK	jack stack	11/12/03				Y	Y	
- DEMO	demo	1/29/03	Y	Y	Y	Y	Y	Y
- FLY	test							
- JJJ	js							
- KEITH	kei th							
- KEI THTEST	Kei th							
- KLS	test							
- MARV	marv							
<u>g</u> SUMMER PRC	Summe							

Future Price Apply Confirmation!

Are you Sure you want to Apply? Batch#: SUMMER PRC

Y

F1=Hel p F3=Exi t F12=Cancel

F1=Hel p F3=Exi t F6=C

Future Price Apply Confirmation window (figure 17)

2. Type **Y(es)** in the **Apply** field to apply the batch, and replace all existing prices in **ORDER POWER!** with the contents of the batch.

