

SAP Business One How-To Guide



PUBLIC

How to Define Special Prices

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How to Define Special Prices

Introduction

In addition to standard price lists, SAP Business One lets you define special prices for customers and vendors. You can define discount percentages, period discounts, and volume discounts for specific business partners. You can copy special prices from one business partner to other business partners. You can group items into discount groups according to item groups, properties, or manufacturers. You can define period discounts and volume discounts for your standard price lists, that is, for all business partners. You can make global changes to several business partners and/or items.



Note

Back up the database you are working on before performing global changes.

Determining Item Prices in a Document

When you process a sales or purchasing document, SAP Business One checks the following conditions, in the order they are listed below, to determine the item prices in the document:

- Do special prices exist for the business partner?
- Are any discount groups linked to the business partner?
- Do period discounts or volume discounts exist for the price list that is linked to the business partner in the business partner master data?
- What is the price list linked to the business partner in the business partner master data?



Note

In a sales and purchasing document, a row for which you have defined a special price appears in blue to indicate that there is a special price for that item. If the row is edited with any change in quantity or price, the color reverts to black.

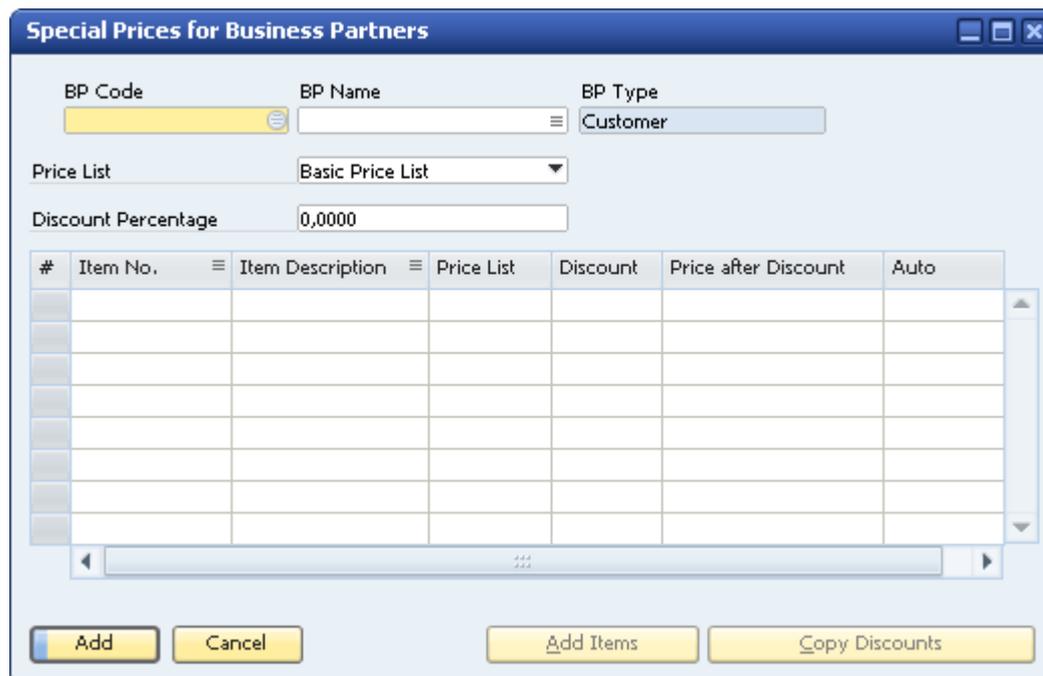
Defining Discount Percentages for a Business Partner

This procedure shows you how to specify discount percentages for one or more items in a business partner's price list.

Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory* → *Price Lists* → *Special Prices* → *Special Prices for Business Partners*.

The *Special Prices for Business Partners* window opens.



The items table in the *Special Prices for Business Partners* window contains the following columns:

Field Name	Description
<i>Item No.</i>	Item number from the <i>Item Master Data</i> record.
<i>Item Description</i>	Item description from the <i>Item Master Data</i> record.
<i>Price List</i>	The price list at the top of the window displays as the default for all items in the table. For individual items, you can select a different price list or select the option <i>Without Price List</i> .
<i>Discount Percentage</i>	You can specify a discount percentage at the top of the window and apply it to items that you add to the table. You can specify a different discount for individual items.

Field Name	Description
<i>Price after Discount</i>	<p>The price calculated according to the selected price list and the discount percentage.</p> <p>You can specify a different price for individual items. However, you must keep the original currency of the selected price list. For example, if the original price in the selected price list is USD 10.00, the special price must be defined in U.S. dollars, as well.</p> <p>If you select the <i>Without Price List</i> option, you can specify a price in any currency by manually overwriting the currency. When you change the <i>Price after Discount</i>, the discount percentage is recalculated automatically according to the new price.</p>
<i>Auto</i>	<p>Recalculates the price automatically, according to the discount percentage, each time you update the price list linked to the item row.</p> <p>If you deselect the <i>Auto</i> checkbox, the <i>Price after Discount</i> does not change when you make updates to the linked price list.</p>

2. In the *BP Code* field, specify the code number of the business partner for which you want to define special prices.



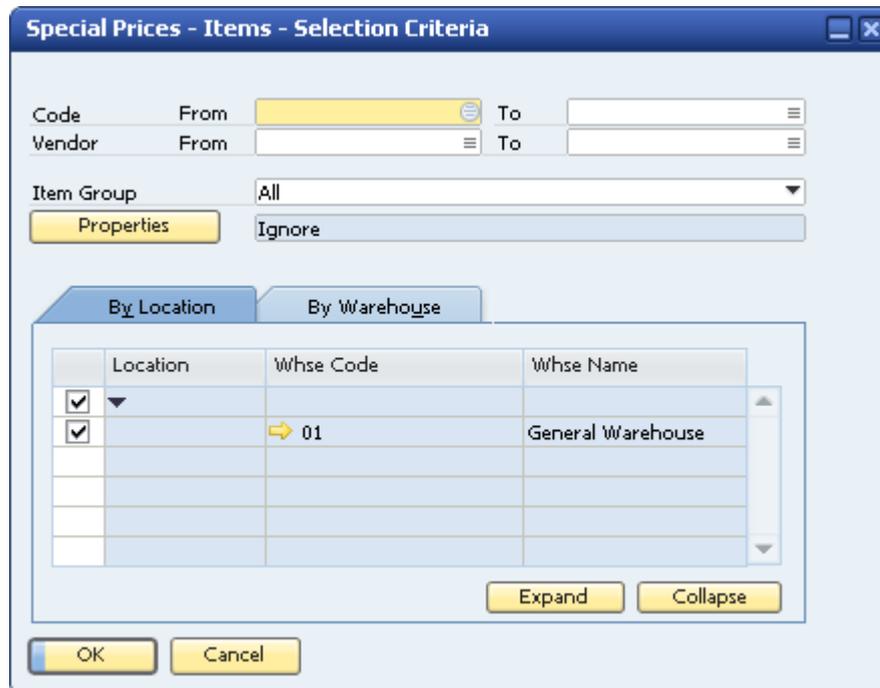
Note

The *BP Name* (Business Partner name) and *BP Type* (Customer or Vendor) values are displayed automatically when you enter the code.

3. Select a price list on which to base the special prices or accept the default price list.
4. Define discount percentages in one of two ways:
 - o For individual items:
 - i. Specify the item.
 - ii. In the *Discount* column of the items table, specify the discount percentage of this item.
 - iii. To save the discount percentage for this item, choose the *Update* button.
 - o For a range of items:
 - i. In the *Discount Percentage* field, specify a discount.

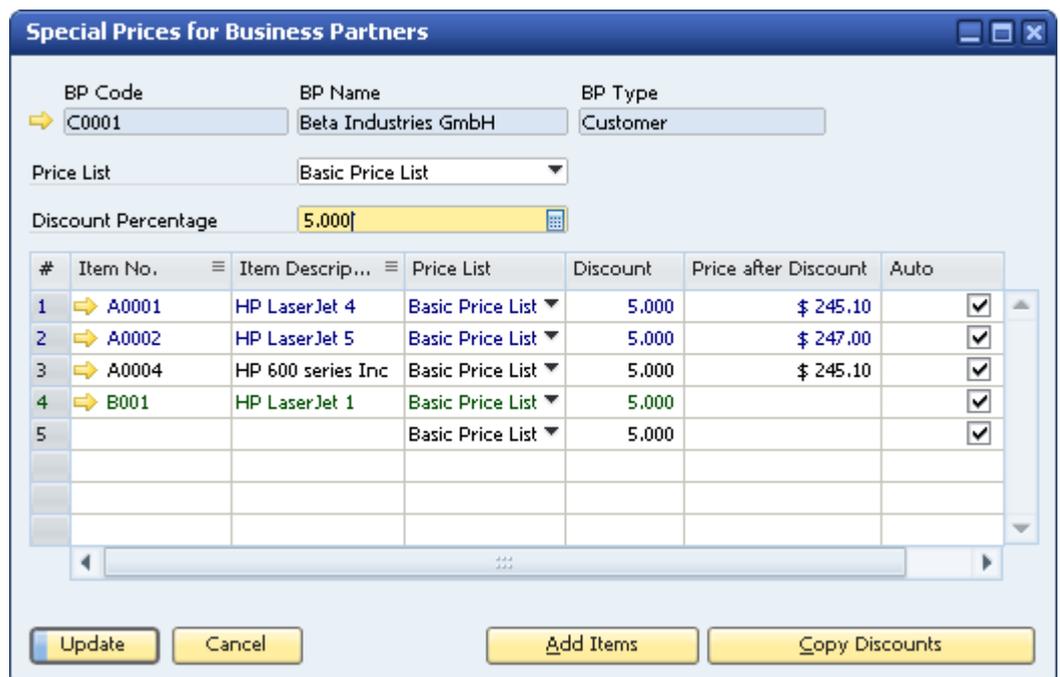
- ii. Choose the *Add Items* button.

The *Special Prices - Items - Selection Criteria* window appears:



- iii. In the *Code* fields, specify a range of items.
- iv. To copy your selection to the *Special Prices for Business Partners* window, choose the *OK* button.

In the *Special Prices for Business Partners* window, the selected items are displayed in green, at the bottom of the table. The color green indicates item rows that have not been changed; that is, no special price or discount has been assigned to them yet.



- v. To save the special prices, choose the *Add* button.

Defining Validity Periods for Special Prices

You can define validity periods, or time limits, for the business partner-specific prices of items in a price list. SAP Business One applies the item discount automatically during the validity period, and then reverts to the non discounted price when the special price expires.

Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory* → *Price Lists* → *Special Prices* → *Special Prices for Business Partners*.
2. Specify the business partner code.
3. In the *Special Prices for Business Partners* window, right-click a row and choose *Period Discounts*. Alternatively, double-click this row. The *Period Discounts* window appears.



	Valid from	Valid Until	Price List	Disc...	Price after Dis...	Auto
1	05/17/09		Basic Price List	5.000	\$ 245.10	<input checked="" type="checkbox"/>
2			Basic Price List	0.000		<input checked="" type="checkbox"/>

4. Specify *Valid from* and *Valid Until* dates for the special price. You can define as many validity periods as needed. However, overlapping dates are not allowed.
5. Select the price list from which to take the base price.
6. Specify the special price in one of the following ways:
 - o In the *Discount* field, specify a discount percentage. After you specify the discount percentage, the *Price after Discount* value is calculated automatically based on the *Discount* value and the price from the selected price list.
 - o In the *Price after Discount* field, specify the special price. The *Discount* value is then calculated automatically based on the *Price after Discount* value and the price from the selected price list.
7. Specify how the special price is to be updated when the price list linked to the item row is updated. Do one of the following:
 - o To recalculate the price automatically according to the discount percentage, leave the *Auto* checkbox selected.
 - o To keep the special price the same when the linked price list is updated, deselect the *Auto* checkbox.
8. To save your changes, choose the *Update* button, first in the *Period Discounts* window and then in the *Special Prices for Business Partners* window.

Defining Quantity-Dependent Special Prices

You can create special prices that depend on the number of items bought. In most cases, quantity-dependent prices give a higher discount as the number of items purchased increases.

Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory* → *Price Lists* → *Special Prices* → *Special Prices for Business Partners*.
2. Specify the business partner code.

#	Item No.	Item Descrip...	Price List	Discount	Price after Discount	Auto
1	A0001	HP LaserJet 4	Basic Price List	5.000	\$ 245.10	<input checked="" type="checkbox"/>
2	A0002	HP LaserJet 5	Basic Price List	5.000	\$ 247.00	<input checked="" type="checkbox"/>
3	A0004	HP 600 series Inc	Basic Price List	5.000	\$ 245.10	<input checked="" type="checkbox"/>
4			Basic Price List	0.000		<input checked="" type="checkbox"/>

3. Right-click the row number of the item for which you want to define quantity-dependent prices and choose *Period Discounts*. Alternatively, double-click this row.

The *Period Discounts* window opens.

	Valid from	Valid Until	Price List	Disc...	Price after Dis...	Auto
1	05/17/09		Basic Price List	5.000	\$ 247.00	<input checked="" type="checkbox"/>
2			Basic Price List	0.000		<input checked="" type="checkbox"/>

4. Double-click the row number of the period for which you want to define quantity-dependent prices. The *Special Prices - Volume Discounts* window opens.



5. Use this window to define hierarchies of quantity-dependent special prices. Specify a quantity and its corresponding discount percentage. The special price is then calculated automatically.

For example, if you assign a 10% discount to a quantity of 5, the discount applies to a quantity of 5 and higher. If you also assign a 20% discount to a quantity of 10, then the 10% discount applies to quantities of up to 10, and the 20% discount applies to quantities of 10 and higher.

You can define quantity-dependent hierarchies for every special price validity period.



Note

In the *Special Prices for Business Partners* window, item rows containing validity dates and/or quantity-dependent hierarchies are displayed in blue.

Item rows that have been changed only in the *Special Prices for Business Partners* window are displayed in black.

Item rows that have not been changed are displayed in green.

6. To save your quantity-dependent prices, choose the *Update* button in these windows: *Special Prices – Volume Discounts*, *Period Discounts*, and *Special Prices for Business Partners*; then choose the *OK* button.
7. If the items table contains green item rows, a dialog box appears in which you must specify whether unchanged new rows should be updated.
 - To save the green rows as special prices, choose *Yes*. When you choose the *Update* button in the *Special Prices for Business Partners* window, the green items change to black.
 - To remove these rows from the table, choose the *No* button.

Copying Special Prices from One Business Partner to Other Business Partners

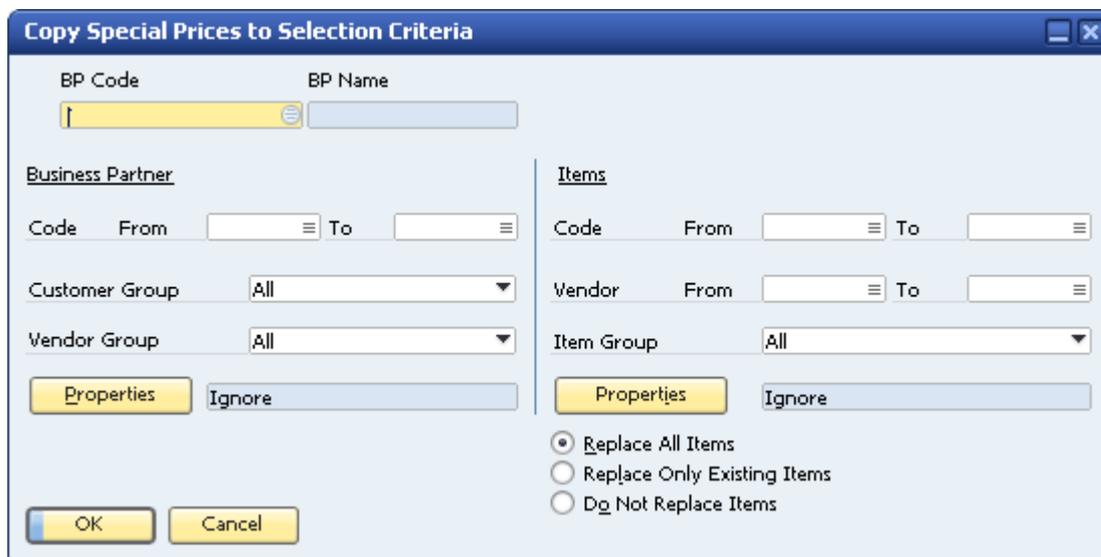
It may save you time to copy special prices that you have already defined for one business partner to other business partners.

You can either overwrite existing special prices, or add new special prices, or both.

Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory* → *Price Lists* → *Special Prices* → *Copy Special Prices to Selection Criteria*.

The *Copy Special Prices to Selection Criteria* window appears. This window has extended options for selecting business partners and items.



2. In the *BP Code* field, specify the code of the source business partner from which you want to copy special prices.
3. In the *Business Partner* section of the window, define a range of target business partners. You can choose customers and/or vendors according to their codes, groups, and properties.
4. In the *Items* section of the window, define a range of items to copy.
5. Select one of the following copy modes:
 - *Replace All Items*. The application copies all the special prices for the selected business partners and items. If a special price already exists for an item, the existing price is overwritten. Otherwise, the special price is added.
 - *Replace Only Existing Items*. The application overwrites the existing special prices of all items in the target business partners. No new special prices are added.
 - *Do Not Replace Items*. The application adds new special prices for items without existing special prices in the target business partner. No changes are made to existing special prices of items in the target business partners.

 Example

Business partner A (BP A) and business partner B (BP B) each has items 4711 and 4712. Before the copy operation:

- Item 4711 has a special price of 10 for BP A and 12 for BP B.
- Item 4712 has a special price of 20 for BP A and no special price for BP B.

You copy BP A to BP B. These are the results with the different options:

Items	Special Prices for BP A	Special Prices for BP B before copy	Special Prices in BP B after copy: <i>Replace All items</i>	Special Prices in BP B after copy: <i>Replace Only Existing Items</i>	Special Prices in BP B after copy: <i>Do Not Replace Items</i>
4711	10	12	10	10	12
4712	20	-	20	-	20

6. To copy the special prices to the target business partners, choose the *OK* button and confirm the system messages that appear.

Updating Special Prices Globally

SAP Business One lets you make global changes to multiple business partners and selected items. You can:

- Increase or decrease the discount percentage
- Change item prices by a specified percentage
- Refresh special prices according to the price list to which they are linked
- Delete special prices

Increasing or Decreasing the Discount Percentage

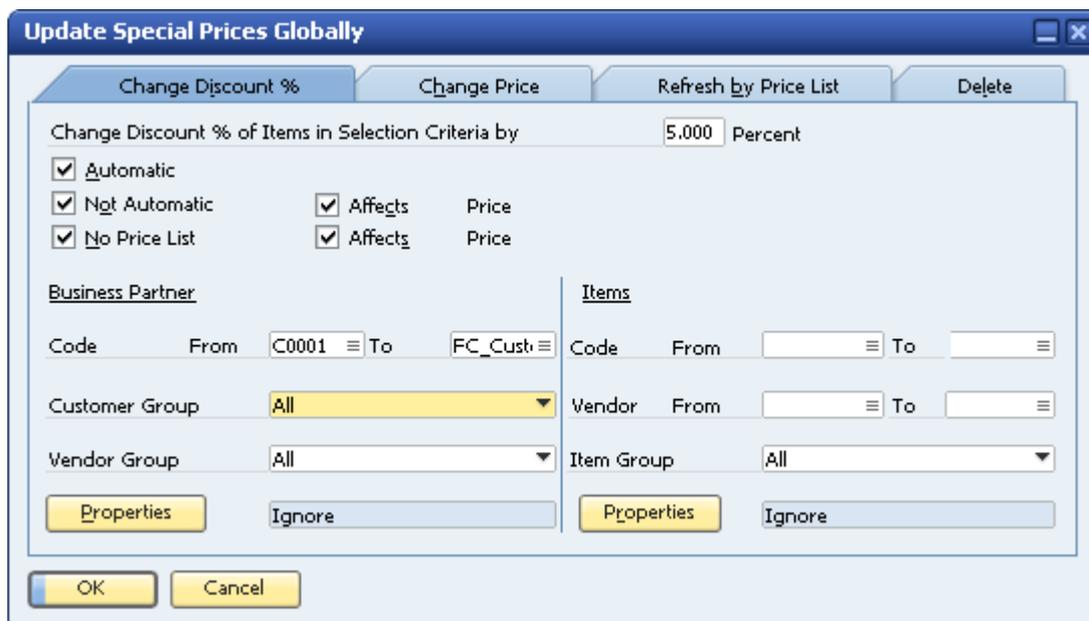
Prerequisite

You have backed up your database.

Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory* → *Price Lists* → *Special Prices* → *Update Special Prices Globally*.
2. In the *Update Special Prices Globally* window, specify the business partners and items whose special prices you want to update.

The selected business partners and items remain the same when you navigate from tab to tab.



3. On the *Change Discount %* tab, specify a discount percentage in the *Change Discount % of Items in Selection Criteria by* field.

You can enter a positive amount (in the above example, 5.000 percent) or a negative amount (for example, - 5.000 percent). The percentage you specify is added to, or subtracted from, the current discount percentage defined for the selected items, as shown in the *Discount* field of the *Special Prices for Business Partners* window. For example, if the discount percentage was 10.000 percent and you specify 5.000 percent on the *Change Discount %* tab, the new discount percentage is 15.000.



Note

Adding or changing the discount percent affects all the fields linked to the business partners and items whose special prices you want to update.



Example

The discount for item 'X' in the *Period Discounts* window is defined as 5%. When you update the *Change Discount % of Items in Selection Criteria by* field to 2%, the *Discount* field of item 'X' in the *Special Prices for Business Partners* window becomes 2%. The *Discount* field in the *Period Discounts* window becomes 7%, and the *Discount* field in the *Special Prices - Volume Discount* window becomes 7%.

4. Define how you want the discount update to be applied:

To...	Do This...
Update all the items marked as <i>Auto</i> in the <i>Special Prices for Business Partners</i> window	Select the <i>Automatic</i> checkbox.
Update all the items not marked as <i>Auto</i> in the <i>Special Prices for Business Partners</i> window	Select the <i>Not Automatic</i> checkbox. The <i>Affects Price</i> checkbox is hidden automatically when you deselect this checkbox.
Update all the items linked to the price list option <i>Without Price List</i> in the <i>Special Prices for Business Partners</i> window	Select the <i>No Price List</i> checkbox. The <i>Affects Price</i> checkbox is hidden automatically when you deselect this checkbox.

By default, all discount checkbox options are selected.

5. If you have selected either the *Not Automatic* or the *No Price List* option, specify whether the discount change should affect the *Price after Discount* field in the *Special Prices for Business Partners* window. Do one of the following:
- If you want the global change to affect the *Price after Discount*, select the *Affects Price* checkbox.
 - If you do not want the global change to affect the *Price after Discount*, deselect the *Affects Price* checkbox. This option enables you to maintain a fixed *Price after Discount* value.



Example

The following example shows how selecting or deselecting the *Affects Price* checkbox affects the *Price after Discount* value.

<i>Prices in price list</i>	200	200
<i>Discount before global change (%)</i>	10	10
<i>Price after Discount before global change</i>	180	180
<i>Change Discount % of Items in Selection Criteria by</i>	10	10
<i>Affects Price</i> checkbox	Selected	Not selected
<i>Discount after global change (%)</i>	20	20
<i>Price after Discount after global change</i>	160	180

6. To apply the global change, choose the *OK* button and confirm the system messages.

Changing Item Prices by a Certain Percentage

Prerequisite

You have backed up your database.

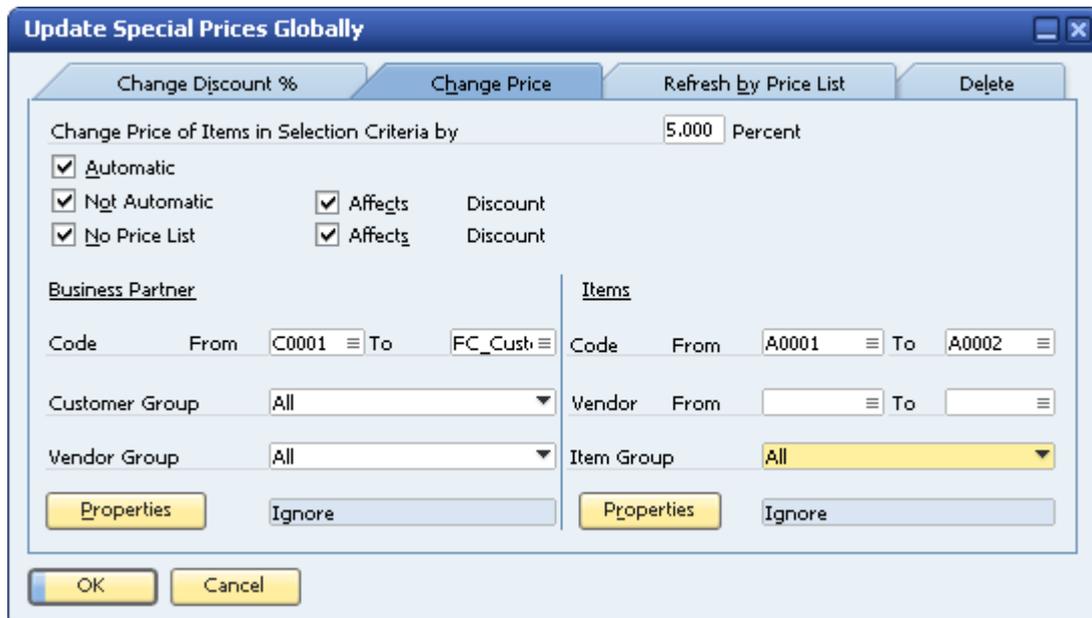
Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory* → *Price Lists* → *Special Prices* → *Update Special Prices Globally*.
2. In the *Update Special Prices Globally* window, specify the business partners and items whose special prices you want to update.

The selected business partners and items remain the same if you navigate from tab to tab.

3. Select the *Change Price* tab.
4. In the *Change Discount % of Items in Selection Criteria by* field, specify the percentage by which you want the item prices to change.

This percentage amount is added to, or subtracted from, the current *Price after Discount* value for the selected items, as shown in the *Special Prices for Business Partners* window.



5. Define how you want the price update to be applied:

To...	Do This...
Update all the items marked as <i>Auto</i> in the <i>Special Prices for Business Partners</i> window.	Select the <i>Automatic</i> checkbox.
Update all the items not marked as <i>Auto</i> in the <i>Special Prices for Business Partners</i> window	Select the <i>Not Automatic</i> checkbox. The <i>Affects Discount</i> checkbox is hidden automatically when you deselect this checkbox.
Update all the items linked to the price list option <i>Without Price List</i> in the <i>Special Prices for Business Partners</i> window	Select the <i>No Price List</i> checkbox. The <i>Affects Discount</i> checkbox is hidden automatically when you deselect this option.

6. If you selected the *Not Automatic* or the *No Price List* option, select whether the global price change should also update the *Discount* field in the *Special Prices for Business Partners* window.
- If you want the *Discount* field to be updated, select the *Affects Discount* checkbox.
 - If you want the *Discount* field to remain fixed, deselect the *Affects Discount* checkbox. This option enables you to maintain a fixed discount percentage for the selected items.



Example

The following example shows how selecting or deselecting the *Affects Discount* checkbox affects the *Discount* value.

<i>Prices in price list</i>	200	200
<i>Discount before global change (%)</i>	10	10
<i>Price after Discount before global change</i>	180	180
<i>Change Price of Items in Selection Criteria by</i>	10	10
<i>Affects Price checkbox</i>	Selected	Not selected
<i>Discount after global change (%)</i>	20	20
<i>Price after Discount after global change</i>	160	180

7. To apply the global change, choose the *OK* button and confirm the system messages.

Refreshing Special Prices According to Their Linked Price List

If you have deselected the *Automatic* checkbox in the *Special Prices for Business Partners* window for one or more items linked to a price list, you have prevented the special price for these items from updating automatically.

The following procedure enables you to update these special prices manually.

Prerequisite

You have backed up your database.

Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory* → *Price Lists* → *Special Prices* → *Update Special Prices Globally*.
2. In the *Update Special Prices Globally* window, specify the business partners and items whose special prices you want to update.

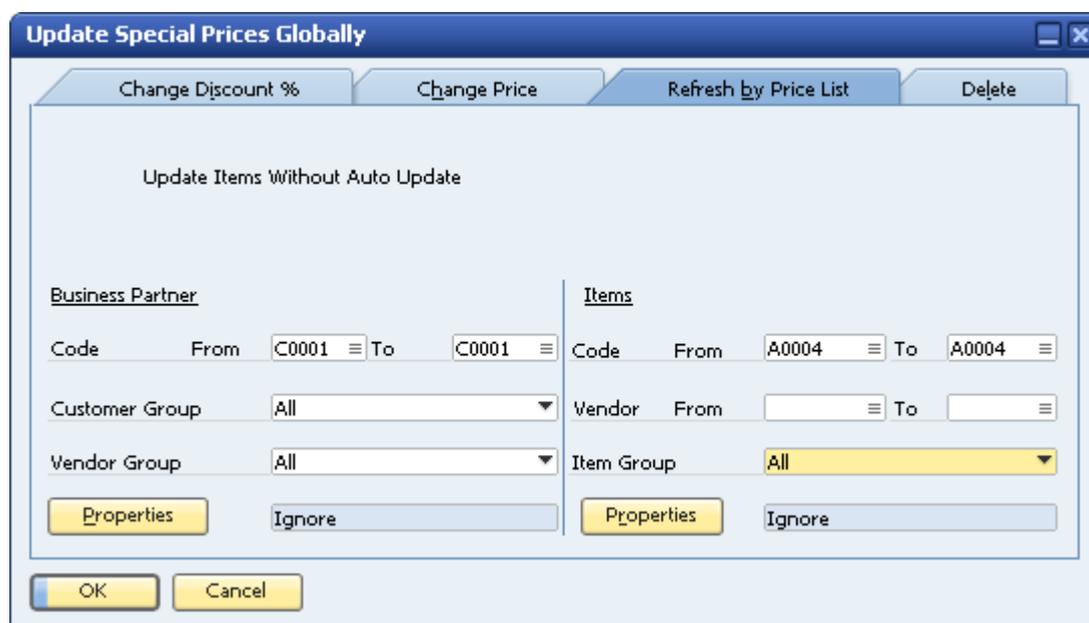
The selected business partners and items remain the same when you navigate from tab to tab.



Note

Specify only items **with a price list** that are **not** marked as *Automatic* in the *Special Prices for Business Partners* window.

3. Select the *Refresh by Price List* tab.



4. To apply the global change to the specified business partners and items, choose the *OK* button and confirm the system messages.

Result

The discount percentage set in the *Discount* field in the *Special Prices for Business Partners* window is applied to the price in the price list. The new special price is displayed in the *Price after Discount* field in the *Special Prices for Business Partners* window.

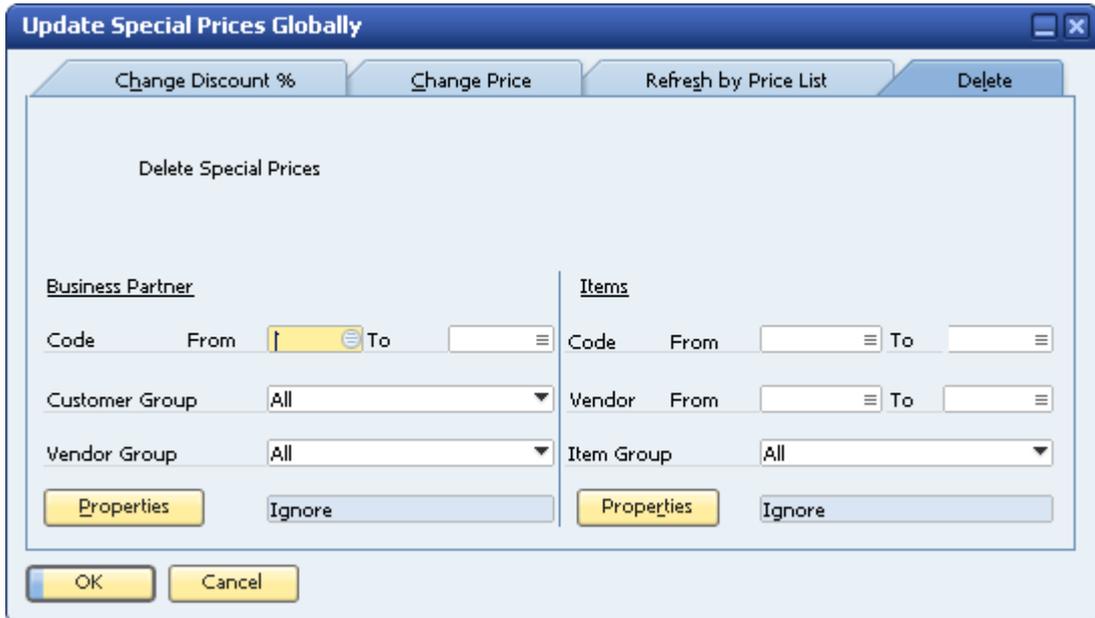
Deleting Special Prices

Prerequisite

You have backed up your database.

Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory* → *Price Lists* → *Special Prices* → *Update Special Prices Globally*.
2. Select the *Delete* tab.



The screenshot shows the 'Update Special Prices Globally' dialog box with the 'Delete' tab selected. The dialog has four tabs: 'Change Discount %', 'Change Price', 'Refresh by Price List', and 'Delete'. The main area is titled 'Delete Special Prices' and is divided into two columns: 'Business Partner' and 'Items'. Each column has 'Code' fields with 'From' and 'To' inputs, and a 'Properties' button. The 'Business Partner' column also has 'Customer Group' and 'Vendor Group' dropdown menus. The 'Items' column has a 'Vendor' field with 'From' and 'To' inputs, and an 'Item Group' dropdown menu. At the bottom are 'OK' and 'Cancel' buttons.

3. Specify the ranges of business partners and items whose special prices you want to delete.
4. To delete the special prices for this selection, choose the *OK* button.

Defining Item Discount Groups

You can define item discount groups for business partners based on item groups, properties, or manufacturers.



Note

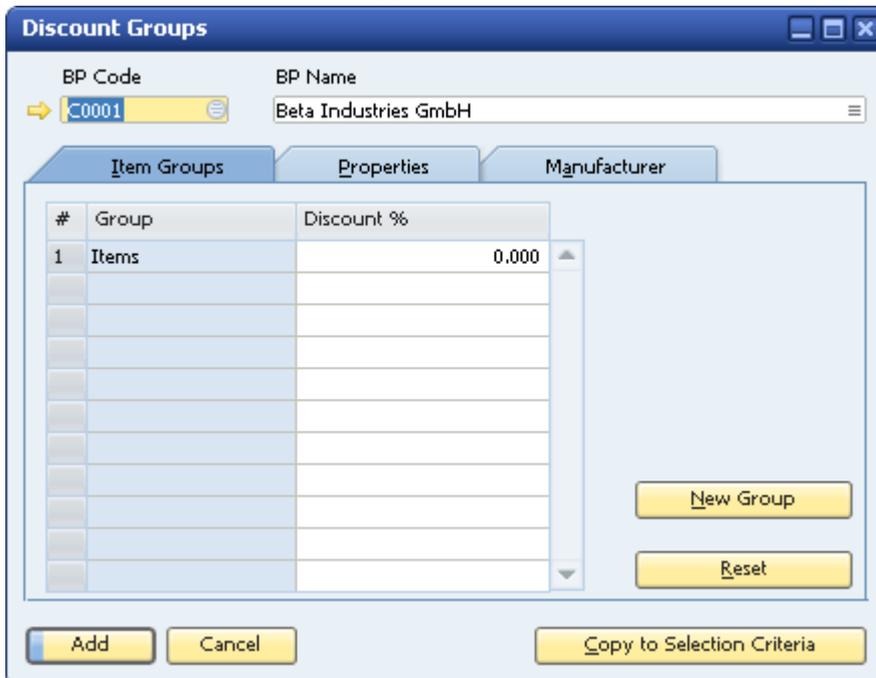
You can define discount groups according to only **one category** for each business partner, that is, for item groups or properties or manufacturers. If you define discount groups for more than one category, SAP Business One uses the last category that was defined and deletes the discounts in the other categories.

The discount is applied to the price list specified for the business partner in the business partner master data.

Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory* → *Price Lists* → *Special Prices* → *Discount Groups*.

The *Discount Groups* window appears.



The screenshot shows the 'Discount Groups' window in SAP Business One. The window title is 'Discount Groups'. It has two input fields at the top: 'BP Code' with the value 'C0001' and 'BP Name' with the value 'Beta Industries GmbH'. Below these are three tabs: 'Item Groups', 'Properties', and 'Manufacturer'. The 'Item Groups' tab is active, showing a table with the following data:

#	Group	Discount %
1	Items	0.000

At the bottom of the window, there are four buttons: 'Add', 'Cancel', 'New Group', and 'Reset'. A 'Copy to Selection Criteria' button is also present at the bottom right.

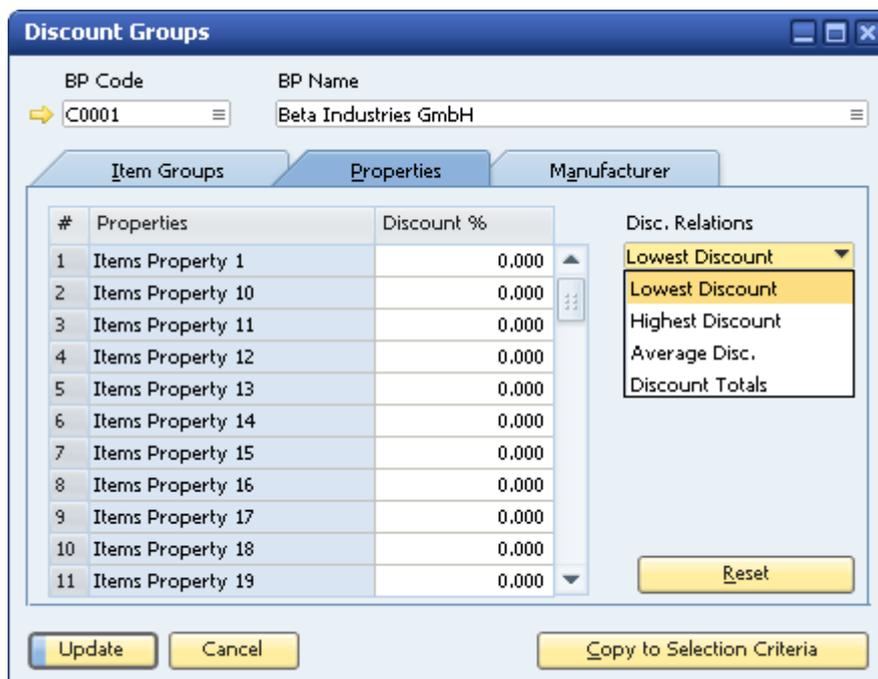
2. In the *BP Code* field, specify the code of the business partner for which you want to define item discount groups.

3. Define discount groups in **one** of the following ways:

- o On the *Items Group* tab, define discounts for item groups, as follows:

To...	Do This...
Define a discount for an existing group	Specify a percentage in the <i>Discount %</i> field and choose the <i>Add</i> button.
Define a discount for a new group	<ol style="list-style-type: none"> 1. Choose the <i>New Group</i> button. The <i>Item Groups – Setup</i> window appears. 2. Create the new group and choose the <i>Add</i> button. The new group appears in the <i>Discount Groups</i> window. 3. In the <i>Discount %</i> field, specify a discount percentage for the new group and choose the <i>Add</i> button.

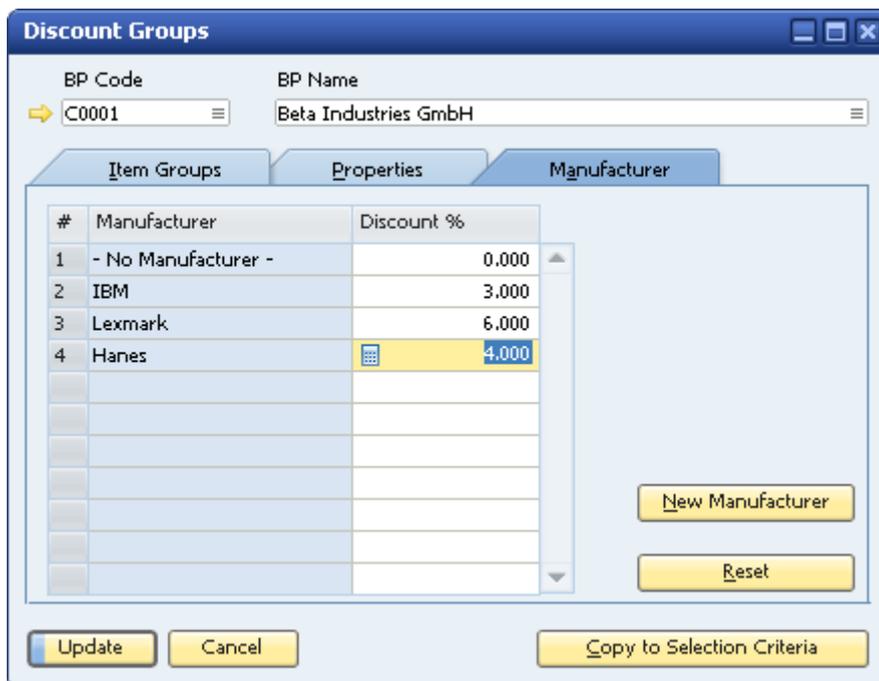
- o On the *Properties* tab, define discounts for the item properties as follows:
 - i. For an item that has more than one property, define the ratio between the different discounts by selecting one of the following values in the *Disc. Relations (Discount Relations)* field:
 - **Lowest Discount:** The property with the lowest discount determines the overall discount calculated for the item.
 - **Highest Discount:** The property with the highest discount determines the overall discount calculated for the item.
 - **Average Disc.:** SAP Business One calculates the average discount of all the item's properties and uses this value to calculate its special price.
 - **Discount Totals:** SAP Business One totals the discounts of all the item's properties and uses this value to calculate its special price.



- ii. Enter discount percentages for each of the item properties.
- iii. Choose the *Update* button.

- On the *Manufacturer* tab, define discounts for each manufacturer linked to your items, as follows:

To...	Do This...
Define a discount percentage for an item manufacturer	Specify a percentage in the <i>Discount %</i> field and choose the <i>Update</i> button.
Define a discount percentage for a new item manufacturer	<ol style="list-style-type: none"> 1. Choose the <i>New Manufacturer</i> button. The <i>Manufacturers – Setup</i> window appears. 2. Create the new manufacturer; choose the <i>Update</i> button and then the <i>OK</i> button. The new manufacturer appears in the <i>Discount Groups</i> window. 3. In the <i>Discount %</i> field, specify a discount percentage for the new manufacturer and choose the <i>Update</i> button.



4. If you want to copy the discount percentages to other business partners, choose the *Copy to Selection Criteria* button and specify the business partner range in the *Choose BP* window. The *Copy to Selection Criteria* button appears on all the tabs.
5. If you want to reset the *Discount %* column to zero for all rows (for example, if you have made a mistake and want to start again), choose the *Reset* button. The *Reset* button appears on all the tabs.
6. To save your discount groups, choose the *Update* button.

Defining Period Discounts and Volume Discounts for Price Lists

In addition to special prices for business partners, SAP Business One lets you define validity periods and quantity-dependent prices for your standard price lists.

Use this function if you want special prices to depend on the items and associated price lists, and not directly on the business partners.

After setting up period discounts and volume discounts for all business partners, you can define special business partner-dependent prices for items in specific price lists.

If a customer purchases an item, and neither a special price nor a discount group has been defined for the customer or this item, the special prices for the price list apply. This is the price list specified in the *Business Partner Master Data* window.

Procedure

1. From the SAP Business One *Main Menu*, choose *Inventory* → *Price Lists* → *Period and Volume Discounts*.

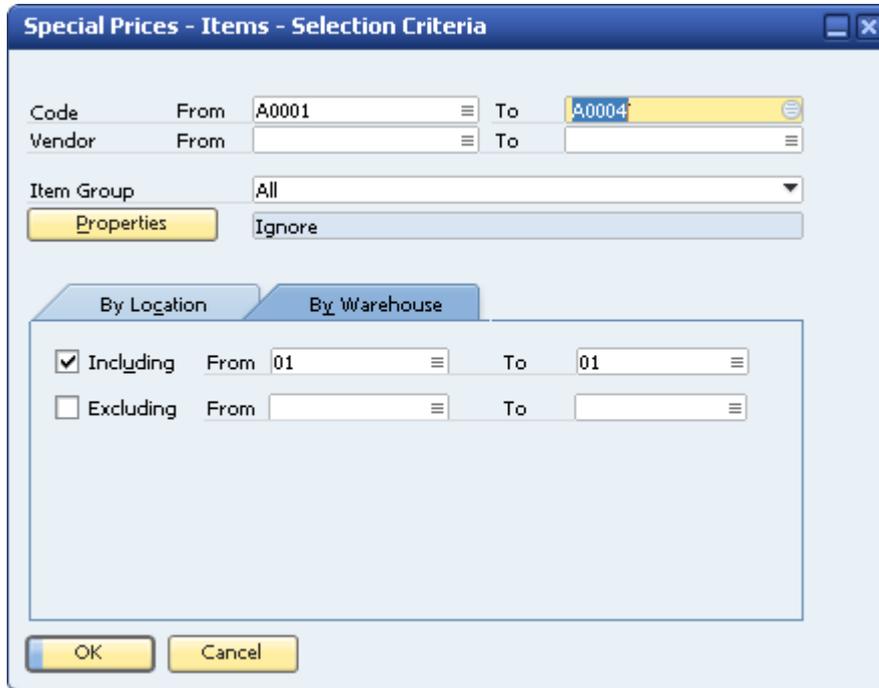
The *Period and Volume Discounts* window appears.



#	Item No.	Item Description	Price
1	A0001	HP LaserJet 4	\$ 258.00
2			

2. Select a price list.

3. Either select each item individually in the *Item No.* column, or enter a range of items by using the *Add Items* button, as follows:
 - a. To select multiple items, choose the *Add Items* button.
 - b. In the *Special Prices – Items – Selection Criteria* window, specify a range of items for which you want to define special prices in the selected price list.



- c. To copy the selected items to the table in the *Period and Volume Discounts* window, choose the *OK* button.

These items are displayed in green in the *Period and Volume Discounts* window. Green indicates that these item rows have not been changed; that is, no special price or discount has been assigned to them in the selected price list.



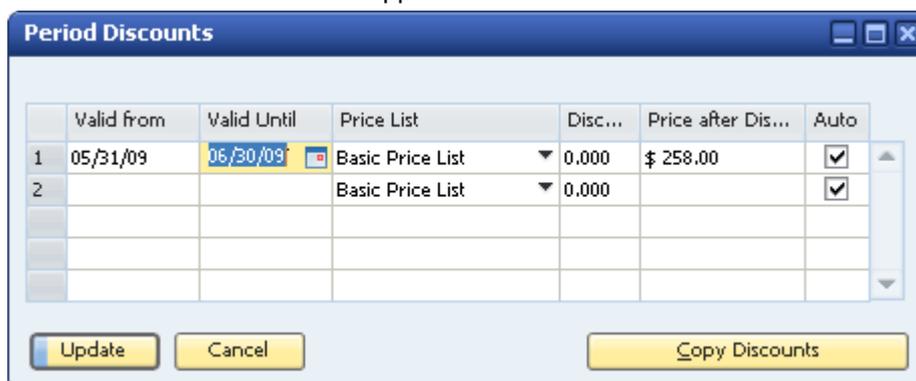
Note

The item description is displayed automatically when you select an item number.

The *Price* field displays the item's price as defined in the selected price list. If you define a special price for this item in the selected price list, the price changes accordingly (only in the selected price list).

4. In the *Period and Volume Discounts* window, right-click a row and select *Period Discounts*. Alternatively, double-click a row.

The *Period Discounts* window appears.



5. Specify the *Valid from* and *Valid Until* dates for the discount. You can define as many validity periods as needed.
6. Verify that the price list displayed is the one from which you want the base price to be taken. The price list displayed is the one you selected in the *Period and Volume Discounts* window. Do **not** change the price list in this window.
7. Specify a discount percentage.



Note

The *Price after Discount* value is calculated as the price in the selected price list minus the discount. If you set the *Price after Discount* manually, the discount percentage is calculated automatically.

8. Specify in one of the following ways how the special price should be updated whenever the price list linked to the item row is updated:
 - To recalculate the price automatically according to the discount percentage, leave the *Auto* checkbox selected.
 - To keep the special price the same, deselect the *Auto* checkbox.
9. To define volume discounts for a validity period, double-click its row number and proceed as described in step 4 of [Defining Quantity-Dependent Special Prices](#).
10. To save your changes, choose the *Update* button.



Example

The HP LaserJet 4 in Price List IBM has a price of \$30. However, the prices for transportation have risen, and the manager decides to raise the entire price list by a factor of 1.5. The updated price for the HP LaserJet 4 is now \$45.

In reviewing the updated price list, the company decides that the new prices are too high for some items. The company offers a discount of 20% just for the HP LaserJet 4 during July and August by entering 20 in the *Discount* column of the *Period Discount* window. The *Price after Discount* is now \$36.

Although the *Price* field in the *Period and Volume Discounts* window does not show the new price after discount, the item is displayed in blue. This indicates that a discounted price applies conditionally.

Performing Actions on Special Prices

Use the *Special Prices for Business Partners* window to perform the following actions on special prices, and on period and volume discounts:

To...	Do This...
Filter special prices when a business partner has many	<ol style="list-style-type: none"> 1. Right-click any row in the items table and choose <i>Filter Table</i>. Alternatively, click  in the tool bar. 2. Use the <i>Filter Table</i> window to display special prices by selection criteria, such as item number, item description, price list, and so on.
Delete item rows	<ol style="list-style-type: none"> 1. Select a row number to highlight the item row, or use the CTRL key to select multiple rows. 2. Right-click and select <i>Delete</i>. 3. To save your changes, choose the <i>Update</i> button.
Delete validity periods and quantity-dependent prices	<ol style="list-style-type: none"> 1. Select a row number to highlight the item row, or use the CTRL key to select multiple rows. 2. Right-click and choose <i>Advanced</i> → <i>Delete Expansions</i>. The color of the item rows changes from blue to black. 3. To save your changes, choose the <i>Update</i> button.
Delete new unchanged items (in green)	<ol style="list-style-type: none"> 1. Select a row number to highlight the item row, or use the CTRL key to select multiple rows. 2. Right-click and choose <i>Advanced</i> → <i>Delete New Unchanged Items</i>. 3. To save your changes, choose the <i>Update</i> button.

To...	Do This...
Copy special prices to other business partners	<ol style="list-style-type: none">1. Click the <i>Copy Discounts</i> button. The <i>Copy Discounts</i> window appears.2. Select the business partners to which you want to copy the special prices.3. To confirm the copy process, choose the <i>OK</i> button.4. In the <i>Special Prices for Business Partners</i> window, choose the <i>Update</i> button. A system message appears.5. Choose one of the following:<ul style="list-style-type: none">• <i>Replace All Prices</i>. Copies all special prices from the source business partner to the selected range of target business partners. All existing special prices of the target business partners are replaced with what is copied. If no special price existed before for an item and target business partner, a special price is added.• <i>Replace Prices of Overlapping Items Only</i>. If the source and target business partners have a special price for the same item, the target business partner's special price is overwritten by the item's special price from the source business partner. If no special price existed before for an item and target business partner, no special price is added.• <i>Do Not Replace Item Prices</i>. If no special price existed before for an item and target business partner, a special price is added. Existing special prices are not overwritten.6. To confirm, choose the <i>OK</i> button and confirm the message prompts.

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