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# Using Price Lists



Presented by: Vicki Smith

- ❖ How do price lists work?
- ❖ Authorizations & licenses
- ❖ SAP managed price lists
- ❖ Defining price lists
- ❖ Updating price lists
- ❖ Defining period and volume discounts
- ❖ Business partner special prices



# How do price lists work?



- ❖ Prices are defined for items in the price list
- ❖ Prices are used when creating sales and purchasing documents
  - Price Lists are linked to the Business Partner's payment terms
- ❖ Price lists can be linked to one another
- ❖ SAP controls the “Last Purchase Price” and “Last Evaluated Price” lists



# Prices used in documents



- ❖ How are prices in documents determined?
- ❖ Prices in documents are determined in the following hierarchy:
  - 1) Business Partner Special Prices
  - 2) Discount Groups linked to Business Partners
  - 3) Hierarchies and Expansions (period and volume discounts)
  - 4) Price lists linked to Business Partner



# Authorizations & licenses



- ❖ Review user authorizations
  - Assign authorization groups
- ❖ Users that will be maintaining Price lists need a Pro license

Subject	Authorization
▼ Item Master Data	Full Authorization ▼
Active	Full Authorization ▼
Inactive	Full Authorization ▼
Valuation Method	Full Authorization ▼
Remove Item Master Data	No Authorization ▼
▼ Item Management	Full Authorization ▼
▶ Item Serial Numbers	Full Authorization ▼
▶ Batches	Full Authorization ▼
Alternative Items	Full Authorization ▼
Business Partner Catalog Numbers	Full Authorization ▼
Global Update to BP Catalog Numbers	Full Authorization ▼
Inventory Valuation Method	Full Authorization ▼
▶ Inventory Transactions	Full Authorization ▼
▼ Price Lists	Full Authorization ▼
▼ Price Lists	Full Authorization ▼
Price List - Group No. 1	Full Authorization ▼
Price List - Group No. 2	Full Authorization ▼
Price List - Group No. 3	Full Authorization ▼
Price List - Group No. 4	Full Authorization ▼
Last Evaluated Price	Full Authorization ▼
Last Purchase Price	Full Authorization ▼
Item Cost	Full Authorization ▼
Period and Volume Discounts	Full Authorization ▼
▼ Special Prices	Full Authorization ▼
Special Prices for Business Partners	Full Authorization ▼
Copy Special Prices to Selection Criteria	Full Authorization ▼
Update Special Prices Globally	Full Authorization ▼
Discount Groups	Full Authorization ▼
Update Parent Item Prices Globally	Full Authorization ▼
Avg./Standard Price	No Authorization ▼

- ❖ Go to: *Administration > Initial Settings > Authorizations > General Authorizations*



# SAP managed price lists



❖ Following two price lists are created and maintained by SAP

## 1) *Last Purchase Price*

- Updated automatically by the following:
  - A/P Invoice
  - Inventory Goods Receipt
  - Landed Cost document
  - Production Receipt of a parent item
  - Positive beginning or after inventory quantity

## 2) *Last Evaluated Price*

- Last calculated cost for items
- Run Inventory Valuation Simulation Report to update for FIFO items

*Note: This is important for customers using FIFO valuation method*



# Inventory Valuation Report



- ❖ Update the Last Evaluated cost for FIFO items using this report
- ❖ First run for “FIFO” Calc. Method, then run for “Last Evaluated”
  - ❖ System will value the Last Evaluated cost with the last FIFO value
  - ❖ This is for reference scenarios only and does not affect G/L

Inventory Valuation Simulation - Selection Criteria

Code From  To   
Vendor From  To   
Item Group All  
Properties Ignore

Posting Date To 04/10/12  
Project From  To   
Calc. Method Last Evaluated Price

Display Method  
 Row per Item  
 Detailed Receipts/Releases

FC Exchange Rate  
 Exchange Rate on Report Date  
 Transaction Rate

Allow Negative Inventory  
 Additional FC for Total

By Location By Warehouse

Location	Whse Code	Whse Name
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	05	R & D
<input checked="" type="checkbox"/>	02	West Cost Warehouse
<input checked="" type="checkbox"/>	01	General Warehouse

Expand Collapse

OK Cancel

# Defining price lists

- ❖ Go To: *Inventory > Price Lists > Price Lists*
- ❖ From the *Data* menu, select *Add Row* or *right click* and choose *Add Row*
- ❖ Populate columns for new price list and then click *Update*

**Price Lists**

Update Entire Price List  
 Update by Selection

#	Price List Name	Base Price List	Factor	Rounding Method	Authorization Group	BOM Default
	Last Evaluated Price					
	Last Purchase Price					
1	Base Price	Base Price	1	No Rounding	Group 1	No
2	Discount Purchase Price	Base Price	0.5	No Rounding	Group 1	No
3	Regular Purchase Price	Base Price	0.75	No Rounding	Group 1	No
4	Distributor Sales Price	Base Price	1.25	No Rounding	Group 1	No
5	Regular Sales Price	Regular Purchase Price	1	No Rounding	Group 1	No
6	Small Account Sales Price	Base Price	1.75	No Rounding	Group 1	No
7	zBOMCosts	zBOMCosts	1	No Rounding	Group 1	Yes
8	zCurrentCosts	Last Purchase Price	1	No Rounding	Group 1	No
9	New Price List01	New Price List01	1	No Rounding	Group 1	No



# Price List Window Columns



- ❖ Price List Name: Specify name for price list
- ❖ Base Price List: Price list on which to base prices of the specific price list
  - Use this to link one price list to another
- ❖ Factor: Specific factor for multiplying the prices of the base price list
  - $\text{Base price list} * \text{Factor} = \text{Unit price in specific price list}$
- ❖ Rounding Method: Select rounding method for price list
- ❖ Authorization Group: Assign price lists to groups
  - To restrict access for users to specific groups of price lists

# Link to Business Partners



- ❖ Price Lists are linked to business partners in the Payment Terms tab
- ❖ All business partners must have a linked price list

**Business Partner Master Data**

Code	Manual	C42000	Customer	Local Currency	
Name	Mashina Corporation			Account Balance	62,571.50
Foreign Name				Deliveries	47,629.92
Group	Distributors			Orders	553,113.08
Currency	US Dollar			Opportunities	6
Federal Tax ID	US57-527638				

General | Contact Persons | Addresses | **Payment Terms** | Payment Run | Accounting | Properties | Remarks | Attachments

Payment Terms	Net 30 Days	Credit Card Type	Visa
Interest on Arrears %		Credit Card No.	2340-0594-3095-4884
<b>Price List</b>	<b>Discount Purchase Price</b>	Expiration Date	
Total Discount %		ID Number	
Credit Limit	0.00	Average Delay	
Commitment Limit	0.00	Priority	Second
Dunning Term	Standard	Default IBAN	
Automatic Posting	No	Holidays	2007 Holidays
		Payment Dates	

**Business Partner Bank**

Bank Country	USA
Bank Name	Bank of America
Bank Code	BNY
Account	95599-5002-40
BIC/SWIFT Code	
Bank Account Name	
Branch	324
Ctrl Int. ID	
IBAN	

Allow Partial Delivery of Sales Order  
 Allow Partial Delivery per Row

# Manual Update to Price Lists



- ❖ From the Price List window double click on row of Price List
  - Price list items are now displayed
  - Use the *Find* box to search for specific items
  - Unit Price can be manually updated here
  - Once price is manually updated, a check will appear in the *Manual* column

Discount Purchase Price						
Find <input type="text"/>						
#	Item No.	Item Description	Base Price	Factor	Unit Price	Manual ▲
1	⇒ 0048-U6	Faucet		0.500		<input type="checkbox"/>
2	⇒ 0048-UA6	Faucet		0.500		<input type="checkbox"/>
3	⇒ 15824090	Trailer Hitch Light Duty		0.500		<input type="checkbox"/>
4	⇒ 15824090A	Raw Welded Hitch		0.500		<input type="checkbox"/>
5	⇒ 201-0005	Customer Supplied Compon		0.500		<input type="checkbox"/>
6	⇒ 310-00016	Vendor Supplied Material		0.500		<input type="checkbox"/>
7	⇒ 310-0016	Fabricated Component		0.500		<input type="checkbox"/>
8	⇒ 420	Machined Components		0.500		<input type="checkbox"/>
9	⇒ 540-00014	Material		0.500		<input type="checkbox"/>
10	⇒ 800T	GE Senographe		0.500		<input type="checkbox"/>
11	⇒ A00001	IBM Infoprint 1312	\$ 400.00	0.500	\$ 175.00	<input checked="" type="checkbox"/>
12	⇒ A00002	IBM Infoprint 1222	\$ 200.00	0.500	\$ 100.00	<input type="checkbox"/>
13	⇒ A00003	IBM Infoprint 1226	\$ 300.00	0.500	\$ 150.00	<input type="checkbox"/>
14	⇒ A00004	HP Color Laser Jet 5	\$ 500.00	0.500	\$ 250.00	<input type="checkbox"/>
15	⇒ A00005	HP Color Laser Jet 4	\$ 400.00	0.500	\$ 200.00	<input type="checkbox"/>
16	⇒ A00006	HP 600 Series Inc	\$ 400.00	0.500	\$ 200.00	<input type="checkbox"/>



# Item Master Manual Update



- ❖ Prices list can be manually updated from Item Master
  - Select price list and enter new price in Unit Price field and Update to save

The screenshot shows the SAP Item Master Data dialog box for item A00001. The Price List dropdown menu is open, showing options like Base Price, Discount Purchase Price, and Regular Purchase Price. The Unit Price field is set to \$ 425.00. The Update button is highlighted with a red box.

Field	Value
Item No.	Manual A00001
Description	IBM Infoprint 1312
Item Type	Items
Item Group	IBM Printers
Price List	Base Price
Unit Price	\$ 425.00

# Updating Entire Price List



- ❖ From the Price List window
  - Select the *Update Entire Price List* button
  - Change the *Factor* and/or the *Base Price List* and then click *Update*
  - Note: any items that are flagged as *Manual* will not be updated

Price Lists

Update Entire Price List  
 Update by Selection

#	Price List Name	Base Price List	Factor	Rounding Method	Authorization Group	BOM Default
	Last Evaluated Price					
	Last Purchase Price					
1	Base Price	Base Price	1	No Rounding	Group 1	No
2	Discount Purchase Price	Base Price	.25	No Rounding	Group 1	No
3	Regular Purchase Price	Base Price	0.75	No Rounding	Group 1	No
4	Distributor Sales Price	Base Price	1.25	No Rounding	Group 1	No
5	Regular Sales Price	Regular Purchase Price	1	No Rounding	Group 1	No
6	Small Account Sales Price	Base Price	1.75	No Rounding	Group 1	No
7	zBOMCosts	zBOMCosts	1	No Rounding	Group 1	Yes
8	zCurrentCosts	Last Purchase Price	1	No Rounding	Group 1	No

# Update Price List by selection



- ❖ Update by specific selection criteria
  - Change factor and/or base price list
  - Double click to open the selection criteria window
  - Select items to be changed

The screenshot shows the 'Price Lists' dialog box in SAP. The 'Update by Selection' radio button is selected and highlighted with a red box. Below it is a table with columns: #, Price List Name, Base Price List, Factor, Rounding Method, Authorization Group, and BOM Default. The table contains 8 rows of price list entries. The second row, 'Discount Purchase Price', is highlighted with a red box. A 'Price List - Selection Criteria' sub-dialog is open in front of the table, showing fields for 'Vendor Code From' to 'To', 'Item No. From' to 'To', a 'Group' dropdown set to 'All', and an 'Item Properties' dropdown set to 'Ignore'. 'Update' and 'Cancel' buttons are at the bottom of the main dialog, and 'OK' and 'Cancel' buttons are at the bottom of the sub-dialog.

#	Price List Name	Base Price List	Factor	Rounding Method	Authorization Group	BOM Default
	Last Evaluated Price					
	Last Purchase Price					
1	Base Price	Base Price	1	No Rounding	Group 1	No
2	Discount Purchase Price	Base Price	0.250	No Rounding	Group 1	No
3	Regular Purchase Price	Base Price	0.75	No Rounding	Group 1	No
4	Distributor Sales Price	Base Price	1.25	No Rounding	Group 1	No
5	Regular Sales Price	Regular Purchase Price	1	No Rounding	Group 1	No
6	Small Account Sales Price	Bas				
7	zBOMCosts	zBC				
8	zCurrentCosts	Last				

# Period & Volume Discounts



❖ Go To: *Inventory > Price Lists > Period & Volume Discounts*

- Select price list and items to apply discounts
- Double click on the item row to enter discounts
- Double click on discount row to enter volume discounts

Period and Volume Discounts

Price List: Discount Purchase Price

#	Item No.	Item Description	Price
1	A00001	IBM Infoprint 1312	\$ 175.00
2	A00002	IBM Infoprint 1222	\$ 50.00
3	A00003	IBM Infoprint 1226	\$ 75.00
4	A00004	HP Color Laser Jet 5	\$ 125.00
5	A00005	HP Color Laser Jet 4	\$ 100.00
6	A00006	HP 600 Series Inc	\$ 100.00
7			

Buttons: Add, Cancel, Add Items

Period Discounts

	Valid from	Valid Until	Price List	Discount	Price after Discount	Auto
1	04/10/12		Discount Purchase P	0.000	\$ 175.00	<input checked="" type="checkbox"/>
2			Discount Purchase P	0.000		<input checked="" type="checkbox"/>

Buttons: OK, Cancel, Copy Discounts

Volume Discounts for Price

	Quantity	Discount	Special Price
1	100.000	10.000	\$ 157.50
2	0.000	0.000	

Buttons: Update, Cancel



# Business partner special prices



- ❖ Go To: *Inventory > Price Lists > Special Prices > Special Prices for Business Partner*
- ❖ Select BP Code, Price List and Discount Percentage and items
- ❖ Managed in same manner as regular price lists

**Special Prices for Business Partners**

BP Code: C42000    BP Name: Mashina Corporation    BP Type: Customer

Price List: Base Price

Discount Percentage: 20.000

#	Item No.	Item Description	Price List	Discount	Price after Discount	Auto	Item Group
1	⇒ A00001	IBM Infoprint 1312	Base Price	20.000	\$ 320.00	<input checked="" type="checkbox"/>	IBM Printers
2	⇒ A00002	IBM Infoprint 1222	Base Price	20.000	\$ 160.00	<input checked="" type="checkbox"/>	IBM Printers
3	⇒ A00003	IBM Infoprint 1226	Base Price	20.000	\$ 240.00	<input checked="" type="checkbox"/>	IBM Printers
4	⇒ A00004	HP Color Laser Jet 5	Base Price	20.000	\$ 400.00	<input checked="" type="checkbox"/>	HP Printers
5	⇒ A00005	HP Color Laser Jet 4	Base Price	20.000	\$ 320.00	<input checked="" type="checkbox"/>	HP Printers
6	⇒ A00006	HP 600 Series Inc	Base Price	20.000	\$ 320.00	<input checked="" type="checkbox"/>	HP Printers
7	⇒ C00001	Motherboard P4 Turbo	Base Price	20.000	\$ 320.00	<input checked="" type="checkbox"/>	Items
8			Base Price	20.000		<input checked="" type="checkbox"/>	Items

OK    Cancel    Add Items    Copy Discounts



# Copying special prices



- ❖ To copy special prices from one business partner to another
- ❖ Go To: *Inventory > Price Lists > Special Prices > Copy Special Prices to Selection Criteria*

**Copy Special Prices to Selection Criteria**

BP Code: C42000      BP Name: Mashina Corporation

**Business Partner**

Code From: C42000      To: C42000

Customer Group: All

Vendor Group: All

Properties: Ignore

**Items**

Code From: A00001      To: A00006

Vendor From:      To:     

Item Group: All

Properties: Ignore

Replace All Items  
 Replace Only Existing Items  
 Do Not Replace Items

OK      Cancel

# Update special prices globally



- ❖ Make global changes to multiple business partners and items
- ❖ Go To: *Inventory > Price Lists > Special Prices > Update Special Prices Globally*
- ❖ Note: Percentages of change can be positive or negative

The screenshot shows the 'Update Special Prices Globally' dialog box in SAP. The window title is 'Update Special Prices Globally'. At the top, there are four tabs: 'Change Discount %', 'Change Price', 'Refresh by Price List', and 'Delete'. The 'Change Price' tab is selected. The main area contains the following fields and options:

- 'Change Price of Items in Selection Criteria by' is set to '3.000' and 'Percent'. This field is highlighted with a red box.
- Checkboxes for 'Automatic', 'Not Automatic', and 'No Price List' are all checked.
- Checkboxes for 'Affects Discount' are checked for both 'Automatic' and 'No Price List'.
- Under 'Business Partner', 'Code' is set to 'From C100000 To C70000'. This row is highlighted with a red box.
- Under 'Items', 'Code' is set to 'From A00001 To A00006'. This row is also highlighted with a red box.
- 'Customer Group' is set to 'All'.
- 'Vendor Group' is set to 'All'.
- 'Item Group' is set to 'All'.
- Buttons for 'Properties' and 'Ignore' are present for both 'Business Partner' and 'Items' sections.
- 'OK' and 'Cancel' buttons are at the bottom.



**Thank you for taking time to participate in the SAP Business One User Group Meeting.**

**Please take a few minutes to respond to our survey and provide us with feedback and suggestions going forward.**

- We are always looking for new clients to work with. And we would like to find more clients and partners like you – companies that are engaged, smart, and focused on their future.
- Can you help us out by referring LBSi to someone who could benefit from our services?





## Next Meetings:

- Tuesday, May 8, 2012
  - Payment Wizard
- Tuesday, June 12, 2012
  - Using Outlook Integration
- Tuesday, July 17, 2012
  - Forecasting





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