

# Item Pricing Wizard

## Overview

The **Item Pricing Wizard** can be used to update **Retail**, **Current**, and **Lowest** prices on many items at once. It supports exporting/ importing from Microsoft Excel and also features an **Edit** mode that allows you to work with these pricing fields directly through the Wizard.

Prices are updated on a vendor/vendor style basis and all matching in stock items automatically have their pricing updated.

## Exporting

Item styles can be exported to Microsoft Excel. Pricing can then be updated via Excel and the changes can be imported back into The Edge.

To export item styles:

1. Click **Inventory > Utilities > Item Pricing Wizard**.
2. Choose **Export Prices to XLSX**.
3. Click the **Item Filter** drop-down and enter criteria to the item styles you wish to update, then click **OK**.
4. Click the **Save File Location** drop-down and choose where to save the Excel file.

Item Pricing Wizard

Inventory Prices Wizard

Use this wizard to import or export prices of items in inventory.  
You can choose to do a full inventory of all items in the store or a filtered inventory for specific locations, vendors, categories, etc.  
You can use this Wizard to export and change the pricing for all items of a certain Style for each Vendor.

Export Prices to XLSX  
 Import Prices from XLSX  
 Edit Prices in this Wizard

Item Filter: AND - Anderson FineNoneNoneIn StockItem PricingInventoryNoneNone X

Save File Location: C:\Users\domain\Desktop\ItemPricingExport.xlsx

Next > Cancel

5. Click **Next**. A list of matching item styles will appear. Choose the styles you want to update and click **Export**.
6. Click **Finish** to close the Wizard.

You can now open the exported file in Microsoft Excel and make your pricing changes.

## Importing

After updating your prices in Excel, you can import the changes back into The Edge. Though description is included in the export file, only changes to pricing will be imported. Any description changes are ignored.

To import:

1. Make sure you have saved your changes and closed Excel. You will not be able to import the file if you leave it open in Excel.
2. Click **Inventory > Utilities > Item Pricing Wizard**.
3. Choose **Import Prices from XLSX**.
4. Click the **Open XLSX File** drop-down and locate your updated Excel file.
5. Click **Next**. The file will be imported into the Wizard and it will display the item styles and pricing information. It is possible to edit the pricing here, too, prior to completing the import.

Vendor	Style Code	Retail Price	Current Price	Lowest Price	Description
<input checked="" type="checkbox"/>	AND bracelet-3	\$1,750.00	\$1,750.00	\$800.00	Lady's White Filigree Platinum Open Link Bracelet With 2= Fantasy Cut Blu
<input checked="" type="checkbox"/>	AND DropEarring-EM456	\$1,750.00	\$1,750.00	\$800.00	Lady's White Enamelled 14 Karat Drop Earrings With 2=1.00Tiw Oval Emera
<input checked="" type="checkbox"/>	AND Hoop-xye18	\$1,200.00	\$1,200.00	\$750.00	Lady's Yellow 18 Karat Small Hoop Earrings
<input checked="" type="checkbox"/>	AND Style123-24k	\$2,100.00	\$2,100.00	\$1,500.00	Lady's Engagement Ring
<input checked="" type="checkbox"/>	AND Style456-plat	\$550.00	\$550.00	\$400.00	Platinum Curved Channel Men's Diamond Wedding Band With 5=0.60Twe
<input checked="" type="checkbox"/>	AND TemplateTest1	\$700.00	\$700.00	\$500.00	Diamond Earrings

6. To apply the updated pricing click **Save Data**. All in stock items for these styles will be updated.

**Note:** If you are a multi-store user you can use the **Just This Store** or **All Stores** radio buttons to choose whether these pricing changes will be applied to all stores' items or just this store's items.

## Editing

The Wizard can also be used to update item style pricing directly rather than exporting to Excel.

To edit item style pricing:

1. Click **Inventory > Utilities > Item Pricing Wizard**.
2. Choose **Edit Prices in this Wizard**.
3. Click the **Item Filter** drop-down and enter criteria to the item styles you wish to update, then click **OK**.
4. Click **Next**. A list of matching item styles will appear.
5. Check the styles you wish the update, then make desired changes in the pricing grid.
6. Click **Save Data** to apply the new pricing to all in stock items.

**Note:** If you are a multi-store user you can use the **Just This Store** or **All Stores** radio buttons to choose whether these pricing changes will be applied to all stores' items or just this store's items.