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Category	Product
Course	Pricing
Version	1.0
Client	Generic
Software	2.14.100

Schedule Changes

Use the Schedule Changes tab to:
- view all past and future scheduled changes made to a product by HOST (excluding deals, discounts and promotions), invoice matching, and/or the store
- schedule future changes (non-HOS driven stores only).

Procedure to View and Create a Scheduled Change

1.	From the BOS **Tools** menu, select **Stock Functions**, then **Stock.** *Or click the **Stock Maintenance** icon.*	
2.	In the **EAN Code** field, type, or search for, the EAN that you want to change. *If a product has more than one EAN, the price only applies to those with the same **Units Per Pack**.*	EAN Code
3.	Click the **Schedule Changes** tab.	

4.	**To:**	**Then:**
	add a change	go to step 5.
	edit a pending change (*these are listed in black font*)	click the applicable row. Edit the applicable field/s. Select **Affect: Sub Range** if you want to update all products. Go to step 6.
	delete a pending change you no longer want to apply (*you can't delete at sub-range level*)	click the applicable row. Click **Delete**. A warning is displayed. Click **Yes** to continue. Go to step 6.

| 5. | Complete the following steps to create a new scheduled change:
a. Click **New**.
b. If applicable, select if you want the change/s to **Affect** every product in the **Sub Range**.
c. In the **Start Date** field, select the date/time the change begins (*defaults to the next day*).
d. Edit the applicable field/s.
e. Go to step 6. | |

Hints and Tips

✓ Refer to the PRO-2l Bulk Edit Hosted and Directs Price Changes Fact Sheet to edit a host file or several direct products at the same time.

✓ Don't create or edit Schedule Changes (or a host) if you store is Head Office managed; the changes would be over-ridden the next time HOST and/or Profiling runs.

✓ If the product is in a **sub-range**, you can apply the change to every product in the sub-range.

✓ Use the **EAN** tab or **Supplier** tab If you want to make a price change effective today.
- Refer to the PRO-2a Immediate Price Changes (BOS) Fact Sheet.

✓ The fields reflect the settings for the default supplier (set on the **Supplier** tab.) **Margin** & **Retail** are GST inclusive.

✓ **Action codes:**
- **C:** a change created manually or imported.
- **I:** Inserted; is only listed once, when the new stock record was imported.

✓ When you change a price, it has an impact on other values.

If you change:	in a retail driven business:	in a margin driven business:
retail	margin is recalculated.	margin is recalculated.
cost	retail stays unchanged.	retail is adjusted.
margin [Retail–Cost] / Retail)	retail is adjusted.	retail is adjusted.

✓ The **Hold** check box isn't used.

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Hints and Tips

✓ If you saved a change that will apply to a **sub range,** the system creates a single item schedule change in each stock record that will be affected.

✓ Scheduled changes are only effective on the nominated date/time after scheduled tasks have run (usually automatically overnight):
  • **Deal Promo Calc** updates the stock records
  • **Price Update** sends the price changes to the registers.

✓ When a product has a scheduled change, a **Changes Pending** icon is displayed in the Summary Information section until the stock record has been updated.
  • If you change any pricing or description details on the **Stock, EAN,** or **Supplier** tab in the interim, they'll be overridden when the pending change is applied.

for week	56.65	⚙ Changes pending
	24.50	
	32.15	
On Hand	10.00	

6.	Click **Save**.	🖫 Save
7.	If a Generate Label message is displayed, click **No**. *A shelf ticket is automatically queued in the Labels Wizard as an EAN Item about to Change, resulting from In-Store (cost changes don't create a ticket).*	[Generate Label dialog]
8.	Click **Close**. * The scheduled change is effective on the nominated date/time after scheduled task have run.*	🚪 Close
9.	Print any replacement shelf tickets. *Refer to the PRO-5g Print Scheduled Changes Labels Fact Sheet.*	
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