

Category	Product
Course	Pricing
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Create or Edit Rounding Rules

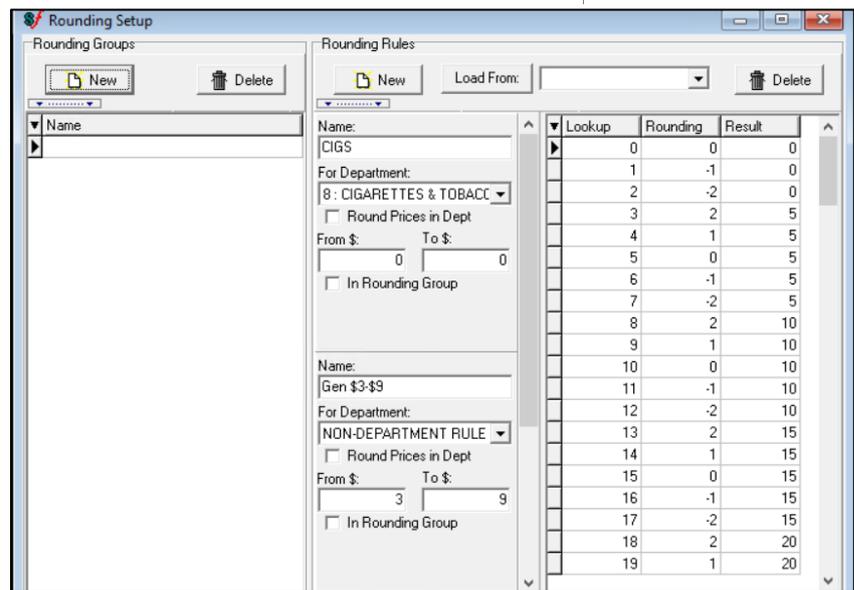
Use the Rounding Rule utility to set rules for rounding retail prices. A price will be automatically rounded when HOS import applies price updates, or when you manually change the price in the Stock record.

Hints and Tips

- ✓ The Rounding Setup screen is also used by the Bulk Promotion Utility and the Bulk Product Utility.
 - **Rounding Groups** is only used by the Bulk utilities, to bundle several rules into a group - which the user selects to apply against selected rows in the data set.
 - HOS Import/Stock screen will look up and apply the applicable **Rounding Rules** saved.
- ✓ System Limits:
 - For Non Department rules: You can select a **From** and **To** price filter.
 - For Department rules: You cannot select a **From** and **To** price filter.
 - You must not create non-department rules with overlapping from/to prices. The system does not currently prevent this. If there are overlapping rules, the system will randomly apply one of the applicable rules.
- ✓ Fields not used:
 - **Round Prices in Dept** Checkbox. Rounding is controlled by the rules set in **Tools and Descriptions | Department** tab, **Apply Rounding** check box.
- ✓ The **Apply Rounding** check box must be set for every Department that you want the system to apply Department Specific rounding rules.
 - Non-department rules always apply; you don't have to select **Apply Rounding** for every department.

Procedure to Add or Edit a Rounding Rule

1. Before you begin, if you want to set up Department specific rules, you must tell the system to apply these.
 - a. From the BOS **Tools** menu, select **Codes and Descriptions**.
 - b. Click the **Department** tab.
 - c. Highlight the applicable department, and select the **Apply Rounding** check box; do this for each applicable department.
 - d. Click **Save**.
2. From the BOS **Tools** menu, select **Rounding Setup**.



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Hints and Tips

- ✓ Prices are automatically rounded when HOS import applies price updates (there is a script in the backend which looks for rules), or when you manually change the price in the Stock record (once you tab out of the price field).
- ✓ If you save department and non-department rules, the system will:
 - First apply department specific rules, to the products which belong to that department.
 - then apply non-department rules, but only to products which do not belong to a department which has a department specific rule (this preventing double rounding).
- ✓ If there are no Department Rules and only non-department rules, the system will look for and apply non-department rules.

3.	<p>To: Add a new rule</p>	<p>then:</p> <ol style="list-style-type: none"> a. Click New. b. Type a Name. c. In For Department, select Non Department Rule or a specific department that this rule will only apply to. <i>*See Hints and Tips.*</i> d. If applicable for a non-department rule, set a From/To inclusive, so the rule only applies when the retail price is between x and y. e. Type the rounding in the Rounding column. OR use the rounding from another rule by selecting the rule in the list and click Load From. <p><i>*The rule is auto-saved.*</i></p>	
4.	<p>To: Edit a saved rule</p> <hr/> <p>Delete a rule</p>	<p>then:</p> <ol style="list-style-type: none"> a. In Rounding Rules, click the Name to select that rule. b. Edit the selection and rounding as required. <i>*The rule is auto-saved.*</i> <hr/> <ol style="list-style-type: none"> a. In Rounding Rules, click the Name to select that rule. b. Click Delete. <i>*Careful! There is no undo option.*</i> 	
5.	When finished all tasks, click the X at the top right to close.		□