How to Create Item Price Levels One Item at a Time

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Overview

Use this guide to create additional selling prices for an individual item, such as Wholesale or Dealer pricing. Each price level can have its own List Price, discount, and applicable quantity range.

Before You Begin

Set up your company's price level names under **Settings > Items > Item Settings > Item Pricing Levels** These names appear in the item's **Price Level** dropdown.

Steps

1. Open **Items** from the Main Menu and find the item.
2. Open its **Item Details** screen, then select the **Financial** tab.
3. Locate the price level table below the **Pricing** section.
4. Enter the information directly in a blank row. Complete the fields that apply to your pricing setup.

Column	What to enter or review
Price Level	Select a predefined pricing level, such as A, Wholesale, or Dealer.
List Price	Enter the List Price to use when this level is selected. It replaces the item's standard List Price for the applicable pricing.
Net Price	Enter the selling price directly, or use the discount field to calculate it.
Discount % Off List Price	Enter a percentage to recalculate Net Price using this level's List Price.
Qty Low	Enter the lowest order quantity covered by this entry.
Qty High	Enter the highest order quantity covered by this entry.
Future Price	Enter a planned future price, if applicable.
Future Price Date	Enter the date when the future price should take effect automatically.
Last Price	Enter or update the previous price, if applicable.
Last Price Date	Enter or update the date associated with the previous price.
Action	Click **X** to remove an entry.

All pricing and date fields can be edited. No fields are required for manual entry.

5. Set the applicable quantity range. Enter **0** in both **Qty Low** and **Qty High** for unrestricted quantities. Otherwise, enter the lower and upper quantities that qualify for the price.
6. Review the entry. Changes save automatically. Add another row for each additional price level or quantity range.

How the Price Is Calculated

When a price level is selected, its **List Price** replaces the item's standard List Price for that pricing.

Entering **Discount % Off List Price** recalculates **Net Price** against the price level's List Price. Editing **List Price** or **Net Price** directly does not calculate a discount percentage.

For example, if the selected level has a **List Price of $200**, entering a **10% discount** sets its **Net Price to $180**.

Example of Quantity Pricing

Price Level	Qty Low	Qty High	Net Price
A	1	5	$100.00
A	6	20	$98.00
B	0	0	$90.00

Level **A** applies a unit price of **$100** for 1–5 units and **$98** for 6–20 units. Level **B** has no quantity restriction.