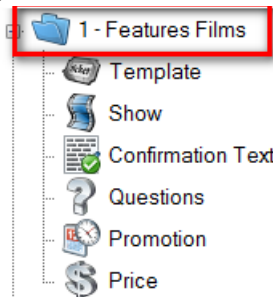


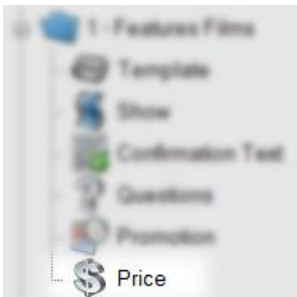
Creating a new Effective Price Date on an existing price

On occasion, organizations will need to create a new price to go into effect on a specific date. Generally these are for price increases or even short periods when a regular price is discounted. Here are the steps to change the existing price.

1. Open the blue sales folder that has the price you wish to change.



2. Click on the Price icon



3. Highlight the price that you wish to change

Price	Sales Line	Sales Line Type	Name	Complimentary	Enabled
	Event	Admission	\$0 Complimentary	False	True
	Event	Admission	\$5 Children	False	True
	Event	Admission	\$5 Member Discount	False	True
	Event	Admission	\$7 Seniors (62+)	False	True
	Event	Admission	\$7 Students	False	True
	Event	Admission	\$9 Adult	False	True
	Event	Admission	Board Comp	False	True
	Event	Admission	Member Comp	False	True
	Event	Admission	Member Pass	False	True
	Event	Admission	Reel Fan Ticket Redemption	False	True
Event	Admission	Senior Circle	False	True	
Event	Admission	Sponsor Pass	False	True	
Event	Admission	Test	False	True	
Event	Admission	Venue Comp	False	True	

Price Date	Sale Date	Event Date	Price	Service Fee	Facility Fee	Total	Reduction	Fair Market Value
		1/19/2017 12:00...	1/19/2017 12:00 AM	\$7.00	\$0.00	\$0.00	\$7.00	

4. In the Price Date field, right click and select New. You will see the Price Distribution: New window appear.

Sale Date	Event Date	Price	Service Fee	Facility Fee	Total	Reduction	Fair Market Value
1/19/2017 12:00...	1/19/2017 12:00 AM	\$7.00	\$0.00	\$0.00	\$7.00		\$7.00

Price Date

- New
- Properties
- Delete

5. Right click in the Distribution field and select New.

Price Distribution: New

1 - Features Films
Admission - \$7 Seniors (62+)

General

Category	Amount	Redeemed Account	Unredeemed Account	Tax Type

Distributions

- New
- Properties
- Delete

Effective Sale Date: 04/24/2017 12:00:00 AM

Fair Market Value: 0.00

Enabled:

Sales Occurred:

Override Effective Event Date

Category Totals

Price	\$0.00
Service Fee	\$0.00
Facility Fee	\$0.00
Total	\$0.00

Delete OK Cancel Apply

6. Select the Price Category from the drop down and add your price. Also select the Revenue accounts from the Unredeemed and Redeemed Account drop downs.

7. Repeat step 6 if you need to add additional fees or prices.
8. Once all of your Price Distributions have been added, click on the Effective Sale Date to choose the date that you want this price to take effect.

Category	Amount	Redeemed Account
Price	\$8.00	1 - Box Office-Film
Facility Fee	\$1.00	Facility Fee

9. Select Apply once completed.

OK	Cancel	Apply
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10. Now the new price will automatically change on the date that you have chosen without having to make edits to your templates and/or events that have already been created.

Sale Date	Event Date	Price	Service Fee	Facility Fee	Total	Reduction	Fair Market Value
6/1/2017 12:00 A.	6/1/2017 12:00 AM	\$8.00	\$0.00	\$0.00	\$8.00		\$8.00
1/19/2017 12:00...	1/19/2017 12:00 AM	\$7.00	\$0.00	\$0.00	\$7.00		\$7.00

The price built on January 1, 2017 will remain in effect until June 1, 2017 at 12:00 AM. On that date, the price will increase to \$8.00. By changing the price dates here, it will allow you to update the price without having to create new or editing templates and shows while keeping the historical information from past sales under that old price.