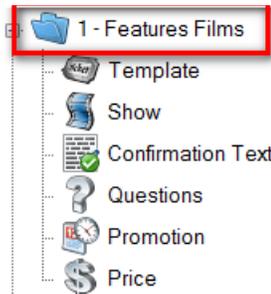


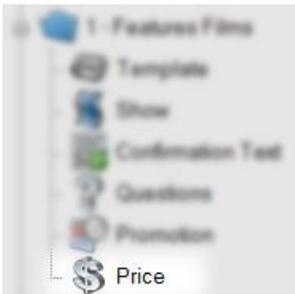
Creating a Price and Creating a New Effective Price Date

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 the **Price** icon.

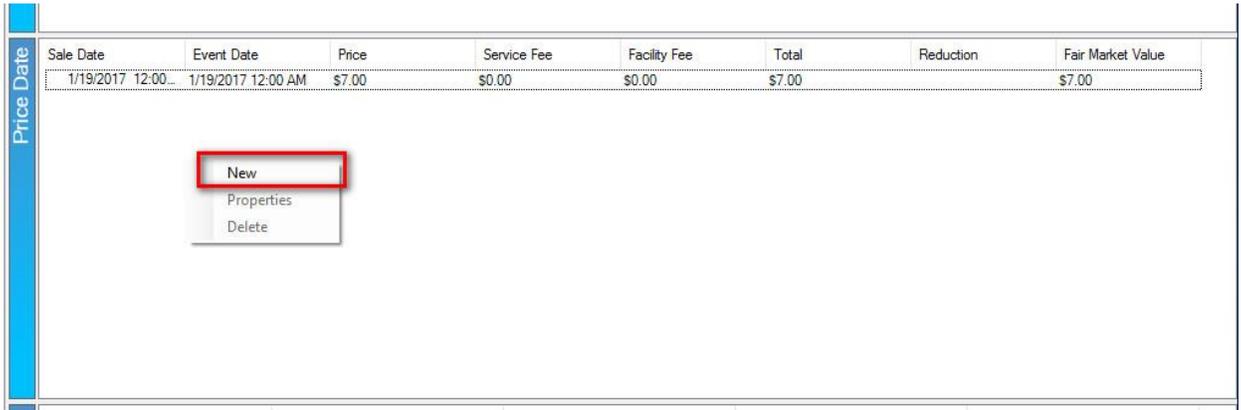


3. Highlight the price that you wish to change.

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.

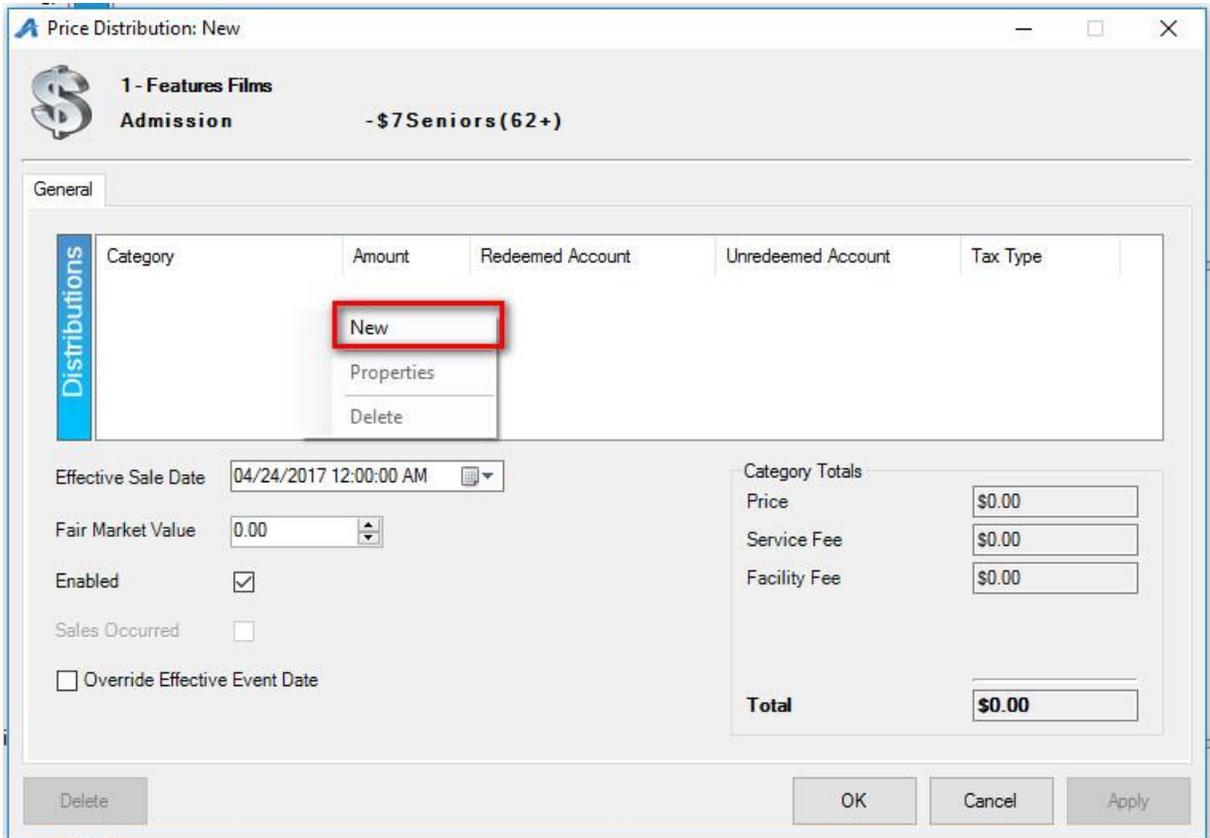


The screenshot shows a table with the following data:

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

A context menu is open over the 'New' option, with 'New' highlighted by a red box. The menu also includes 'Properties' and 'Delete'.

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



The screenshot shows the 'Price Distribution: New' dialog box. The title bar reads 'Price Distribution: New'. The main content area displays the following information:

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

General

Category	Amount	Redeemed Account	Unredeemed Account	Tax Type

A context menu is open over the 'New' option, with 'New' highlighted by a red box. The menu also includes 'Properties' and '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

Buttons: Delete, OK, Cancel, Apply

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

Price Distribution: New

1 - Features Films
\$7 Seniors (62+) - \$0.00

General

Price Category: Price

Amount: 8.00

Tax Rate:

Unredeemed Account: 1 - Box Office-Film

Redeemed Account: 1 - Box Office-Film

Buttons: Delete, OK, Cancel, Apply

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

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

Fair Market Value:

Enabled:

Sales Occurred:

Override Effective

Calendar: April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today: 4/24/2017

Effective Sale Date: 06/01/2017 12:00:00 AM

9. Select Apply to save your changes.

OK	Cancel	Apply
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10. The price will now change automatically on the date that you have chosen without you having to make edits to templates and/or events that have already been created. It will also allow you to keep historical pricing information on reports for past events.

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. Changing the price dates here allows you to update the price without having to create new or edit existing templates and shows. This process also retains historical information from past sales under the older price.