Change The Price Date On An Item

1. [Log in](https://support.agiletix.com/hc/en-us/articles/200617005-Log-In) to **Sales.**

2. Add the item you want to sell to the order as per a regular transaction. Click **Proceed** when all items have been added.



3. In the **Item Summary**, click the price of the item you want to change.



4. In the **Change Price** pop-up window, click the calendar to change the **Effective Sale Date** to when the desired price was effective.



5. Click **Get Prices** to refresh the list.



6. Click the **Select New Price** drop-down menu and select the correct price.



7. If you need to discount the price, select the **Percentage**icon to create the desired discount.



8. Click **OK** after you’ve selected the correct price.

9. The item should now reflect the new price. Click **Proceed** to finish processing the order.