Price Overrides
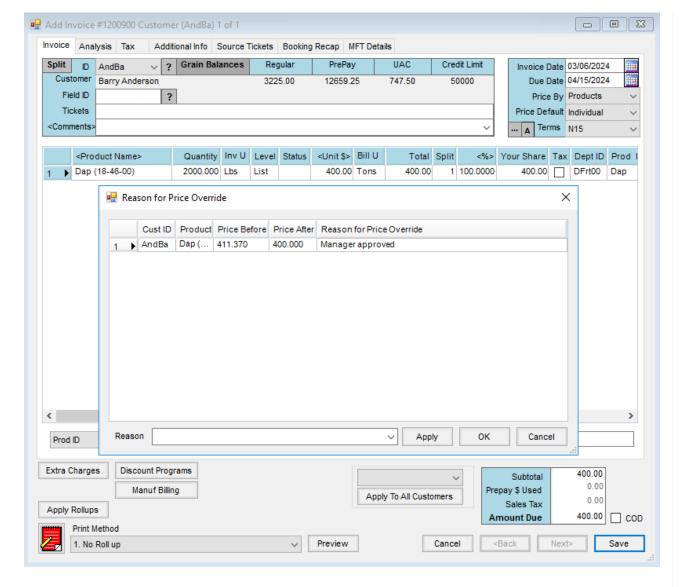
Price overrides can be recorded in the database when a price is changed on a transaction. Additionally, a reason can be required to be entered. When this information is recorded, the Price Changes Log report displays the information.

Navigate to *Accounting / Setup / Inventory Departments*, and edit the department(s) for which price overrides will be recorded. On the *Profile* tab, select *Log Price Overrides* to record when a price override is changed on a transaction. Selecting the *Require Reason for Price Overrides* option stops the transaction when a price override is involved, and a reason must be entered to continue with the save.

When the *Require Reason for Price Overrides* option is selected, saving an Invoice with a price change on a Product in the selected inventory department displays a *Reason for Price Override* window. This shows the *Price Before* the change and the *Price After* the change.

Enter the reason the price was changed in the *Reason for Price Override* column, or select a previously used reason from the *Reason* drop-down at the bottom of the window.

Select **OK**. The Invoice is saved, and the *Print Invoice Documents* window displays.

The Price Changes Log report, found at *Accounting Reports / Accounts Receivable / Sales*, displays the price overrides and the reasons for the overrides.

Price Changes Log

Date	Time	User	Dept ID	Prod ID	Reason for Override	Before Price	Before Price Level	After Price	After Price Level	Transaction Type	Transaction Number	Customer
03/06/2024	4:05 pm	1RE	DFrt00	Dap	Manager approved	411.37	View	400.00	List	Invoice	1200900	AndBa

- Price overrides can be recorded in the database when a price is changed on a transaction.
- A reason can be required to be entered for each price override.
- The Price Changes Log report displays all price overrides and their reasons.
- To enable price override logging, navigate to *Accounting / Setup / Inventory Departments* and edit the department(s) for which price overrides will be recorded.
- On the *Profile* tab, select *Log Price Overrides* to record when a price override is changed on a transaction.

- Selecting the *Require Reason for Price Overrides* option stops the transaction when a price override is involved, and a reason must be entered to continue saving.
- When saving an Invoice with a price change on a Product in the selected Inventory Department, selecting the *Require Reason for Price Overrides* option displays a *Reason for Price Override* window. This shows the *Price Before* and *Price After* the change and gives the ability to enter or select a reason for the change.