

## Marking Up Prices in AVImark

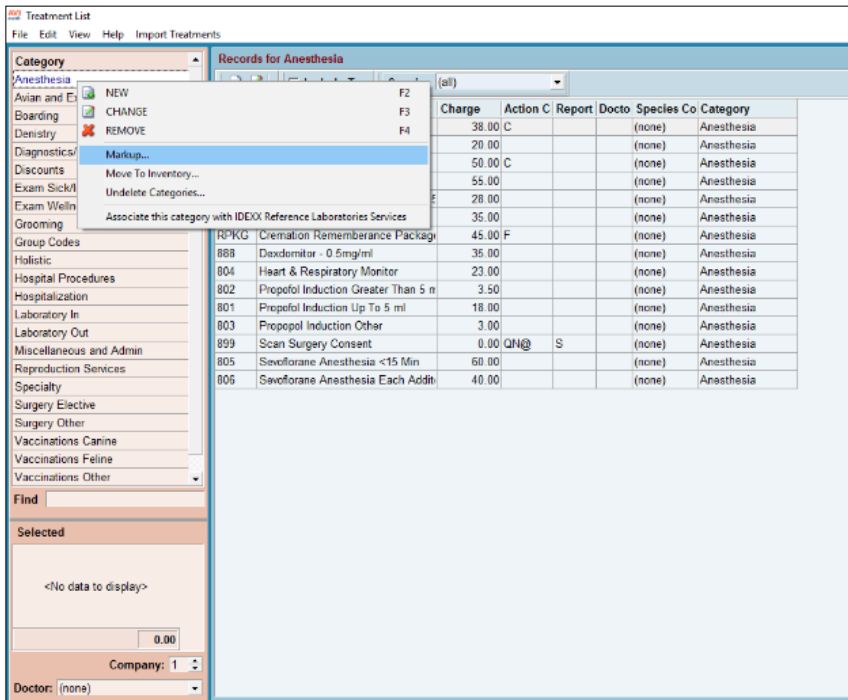
This guide provides step-by-step instructions on how to apply price increases in AVImark.

### Before You Begin

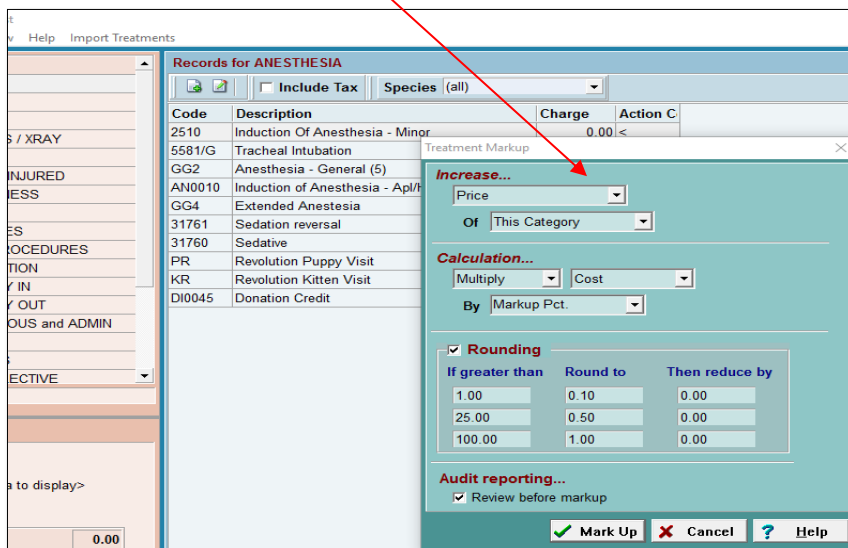
- Make sure that you are the only user logged in to AVImark.
- Make a backup of your AVImark files (contact AVImark tech support for help with this if you don't know how).

### STEP 1: Open the TX or RX tab

Right click on the category list on the left-hand side and select mark up.



This pop-up box will appear.



**STEP 2: Enter the % markup. (In the example below, the price is set to multiply the current price by 4%.)**

**Note: When calculating the mark up, make sure to change selection from “Cost” to “Current Price.”**

For Treatments, make sure the “Rounding” box is checked. This example is set to round any price greater than \$0.01 to the nearest whole dollar. (Example: a price that is raised to \$45.83 becomes \$46.00.)

\*Note: RX items should not be rounded. (Also, if you use the mark up feature to calculate RX prices, you should not increase prices at year end but rather make sure costs are up to date.)

**ENSURE THAT THE BOX “REVIEW BEFORE MARKUP” IS CHECKED!!!**

\*If you prefer to do All Treatments at once, you can change the box at the top from “This Category” to “All Treatments.”

**STEP 3: Click “Mark Up” and then review the increases.**

The markup will not yet be finalized, as we checked “Review before markup.” The Markup Analysis will now appear.

| Category   | Code   | Description                      | Price   | Actual Mar | Markup Pe | New Price |
|------------|--------|----------------------------------|---------|------------|-----------|-----------|
| ANESTHESIA | 2510   | Induction Of Anesthesia - Mir    | 0.00    | 0          | 3         | 0.00      |
| ANESTHESIA | 5581/G | Tracheal Intubation              | 0.00    | 0          | 3         | 0.00      |
| ANESTHESIA | GG2    | Anesthesia - General (5)         | 0.00    | 0          | 3         | 0.00      |
| ANESTHESIA | AN0010 | Induction of Anesthesia - Apl/   | 0.00    | 0          | 3         | 0.00      |
| ANESTHESIA | GG4    | Extended Anesthesia              | 52.00   | 0          | 3         | 54.00     |
| ANESTHESIA | 31761  | Sedation reversal                | 45.76   | 0          | 3         | 48.00     |
| ANESTHESIA | 31760  | Sedative                         | 62.92   | 0          | 3         | 65.00     |
| ANESTHESIA | PR     | Revolution Puppy Visit           | 0.00    | 0          | 3         | 0.00      |
| ANESTHESIA | KR     | Revolution Kitten Visit          | 0.00    | 0          | 3         | 0.00      |
| ANESTHESIA | DI0045 | Donation Credit                  | -999.99 | 0          |           | -999.99   |
| CREMATION  | CR0010 | Crementation Level 1 2-100# Grc  | 50.00   | 0          | 3         | 52.00     |
| CREMATION  | CR0011 | Crementation Level 1 101-200# C  | 65.00   | 0          | 3         | 67.00     |
| CREMATION  | CR0012 | Crementation Level 2 2-50# Sam   | 95.00   | 0          | 3         | 98.00     |
| CREMATION  | CR0013 | Crementation Level 2 51-100# Si  | 115.00  | 0          | 3         | 119.00    |
| CREMATION  | CR0014 | Crementation Level 2 101# + Sei  | 135.00  | 0          | 3         | 140.00    |
| CREMATION  | CR0015 | Crementation Level 3 2-50# Privs | 150.00  | 0          | 3         | 155.00    |
| CREMATION  | CR0016 | Crementation Level 3 51-100# Pri | 175.00  | 0          | 3         | 181.00    |
| CREMATION  | CR0017 | Crementation Level 3 101# + Pri  | 200.00  | 0          | 3         | 206.00    |

This analysis shows the price, the markup percentage and the new price that will be put in place once you click on “✓ Markup” (in the bottom right of the analysis window). You may also manually change any prices in this window by clicking on the new price and inputting what you prefer the price to be.

It is recommended to manually change the markup percent to 0 for all discount codes (as is shown in this example).