

Marking Up Prices in Cornerstone

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

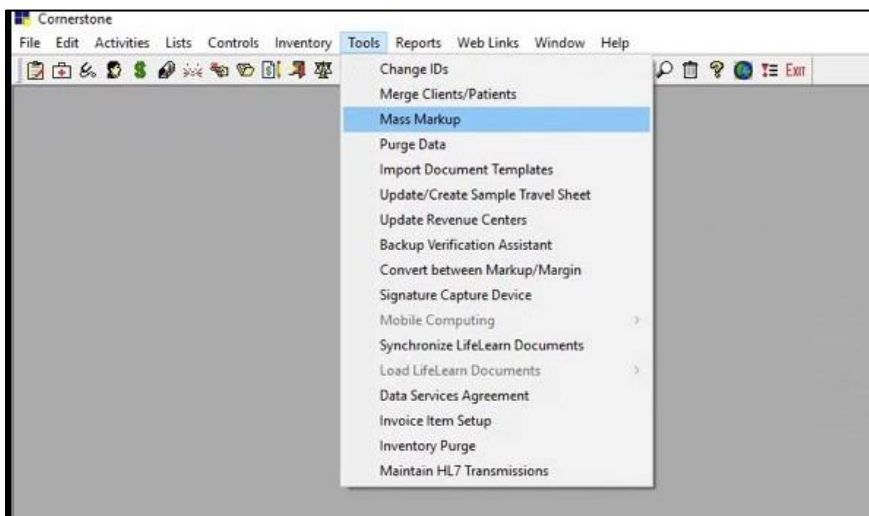
Changing Pricing Using the Mass Markup Feature:

You can change invoice item prices by a specified dollar amount or by a specified percentage using the Mass Markup / Markdown feature. You can specify whether a mass markup will be applied to one invoice item, all invoice items, all service items, all inventory items or an invoice item classification / subclass.

Before You Begin

- Make sure that you are the only user logged in to Cornerstone.
- Make a backup of your database. (Contact Cornerstone support if you aren't sure how to do this.)

1. On the Tools menu, select Mass Markup.

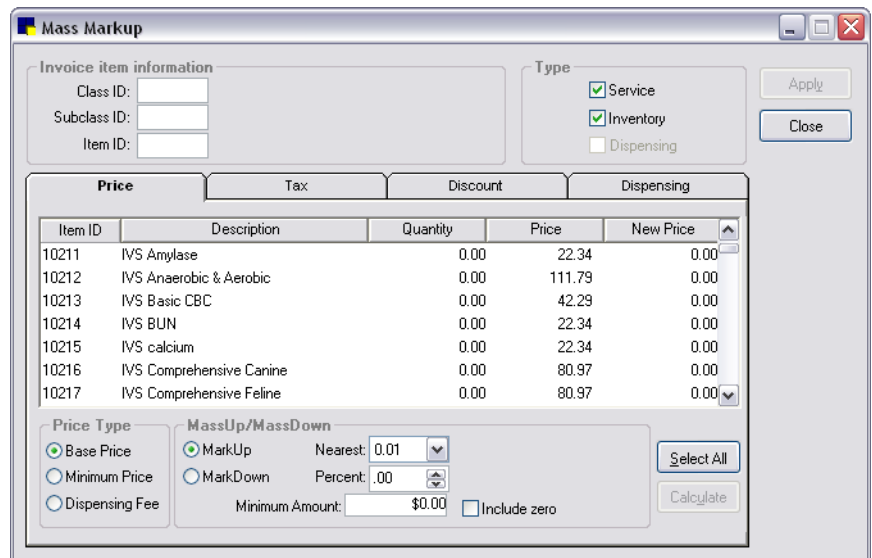


2. An alert will appear to remind you that a backup of the database should be made. Ensure that a backup has been made, and click Yes. The Mass Markup dialog box will now appear.

3. Click the Price tab.

4. If you'd like, you can change the list of items displayed by doing the following:

- You can specify a particular "Class ID," Subclass ID" or "Item ID" by either entering the number or by pressing F2 (with your cursor in the box) to bring up a list of IDs.
- You can also specify whether you want to select Service and/or Inventory items by using the check boxes in the top right.



5. In the Price Type area (lower left), select “Base Price” to change the base prices of the selected group(s) or “Minimum Price” to change the minimum prices of the selected group(s). (The columns displayed will change depending on the “Price Type” selected.)
6. Specify that the type of change should be “MarkUp.”
7. Select the “Nearest” amount that uneven amounts should be rounded to.
 - Services: In general, we suggest rounding all services to the nearest dollar or 1.00.
 - Inventory: In general, we do not suggest rounding inventory.
8. Select the “Percent” that prices should be increased. This should be your target percent increase.
9. Note, if you’d like, you can select a “Minimum Amount” that prices should be increased, such as \$1.00. You can also use the “include zero” check box to change items with no current price by the minimum amount.
 - Note: In general, we do not recommend using these features.

10. Now it’s time to select which of the items displayed you’d like to apply the mark up to. (Selected items are highlighted/shaded.)

- To select all items in the list, click “Select All.”
- To select more than one item, press and hold the CTRL key while you click on items.
- To select a range of consecutive items, click the first item and then press and hold the SHIFT key while you click the last item in the range.

Item ID	Description	Quantity	Price	New Price
10939	Dental mouth gag	0.00	6.35	6.48
11251	CET Seafood Toothpaste	0.00	9.40	9.59
11386	CET Malt Toothpaste	0.00	8.86	9.04
11387	CET Poultry Dentifrice	0.00	9.40	9.59
11389	CET Mint Toothpaste	0.00	9.40	9.59
11538	Chlorhexidine 0.12% Lavage 8 oz	0.00	0.00	0.00
11955	Consil	0.00	85.00	86.70

11. Click “Calculate” to see a preview of the price change in the New Price column. (The price change will not be applied to the selected items until you click “Apply.”)
 - If you decide not to apply price changes, click Cancel or deselect specific items.
12. Once you are ready to change the selected items, click “Apply.” You will then be prompted to confirm the change. Click Yes.
 - Note: When you press the “Apply” button, any changes made on other tabs (e.g. Tax, Discount, Dispensing) will also be applied.
13. After the database has been updated, a message appears to inform you that the price change is complete. Click Close.

To use Mass Markup to change dispensing fees:

1. Follow Steps #1 through #4 in the above instructions. You should now be viewing the “Mass Markup” box.
2. In the “Price Type” area (lower left), select “Dispensing Fee.” The columns displayed in the invoice item list will change accordingly. Enter the Current Dispensing Fee and the desired New Dispensing Fee.
3. Click “Calculate” to preview the effect of the dispensing fee change in the “New Disp. Fee” column.
 - The changes will not be applied until you click Apply. If you decide you do not want to apply the changes, click Cancel or deselect specific items.
4. Click “Apply” to apply the new pricing.
 - Note: When you press the “Apply” button, any changes made on other tabs (e.g. Tax, Discount, Dispensing) will also be applied.
5. After the database has been updated, a message appears to inform you that the price change is complete. Click Close.