

Marking Up Prices in Infinity

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

Adjusting Prices “Across the Board”:

Before You Begin:

- Make sure that you are the only user logged in to Infinity.
- Make a backup of your database.

1. Press the Infinity button, then go into Setup, select “Products,” and then select “Product Spreadsheet.”

2. Under “Selection Options,” use the drop-down menu to choose “Select All Rows” and click “Go.”

3. Under “Actions,” use the drop-down menu to choose “Change Markup Values” and click “Go.”

4. In the “Available Markup Columns” section, click on “Select All.”

5. Choose “Multiply existing value by the following value” in the “Available Actions” menu.

6. Enter in the needed “Adjustment Value”

- Example: If you are trying to achieve a 5% increase, enter 1.05.
- Note: Check “Skip Products if Base Cost = \$0.00” to avoid marking up items with no cost.

7. If you are familiar with the rounding function in Infinity, round your services to the nearest dollar.

- Note: We do not recommend rounding inventory items.
- If you are not familiar with rounding in Infinity, please manually round all services in the Top 100 list to the nearest \$1.00 and/or contact Infinity support for assistance.

8. Click “Ok” to save and process the changes. Click “Ok” again once it is finished.

9. Review your “Product Spreadsheet” in Infinity to confirm that your changes look sensible

- The suggested method is to select a random sample of items in the Level 1 Price column (this is the price of one item) and verify that a 5% price increase was made for those items

10. Once you are satisfied with the price increases, click the “Update Price of 1 Value” box in the upper right-hand corner. Click “Apply” and then “Ok” (This step will take 10-30 minutes to process all changes).

Code	Product Name	Price of 1	Product Barcode	Quantity to Remove
SCXRAY	*Write In Radiology	\$ 0.00	SCXRAY	0
SCSX	*Write In Surgery	\$ 0.00	SCSX	0
3WBV	3-way Bifuse valve	\$ 18.00	3wbv	1.0
ADC5INV	A/D Feline/Canine 5.5oz	\$ 3.25	052742567006	1.00
CENT	Abdomeno/Thoracocentesis per proct	\$ 64.25	CENT	0
DXABDM	Abdominal Mass	\$ 0.00	DXABDM	0
DXABD	Abdominal Pain	\$ 0.00	DXABD	0
DXABR	Abrasion	\$ 0.00	DXABR	0
DXAB	Abscess	\$ 0.00	DXAB	0

Available Markup Columns:
<input checked="" type="checkbox"/> Level 4 Low Markup
<input checked="" type="checkbox"/> Level 5 Low Markup
<input checked="" type="checkbox"/> Level 1 High Markup
<input checked="" type="checkbox"/> Level 2 High Markup
<input checked="" type="checkbox"/> Level 3 High Markup
<input checked="" type="checkbox"/> Level 4 High Markup
<input checked="" type="checkbox"/> Level 5 High Markup

Available Actions:
 Multiply existing value by the following value

Adjustment Value: 1.05

Skip Products if Base Cost = \$ 0.00

11. You can close out of the spreadsheet once you are finished.

12. Once this is done, the changes will be global and you will be able to use each computer station in the practice with your new prices in effect.

Note: Some Infinity users recommend doing price increases before business hours in case technical support is needed from Infinity, as evening support is not as helpful/knowledgeable.

Adjusting Prices of Individual Products:

1. Go into setup, select "Products," and then select "Product Items."
2. Search for your targeted product and select it by clicking on it.
3. Click on the "Pricing" tab, select "Edit."
4. Adjust your item markup to achieve the new targeted price. Then click "Apply" and then "OK."
5. Repeat this process for each product on your list

