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How Do You Create Price Levels in QuickBooks?

*QuickBooks allows you to create **Price Levels** that you can assign to customers and jobs and to individual items.*

You already know that when you create a product or service record in QuickBooks, you must assign a sale price to it. But did you know that QuickBooks gives you a great deal of flexibility when it comes to pricing items you sell? The software allows you to create one or more additional **Price Levels** that you can access in invoices, estimates, sales receipts, credit memos, and sales orders.

There are three ways you can use these. Once you've created them, they'll be available in a drop-down list in the **Rate** field. This means you can assign them manually to individual transactions. The second option is to assign them globally to specific customers or jobs. Once you've done so, that price will apply every time you create a transaction for one of them. Finally, you can create price levels for selected items.

Here's how it works. Let's say you want to be able to create a price level that's 15 percent below the actual price that you can use in individual transactions. You open the **Lists** menu and select **Price Level List**. Click the arrow in the lower left corner next to **Price Level** and select **New**. A window like this will open:

New Price Level

Price Level Name: 15 Off Price Level is inactive

Price Level Type: Fixed % Use this type of price level to apply a fixed percentage increase or decrease to all your standard sales prices when setting up prices for different customers or jobs.

This price level will decrease item prices by 15.0%

Round up to nearest: no rounding

[How do I print a report?](#)

You can create price levels in QuickBooks and assign them to individual sales transactions.

Fill in the field next to **Price Level Name**, and then click the arrow next to **Price Level Type**. Select **Fixed %**. Select **decrease** from the drop-down list on the next line and enter your percentage number.

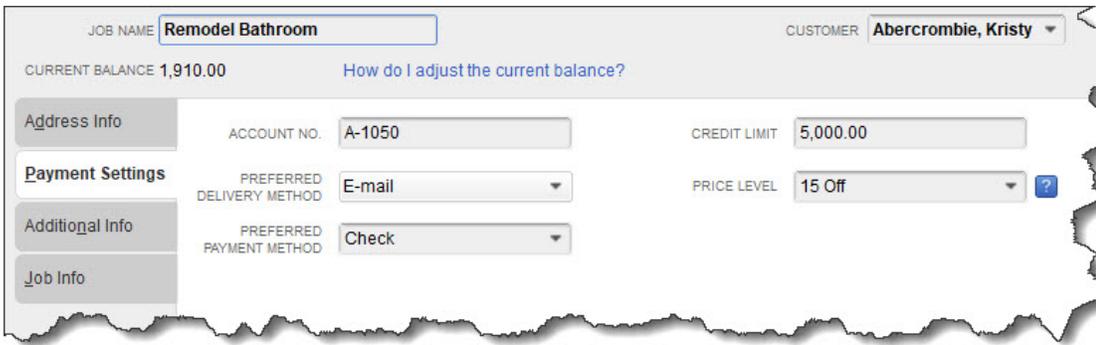
Round up to the nearest is an optional field, Click **OK** when you're done. The next time you create a sales transaction, your new price level will be available as an option when you open the drop-down list in the **Rate** column.

When you need to edit or delete a price level, go to **Lists | Price Level List** again and click the arrow next to **Price Level** in the lower left corner. You have several options here. You can, for example, make a price level inactive so it doesn't appear on the list. The field next to **Price Level** is labeled **Reports**. Click on the arrow to see what's available there.

Customers and Jobs

You can also apply a price level you've created to a specific customer or job, perhaps to reward a customer for frequent purchases. When you do so, that rate will appear every time you enter a sales transaction for the customer or job you selected.

Open the **Customers** menu and select **Customer Center**. Double click on a customer or job's name to open the record. Click on the **Payment Settings** tab. Click the arrow in the field next to **Price Level** and select the right one, then click **OK**.



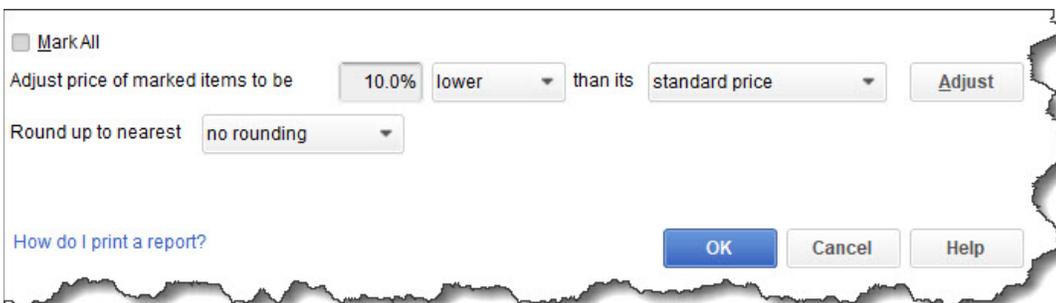
The screenshot shows the 'Payment Settings' tab for a customer named 'Abercrombie, Kristy'. The 'JOB NAME' is 'Remodel Bathroom' and the 'CURRENT BALANCE' is 1,910.00. The 'PRICE LEVEL' is set to '15 Off'. Other settings include 'ACCOUNT NO.' A-1050, 'CREDIT LIMIT' 5,000.00, 'PREFERRED DELIVERY METHOD' E-mail, and 'PREFERRED PAYMENT METHOD' Check. There are also sections for 'Address Info', 'Additional Info', and 'Job Info'.

You can assign a **Price Level** to specific customers or jobs.

Per Item Price Levels

QuickBooks also allows you to set custom prices for specific items that are associated with preferred customers or jobs (this option is only available if you're using QuickBooks Premier or Enterprise). Let's say you want to give a 10 percent discount to specific customers who purchase your website development services. Go to **Lists | Price Level List** and click the arrow next to **Price Level** in the lower left corner again, then select **New** (you can also get to the **New** command by right-clicking anywhere in the window).

Give your price level a name (like **Web Development 10 Off**), then select **Per Item** from the **Price Level Type** drop-down list. Click in front of the **Item** you want to include. The fields in the next line should read as pictured in the image below: **10% | lower | standard price**. Click **Adjust**. You'll see your reduced prices in the **Custom Price** column in the table above.



The screenshot shows the 'Adjust Price' dialog box. It has a 'Mark All' checkbox. The main text reads 'Adjust price of marked items to be 10.0% lower than its standard price'. There is an 'Adjust' button. Below this, there is a 'Round up to nearest' dropdown menu set to 'no rounding'. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons. A link 'How do I print a report?' is also visible.

You can establish a **Price Level** for specific items in QuickBooks.

Again, the rounding field is optional. When you're finished here, click **OK**. The next time you create a sales transaction for a customer who is eligible for the lower price, you'll select **Web Development 10 Off** from the drop-down list in the **Rate** column.

Feel like you're outgrowing your current version of QuickBooks, or is it several years old? Talk to us about upgrading. We're here to support you and to help you more effectively use the software as your business changes and grows.

SOCIAL MEDIA POSTS

QuickBooks product records allow only one sale price, but you can create multiple **Price Levels**. Ask us about this.

Do you want to reward some customers by charging them less? You can do so by setting up a **Price Level**.

If you want to be able to charge some customers less for specific products, you can create different **Price Levels**.

Are you struggling to find the right sale prices for your products? **Price Levels** give you flexibility. We can help you set them up.