



# SET UP AND MAINTAIN PRICE LISTS

QTC - OM

## QUICK REFERENCE GUIDE

### Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step guide of how to **set up and maintain price lists** in the North Carolina Financial System (NCFS).

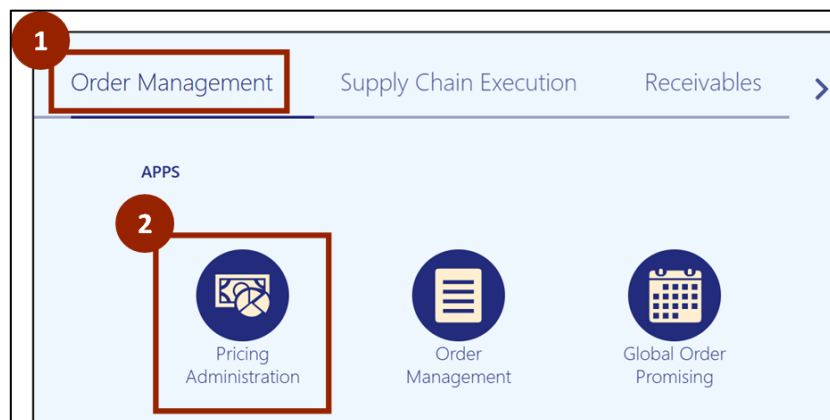
### Introduction and Overview

This QRG covers the process of the two available methods of updating item prices on the price list on NCFS: **1) Single Item Update via Manage Price List Screens** or **2) Bulk Update via ADFDI Excel Template**. Single Item Updates allow prices to be updated manually for individual items which is suitable for small-scale changes but can be time-consuming when updating multiple items. Bulk updates allow for mass updates, allowing users to update prices for multiple items simultaneously.

### Updating Price Using the Single Item Update via NCFS Manage Price List Screens

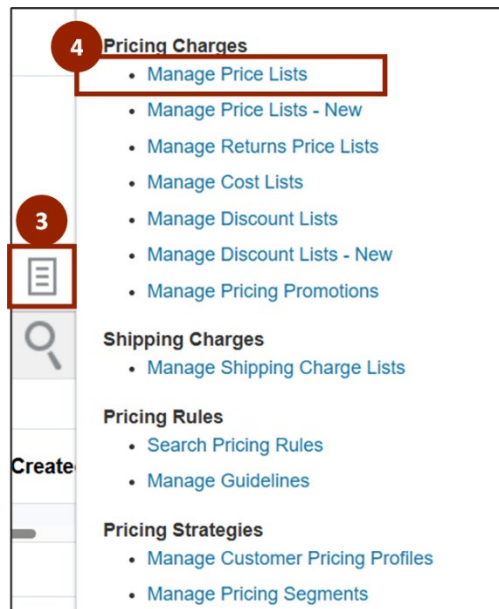
#### Single Item Update:

1. From the **Home** screen, click the **Order Management** tab.
2. Click the **Pricing Administration** application.



3. Click the **Task** icon.

- Within the *Pricing Charges* section, click **Manage Price Lists**.



- In the *Name* search field, Enter **NCCE**.

**Note:** Before clicking the **Search** button, make sure to complete at least one field marked with a **double asterisk (\*\*)**. If you need more search options, switch from *Basic* search to *Advanced* search by clicking the **Basic** button in the top right corner. In *Advanced* search, the *Name* search field automatically displays as **Starts With**, and it's recommended to use this option for best results.

- Click **Search**.

A screenshot of the 'Manage Price Lists' search interface. A red box labeled '5' highlights the 'Name' search field with the value 'NCCE'. A red box labeled '6' highlights the 'Search' button. The interface includes 'Advanced Search' filters for Name, Type, Currency, Status, Start Date, and End Date.

- From the *Name* column of the *Search Results*, Click the **NCCE Price List** link.

A screenshot of the 'Search Results' table. A red box labeled '7' highlights the 'NCCE Price List' link in the 'Name' column. The table has columns for Name, Description, Type, Business Unit, Currency, Status, Start Date, and End Date.

| Name                            | Description                                                 | Type               | Business Unit   | Currency | Status   | Start Date     | End Date |
|---------------------------------|-------------------------------------------------------------|--------------------|-----------------|----------|----------|----------------|----------|
| <a href="#">NCCE Price List</a> | Prices for the Items used by State of North Carolina Cor... | Segment price list | 5200 DEPARTM... | USD      | Approved | 6/1/25 1:25 AM |          |

**The Edit Price List: NCCE Price List** screen shows detailed information about the Price List. You can access additional details by clicking the arrow next to *Show Detail* to expand the fields.

Edit Price List: NCCE Price List ?

Name NCCE Price List      Type Segment price list      \* Start Date 6/1/25 1:25 AM

Currency USD - US Dollar      End Date m/d/yy h:mm a

▶ Show Detail

▶ Additional Information

8. In the **Price List Lines** tab, within the *Item* search field, enter the **Item Number** (e.g., 0018954).
9. Click the **Search** button.

**Note:** At least one of the fields marked with a **double asterisk (\*\*)** must be completed before clicking the **Search** button. If the *Item* number is unknown, select the *Buy* option from the *Line Type* drop-down field to display all *Buy* item records within the *Search Results*.

Price List Lines   Price List Line Default Values   Access Sets   References

Items   All Items

Search

8

\*\* Item 0018954      \*\* Pricing UOM

\*\* Line Type Buy

9

Search   Reset   Save...

Advanced   Saved Search   Application Default

\*\* At least one is required

10. From the *Search Results*, click the **row associated** with the item.

**Note:** *Charge, Price,* and *Dates* section details display for the selected Item, unlocked fields may be edited and adjusted.

Search Results

Actions View Format + - X Create Charge Manage Rate Plans

| * Item  | Description             | * Pricing UOM | * Line Type | Primary Pricing UOM | Service Duration Period | Service Duration | Associated Items |
|---------|-------------------------|---------------|-------------|---------------------|-------------------------|------------------|------------------|
| 0018954 | SHIRT, FEMALE INMATE... | BOX           | Buy         | ✓                   |                         |                  |                  |

0018954 - Buy - BOX: Charge

Create Charge

Charge

Line Number 1

Pricing Charge Definition Sale Price

Price Type One time

Charge Type Sale

Charge Subtype Price

Price

\* Calculation Method Price

\* Base Price 76.42 USD

☒ Allow manual adjustment

11. In the *End Date* field, enter or select the **desired end date** in *MM/DD/YY H:MM AM/PM* format.

**Note:** When the date is selected using the Calendar icon, the format is automatically aligned to system requirements.

12. Select **Create Charge**.

0018954 - Buy - BOX: Charge

Create Charge

Charge

Line Number 1

Pricing Charge Definition Sale Price

Price Type One time

Charge Type Sale

Charge Subtype Price

Price

\* Calculation Method Price

\* Base Price 76.42 USD

☒ Allow manual adjustment

Dates

\* Start Date 6/25/25 2:20 AM

\* End Date m/d/yy h:mm a

The **Create Price List Charge** pop up will appear.

13. Update new **Base Price**.

14. Check **Allow Manual Adjustment**.

15. Enter new *Start Date* field, enter or select the **new desired start date** in MM/DD/YY H:MM AM/PM format (e.g., 6/25/25 2:20 AM).

16. Click **OK**.

The screenshot shows the 'Create Price List Charge' dialog box. It has a title bar with a close button (X). The main content is divided into sections: 'Charge' and 'Price'. In the 'Charge' section, 'Line Number' is 2, 'Pricing Charge Definition' is 'Sale Price', 'Price Type' is 'One time', 'Charge Type' is 'Sale', and 'Charge Subtype' is 'Price'. In the 'Price' section, '\* Calculation Method' is 'Price', '\* Base Price' is '79.50 USD' (circled with 13), and 'Allow manual adjustment' is checked (circled with 14). The 'Dates' section shows '\* Start Date' as '9/15/25 1:22 PM' (circled with 15) and 'End Date' as 'm/d/yy h:mm a'. At the bottom, there is an 'Additional Information' link and 'OK' and 'Cancel' buttons (circled with 16).

17. You can now see a record of the price changes.

0018954 - Buy - BOX: Charge

Actions

View

Format

+

Add Tiered Adjustment

Dates

All charges

|  | Charge      |                           |                   |                    | Price                   |                  |                  | Dates                   |                 |                 |
|--|-------------|---------------------------|-------------------|--------------------|-------------------------|------------------|------------------|-------------------------|-----------------|-----------------|
|  | Line Number | Pricing Charge Definition | Price Periodicity | Calculation Method | Allow Manual Adjustment | Base Price (USD) | Calculation Type | Cost Calculation Amount | Start Date      | End Date        |
|  | 2           | Sale Price                |                   | Price              | ✓                       | 79.50            |                  |                         | 9/15/25 1:22 PM |                 |
|  | 1           | Sale Price                |                   | Price              | ✓                       | 76.42            |                  |                         | 6/25/25 2:20 AM | 9/15/25 1:21 PM |

Columns Hidden 2

18. Once all changes have been made, click the **Save** button.

18

Save Save and Close Cancel

Last Saved 7/17/25 2:10 PM

Name NCCE Price List Type Segment price list \* Start Date 6/1/25 1:25 AM

Currency USD - US Dollar End Date m/d/yy h:mm a

Show Detail

Additional Information

Price List Lines Price List Line Default Values Access Sets References

## Newly Created Item to Price List via NCFS

When a newly created item is not displaying within the *Search Results*, follow these steps:

1. Under *Search Results*, click **Actions**.
2. In the *Actions* drop-down, click **Add Row**.

1

2

Search Results

Actions View Format Create Charge Manage Rate Plans

Add Row Duplicate Delete

Description \* Pricing UOM \* Line Type Primary Pricing UOM Service Duration Period Service Duration Associated Items

3. Within the *Item* column field, enter or search for the **Item Number** (i.e., 0018954).
4. Click the **Create Charge** button.

**Note:** Other fields within the *Search Results* table auto populate.

4

3

Create Charge

0018954 SHIRT, FEMALE INMATE... BOX Buy

5. Within the *Base Price* field, add the **base price for the item in dollar and cents format** (i.e., 76.42).
6. Click the *Create Charge* drop-down.
7. Select **Create Price Adjustment Matrix**.

0018954 - Buy - BOX: Charge

Charge

Line Number 1

\* Pricing Charge Definition Sale Price

Price Type One time

Charge Type Sale

Charge Subtype Price

Price

\* Calculation Method Price

\* Base Price 76.42 USD

☐ Allow manual adjustment

Create Charge

Duplicate Charge

Add Tiered Adjustment

Create Price Adjustment Matrix

Delete Charge

8. Within the **Create Price Adjustment Matrix** pop-up window, select the **OrderLineType (=)** and **ReturnOrderLineType (=)** checkboxes.
  9. Click **OK** to return to the **Edit Price List: NCCE Price List** screen.
- Note:** The **Edit Price List: NCCE Price List** screen will display both selected condition columns within the *Sales Price: Price Adjustments* section.

Create Price Adjustment Matrix

Select Optional Condition Columns

☒ OrderLineType (=)

☒ ReturnOrderLineType (=)

OK Cancel

### Price Adjustments Matrix

The **NCFS Price List Price Adjustments Matrix** is configured for two **Line Types**: **No Cost Ship** and **Repair and Ship**.

- **No Cost Ship:** For the "Ship Only" **Order Type**, that has the **Line Type** as **No Cost Ship**, the **NCCE Price Adjustment** applies a 100% discount, so the price automatically becomes \$0.
- **Repair and Ship:** For the "Repair" **Order Type**, that has the **Line Type** as **Repair and Ship**, the **NCCE Price Adjustment** applies a 100% discount, so the price automatically becomes \$0.

**Note:** The **Price Adjustments Matrix** should not be updated for existing items; it should only be configured for new items.

Within the **Edit Price List: NCCE Price List** screen, you'll find the *Sales Price: Price Adjustments* section located below the *Charge* section for that record:

**Edit Price List: NCCE Price List**

0018954 - Buy - BOX: Charge

Charge

Line Number: 1

Pricing Charge Definition: Sale Price

Price Type: One time

Charge Type: Sale

Charge Subtype: Price

Price

\* Calculation Method: Price

\* Base Price: 76.42 USD

☒ Allow manual adjustment

Dates

\* Start Date: 9/25/25 2:20 AM

End Date: m/d/yyyy h:mm a

Additional Information

**Sale Price: Price Adjustments**

Delete Price Adjustment Matrix

| Status | OrderLineType (*) | ReturnOrderLineType (*) | Adjustment Type                       | * Adjustment Amount | Adjustment Basis                           |
|--------|-------------------|-------------------------|---------------------------------------|---------------------|--------------------------------------------|
|        | No Cost Ship      |                         | Discount Percent (N/A for SO Reports) | 100                 | NCCE Price Adjustment for Ship Only orders |
|        |                   | Repair and Ship         | Discount Percent (N/A for SO Reports) | 100                 | NCCE Price Adjustment for Ship Only orders |

To complete the Price Adjustment Matrix via NCFS, add two rows for price adjustments—one for the **No Cost Ship** *OrderLineType* field and one for the **Repair and Ship** *ReturnOrderLineType* field. To do this, follow these steps:

1. Click the **Plus (+)** icon **twice** to add two new price adjustment rows.
2. For the first row, in the *OrderLineType* drop-down field, select **No Cost Ship**.
3. For the first row, in the *ReturnOrderLineType* drop-down field, select **the blank option**.

**Sale Price: Price Adjustments**

Delete Price Adjustment Matrix

Actions: View, +, -, X, Y

| Status | OrderLineType (*) | ReturnOrderLineType (*) | * Adjustment Type | * Adjustment Amount | Adjustment Basis |
|--------|-------------------|-------------------------|-------------------|---------------------|------------------|
|        | No Cost Ship      |                         |                   |                     |                  |
|        | No Cost Ship      | Repair and Ship         |                   |                     |                  |



4. For the first row, in the *Adjustment Type* drop-down field, select **Discount Percent (N/A for SO Reports)**.
5. For the first row, in the *Adjustment Amount* field, enter **the adjustment amount in percentage format** (e.g., 100 for 100%).
6. For the first row, in the *Adjustment Basis* field, select **NCCE Price Adjustment for Ship Only orders**.

The screenshot shows the 'Sale Price: Price Adjustments' form. The 'Condition Columns' section includes 'Status' (No Cost Ship), 'OrderLineType (=)' (No Cost Ship), and 'ReturnOrderLineType (=)' (Repair and Ship). The 'Result Columns' section includes 'Adjustment Type' (Discount Percent (N/A for SO Reports)), 'Adjustment Amount' (100), and 'Adjustment Basis' (NCCE Price Adjustment for Ship Only orders). Red circles 4, 5, and 6 highlight the Adjustment Type, Adjustment Amount, and Adjustment Basis fields respectively.

7. For the second row, in the *OrderLineType* drop-down field, select **the blank option**.
8. For the second row, in the *ReturnOrderLineType* drop-down field, select **Repair and Ship**.

**Note:** The *OrderLineType* drop-down should not be selected when the *ReturnOrderLineType* drop-down is selected and vice versa.

9. For the second row, in the remaining fields, select or enter the **same options** as the first row (e.g., **Discount Percent, 100, NCCE Price Adjustment for Ship Only orders**).

The screenshot shows the 'Sale Price: Price Adjustments' form with the second row of the adjustment matrix. Red circles 7, 8, and 9 highlight the OrderLineType, ReturnOrderLineType, and Adjustment Type fields respectively. The second row has OrderLineType set to the blank option, ReturnOrderLineType set to Repair and Ship, and Adjustment Type set to Discount Percent (N/A for SO Reports). The Adjustment Amount is 100 and the Adjustment Basis is NCCE Price Adjustment for Ship Only orders.

10. Once all changes have been made, click the **Save** button.

**Note:** Once saved, the system will automatically update the price within the sales order and display a time stamp verification "Last Saved:" directly below the blue button options.

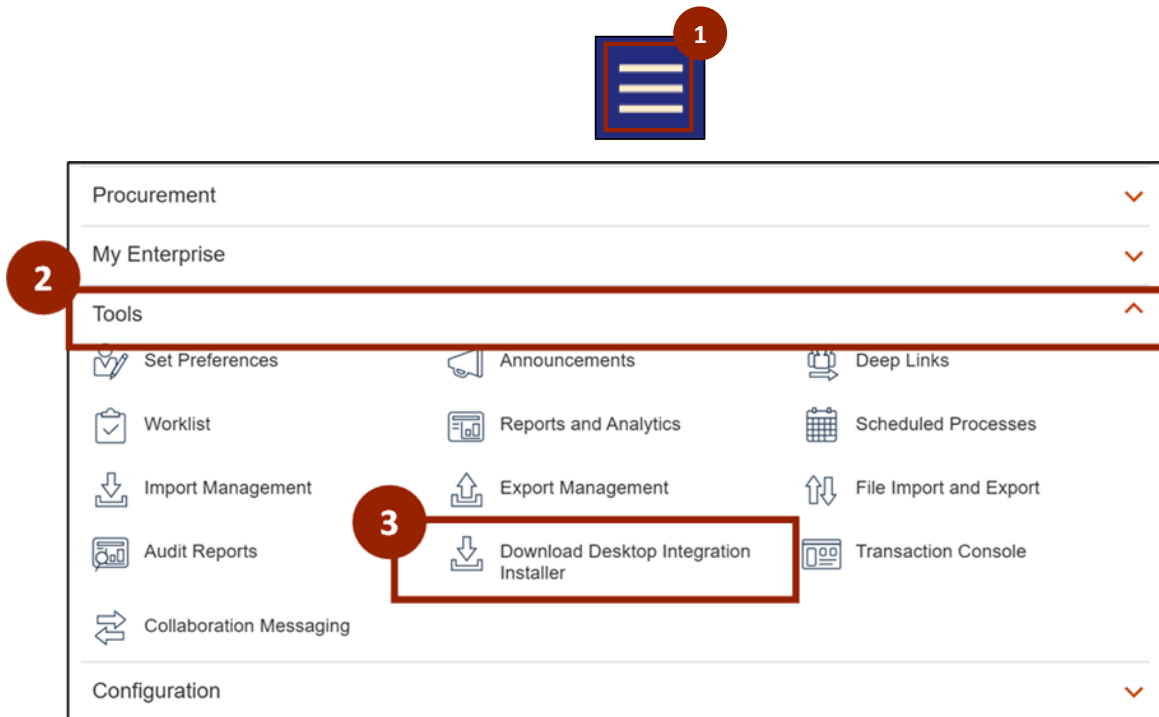
The screenshot shows the 'Edit Price List: NCCE Price List' form. The 'Name' is NCCE Price List, 'Type' is Segment price list, 'Currency' is USD - US Dollar, 'Start Date' is 6/1/25 1:25 AM, and 'End Date' is m/d/yy h:mm a. The 'Save' button is highlighted with a red circle 10. The 'Last Saved' timestamp is 7/17/25 2:38 PM.

## Updating Price Using the Bulk Update via ADFDI Excel Template

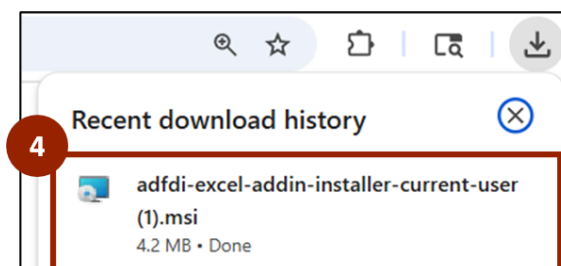
Install ADFDI Plug-In on your Desktop using the following steps:

1. From the **Home** page, click the **Navigator** icon.
2. Click the **Tools** header to expand the options.
3. Within the **Tools** menu, click **Download Desktop Integration Installer**.

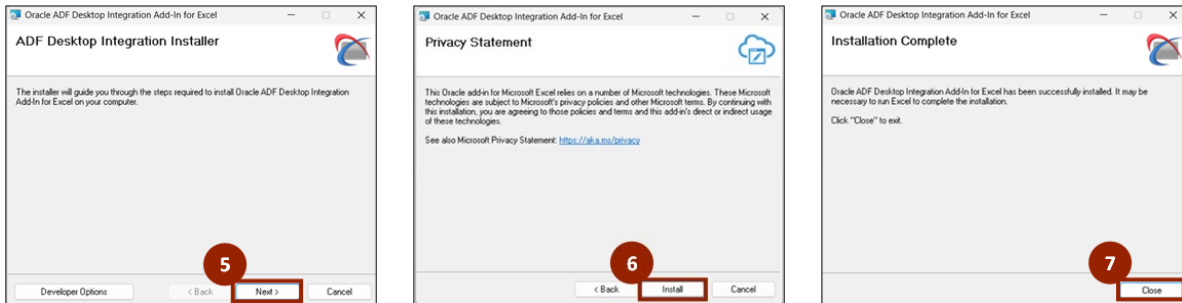
**Note:** Options may vary based on user roles and responsibilities. If the **Download Desktop Integrator** option is not displayed, contact the DAC Security Team and request the Download Desktop Integrator privilege.



4. Within your recent downloads, click the **downloaded file** to open the installer
- Note:** This may display differently depending on your browser, if recent downloads does not display, check the **Downloads** folder on your computer.



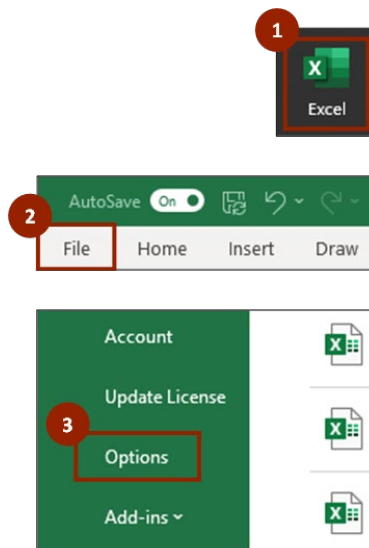
5. Within the **ADF Desktop Integration Installer** window, click **Next**.
6. Click **Install**.
7. Once installation is complete, click **Close**.



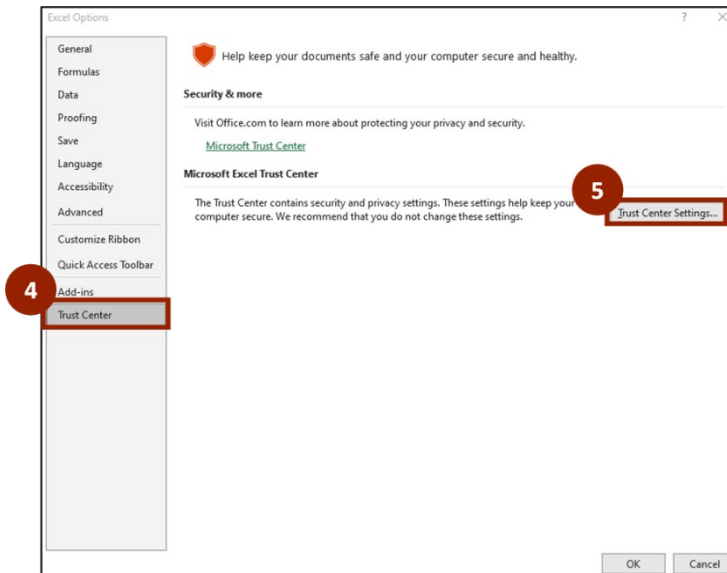
### Enable Macros in Excel

To enable the macros needed to use the **ADFDI Excel Template**, follow these steps:

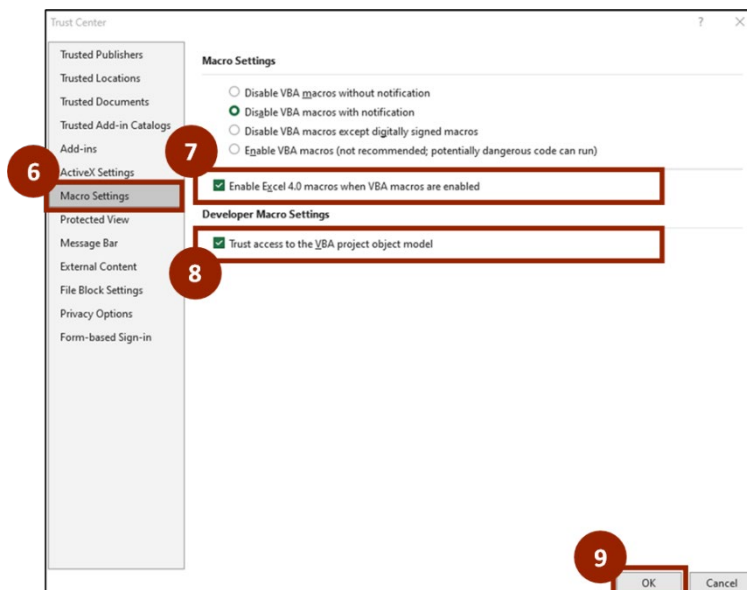
1. Open **Microsoft Excel**.
2. Click **File**.
3. Click **Options**.



4. Click **Trust Center**.
5. Click the **Trust Center Settings...** button.



6. Within the **Trust Center** settings list, Click **Macro Settings**.
7. Select the **Enable Excel 4.0 macros when VBA macros are enabled** option.
8. Select the **Trust access to the VBA project object model** option.
9. Click **OK**.



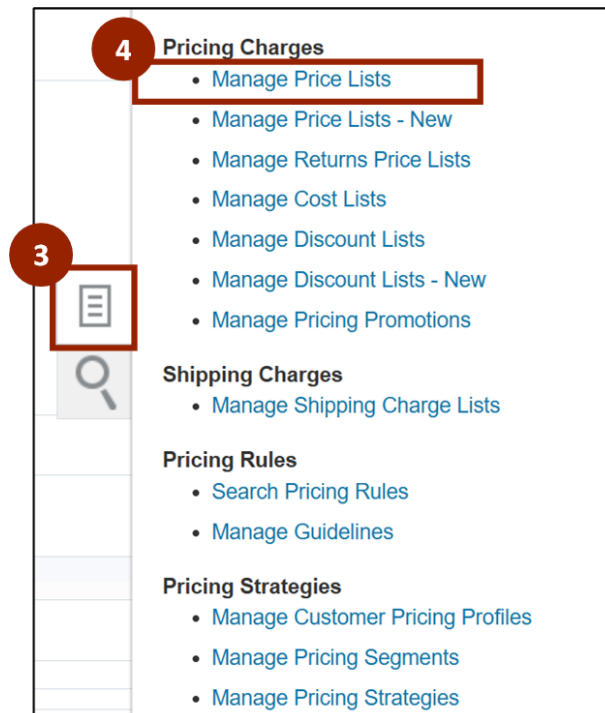
## Download and Open the ADFDI Excel Template

To access the **ADFDI Excel Template** for the first time, follow these steps:

1. From the **Home** screen, click the **Order Management** tab.
2. Click on **Pricing Administration**.



3. Click the **Task** icon.
4. Under the *Pricing Charges* header, click **Manage Price Lists**.

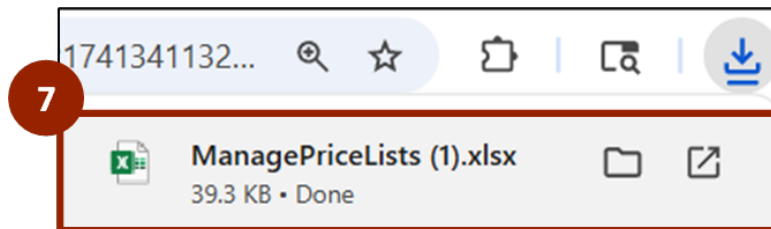


5. Click the *Actions* drop-down.
6. Click **Download Spreadsheet to Maintain Price List Data**.



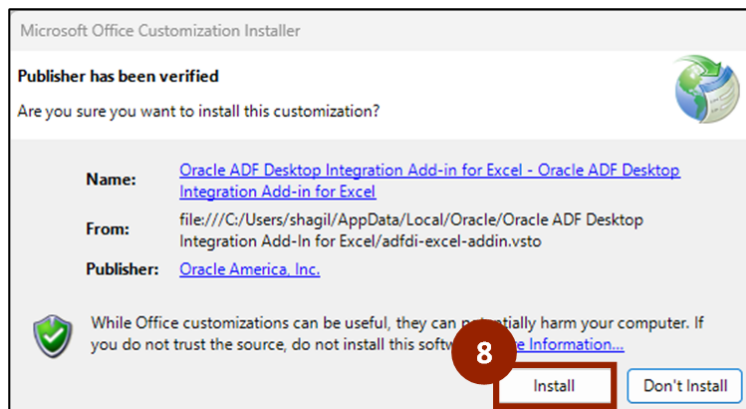
7. Within your recent downloads, Click the **downloaded file** to open.

**Note:** This may display differently depending on your browser, if recent downloads does not display, check the **Downloads** folder on your computer.

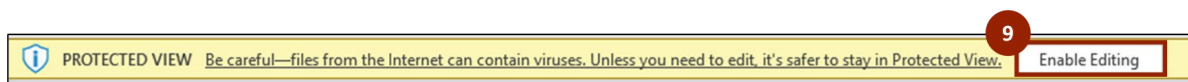


8. Once opened, a **Microsoft Option Customization Installer** window displays, Click **Install**

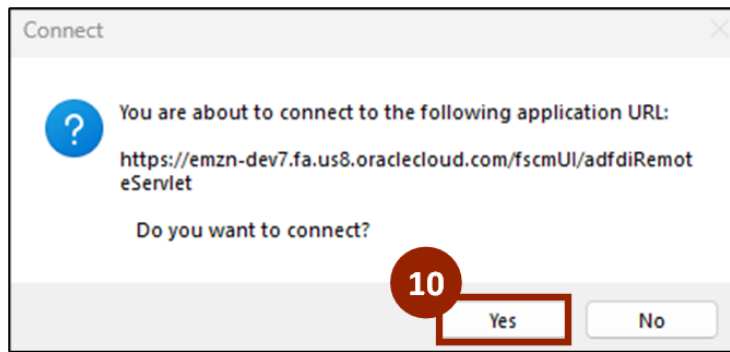
**Note:** If this window does not display, continue to the next step.



9. Within the **PROTECTED VIEW** notification ribbon, click **Enable Editing**.

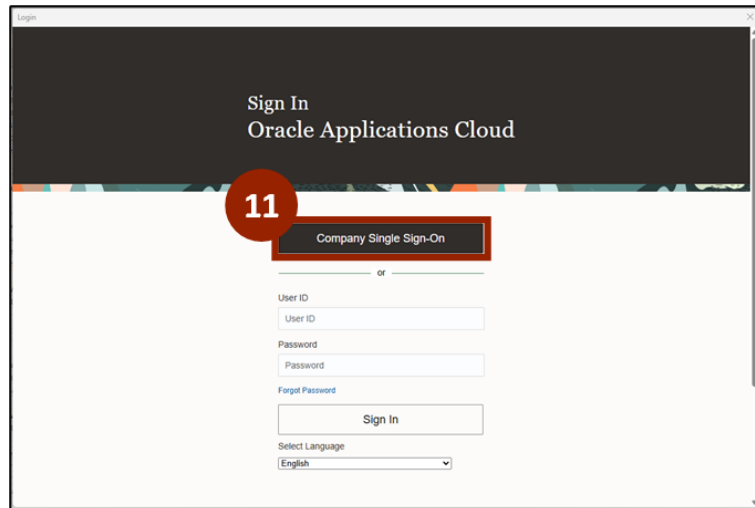


10. The **Connect** pop-up window displays, click **Yes**.



11. Click the **Company Single Sign-On** button and enter your credentials.

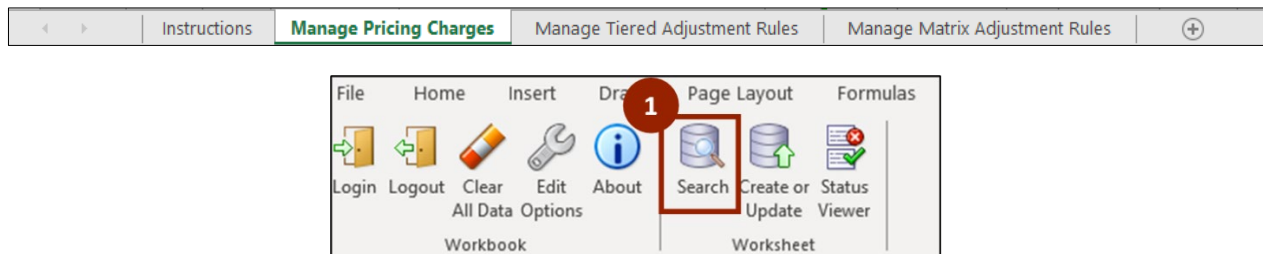
**Note:** Within the spreadsheet, you will find an *Instructions* tab, along with three additional tabs: **Manage Pricing Charges**, **Manage Tiered Adjustment Rules**, and **Manage Matrix Adjustment Rules**. To update pricing, use the **Manage Pricing Charges** tab.



### Access the NCCE Price List

To access the **NCCE Price List** for the first time, follow these steps:

1. Within the **Manage Pricing Charges** tab of the **ADFDI Excel Template**, click **Search**.



2. Within the *Price List* field, enter **NCCE Price List**.

3. Click **OK**.

Note: Since the search retrieves all items from the **NCCE Price List**, it may take some time to complete.

### Create or Update Items in the ADFDI Excel Template

Please note, the only active price list for DAC is the **NCCE Price List**. Follow these steps to update an item's price:

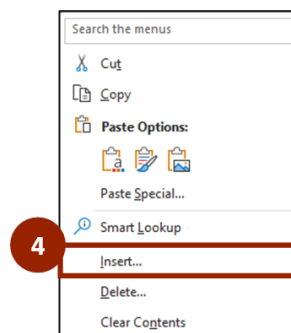
1. From the search results, navigate to the **item you want to update** (i.e., Item #0002554).
2. Within the *Base Price* column of the item, enter the **new price**.

| Changed | Flagged | Status | Price List      | Business Unit                       | Item Level | Item     | Component Path | Line Type | Pricing UOM | Primary Pricing UOM | Pricing Charge Definition | Price Periodicity | Calculation Method | Base Price | *Start Date    | End Date | Allow Manual Adjustment | Calculation Type | Cost Calculation Amount | Currency |
|---------|---------|--------|-----------------|-------------------------------------|------------|----------|----------------|-----------|-------------|---------------------|---------------------------|-------------------|--------------------|------------|----------------|----------|-------------------------|------------------|-------------------------|----------|
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0001891  |                | Buy       | CASE        | Y                   | Sale Price                |                   | Price              | 26.466     | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0002550  |                | Buy       | PAD         | Y                   | Sale Price                |                   | Price              | 3.05       | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0001891  |                | Buy       | EACH        | Y                   | Sale Price                |                   | Price              | 78.1       | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0002551  |                | Buy       | PAD         | Y                   | Sale Price                |                   | Price              | 3.67       | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0001895  |                | Buy       | CASE        | Y                   | Sale Price                |                   | Price              | 26.8296    | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0001891  |                | Buy       | EACH        | Y                   | Sale Price                |                   | Price              | 76.32      | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0001892  |                | Buy       | EACH        | Y                   | Sale Price                |                   | Price              | 3.0        | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0002554  |                | Buy       | book        | Y                   | Sale Price                |                   | Price              | 10.22      | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0001894  |                | Buy       | EACH        | Y                   | Sale Price                |                   | Price              | 51.9       | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0001899  |                | Buy       | CASE        | Y                   | Sale Price                |                   | Price              | 42.0028    | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 00018914 |                | Buy       | BOX         | Y                   | Sale Price                |                   | Price              | 64.85      | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0001896  |                | Buy       | EACH        | Y                   | Sale Price                |                   | Price              | 21.7       | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |
|         |         |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 00018919 |                | Buy       | EACH        | Y                   | Sale Price                |                   | Price              | 2          | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |

3. To add a new item to the *Price List*, select a **row within the spreadsheet**.

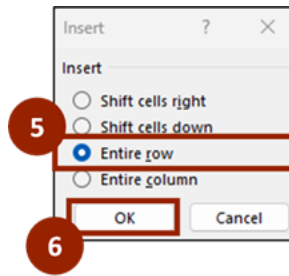
|  |  |  |                 |                                     |      |          |  |     |      |   |            |  |       |  |  |  |  |  |  |  |
|--|--|--|-----------------|-------------------------------------|------|----------|--|-----|------|---|------------|--|-------|--|--|--|--|--|--|--|
|  |  |  | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item | 00018911 |  | Buy | EACH | Y | Sale Price |  | Price |  |  |  |  |  |  |  |
|  |  |  | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item | 0001892  |  | Buy | EACH | Y | Sale Price |  | Price |  |  |  |  |  |  |  |
|  |  |  | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item | 0002554  |  | Buy | book | Y | Sale Price |  | Price |  |  |  |  |  |  |  |
|  |  |  | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item | 0001894  |  | Buy | EACH | Y | Sale Price |  | Price |  |  |  |  |  |  |  |
|  |  |  | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item | 0001899  |  | Buy | CASE | Y | Sale Price |  | Price |  |  |  |  |  |  |  |
|  |  |  | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item | 00018914 |  | Buy | BOX  | Y | Sale Price |  | Price |  |  |  |  |  |  |  |
|  |  |  | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item | 0001896  |  | Buy | EACH | Y | Sale Price |  | Price |  |  |  |  |  |  |  |
|  |  |  | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item | 00018919 |  | Buy | EACH | Y | Sale Price |  | Price |  |  |  |  |  |  |  |

4. Right-click to display options, Select **Insert...** from the menu.





5. Select **Entire row**.
6. Click **OK**.

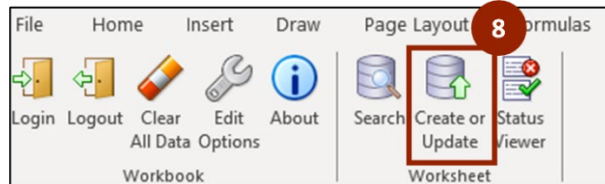


7. Within the newly created row, Enter **all information related to that item** including the *NCCE Price List*, the *Item Name* and the *Base Price* of that item.

**Note:** The *Start Date* and *End Date* columns for the item can be updated, the *Start Date* is the only field required to move forward.

| Changed | Hagged | Status | Price List      | Business Unit                       | Item Level | Item    | Component Path | Line Type | Pricing UOM | Primary Pricing UOM | Pricing Charge Definition | Price Periodicity | Calculation Method | Base Price | *Start Date    | End Date | Allow Manual Adjustment | Calculation Type | Cost Calculation Amount | Currency | Coverage Item |
|---------|--------|--------|-----------------|-------------------------------------|------------|---------|----------------|-----------|-------------|---------------------|---------------------------|-------------------|--------------------|------------|----------------|----------|-------------------------|------------------|-------------------------|----------|---------------|
|         |        |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0001891 |                | Buy       | CASE        | Y                   | Sale Price                |                   | Price              | 25.466     | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |               |
|         |        |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0002550 |                | Buy       | PAD         | Y                   | Sale Price                |                   | Price              | 5.05       | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |               |
|         |        |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0018891 |                | Buy       | EACH        | Y                   | Sale Price                |                   | Price              | 78.1       | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |               |
|         |        |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0002551 |                | Buy       | PAD         | Y                   | Sale Price                |                   | Price              | 5.67       | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |               |
|         |        |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0001895 |                | Buy       | CASE        | Y                   | Sale Price                |                   | Price              | 26.8296    | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |               |
|         |        |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0018911 |                | Buy       | EACH        | Y                   | Sale Price                |                   | Price              | 76.32      | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |               |
|         |        |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0018892 |                | Buy       | EACH        | Y                   | Sale Price                |                   | Price              | 50         | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |               |
|         |        |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0002554 |                | Buy       | book        | Y                   | Sale Price                |                   | Price              | 10.22      | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |               |
|         |        |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0018894 |                | Buy       | EACH        | Y                   | Sale Price                |                   | Price              | 51.9       | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |               |
|         |        |        | NCCE Price List | 5200 DEPARTMENT OF ADULT CORRECTION | Item       | 0001899 |                | Buy       | CASE        | Y                   | Sale Price                |                   | Price              | 42.9029    | 6/25/2025 2:20 |          | Y                       |                  |                         | USD      |               |

8. Click the **Create or Update** button to process the changes.



Once the changes are processed, verify the **changes for the item** within the *NCFS Manage Price List*.

Edit Price List: NCCE Price List

Save Save and Close Cancel

| Item    | Description           | UOM  | Type | Status |
|---------|-----------------------|------|------|--------|
| 0021056 | LARGE DUFFLE AND D... | EACH | Buy  | ✓      |
| 0021057 | STAFF CERT PANTS M... | BOX  | Buy  | ✓      |
| 0021039 | N.C. ROUTE MARKER 101 | EACH | Buy  | ✓      |

0021039 - Buy - EACH: Charge

Create Charge

Charge

Line Number 1

Pricing Charge Definition Sale Price

Price Type One time

Charge Type Sale

Charge Subtype Price

Price

\* Calculation Method Price

\* Base Price 41.01 USD

Allow manual adjustment

Dates

\* Start Date 6/25/25 2:20 AM

End Date mid/yy h:mm a

## Wrap-Up

NCFS users can use **two methods to *set up and maintain price lists*** using the steps above.

## Additional Resources

### Virtual Instructor Led Training (vILT)

- Maintain Pricing

### Web-based Training (WBT)

- **MFG100:** Introduction to NCFS Manufacturing
- **MFG101:** The Journey Through NCFS Manufacturing