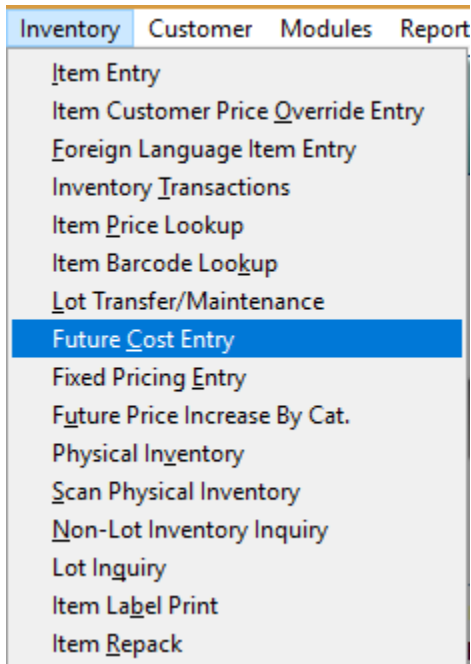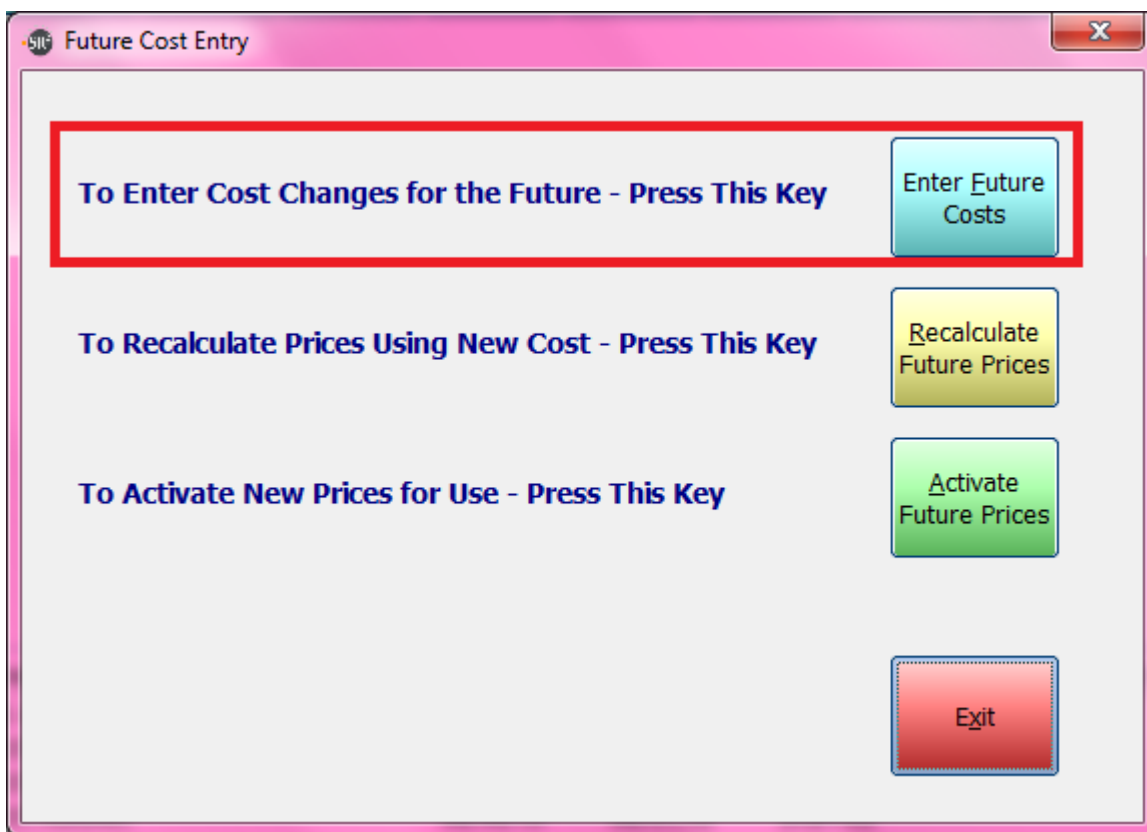# Enter New Cost or Future Cost for all Items Quickly

The user has the ability to enter in new costs or future costs in a quick fashion.
After the user chooses Future Cost Entry from the Inventory Menu, they need to click on the **Enter Future Costs** button.

The Future Cost Entry screen will appear listing all the items allowing the user to enter in Future Costs.

IMPORTANT:
Enter in the Future Cost value and press the **Enter Key** twice, enter the Effective Date **(MMDDYY or MM/DD/YY)** and press the **Enter Key** twice to bring you to the next line.

Item ID	Description	Average Cost	Last Cost	Market Cost	Future Cost	Effective Date	Print
10002	H/G POLLOCK SHORE FROZ.	1.30	1.30	2.15	0.00		☒
10019	FROZEN POLLOCK 6-8 OZ.	1.85	1.85	1.75	0.00		☒
10020	H/G POLLOCK J CUT LL	1.17	1.17	1.50	0.00		☐
10042	POLLOCK 4/6 FRZ S/B IQF	1.55	1.55	1.55	1.75	00/00/00	☐
10270	POLLOCK 2/4 FRZ IQF	1.72	1.72	1.72	0.00		☐
10272	POLLOCK FLTS FROZ MKT	2.60	2.60	2.60	0.00		☐
10411	H/G POLLOCK O/R LONGLINE	1.75	1.75	1.75	1.87	12/28/16	☒
10482	POLLOCK PORT BRD 3.6OZ OR	22.80	22.80	22.80	0.00		☐
10483	POLLOCK NUGGETS BRD 1 OZ	23.73	23.73	23.73	0.00		☐
10559	POLLOCK 16/32 OZ. FAS	3.51	3.51	3.51	0.00		☐
11057	POLLOCK FRZ SKIPPERS	2.53	2.53	2.53	0.00		☐
11060	POLLOCK 2/4 OZ IQF	1.67	1.67	1.67	0.00		☐
11109	POLLOCK 6/8 OZ IQF	1.91	1.91	1.91	0.00		☐
10048	H/G POLLOCK J CUT M	1.00	1.00	1.00	0.00		☐
10377	H/G POLLOCK J CUT L	1.27	1.27	1.27	0.00		☐
10734	H/G POLLOCK J CUT S	1.25	1.25	1.25	0.00		☐
10271	POLLOCK FLTS DOMS FRESH	2.95	2.95	2.95	0.00		☐
10274	* NP POLLOCK FILLET	3.55	3.55	3.55	0.00		☐
11041	POLLOCK REFRESH 2/4	1.99	1.99	1.99	0.00		☐
11058	SAMPLE POLLOCK 16/32 FAS	10.00	10.00	10.00	0.00		☐
10001	POLLOCK CHOICE BONED FLTS	3.97	3.97	8.00	4.75	12/28/16	☒
10007	H/G POLLOCK O/R	1.42	1.42	1.42	0.00		☒

Filter On pollo ☒   Category Filter 🔍   Cancel   Accept

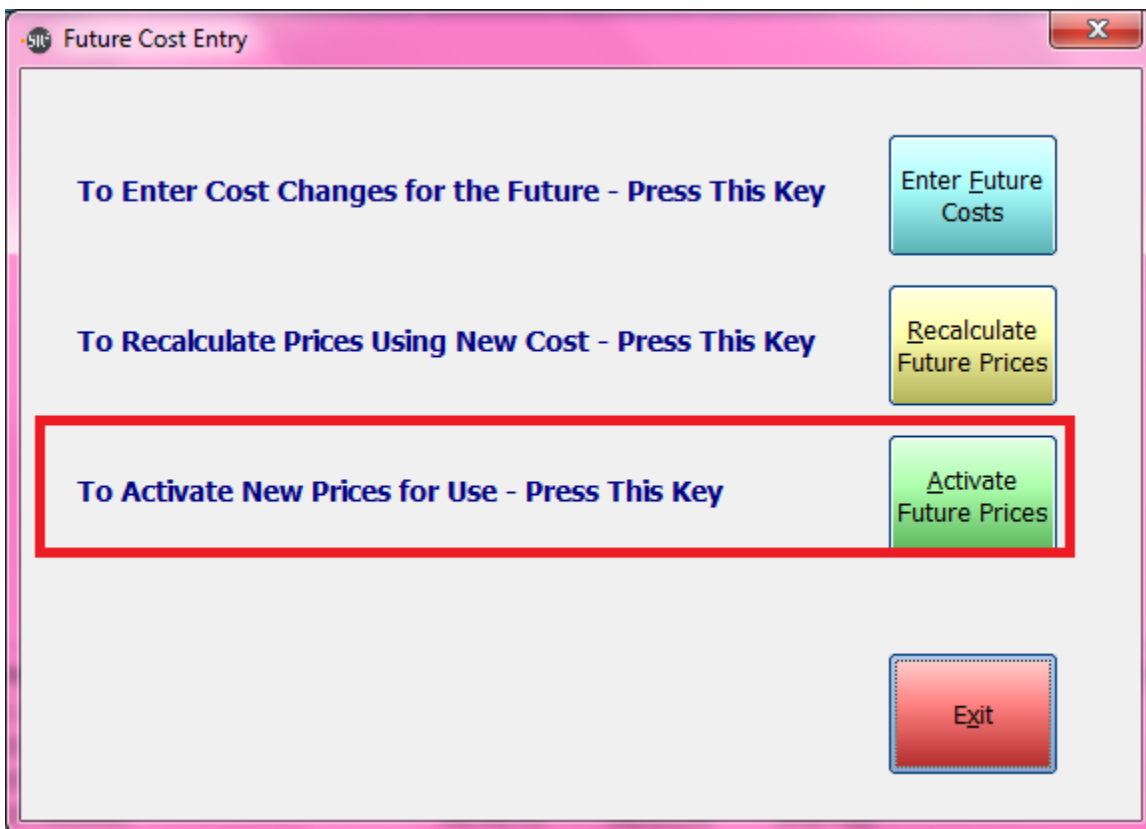Click the Print Checkbox is you want this item to appear on refined price lists.
Click the **Accept** button at the bottom of the screen to save the entries.

You can use the filter on or category filter to refine what items were displayed. Before you do perform a filter you must click on the accept button or you will lose any changes to the prices that you have made.

Now that you have the new prices entered you will need to recalculate the new prices for the different price levels by clicking on the **Recalculate Future Prices** button.

The new costs will not be active until the user clicks the **Activate Future Prices** button.

This will activate the Future Market Cost on the effective date and any entries that did not have a date will activate immediately.

You will also see the Future Market Cost and Effective Date in the **Item Maintenance** Screen, in the **Costing/Pricing Tab**: