

Creating Price Keys in Conqueror X

This document serves as a quick reference of how to create price keys in Conqueror X.

CREATING A BOWLING PRICE KEY:

This procedure will outline creating a bowling price key in Conqueror X. There are a variety of options for different bowling-related price keys.

1. From the Conqueror X home screen, click on Setup, POS Setup, Price Keys.
2. From the department structure, click on the appropriate department under the main department "Bowling."
 - a. Game bowling price keys should be put in the game bowling department or one of its sub-departments.
 - b. Time bowling (time sold to the lane) should be put in the time bowling department or one of its sub-departments.
 - c. Unlimited bowling (flat rate per person but may have a time constraint) should be put under the unlimited bowling department or one of its sub-departments.
3. Double click on the department the new price key to which the new price key will be added.
4. Click on "New" button to create a new price key.
5. Give the price key an appropriate name in the name field.
6. Click in the yellow "Price" field to set the pricing.
 - a. Leave everything selected, enter the price, and hit apply if that price never changes.
 - b. If the price changes at certain times of the day or week, select the appropriate times within the gridded area, then enter the price and click apply. This will set the price for the selected timeframe.
7. Once the pricing is set, click the red "X" in the top right of the screen to return to the price key setup screen.
8. If the price key is to be taxed, click in the yellow area under "Taxes," click on the appropriate tax group, then click "OK."
9. Bowling price keys require a defined metric:
 - a. Game bowling: specify the number of games
 - b. Time bowling: specify the amount of time
 - c. Unlimited bowling: specify the number of tickets (per person)
10. Select whether this price key is subject to a gratuity amount.
11. On the right side of the screen select the appropriate options applicable to the price key.
12. Click "Save" when completed.

CREATING A NON-BOWLING PRICE KEY:

This procedure will outline creating a price key that is non-bowling (mainly a POS price key for food and beverage, pro shop, or miscellaneous income).

1. From the Conqueror X home screen, click on Setup, POS Setup, Price Keys.
2. Double click on the department the new price key to which the new price key will be added.
3. Click on "New" button to create a new price key.
4. Give the price key an appropriate name in the name field.
5. Click in the yellow "Price" field to set the pricing.
 - a. Leave everything selected, enter the price, and hit apply if that price never changes.
 - b. If the price changes at certain times of the day or week, select the appropriate times within the gridded area, then enter the price and click apply. This will set the price for the selected timeframe.
6. Once the pricing is set, click the red "X" in the top right of the screen to return to the price key setup screen.
7. If the price key is to be taxed, click in the yellow area under "Taxes," click on the appropriate tax group, then click "OK."
8. Select whether this price key is subject to a gratuity amount.
9. On the right side of the screen select the appropriate options applicable to the price key.
10. Click "Save" when completed.

ADDITIONAL PRICE KEY SETUP FUNCTIONS:

COPY: Create a duplicate price key (with a new name) that has the same structure and options as the existing price key

COPY TO DEPARTMENT: Create a duplicate price key (with the same name or a new name) that has the same structure and options as the existing price key and place the duplicate into another department

APPLICABILITY: Set specific date rules related to that price key (starting on a certain date, ending on a certain date, available for a date range, or unavailable on a certain date)

DELETE: Remove the price key from the department (note: some price keys in certain departments are "fixed" in the system and cannot be deleted)