

□ 2 : SETTING UP PRICE SCHEDULES

1. MAIN MENU #4
2. PRESS 5 - PRICING SETUP
3. PRESS 1 - PRICE SCHEDULE MASTER
4. YOU WILL SEE SOME DEFAULT SCHEDULES HAVE ALREADY BEEN CREATED FOR YOU. THE SELL ID IS THE PRICE LEVEL YOU WANT TO SELL TO THIS GROUP OF CUSTOMERS. YOU SET THIS TO THE PRICE LEVEL IN THE PART FILE YOU WANT THIS GROUP OF CUSTOMERS TO PAY FOR PARTS.
5. THE DISCOUNT % ALLOWS YOU TO REDUCE OR INCREASE THE SELL ID LEVEL BY ANY PERCENTAGE. LEAVING AT 0.00 SELLS AT THE PRICE ON THE SELL ID. (EXAMPLE - SETTING THE DISCOUNT TO 10.00 WOULD INCREASE THE SELL ID BY 10 % AND SETTING THE DISCOUNT TO -10.00 WOULD DECREASE THE SELL ID BY 10 %).
6. YOU CAN ALSO AFFECT THE LIST PRICE (CALLED ID 5) THE SAME WAY IF DESIRED.
7. TO ADD A NEW PRICE SCHEDULE PRESS F6.
8. PRICE MASTER ADD BOX WILL BE DISPLAYED.
9. INPUT THE NEW PRICE SCHEDULE (UP TO 3 CHARACTERS) AND PRESS ENTER.
10. INPUT NAME OF SCHEDULE AND PRESS ENTER.
11. INPUT SELL ID FIELD THIS SCHEDULE WILL PRICE FROM AND PRESS ENTER.
12. INPUT DISCOUNT OR MARKUP (IF ANY) FOR THE SELL ID LEVEL FOR THIS PRICE SCHEDULE AND PRESS ENTER.
13. INPUT LIST PRICE FIELD (NORMALLY 5) AND PRESS ENTER.
14. INPUT DISCOUNT OR MARKUP FOR LIST OR LEAVE AT 0.00 AND PRESS ENTER.

NOTES

15. IT WILL NOW BE ADDED TO THE PRICE SCHEDULE LIST.
16. REPEAT STEPS 9 THRU 15 UNTIL ALL NEW PRICE SCHEDULES HAVE BEEN ADDED. WHEN FINISHED PRESS F2 TO CLEAR THE PRICE MASTER ADD BOX.
17. YOU MAY ALSO EDIT ANY SCHEDULE SIMPLY BY ARROWING OVER TO THE FIELD TO CHANGE AND RETYPING THE INFORMATION.
18. TO PRINT THE SCHEDULES PRESS F4 AND THEN PRESS 1. THE PRINT FILE IS NOW READY. PRESS F1 TO PRINT, PRESS F2 TO CANCEL OR PRESS F3 TO FAX.
19. WHEN FINISHED, PRESS F2 BACK TO MAIN MENU.

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