

SALES

COMMERCIALS - ADD COMMERCIAL

A **commercial** is an agreement as to how much you will sell your products / parts and services, to a customer. It is a list of **parts** and **labour** with *pricing details*.

The pricing details specified in a commercial are the ones that will default when you are creating sales documents e.g. a sales invoice for a customer linked to the commercial.

There are two types of commercials in **BPO**:

- Pricing by Item
- Pricing by Type / Class

For the commercial type - **Pricing by Item**, you can only specify the *discount* and / or *selling price* per Craft, individual Parts or individual Service item.

For the commercial type - **Pricing by Type / Class**, you can only specify *markups* and / or *selling price* per Craft, per Part Category or per Service Item Type.

Customers are linked to Commercials and any updates to commercials will affect the associated customers.

Ribbon Access: Sales > Commercials





- 1. The *Sales Commercials* screen will be displayed.
- 2. From here you can view a list of all your sales commercials with the default mark ups that have already been created.
- 3. Click on *Add* to create a new sales commercial.



4										
	+ Home Equin	mant	/locations Contract	Einance / HP	s Commerciais - BPU:	version 2.4.0.11 - I	facturing Programment	Salar Sanica	Reporting	- 6 X
Add M	Edit Delete	Sav	e Layout Workspaces	Excel Refresh	a rearrange in an rearrange					~
Links		4	Drag a coli mo brader berg	to group by that a	olumo.				/	
Enter t	ext to search	9	CommercialName	CommercialType	CodeDescription	DefaultAccetMarkup	DefaultInventoryMarkup	Defaulti abourMarkup	DefaultSubContractMarkun	Statue
		r b	9 # C	R C	R	=	=	=	=	# I C
Cu	stomers		Type Class Commercial	ITEM	Pricing by Item	15.00	15.00	15.00	15.00	A
			Discount Commercial	TYPE	Pricing by Type/Class	0.00	0.00	0.00	0.00	A
			USD Price by Item	ITEM	Pricing by Item	0.00	0.00	0.00	0.00	A
			Type Class Commercial	TYPE	Pricing by Type/Class	15.00	15.00	15.00	15.00	A
			DUT001	ITEM	Pricing by Item	0.00	0.00	0.00	0.00	A
			SHA001	ITEM	Pricing by Item	0.00	0.00	0.00	0.00	Α
							2			
Open V	Vindows 🔻						User : Jula	ndaK 01/02/2021	Version : 2.4.0.11 Example	e Company

4. The *Commercial Maintain* screen will display.

COMMERCIAL DETAILS

- 5. **Commercial Name:** Type in the name for the commercial you are creating.
- 6. **Commercial Type:** Click on the *search* button to display the Commercial Type drop-down menu.



Pricing by Type/Class

- 7. Click on TYPE Pricing by Type/Class.
- 8. The data grid will list all Markups and / or Selling Price (Fixed Cost)

based on a group - such as Part Category or Labour Type for example.

Note that you can only specify a markup and / or selling price based on a group - such as Part Category / Labour Type.



Pricing by Item

- 7. Click on ITEM Pricing by Item.
- 8. The data grid will list the specific discount and or selling price (fixed cost) for each individual item.



Home Equipm	ent	/Locations	Contract	Finz	ance / H	R Inventory	Mainten	ance / Projects	Manufacturing	Procure	ment Sales	Service	Reporting 11	tilities	_	
			Contradet			are arrearies y	T HER TOLD	and fridges	Thank to conting	1100010		Der rice	teporting o	01000		7
<> × <		23														
Back Delete S	ave	Layout														
	_															
rocessing _	For	mat 🔺										_				
#		Commer	cial Name	Type	Class C	Commercial	*	Defaul	t Asset Marku	P 0		•				
ext to search P	Ł	Comme	rcial Type	ITEM		Pricing by Item	v *	Default Inv	entory Marku	P 0		•				
stomers						Commercial Type	A Desc	ription	abour Marku	P 0		-				
		7				ITEM	Pricing I	by Item				-				
						TYPE	Pricing I	oy Type/Class	racts Marku	P 0						
						-										
	P															
		ItemType	Inventor	yCode	Categ					ModelNo	Markup	Discount	FixedCost	Status		
	٩	R C	a 🗖 c		REC	x			,	a 🗖 c	-	-	-	8 0 0		
	•	CRFT	MNGT			1		Management			0.000	0.000	0.000	Α		
		CRFT	ADMN					Administratio	n		0.000	0.000	0.000	Α		
		CRFT	REP					Sales Repres	entative		0.000	0.000	0.000	Α		
		CRFT	TECH					Technician			0.000	0.000	0.000	Α		
		CRFT	ITTECH					IT Technician			0.000	0.000	0.000	Α		
		CRFT	DRV					Driver			0.000	0.000	0.000	Α		
		CRFT	CON					Consulting			0.000	0.000	0.000	Α		
		CRFT	DES					Design			0.000	0.000	0.000	Α		-
		CRFT	TRAV					Travel			0.000	0.000	0.000	Α		
		CRFT	ENG					Engineering			0.000	0.000	0.000	Α		
		CRFT	MNGT					Management			0.000	0.000	0.000	Α		
		CRFT	PAS					Personal Assi	stant		0.000	0.000	0.000	Α		
		CRFT	ACC					Accounting			0.000	0.000	0.000	A		
		CRFT	FIN					Finance			0.000	0.000	0.000	A		
		PART	SP-ABI-D	RU	Acces	sories		Sprint Drum A	BI 100 Series	ABI 100-2	0.000	0.000	0.000	A		
			MACOOD	1060	Acces	sories		Drum for SPO	60 Copier	SP060-1	0.000	0.000	0.000	Δ		
		PARI	MASPUR	0000	ACCCS	001100		Diaminor bio	oo copici						1	

DEFAULT MARKUP

9. Specify the Default Mark up for the Customer

- Default Asset Markup: Type in the default markup for a *serialised part sale*, if applicable.
- **Default Inventory Markup:** Type in the default markup for a *non-serialised part sale*, if applicable.
- Default Labour Markup: Type in the default markup for a *labour sale*, if applicable.
- **Default Sub Contracts Markup:** Type in the default markup for a *third-party subcontract sale*, if applicable.

	Note: If the mark up has not been set up on a specific item,
ther	n the default mark up will apply.



Ŧ			Commerc	cial Maintain - BPO:	Version 2.5.0.4	- Example Co	mpany v2.5.0.0				
Home Equipm	ent/	Locations	Contract Finance / HR In	ventory Maintena	nce / Projects	Manufacturing	Procurement	Sales Ser	vice Reporting	Utilities —	æ
1 🗛 👽	E	55-									
	B	8									
e Back Delete S	ave	Layout									
Processing	Forr	nat ,									
cs A	1										ņ
r text to search	1.	Commerc	cial Name Type Class Commerci	ial *	Defau	t Asset Markı	ID 15	*			
	1	Commer	rcial Type TYPE Pricing	by Type/Cl 🔻 *	Default In	entory Marku	IP 15	•			
Customers					Default	Labour Marku	IP 15		9		
					Default Sub Co	ntracts Marku	P 15				
	D										
		ItemTune	CatagoryDasc	Markup	Discount	EivedCost	Status				/
		alle	ealegorybeac		=	=	800				
	E	COFT	Annualian	0.000	0.000	0.000					
	-	CRET	Accounting	0.000	0.000	0.000	A .				
		CRET	Consulting	0.000	0.000	0.000	A				
		CRET	Decign	0.000	0.000	0.000	A .				
		CRET	Driver	0.000	0.000	0.000	A				
		CRET	Engineering	0.000	0.000	0.000	A				
		CRET	Finance	0.000	0.000	0.000	A				
		CRFT	IT Technician	0.000	0.000	0.000	A				
		CRFT	Management	0.000	0.000	0.000	A				
		CRFT	Management	0.000	0.000	0.000	A				
		CRFT	Personal Assistant	0.000	0.000	0.000	A				
		CRFT	Sales Representative	0.000	0.000	0.000	A				
		CRFT	Technician	0.000	0.000	0.000	A				
			Travel	0.000	0.000	0.000	A				
		CRFT	Travel	0.000							
		PCAT	Accessories	0.000	0.000	0.000	A				
		PCAT PCAT	Accessories Internal Software	0.000	0.000	0.000	A A				

COMMERCIAL SPECIFICS

The commercial specifics grid displays the Markup, Discount and FixedCost for specific items, e.g. discount on a certain labour type, or a consumable item, etc.

10. Click in the *MarkUp*, *Discount* or *FixedCost* column to set the amount for a specific item, e.g discount on a certain type of labour.

Note: The pricing details you specify will be the default price that will be reflected on the sales documents when it is created.

- 11. Type in or use the *directional arrows* to add the amount.
- 12. When all the Items have been updated, click on Save.



	Commercial	Maintain - BPO: \	/ersion 2.5.0.4	- Example Co	mpany v2.5.0	0					×
e Equipment / Locations	Contract Finance / HR Invent	tory Maintenar	nce / Projects	Manufacturing	g Procureme	nt Sales	Service	Reporting	Utilities	- 8	
Delete Save Layout											
a a cormat a							_				
4 Comme	rcial Name Type Class Commercial	*	Defau	t Asset Markı	up 15		•			ú	
Comm	ercial Type TYPE Pricing by Ty	ype/Cl 🔻 *	Default Inv	entory Marku	up 15		•				
			Default	Labour Marku	JP 15		•				
		10	efault Sub Co	ntracts Marku	JD 15		÷				
		10					_				
Drag a column											
ItemType	CategoryDesc	Markup	Discount	FixedCost	Status					/	
9 A.C.		=	=	=	* D C						
CRFT	Accounting	0.000	0.000	0.000	A						
CRFT	Administration	0.000	0.000	0.000	A						
CRFT	Administration Consulting	0.000	0.000	0.000	A A						
CRFT CRFT CRFT	Administration Consulting Design	0.000	0.000 0.000 0.000	0.000 0.000 0.000	A A A	11					
CRFT CRFT CRFT	Administration Consulting Design Driver	0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000	0.000 0.000 0.000 500	A A A	11					
CRFT CRFT CRFT CRFT CRFT	Administration Consulting Design Driver Engineering	0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 500	A A A A A	11					
CRFT CRFT CRFT CRFT CRFT CRFT	Administration Consulting Design Driver Engineering Finance	0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 5001 -	A A A A A A A	11					
CRFT CRFT CRFT CRFT CRFT CRFT CRFT	Administration Consulting Design Driver Engineering Finance IT Technician	0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 500 ÷ 0.000 0.000 0.000	A A A A A A A A A	11					
CRFT CRFT CRFT CRFT CRFT CRFT CRFT CRFT	Administration Consulting Design Driver Engineering Finance II Technican Management	0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 500[+ 0.000 0.000 0.000	A A A A A A A A A A	11					
CRFT CRFT CRFT CRFT CRFT CRFT CRFT CRFT	Administration Consulting Design Driver Engineering Finance IT Technidan Management Management	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 500 ÷	A A A A A A A A A A A A A A A A A A A	1					
CRFT CRFT CRFT CRFT CRFT CRFT CRFT CRFT	Administration Consulting Design Driver Engineering Finance IT Technician Management Management Personal Assistant	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 500 ÷	A A A A A A A A A A A A A A A A A A A	1					
CRFT CRFT CRFT CRFT CRFT CRFT CRFT CRFT	Administration Consulting Design Driver Engineering Finance IT Technician Management Management Personal Assistant Sales Representative	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 500[A A A A A A A A A A A A A A A A A A A	1					
CRFT CRFT CRFT CRFT CRFT CRFT CRFT CRFT	Administration Consulting Design Driver Engineering Finance IT Technician Management Management Management Personal Assistant Sales Representative Technican	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 500[A A A A A A A A A A A A A A A A A A A	1					
CRFT CRFT CRFT CRFT CRFT CRFT CRFT CRFT	Administration Consulting Design Driver Engineering Finance IIT Technician Management Management Personal Assistant Sales Representative Technician Travel	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 500 ÷ 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	A A A A A A A A A A A A A A A A A A A						
CRFT CRFT CRFT CRFT CRFT CRFT CRFT CRFT	Administration Consulting Design Driver Engineering Finance IT Technician Management Management Personal Assistant Sales Representative Technician Travel Accessories	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	A A A A A A A A A A A A A A A A A A A	1					

- 13. When you receive the *Sales Commercials* message to confirm;
 - The Commercials : Type Class Commercial has been saved.
- 14. Click on *OK*.



۰ پ	,				Sales Co	ommercials - BPO: Ver	rsion 2.4.0.11 - Example C	ompany		_
	Home	Equipr	ment /	Locations Contract	Finance / HR Inve	ntory Maintenance /	Projects Manufacturing	Procurement Sales S	ervice Reporting Utiliti®	_ & ×
3		\mathbf{v}	F	51	100 A.					
		~	Cause							
Add	Edit	Jelete	Save	Vorkspaces	Excel Refresh					
Ma	aintenance			Format 4	Current 4					\$
Links		1	P D	rag a column header here						
Enter te	ext to searc	n ,	2	CommercialName	CommercialType	CodeDescription	DefaultAssetMarkup	DefaultInventoryMarkup	DefaultLabourMarkup	DefaultSubContractM
Cus	tomers		٩	* 0 ¢	REC	REC.	-	-	-	-
			Þ	Type Class Commercial	ITEM	Pricing by Item	15.00	15.	00 15.00	
				Discount Commercial	TYPE	Pricing by Type/Class	0.00	0.	0.00	
				USD Price by Item	ITEM	Pricing by Item	0.00	0.	0.00	
				Type Class Commercial	TYPE	Pricing by Type/Class	15.00	15.	00 15.00	
				DUT001	ITEM	Pricing by Item	0.00	0.1	0.00	
				SHA001	ITEM	Pricing by Item	0.00	0.1	0.00	
						The commercial :	Type Class Commercial ha	s been saved.		
			4	C						÷
Open W	/indows 🔻							User : JulandaK 01/02	2021 Version : 2.4.0.11 E	xample Company

- 15. The *Sales Commercials* listing screen will be updated with the new commercial *Type/Class* created.
- 16. Click on the screen *Close* button to return to the *Sales Commercials* listing screen.
- 17. You can now continue to link a Customer to the Commercial . For a detailed handling of this topic refer to Commercials Link Customer to Commercial



a →		Sales Co	ommercials - BPO: Ver	rsion 2.4.0.11 - Example C	ompany		_ _ x
Home Equipment	/Locations Contract	Finance / HR Inve	ntory Maintenance /	Projects Manufacturing	Procurement Sales Ser	vice Reporting Utiliti	- 8 ×
Add Edit Delete Sav	e Layout Workspaces	Excel Refresh				15	*
Links 4	Drag a column header here	e to group by that colum	n				
Enter text to search P	CommercialName	CommercialType	CodeDescription	DefaultAssetMarkup	DefaultInventoryMarkup	DefaultLabourMarkup	DefaultSubContractM
Customers	₽ #]C	8 C	a 🖬 c	-	-	-	-
	Type Class Commercial	ITEM	Pricing by Item	15.00	15.00	15.00	
	Discount Commercial	TYPE	Pricing by Type/Class	0.00	0.00	0.00	
	USD Price by Item	ITEM	Pricing by Item	0.00	0.00	0.00	
	Type Class Commercial	TYPE	Pricing by Type/Class	15.00	15.00	15.00	
-	DUT001	ITEM	Pricing by Item	0.00	0.00	0.00	
-	SHA001	ITEM	Pricing by Item	0.00	0.00	0.00	
-	Type Class Commercial	TYPE	Pricing by Type/Class	15.00	15.00	15.00	
Corre Windows 7	4				these bloodsk 01/02/2	021 Vereien : 2 4 0 11 E	+
Open windows +					User ; Julanuar 01/02/2	021 Version; 2.4.0.11 E	xample company

MNU.067.001