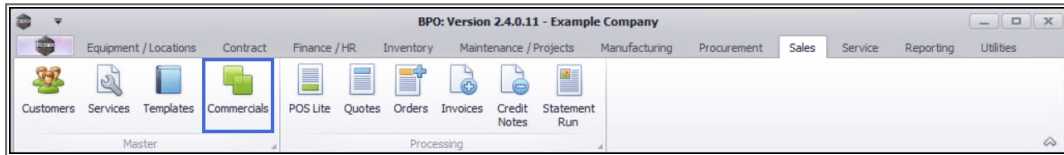


SALES

COMMERCIALS - EDIT COMMERCIAL

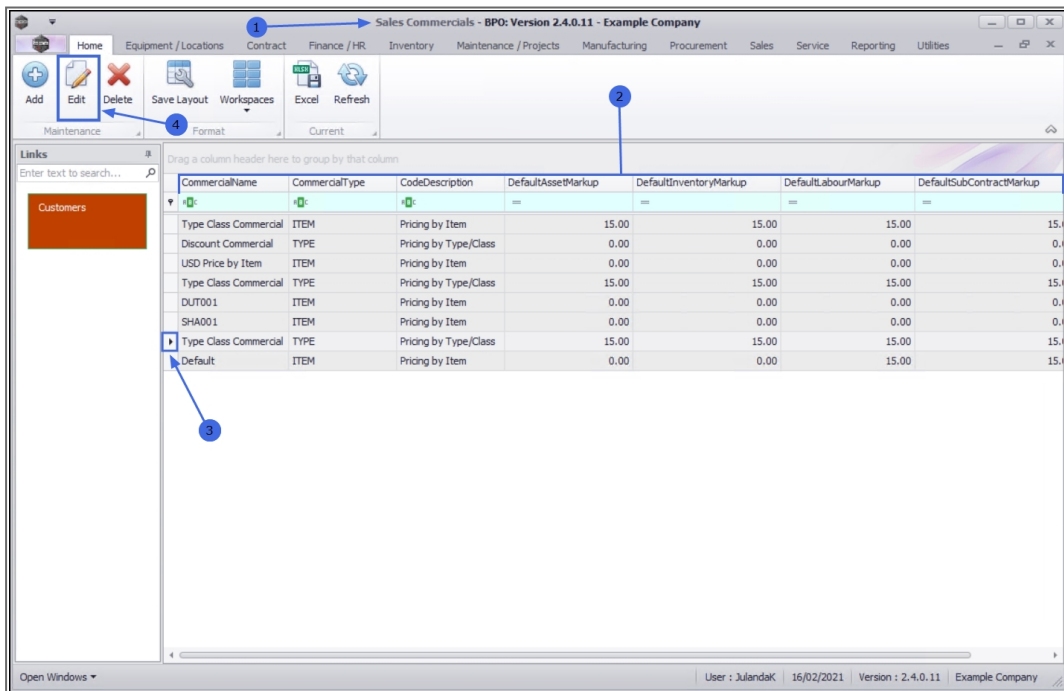
Ribbon Access: *Sales > Commercials*



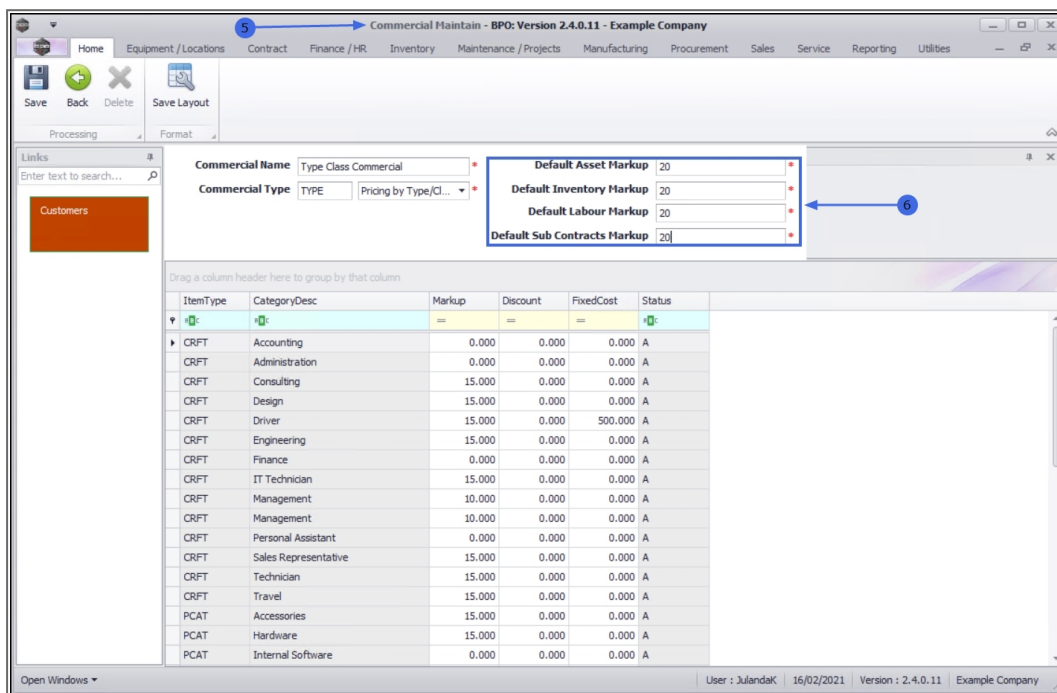
1. The **Sales Commercials** listing screen will display.
2. This screen will display a list of all the sales commercials and the current default mark ups specified.
3. Click on the **row** of the **commercial** you wish to **edit** or **update**.
4. Click on **Edit**.



Short cut key: **Right click** to display the **Maintain** menu list. Click on **Edit**.



5. The **Commercial Maintain** screen will be displayed.
6. Make the necessary changes to the Commercial Details, Default Markups or Commercial Specifics, as required.
 - For the purpose of this manual, the **Default Markups** have been updated from **15** to **20**.



Commercial Maintain - BPO: Version 2.4.0.11 - Example Company

Commercial Name: Type Class Commercial

Commercial Type: TYPE Pricing by Type/Cl...

Default Asset Markup: 20

Default Inventory Markup: 20

Default Labour Markup: 20

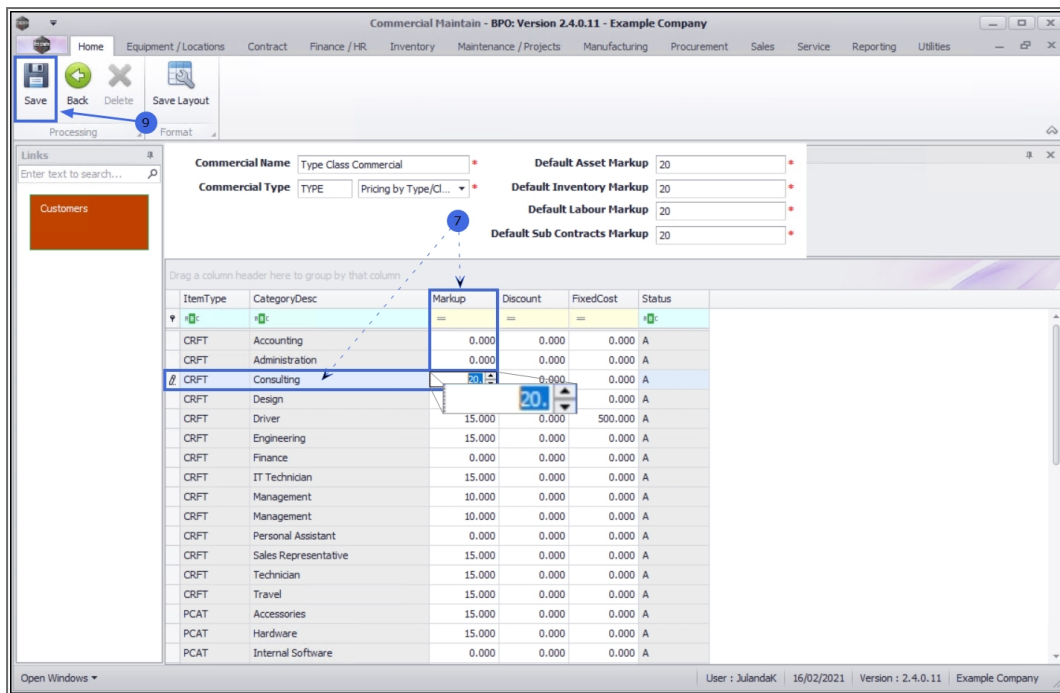
Default Sub Contracts Markup: 20

Item Type	Category Desc	Markup	Discount	Fixed Cost	Status
CRFT	Accounting	0.000	0.000	0.000	A
CRFT	Administration	0.000	0.000	0.000	A
CRFT	Consulting	15.000	0.000	0.000	A
CRFT	Design	15.000	0.000	0.000	A
CRFT	Driver	15.000	0.000	500.000	A
CRFT	Engineering	15.000	0.000	0.000	A
CRFT	Finance	0.000	0.000	0.000	A
CRFT	IT Technician	15.000	0.000	0.000	A
CRFT	Management	10.000	0.000	0.000	A
CRFT	Management	10.000	0.000	0.000	A
CRFT	Personal Assistant	0.000	0.000	0.000	A
CRFT	Sales Representative	15.000	0.000	0.000	A
CRFT	Technician	15.000	0.000	0.000	A
CRFT	Travel	15.000	0.000	0.000	A
PCAT	Accessories	15.000	0.000	0.000	A
PCAT	Hardware	15.000	0.000	0.000	A
PCAT	Internal Software	0.000	0.000	0.000	A

EDIT INDIVIDUAL ITEMS TYPES OF A SALES COMMERCIAL

You can update the **Markup** percentage, **Discount** and / or **Fixed Costs** for an Item Type.

7. Click in the column, in line with the commercial Item you want to update.
8. **Type** in or use the **arrows** to increase or decrease the amount.
 - For the purpose of this manual, the **Consulting Fee** has been adjusted in the Markup column, from 15 percent to 20 percent.
9. After making the required changes, click on **Save**.



Commercial Maintain - BPO: Version 2.4.0.11 - Example Company

Commercial Name: Type Class Commercial

Commercial Type: TYPE Pricing by Type/Class

Default Asset Markup: 20

Default Inventory Markup: 20

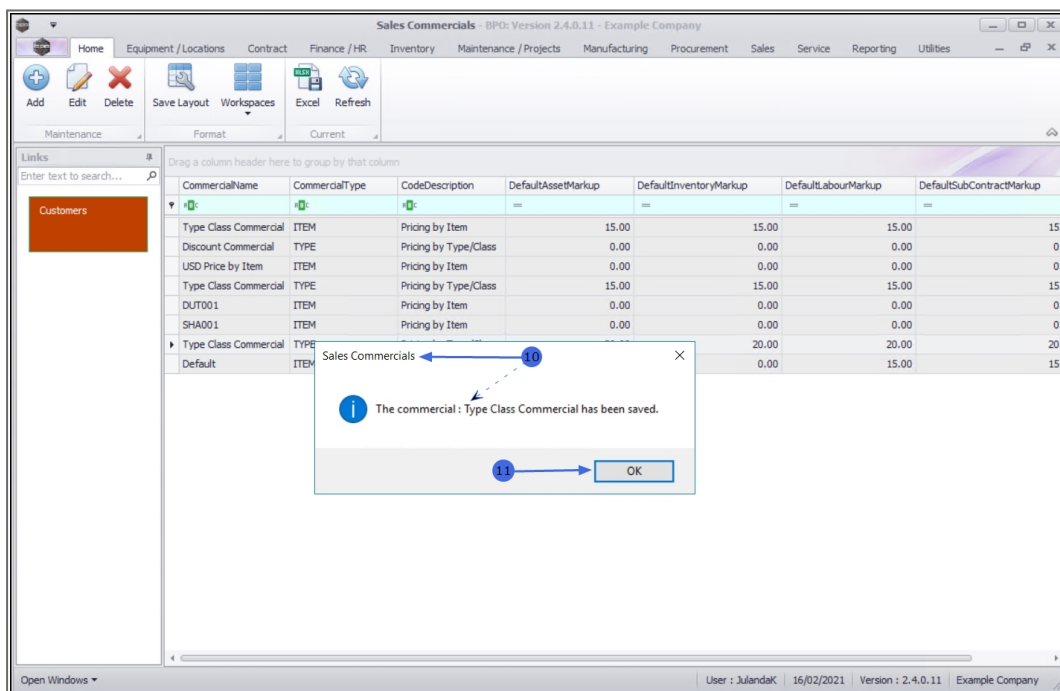
Default Labour Markup: 20

Default Sub Contracts Markup: 20

Item Type	Category Desc	Markup	Discount	Fixed Cost	Status
CRFT	Accounting	0.000	0.000	0.000	A
CRFT	Administration	0.000	0.000	0.000	A
CRFT	Consulting	20.000	0.000	0.000	A
CRFT	Design	15.000	0.000	500.000	A
CRFT	Driver	15.000	0.000	0.000	A
CRFT	Engineering	0.000	0.000	0.000	A
CRFT	Finance	0.000	0.000	0.000	A
CRFT	IT Technician	15.000	0.000	0.000	A
CRFT	Management	10.000	0.000	0.000	A
CRFT	Management	10.000	0.000	0.000	A
CRFT	Personal Assistant	0.000	0.000	0.000	A
CRFT	Sales Representative	15.000	0.000	0.000	A
CRFT	Technician	15.000	0.000	0.000	A
CRFT	Travel	15.000	0.000	0.000	A
PCAT	Accessories	15.000	0.000	0.000	A
PCAT	Hardware	15.000	0.000	0.000	A
PCAT	Internal Software	0.000	0.000	0.000	A

User: JulandaK 16/02/2021 Version: 2.4.0.11 Example Company

10. When you receive the **Sales Commercials** message to confirm;
 - **The commercial : [commercial name] has been saved.**
11. Click on **OK**.



Sales Commercials - BPO: Version 2.4.0.11 - Example Company

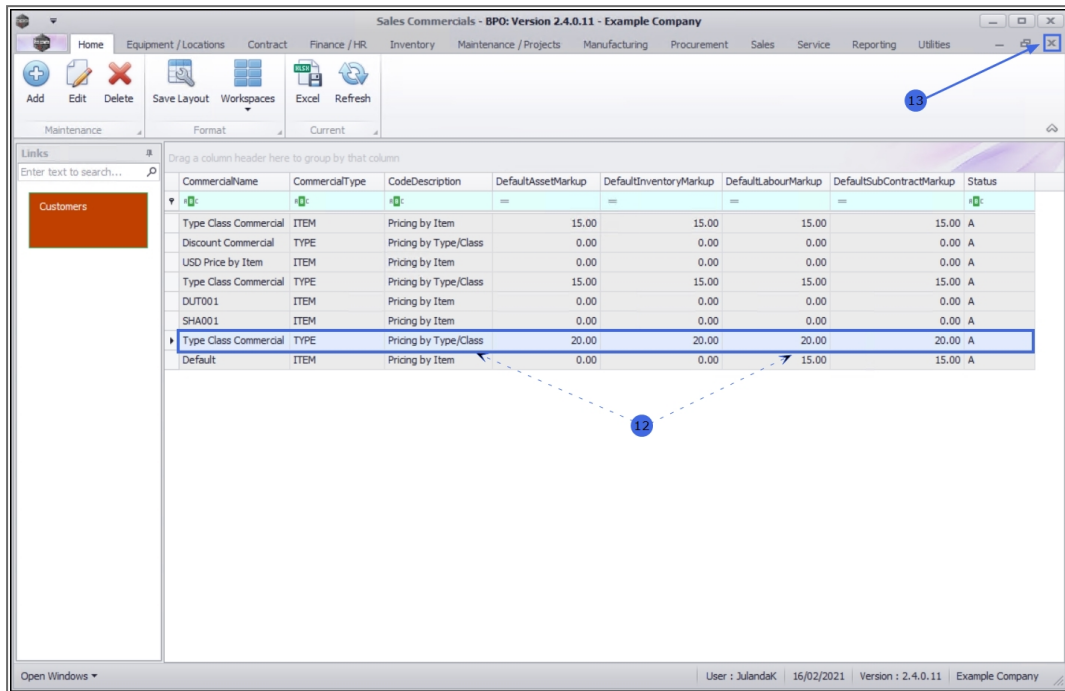
CommercialName	CommercialType	CodeDescription	DefaultAssetMarkup	DefaultInventoryMarkup	DefaultLabourMarkup	DefaultSubContractMarkup
Type Class Commercial	ITEM	Pricing by Item	15.00	15.00	15.00	15.00
Discount Commercial	TYPE	Pricing by Type/Class	0.00	0.00	0.00	0.00
USD Price by Item	ITEM	Pricing by Item	0.00	0.00	0.00	0.00
Type Class Commercial	TYPE	Pricing by Type/Class	15.00	15.00	15.00	15.00
DUT001	ITEM	Pricing by Item	0.00	0.00	0.00	0.00
SHA001	ITEM	Pricing by Item	0.00	0.00	0.00	0.00
Type Class Commercial	TYPE	Pricing by Type/Class	20.00	20.00	20.00	20.00
Default	ITEM	Pricing by Item	0.00	15.00	15.00	15.00

The commercial : Type Class Commercial has been saved.

OK

User: JulandaK 16/02/2021 Version: 2.4.0.11 Example Company

12. The **Sales Commercials** screen will display the updated Markups.
13. Click on the Close screen button to return to the **Sales Commercials** listing screen.



MNU.067.003