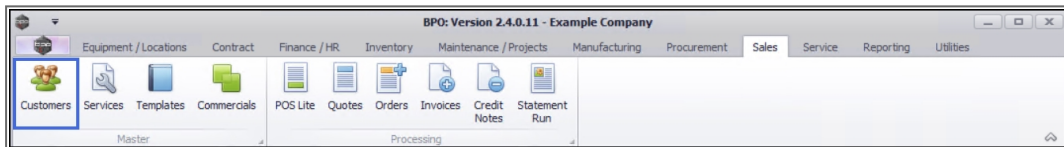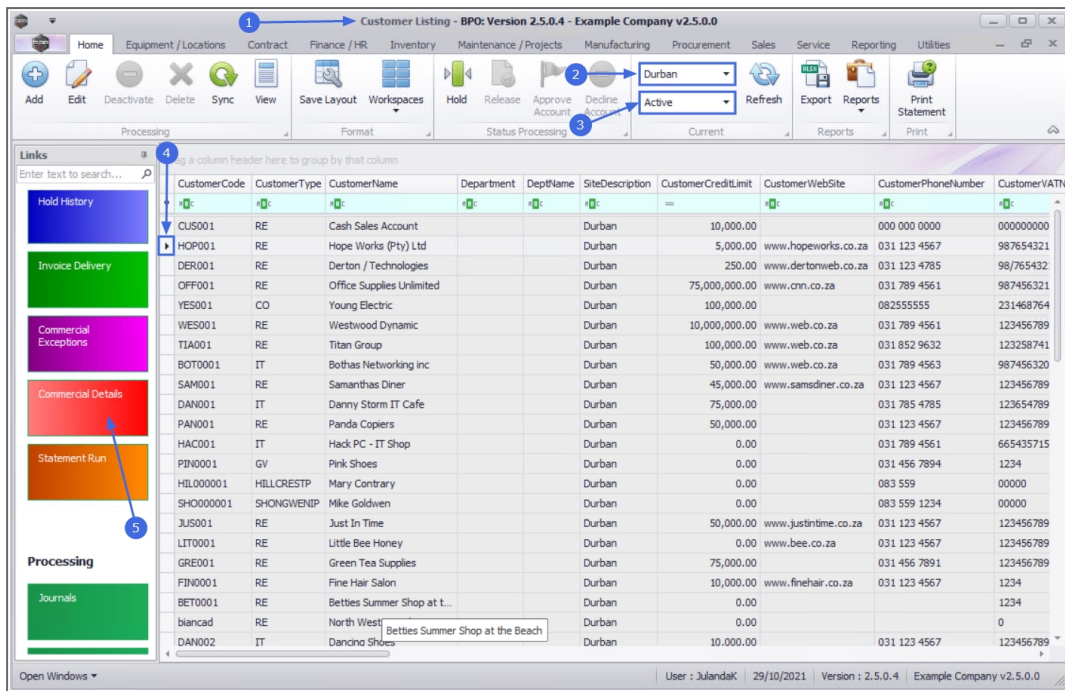# SALES

CUSTOMERS – COMMERCIAL DETAILS

The Customers Commercial Maintain screen allows you to make changes to the Commercial Header Details and the Individual Item Lines. For a detailed handling of Customer Commercials click on the link to navigate to Sales Commercials.
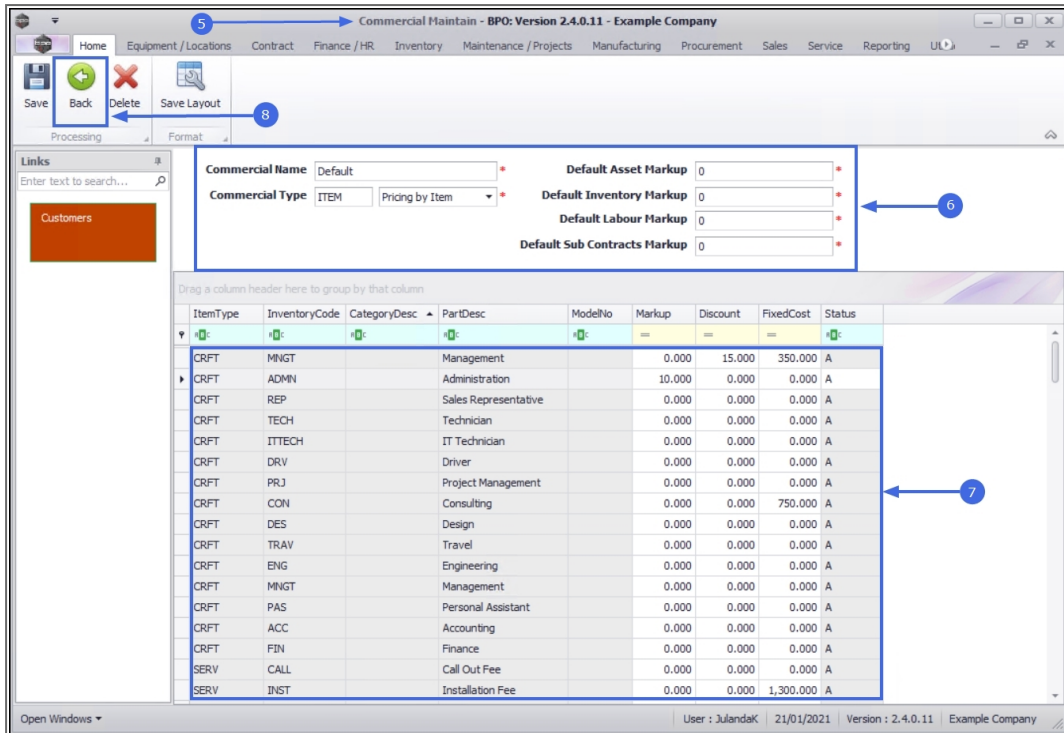
Ribbon Access: *Sales > Customers*

1. The *Customer Listing* screen will be displayed.
2. Select the *Site* where the customer can be located.
   - The example has *Durban* selected.
3. Select the *Status* for the customer.
   - The example has *Active* selected.
4. Select the *row* of the *customer* whose Commercial Details you wish to view.
5. Click the to *Commercial Details* tab.

6. The *Commercial Maintain* screen will be displayed.

7. Here you can *View*, *Add* and *Edit* customer pricing details e.g. Pricing by Item or Pricing by Type

8. You can also *View*, *Add* and *Edit* specific details. For example: set a specific Markup, Discount or Fixed Cost for the following pricing items:

   - Asset (serialised items)
   - Inventory (non-serialised)
   - Labour
   - Sub-Contract (third-party)

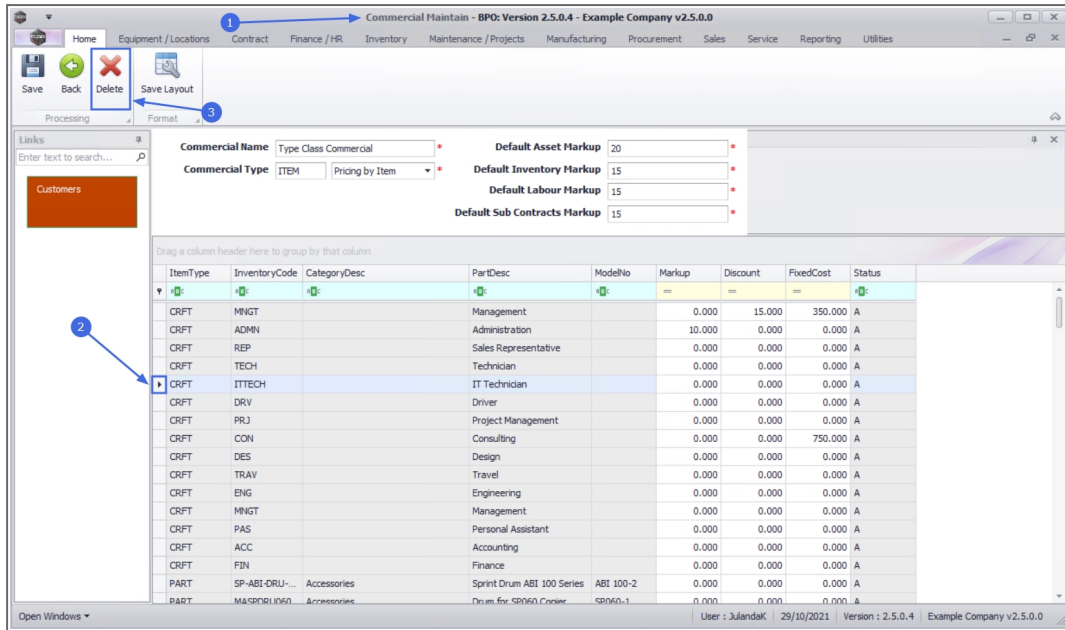9. Click on *Back* to return to the *Customer Maintenance* screen.

DELETE / DEACTIVATE COMMERCIAL ITEM

It is a good habit to first view the Customer list for the Commercial, to ensure that no Customers are still linked to the commercial, before deactivating it.

1. From the *Commercial Maintain* screen,
2. Click on the **row selector** in front of the Sales Commercial you wish to remove or deactivate.
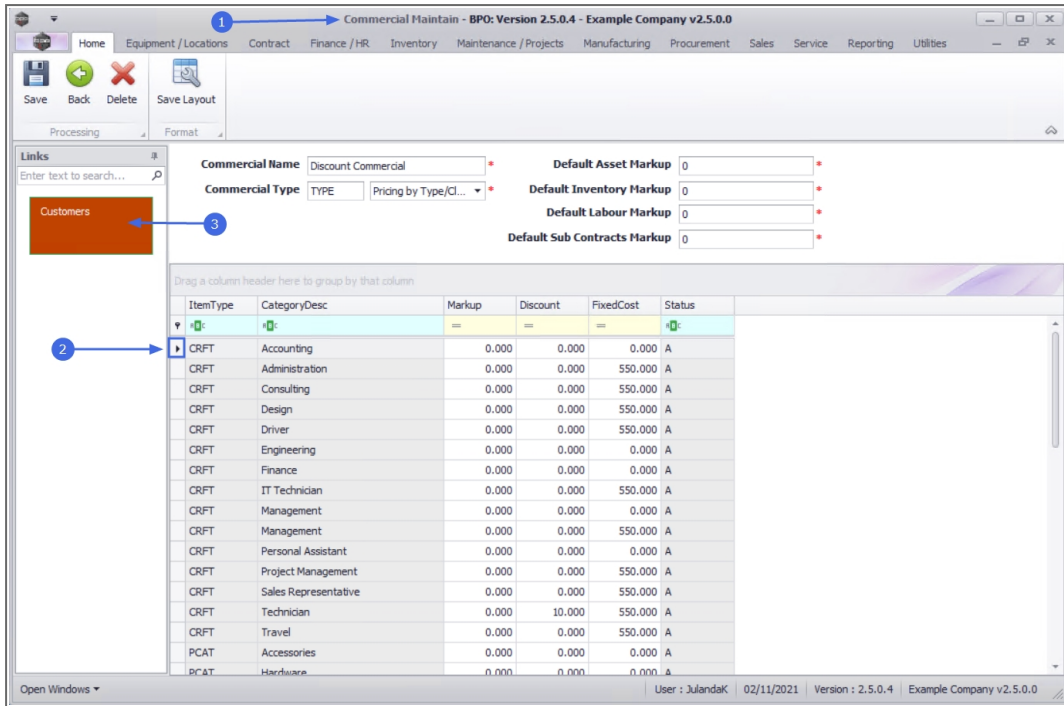3. Click on **Delete**.

Short cut key: *Right click* to display the *Process* menu list. Click on *Delete*.

VIEW CUSTOMERS LINKED TO COMMERCIAL

1. From the *Commercial Maintain* screen,
2. Click on the **row** of the Sales Commercial item you wish to view.
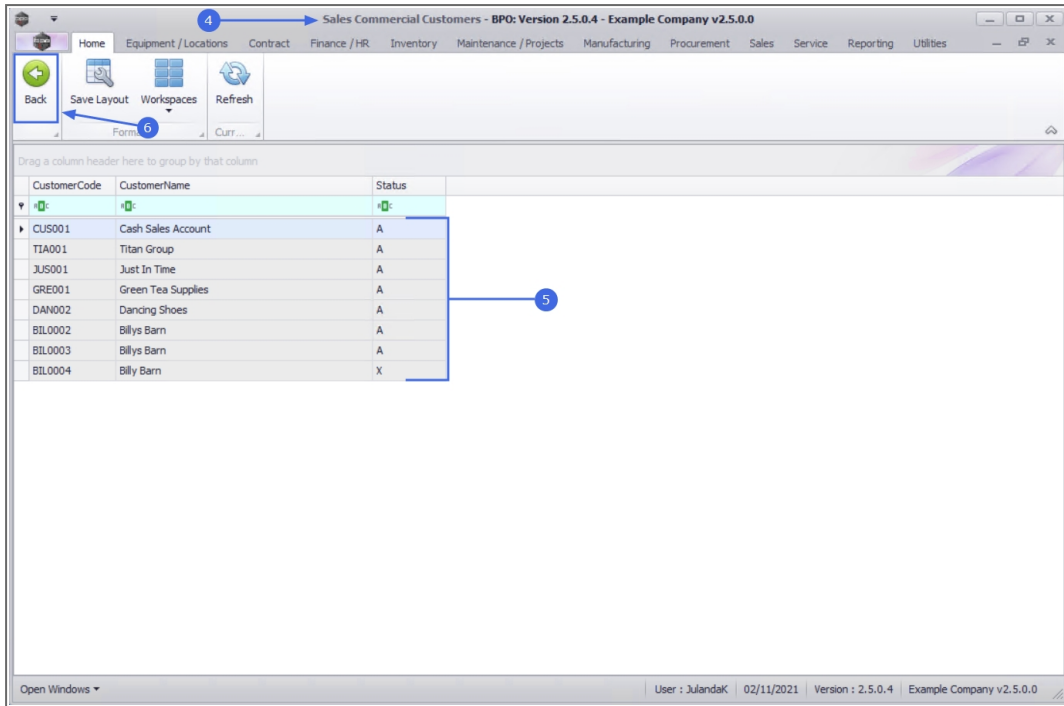3. Click on the *Customers* tile.

4. The *Sales Commercial Customers* screen will display.

5. From this screen you can view a list of all the customers linked to the selected Sales Commercial.

> Note that the information on this screen can only be viewed and no changes can be made.

6. Click on *Back* to return to the *Sales Commercials* screen.

Related Topics

- [Introduction to Commercials](#)
- [Customers - Commercial Exceptions](#)

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