

## **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*.

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nter text to search	۹	CommercialName	CommercialType	CodeDescription	DefaultAssetMarkup	DefaultInventoryMarkup	DefaultLabourMarkup	DefaultSubContractMarkup
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		Type Class Commercial	ITEM	Pricing by Item	15.00	15.00	15.00	1
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		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	1
		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	1
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- 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*.

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		CRFT	Consulting	15.000	0.000	0.000	A							
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		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							
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		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							
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## EDIT INDIVIDUAL ITEMS TYPES OF A SALES COMMERCIAL

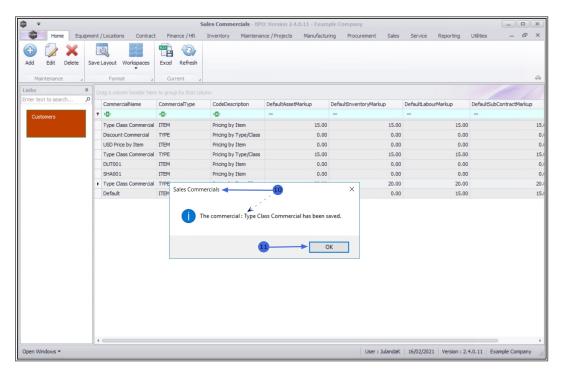
You can update the **Markup** percentage, **Discount** and / or **Fixed Costs** for an Item Type.

- 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*.



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		CRFT	Manager	nent		10.000	0.000	0.000	A				
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		CRFT	Personal	Assistant		0.000	0.000	0.000	Α				
		CRFT	Sales Re	presentative		15.000	0.000	0.000	Α				
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- 10. When you receive the *Sales Commercials* message to confirm;
  - The commercial : [commercial name] has been saved.
- 11. Click on *OK*.





- 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.

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			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	A
			Type Class Commercial	TYPE	Pricing by Type/Class	20.00	20.00	20.00	20.00	A
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