

We are currently updating our site; thank you for your patience.

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

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- 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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