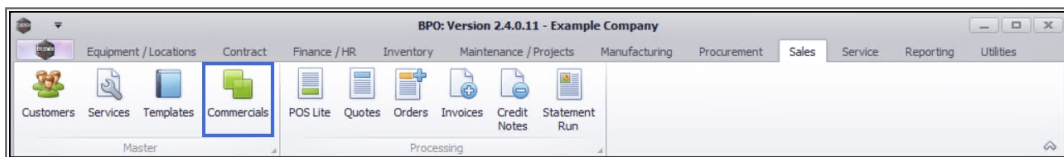


We are currently updating our site; thank you for your patience.

SALES

COMMERCIALS – EDIT COMMERCIAL

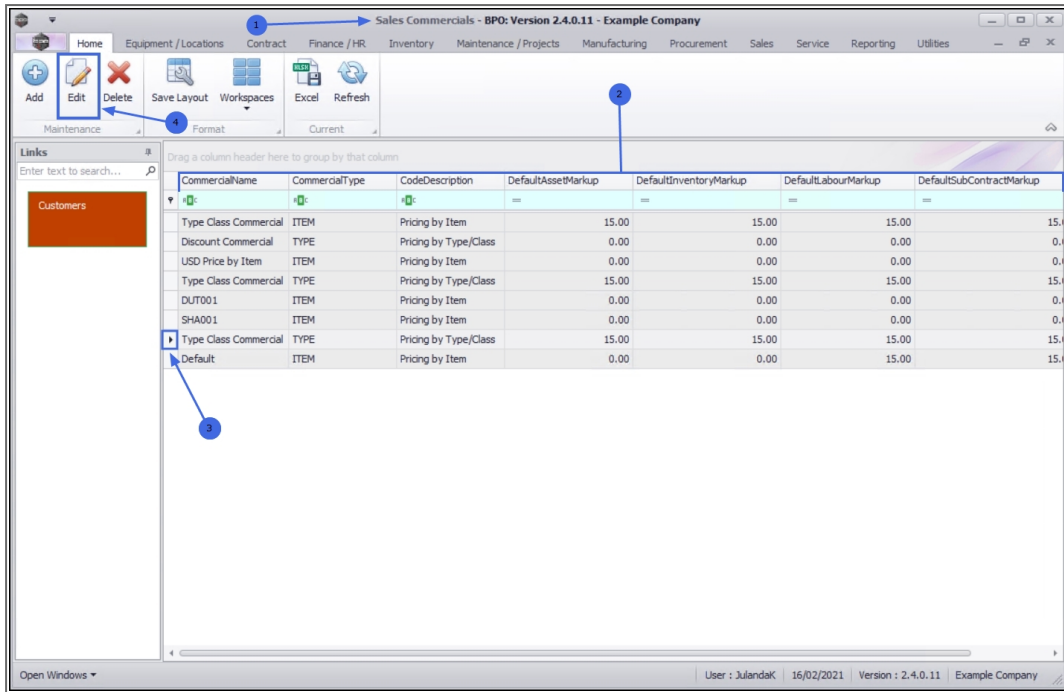
Ribbon Access: Sales > Commercials



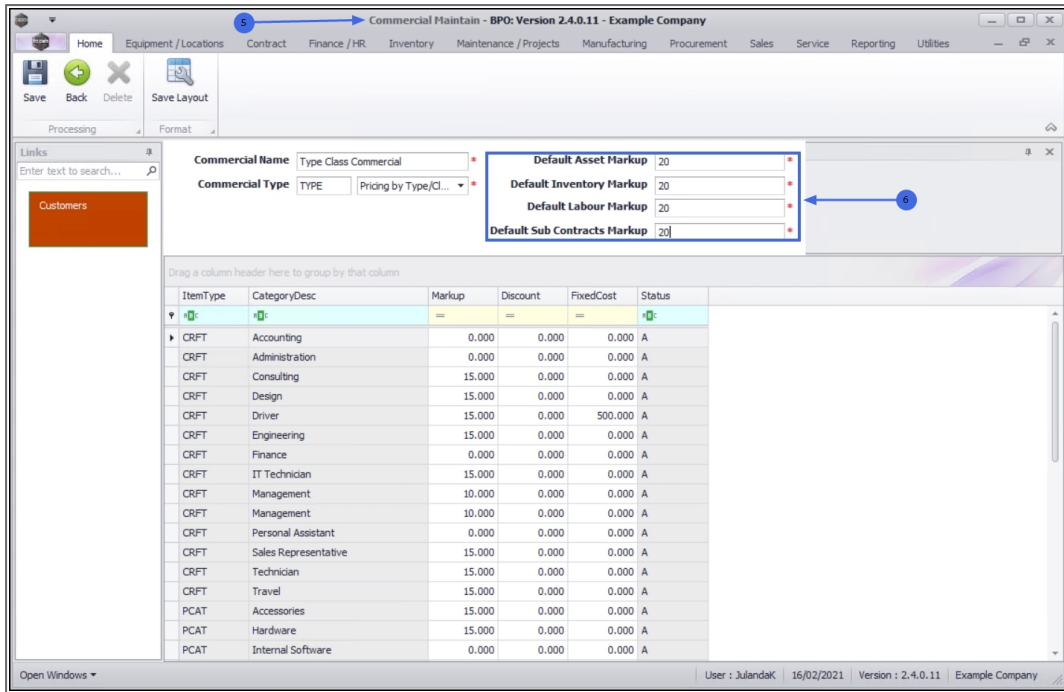
1. The **Sales Commercials** listing screen will display.
2. This screen will display a list of all the sales commercials and the current default mark ups specified.
3. Click on the **row** of the **commercial** you wish to **edit** or **update**.
4. Click on **Edit**.



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



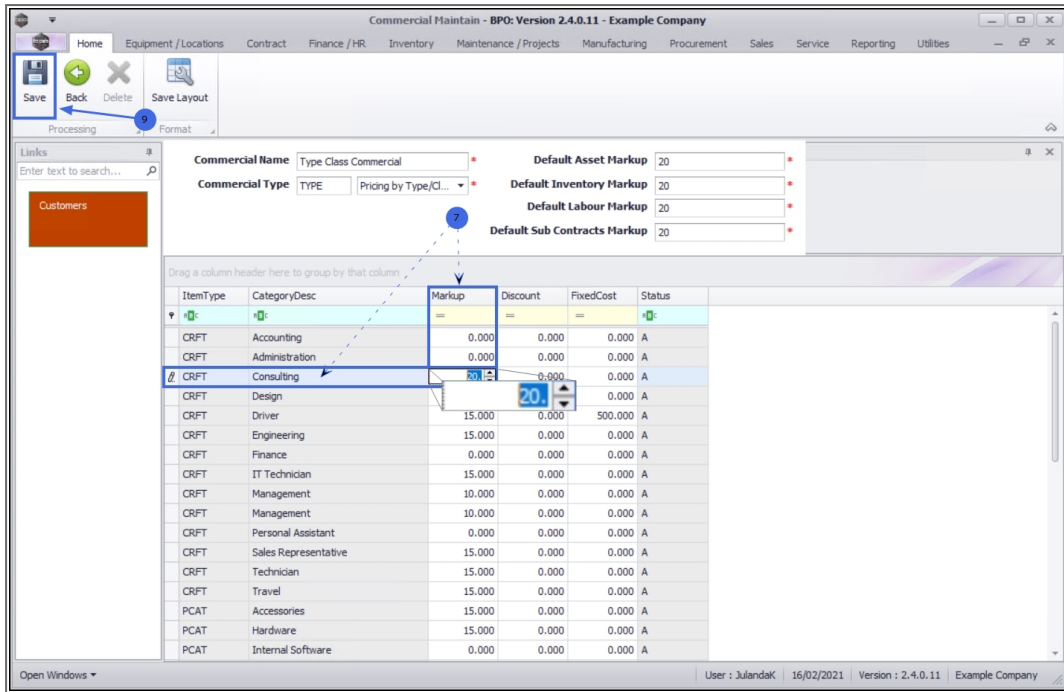
5. The **Commercial Maintain** screen will be displayed.
6. Make the necessary changes to the Commercial Details, Default Markups or Commercial Specifics, as required.
 - For the purpose of this manual, the **Default Markups** have been updated from **15** to **20**.



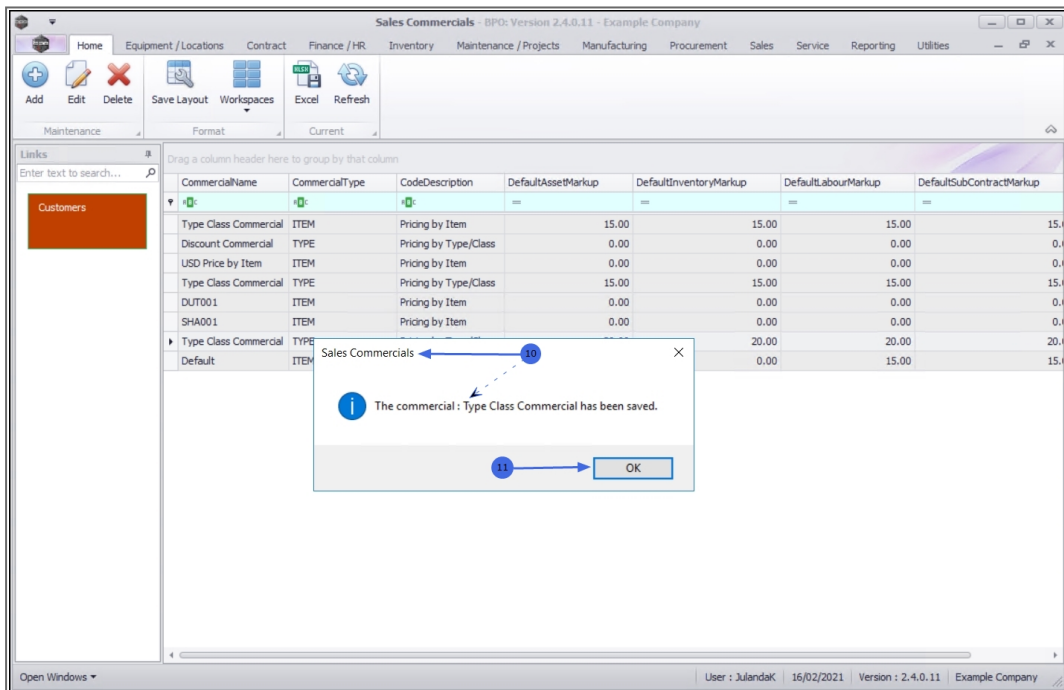
EDIT INDIVIDUAL ITEMS TYPES OF A SALES COMMERCIAL

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

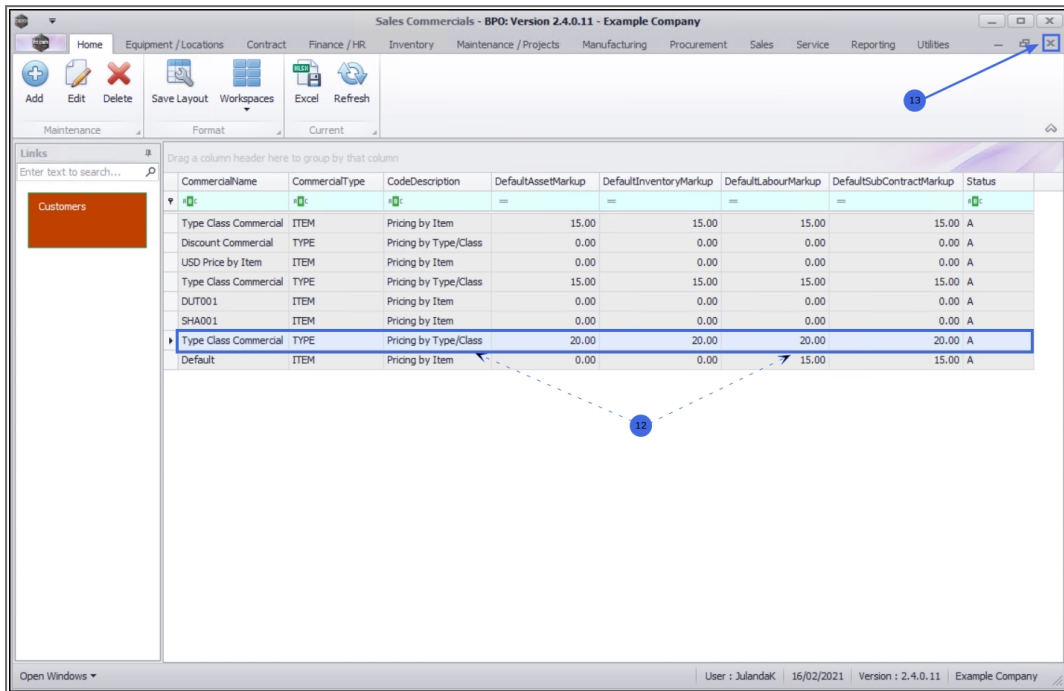
7. Click in the column, in line with the commercial Item you want to update.
8. **Type** in or use the **arrows** to increase or decrease the amount.
 - For the purpose of this manual, the **Consulting Fee** has been adjusted in the Markup column, from 15 percent to 20 percent.
9. After making the required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



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



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



MNU.067.003

