

## What It Does

If the quarterly OPdb® Multi-Vendor Catalog Update or mid-quarter price plans have resulted in significantly higher prices, you may be concerned about maintaining profitable margins. One way to protect your margins is to pass along price increases to your customer contracts.

You may not want to refigure all of your contracts, especially if you guarantee specific prices to your customers. In the text-based (ET) Inventory Contract Price screen, the [F] Fig action code gives you the ability to refigure a particular item or items on one or more contracts, or refigure part or all of a particular contract or range of contracts. In the same screen, you can adjust the gross profit and discount percentages based on updated cost and list pricing in your inventory database.

*The procedure won't adjust pricing, but will display and report updated GP% and Disc% columns. This procedure moves the Refigure Type flag to the Contract Price Column. The adjusted percentages can help you determine whether you need to adjust your pricing to maintain profitable margins.*

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**Note:** Graphical software offers a wizard-like alternative to text-based screens. In Customer Price Plans, you can try out and accept pricing changes with greater flexibility. For more information, see *Customer Price Plans* on the DDMS support site.

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## How to Do It

To recalculate and display the gross profit and discount percentages, follow these steps:

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**Note:** You must complete your O/PUS load and post-load steps before continuing.


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1. Contact your wholesaler for a list of manufacturers or lines of products affected by significant price increases, so that you know what 3-character Company Names or Prefixes to limit to.
2. Backup your CONTRACTS files, so that you have a record of the original method used to calculate each contract's customer pricing.

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**Note:** You may wish to print your contracts for a physical record of the gross profit and discount columns for comparison later. For detailed instructions, see *Printing Customer Contracts in (R) Custom Inventory Reports* on the DDMS support site.

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3. Go to the (ET) Inventory Contract Price screen (In graphical software, double-click the Item icon, and click .)
4. Select the [T] **Fig Type Chg** action code.
5. If the prompt Enter Update Password appears, specify the password, and press RETURN if it's fewer than four characters.

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**Note:** This prompt only appears if a password was set in the Update field in the (LE1) Inventory Parameters screen.

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6. At By Item, type N
7. At Contract #, enter the first contract number in the range of contracts you're setting percentages for. If you're setting percentages for contracts 0–94, for example, specify 0 here.
8. At To, enter the end of the range of contract numbers. Using the same example, you would specify 94 here.

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**Note:** If you're setting percentages for only one contract, enter its number in both the Contract # and To fields.

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9. At New Figure Type, specify **G**
10. At Limit Items to Have Figure Type Changed, type **N**
11. At Are You Sure, type **Y**  
The system will display all the items on the contracts you specified.
12. At End of Contract, press ESC until the cursor goes back to the Action Code field.
13. Select the **[F] Fig** action code.
14. If the prompt Enter Update Password appears, specify the password, and press RETURN if it's fewer than four characters.
15. At Cost to Use, specify the cost you want to use for these contracts. The system uses this cost to calculate the gross profit percentage. To specify a cost, enter the appropriate code:

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**Note:** Most dealers affected by wholesalers' price increases will choose W or M.

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- **W** Replacement cost from the Primary Wholesaler Record in the (E) Inventory Master screen
- **M** Replacement cost from the Direct Buy (manufacturer) Record in the Inventory Master record
- **F** Future cost from the Direct Buy Record in the Inventory Master record
- **L** Last cost from the Direct Buy Record in the Inventory Master record
- **A** Average cost from the Pricing Record
- **P** Purchasing cost from the Purchasing Vendor Record
- **S** The system will not update items with set costs.

Items without a set cost will be updated with the wholesaler's replacement cost.

16. At List To Use CATALOG ... SET LIST, type L
17. At By Item, type N

18. In the Contract # and To fields, enter the same range of contracts you specified in Steps 6–7.
  19. At Gross%, press RETURN.
  20. At Disc%, press RETURN.
  21. If the Save Contract Price Changes to the “CHANGES” File prompt appears, enter the appropriate response:
    - **Y** Yes, save contract changes to CHANGES file
    - **N (default)** No, do not save changes
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- Note:** This prompt appears only if you set the parameter Prompt to Save Price Changes to Y in the (LE1) Inventory Parameters screen.
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22. At Stop and Prompt Contract Price on Price Overrides, type N
  23. At Figure Contract Price to 3 Decimal Places, type N
  24. At Limit Items to be Figured, enter the appropriate response:
    - **Y** Yes, set limits. Go to **Step 24**.
    - **N** No, refigure all items throughout all contracts specified. Go to **Step 33**.
  25. At Stock # From, press Enter.
  26. At Stock # To, press Enter. The screen displays limit fields, as shown below.

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(ET) INVENTORY CONTRACT PRICE
ACTION [F] (A=Add C=Chg D=Del E=Date I=Inq F=Fig S=Sub X=Xerox M=Mass Add
L=Line Del T=Fig Type Chg B=Back to E) Prices O/N/A ?_ By Item Y/N ?
Customer # Dept: To # : Contract # :90 To :90
FIXed/FLexible :I Matrix:N Specialty: Cost:W List:L Gross% .00 Disc.% .00
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Dates / / To / / Set Cost :N Set List :N Desc.
Item Number Co. Description Unit List G-% D-% Contract Qty
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Item From : To :
Item Co. :..... To :.....
Sic :.... To :....
Master Class :. To :. Page Nbr. :... To :...
Master Dept. :. To :. File (W/C) :W
Pricing Class :. To :. Vendor ID :.....
Pricing Dept. :. To :. Program ID :.....
Mfg. Vendor :..... To :.....
Mfg. Prefix :.... To :....
Whl. Vendor :..... To :.....
Whl. Prefix :.... To :....
Figure Type :. To :.
YTD Hits :..... To :..... Loc. : 1 Records to Figure: .....
Enter Limits
    
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**Note:** We do not recommend entering a range of item company names or prefixes. If you enter a range, beware unduly refiguring pricing for items that were unaffected by price increases.

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27. If you wish to limit by *item company name*, tab to Item Co. to enter the affected Item company name provided by your wholesaler as affected by price increases.
28. At Item Co To, enter the same company name.
29. If you wish to limit by *manufacturer prefix*, tab to Mfg. Prefix. to enter the affected 3-character code provided by your wholesaler as affected by price increases.
30. At Item Co To, enter the same company name.
31. If you wish to limit by *wholesaler prefix*, tab to Whl. Prefix. to enter the affected 3-character code provided by your wholesaler as affected by price increases.
32. At Item Co To, enter the same company name.
33. Press Enter.
34. At Are You Sure, type Y

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Note: To review how the GP% and Disc% columns have changed, you may wish to print contracts again for comparison to the previous printout. For detailed steps, see *Printing Customer Contracts in (R) Custom Inventory Reports* on the DDMS support site.

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If you decide you need to adjust your pricing to maintain profitable margins, you can manually change line item prices as needed, using the [C] Change action code.

For more information on contract maintenance, please refer to the Contracts topics in your online help, under the Item Additional Procedures category.