

# Changing Contract Prices

## What It Does

You can easily change the prices for an entire contract. This procedure is called refiguring the contract. Here we'll show you how to increase or decrease contract prices by specifying a percentage.

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**Note:** We'll show you the most commonly used options here. For complete details, please see "Chapter 27: Updating Contracts by Refiguring" in *Book II: Inventory*.

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## How to Do It

To change a contract's prices, follow these steps:

- 1 Go to the (ET) screen.
- 2 Select the [F] Fig action code.
- 3 If you see the Enter Update Password prompt, specify the contract update password, which comes from the "ET" Passwords Update field in the (LE1) screen.
- 4 At Cost to Use, press RETURN.
- 5 At List to Use, press RETURN.

- 6 At By Item, type N
- 7 At Contract #, specify the contract number.
- 8 At To, press RETURN.
- 9 Press RETURN until you see the following prompt:

**Stop and Prompt Contract Price on Price Overrides**

Type %

- 10 At Input Percent to up Prices:

To increase the price, specify the percentage.

To decrease the price, specify a negative percentage by typing a minus sign (-) and a percentage. To decrease the price by 10 percent, for example, type -10, as shown on the next page.

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**Note:** If you have Version 5.4.3 or later, you can specify a negative percentage up to -99.99 percent. However, software older than this version limits negative percentages to 9.99 percent.

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If you want to specify a fraction of a percent, like 7.50 percent, for example, you must type the decimal.

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12:47:30      (ET) INVENTORY CONTRACT PRICE REV. (05/29/01)      07/18/01
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 0/N/A ?_ By Item Y/N ?N Contract # :92 To :92 Gross% .00 Disc.% .00
===== Fixed/Flexible I/L :L ===== Cost :W ===== List :L =====
Dates 07/01/01 To 99/99/99 Set Cost :X Set List : Desc. FIXED PRICE
Item Number  Co. Description      Unit      List  G-%  D-%  Contract Qty
-----
  
```

Input Percent to up Prices [-10.00]

- 11 At Change Price Overrides ONLY, type **N**
- 12 At Figure Contract Price to 3 Decimal Places, enter the appropriate response:
  - Y (default)** Yes, use three decimal places in the contract price (\$21.887, for example)
  - N** No, use two decimal places in the contract price (\$21.89, for example)
- 13 At Limit Items to be Figured, indicate whether you want to limit the price change to particular items:

- Y** Yes, limit the price change to particular items on this contract. Go to **Specifying the Items to Change**.
- N (default)** No, change prices for every item on the contract. Go to **Completing the Procedure**.

## Specifying the Items to Change

- 14 You can now limit the items that will have their prices changed in two ways:
  - By specifying a range of items (The range can consist of only one item, if necessary.)
  - By setting limits, like you do for reports.

At Enter Item From:

If you do *not* want to specify a range, go to **Setting Limits**.

If you want to specify a range, retrieve the first item to include. To do this, specify the item number and press RETURN.

At Is This the Item Record, enter the appropriate response:

- Y (default)** Yes, this is the correct record.
- N** No, this is not the correct record. The system will display the next one.

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**ESC** No, this is not the correct record. The system returns to the Item Number field so you can specify another record.

**I** Display information: shows you a replica of the (E) screen, so you can determine if this is the correct item. After viewing this screen, press RETURN to go back to the Is This the Item Record prompt.

**V** Displays the Vendor Contract Costing subscreen, which shows all vendor contracts that include this item, along with the item's costs on these contracts. After viewing this screen, press RETURN to go back to the Is This the Item Record prompt.

**15** After you select the first item, the prompt Enter Item To appears. Retrieve the last item in the range. (To limit to a single item, retrieve it again.)

## Setting Limits

**16** Additional limiting fields appear, as shown in this figure. Tab to the fields you want to limit by, and enter a beginning and end for the range you want to include.

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08:11:33 (ET) INVENTORY CONTRACT PRICE REV. (05/29/01) 07/20/01
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 ?N Contract # :92 To :92 Gross% .00 Disc.% .00
=== Fixed/Flexible I/L :L === Cost :W === List :L =====
Dates 07/01/01 To 99/99/99 Set Cost :X Set List : Desc. FIXED PRICE
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 :
Master Dept. : To :
Pricing Class : To :
Pricing Dept. : To :
Mfg. Vendor : To :
Mfg. Prefix : To :
Whl. Vendor : To :
Whl. Prefix : To :
Figure Type :D To :D
YTD Hits : 50 To :999999 Loc. : 1 Records to Figure: 200 .
Enter Limits
```

Most of these limiting fields are like those you use throughout the system, but a few are unique; we'll show you how to use these.

In this example, we want to reduce the price on the 200 items with the most hits on this contract. To do this, we specify a range of 50 to 999999 in the YTD Hits fields, which gives us items with 50 or more hits.

Then we specify 200 in the Records to Figure field. The system will first determine which items on this contract have 50 or more hits, and then take the top 200 of those. (The Loc field, which is set to 1 here,

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applies only to the YTD Hits limits; it does not affect other limiting fields.)

In addition, we want to limit this by figure type, which indicates the way in which an item's contract price was calculated. In this example, we specified D to limit to items with discount figure type. You can also use G for a gross profit figure type, or \$ for a contract price figure type.

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**Note:** For details about any of the other limiting fields in this screen, see **Section 2: Additional Limit Fields in the (ET) Screen** in "Chapter 27: Updating Contracts by Refiguring" of *Book II: Inventory*.

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**17** If you limited by wholesale vendor, go to **Specifying a Wholesale Vendor**.

If you did not limit by wholesale vendor, go to **Confirming Limits**.

## Specifying a Wholesale Vendor

**18** If you limited by wholesale vendor, the following prompt appears:

**WHL VENDOR to Match On WHL, P. VEND,  
VEND 2-9 [W/P/2-9]**

Enter the appropriate response:

**W** Primary wholesaler

**P** Purchasing vendor

**2-9** Secondary vendor, identified by priority number. (You can find the number for each secondary vendor in the Multiple Vendor screen. For details, see "Chapter 8: Maintaining Inventory Records" of *Book II: Inventory*.)

## Confirming Limits

**19** The following prompt appears:

**Figure Items within LIMITS on Contract Y/N?**

Type **Y**

**20** At Are You Sure, type **Y**

## Completing the Procedure

**21** When the system finishes calculating the price changes, it displays the End of Contract -- Any Key to Continue prompt. Press RETURN.

The system displays the Cost to Use prompt: You can change prices on another contract, or press ESC until you get to the Master Menu.