

# Setting Contract Percentages after Loading O/PUS

## What It Does

When you load contracts from an O/PUS tape, the gross profit and discount percentages for these contracts are not displayed. To calculate and display these percentages, follow these instructions.

**Note:** You must complete your O/PUS load and post-load procedures before setting your contract percentages.

## How to Do It

- 1** Go to the (ET) screen, and select the [T] Fig Type Chg action code.
- 2** If the prompt Enter Update Password appears, specify the password, and press RETURN if it's fewer than four characters.

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

- 3** At By Item, type **N**
- 4** At Contract #, enter the first contract number in the range of contracts you're setting percentages for. If

you're setting percentages for contracts 95–99, for example, specify 95 here.

- 5** At To, enter the end of the range of contract numbers. Using the same example, you would specify 99 here.

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

- 6** At New Figure Type, specify **\$**
- 7** At Limit Items to Have Figure Type Changed, type **N**
- 8** At Are You Sure, type **Y**  
The system will display all the items on the contracts you specified.
- 9** At End of Contract, press ESC until the cursor goes back to the action code field.
- 10** Select the [F] Fig action code.
- 11** If the prompt Enter Update Password appears, specify the password, and press RETURN if it's fewer than four characters.

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**12** 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.

**Most dealers specify P** (purchasing vendor cost), which is the best wholesaler cost available.

To specify a cost, enter the appropriate code:

**W** Replacement cost from the Primary Wholesaler Record in the (E) screen

**M** Replacement cost from the Direct Buy (manufacturer) Record in the (E) screen

**F** Future cost from the Direct Buy Record in the (E) screen

**L** Last cost from the Direct Buy Record in the (E) screen

**A** Average cost from the Pricing Record

**P** Purchasing cost from the Purchasing Vendor Record

**2-9** Cost from the specified wholesaler priority identification number. The priority identification number is shown in the ID field in the Multiple Vendor screen.

**S** The system will not update items with set costs. Items without a set cost will be updated with the wholesaler's replacement cost.

**13** At List To Use CATALOG ... SET LIST, type **L**

**14** At By Item, type **N**

**15** In the Contract # and To fields, enter the same range of contracts you specified in **Steps 4-5**.

**16** At Gross%, press RETURN.

**17** At Disc%, press RETURN.

**18** If the prompt Save Contract Price Changes to the "CHANGES" File 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) screen.

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**19** At Stop and Prompt Contract Price on Price Overrides, type **N**

**20** At Figure Contract Price to 3 Decimal Places, type **N**

**21** At Limit Items to be Figured, type **N**

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