

Price Lists

Price Lists go hand in hand with Price Classes. Both are established via the Price File.

The Price File is a little intimidating at first glance but it's not too complicated once you look at it. You create a Price Class code and its associated Price lists. Start with List Price (LP) as your main price list and subsequent price lists can be added to the same price class.

Tran-Typ	Restr	Qty	Field	X	Variable%	+/-	Variable\$	=	Price
1)	I	100	LP		1 . 0000				7 . 250
2)	I	200	L1		1 . 0000	-	10		7 . 150
3)	I	300	L2		1 . 0000	-	10		7 . 050
4)	I	99999	L3		1 . 0000	-	10		6 . 950
5)	D		L1		1 . 0000	-	50		6 . 750
6)									
7)									
8)									
9)									
10)									
11)									
12)									

Price Class SAI001 List# LP LIST PRICES INQUIRY PRICE FILE
 Description: SAICIS COORDINATES SERIES SAICIS S.P.A., CERAMICHE
 LIST PRICE \$ 7 . 250 per U/M SF End User Category: CT
 FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.
 Round Code: _ (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,\$,%,&,N) Terms Override: _
 Changed 7/21/04 D/del
 F10=Next LP F9=Comments.
 F1=Next Record. F2=Cost File. F3=Copy. F6=Search. F7=E0J. F8=Screen 1.

Figure 1: Price File

Price lists allow you to group customers for pricing (or more precisely, what they do that causes them to buy from you). You can have architects, contractors, builders, designers, installers, retailers, etc. Why? Do you give price breaks to all your builders and contractors? You can have as many or as few as you like (if you only have retail customers who pay list price and contractors who get a price break, you only need two. If you give each type of customer a different break, you could create many different price lists). This is very similar to pricing columns, except you will not be limited to three or six pricing columns. You can have as many price lists as you want.

The price hinges on what is bought and who bought it? This is where that comes into play. In each price or cost class, you create a price list for each customer type. Architects get 7% off, but builders get 10%. You can determine item-specific prices (like an architect gets 15% off building materials, but only 5% off tools). You can also create quantity-break pricing (how much to you have to buy before you get a bulk rate?). You can even create separate prices for people who buy from you and those who buy direct from the manufacturer.

The price list number represents a group of customers which are assigned the same price for instance builders and contractors have different percentages off, respectively. You would create for example B1 for builder and C1 for contractor. You must have a LP record created for every price file. Note: if you assign B1 to a customer for pricing, then every Price File must also have B1 pricing created.

The following is another example of how to use set up your pricing:

List Price = 3.00

Base Cost = 1.00

You have branches in region A, B, and C. These region have their own pricing for their territory for this particular product. You would create price lists A1,B1, C1, respectively. Within region A, there are a few discount structure off from A1. We will call them A2 - 5% off, A3 - +\$.25, and A4 - 10% off. The same can occur for region B and C but with different price structure. Once you've created this price list numbers, you're not restricted to give the customer in region A only the A price structure. You can assign them B2, or C1, or whichever price you think would give you the best margin because there aren't any competitors in that region for this particular product.

We recommend these price list numbers are formulas off the List Price. This way, whenever there is a price increase, all you have to do is change the LP and you can see the ripple effect through the other pricing levels. The reason you should not price off from cost is because if you change cost in the system, it automatically changes your price to your customer. Most customers change the cost first, then announce the price changes much later. Usually your LP price is already a formula of cost.

Also, using the Transaction Type field, you can create price lists based on whether an order is sold from inventory ("I") or direct ship ("D"). Remember, if you create a list with one transaction type, you must create another with the other.

Using the Price File to Build Price Lists

The Price File establishes pricing structures called price classes, that can be assigned to groups of items. Items with identical prices and price structures can be assigned to the same price class, and when prices or the price structures change, only the Price File needs to be updated. Prices classes are assigned to items with the Item File Maintenance Program.

You can also enter prices directly into the Item File for each item number. You would not need to set up the Price File. However, entering prices in the Price File offers three very significant advantages over entering prices in the Item File:

- If you have groups of items that are priced identically, you can update prices for the entire group with a single entry.
- The Item File only accommodates up to 12 prices per item. The Price File offers an almost unlimited number of prices per item, as well as additional pricing options not available in the Item File.
- Price lists that are generated from the system are both more concise and more flexible when you use price classes. Only price classes offer the End User Category function, which can organize data for easier use by your customers.

We recommend that you use the Price File, unless your company has uniform pricing for all customers and does not have groups of items that are priced identically.

Before entering information in the Price File, it is important that you become familiar with the terminology (See “To add, update, or inquire about price file records” on page 3):

- **Price Class** - A group of items from the same manufacturer that your company prices identically for your customers. Each price class is represented by a six-character price class code.
- **Cost Class** - A group of items from the same manufacturer that have identical costs from your supplier. Each cost class is represented by a six-character cost class code. Usually, price class codes and cost class codes are identical and represent the same group of items.
- **Price List** - A pricing level or strategy. Each price list is represented by a two-character price list number. The system requires that you have a price list number, **LP** (list price), which is your base or standard pricing. You can establish as many other price lists as you need. For example, **BP** for builder price list or **KD** for key dealer price list.
- **Pricing Chart** - The Price File is a set of pricing charts. Each price class should have one pricing chart entered for every price list number on the system. Each pricing chart contains the prices for a group of items in the price class, and for a group of customers assigned to the price list. Screen 2 of the Price File program contains the pricing chart.

Note: Only the personnel responsible for maintaining prices use the price class codes. Order Entry and other departments rarely refer to them. Once set up, all pricing of orders is automatic. Therefore, the codes do not need to be meaningful in any way. However, if the price class codes are sequenced in the same way that your supplier's, or your own price lists are, they will be much easier to maintain.

To add, update, or inquire about price file records

1. On the main menu, select option **1 - File Maintenance & Inquiry**.
2. On the File Maintenance & Inquiry screen, select option **9 - Price File**.

```

PRICE FILE

Action Codes: A (Add New Record) U (Update Record) I (Inquiry)
MASTER FILE MAINTENANCE, ENTRY, AND INQUIRY

Enter Price Class... █ .....
Enter Price List#.. █ ..
Enter Action Code  █ ..

F2 for Cost File
F6 to Search
F7 for EOJ

Password

MA █ a MW 15/047

```

Figure 2: Price File, entry screen

3. On the Price File Entry screen, enter the Price Class code for the pricing record you want to inquire about, update, or add.

The price class represents a group of items within the same manufacturer that are priced identically. This refers to your prices to your customers, not your supplier's prices to you. However, if your supplier prices a group of items the same, usually you will too. This is a six-character code. The first three characters must be the existing manufacturer code to which the pricing relates. The last three characters can be any combination of numbers and letters. However, we recommend that you follow these guidelines:

- The fourth character should be the same as the first character of the product line to which this price class relates.
- The fifth and sixth characters should be selected in a way that sequences the price class codes in a logical order for listings and inquiries.

4. Enter a **Price List#**.

The two-character price list number represents the type, or level, of pricing. Every price class must have an entry for price list number **LP** (list price). The **LP** price list is the main, or default, price list. You must make the **LP** entry for a price class before you can make any other entry. You can also have as many other price lists as necessary. You must first have defined the price list numbers you will use by entering them in the Classification Codes File. The Classification Codes File simply requires you to assign a two-character price list number and to enter a name for each price list. For example, **KD** for key dealer prices and **WC** for west coast prices. Refer to Classification Codes File for detailed information. If you have three price lists, such as **LP**, **KD**, and **WC**, you would then enter three Price File records for each price class: one for **LP**, one for **KD**, and one for **WC**.

5. Enter the Action code **A** to add a new record, **U** to update or change a record, or **I** or leave blank to inquire about an existing record.
6. Enter the **Password**, if required. A password is not required for inquiries. A low- or high-level password is required for updating files.
7. Press **Enter**.

8. Review, update, or add price file records as necessary.

Tran-Typ	Restr	Qty	Field	X	Variable%	+/-	Variable\$	=	Price
1)	I	100	LP		1 . 0000				7 . 250
2)	I	200	L1		1 . 0000	-	10		7 . 150
3)	I	300	L2		1 . 0000	-	10		7 . 050
4)	I	99999	L3		1 . 0000	-	10		6 . 950
5)	D		L1		1 . 0000	-	50		6 . 750
6)									
7)									
8)									
9)									
10)									
11)									
12)									

Price Class SAI001 List# LP LIST PRICES INQUIRY PRICE FILE

Description: SAICIS COORDINATES SERIES SAICIS S.P.A., CERAMICHE

LIST PRICE \$ 7 . 250 per U/M SF End User Category: CT

FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.
 Round Code: (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,\$,%,&,N) Terms Override:
 Changed 7/21/04 D/del

F10=Next LP F9=Comments.
 F1=Next Record. F2=Cost File. F3=Copy. F6=Search. F7=E0J. F8=Screen 1.

Figure 3: Price File Profile screen

The bottom portion on the screen looks complicated, but its not. The first three columns allow you to specify "restrictions" which could alter the price of the goods sold. The first type of restriction allows you to establish different prices for Inventory (I) or Direct Sales (D). If the products do not have a price variation when sold from stock or as direct ships ignore this column. The second column allows you to establish price differences for Roll/Cut or Pallet/Truckload type pricing. Finally the third column allows you to build quantity breaks into the pricing structure.

The Next three columns allow you to enter elements of the formula used to arrive at the price (the last column on the screen). We recommend you tie all prices to LP. Your first line should have LP in the field and either a variable rate (like 90%) or a variable amount (\$1.00). The percentage rate is applied to the price so 80% applied to a \$10.00 item results in an \$8.00. The amount can be added or subtracted to the LP. If you just want to plug in a price in the right hand column, the system determines the rate for you. Subsequent lines in the Price File may either be tied to the List Price by using "LP" in the field or to previous lines in the price structure by using the "L#" where the # is the number on the left of the row.

There is also a place to specify how to round the amount in the price column. One very important benefit to building all of your prices off of the LP field and LP record is you may update pricing on all customers by merely changing the List Price. The system updates all the other records.

The following table describes the fields on the Price File Profile screen.

Field Name	Description/Instructions
Description	The description for this price class. Describe the group of items to which this price class applies. This field needs only to be entered on the LP record.
List Price	The price from which all other prices can be derived by adding or subtracting an amount or a percentage. You can assign whatever meaning you like to this List Price. It could be your retail price, your contractor price, your regular or standard price. It can also be a price that has no use except as a base from which to derive other prices. Every price class has only one list price, and it can only be updated when you specify price list number LP. However, all other pricing charts within the same price class can use the list price to base prices on.
End User Category	<p>This field appears only for the LP record. It is used as part of the printed price list selection criteria and by the dial-in self-service Order Entry systems, such as Dancik Décor24. This field prompts you for a two-character code that represents your basic classes or groups of products, for the purpose of presentations to clients. It can be very similar to the Item Class 1 or Cost Center fields. However, you should purposely omit certain product lines from having any end user category, if you would not want them to appear on price lists or on customer dial-in Order Entry screens. Each end user category should represent a group of products that would appear on a single price list, or as a basic search selection category for a dial-in customer on your system. For example, your end user categories could be:</p> <p>VS - Vinyl Sheet Goods CT - Ceramic Tile VT - Vinyl Tile WD - Wood MA - Marble</p> <p>You code only the price classes you want presented to customers with one of the end user codes. A blank end user category eliminates the items in the price class from being used by applications that access the end user category.</p> <p>You can enter ? in this field to select from a list of available codes. These codes are established in the Classification Codes File.</p>

Table 1: Field Descriptions, Price File Profile Screen

Field Name	Description/Instructions
U/M	<p>This is the native unit of measure for the items in the price class. This unit of measure is the default for pricing, inventory inquiry, and sales analysis. You can also set up conversion factors on the system you can use to price, inquire about, and report in other units of measure. Although you can create your own unit of measure codes, the following codes are recommended:</p> <p>CT - Cartons EA - Each KG - Kilograms LB - Pounds LF - Linear Feet PA - Pallets PC - Pieces SF - Square Feet SH - Sheets M2 - Square Meters ST - Sets SY - Square Yards</p>
Sub-list Price	<p>This field is displayed for all pricing charts except LP. Whereas the list price is shared by all of a price class's pricing charts, a separate sub-list is available for each pricing chart. It does not have to be filled in, and is only present to provide another price, if necessary, on which to base other prices. It can be useful if you have branch offices that need their own pricing, and can not be tied to an overall corporate list price. The sub-list can be referenced on the pricing chart using field code SL.</p>
Tran-type	<p>This is the transaction type to which the price relates. Valid entries are:</p> <p>I - The price relates to sales from inventory only. D - The price only relates to direct ships sales to your customer. Blank - The price relates to any sale (from stock or direct ship). For direct ships, order entry looks for a price with transaction-type D or blank. For inventory sales, order entry looks for a price with transaction-type I or blank.</p>

Table 1: Field Descriptions, Price File Profile Screen *Continued*

Field Name	Description/Instructions
Restr	<p>This is a restriction code if one applies to the price. Valid entries include:</p> <p>R - For rolled goods, the price relates to full roll or roll balance sales only.</p> <p>C - For rolled goods, the price relates to cut sales only.</p> <p>M - For rolled goods, the price is a “mid price” between roll and cut. For any other goods, it is a “management authorized sales price.” The price is only used if an order entry operator specifically requests the M price. This feature is useful for high-pressure or competitive situations that requires salespeople or order entry staff to have some pricing leeway. For rolled goods, it offers a middle ground, short of offering cuts at roll prices. This code is considered an override. All lines that are priced with the M price are designated as M price lines, and can be analyzed on screen or on reports. M prices are not shown on customer price lists.</p> <p>Blank - The price has no restriction. The price is valid regardless of what restriction code, if any, is entered.</p>
Qty	<p>Use this field only if you have different unit prices based on quantity. Enter the quantity through which the price applies. If you specify quantity breaks, the last quantity listed should be 99999, as shown in the previous examples. An entry of 00099 in this field reads as “This price applies to quantities up to 99.” This field always relates to the unit of measure on the pricing screen.</p>
Field	<p>If you want the computer to calculate the price as a percentage of, or linked to something else, enter one of the following field codes:</p> <p>LP - List Price</p> <p>LC - Last Cost (unit cost of last receipt including freight and handling)</p> <p>AC - Average Cost (average unit cost of current stock on hand)</p> <p>SC - Standard Landed Cost (standard unit cost as entered in the Cost or Item Master Files. It includes standard freight and handling unit cost.)</p> <p>BC - Standard Base Cost (standard unit cost as entered in the Cost or Item Master Files excluding freight and handling)</p> <p>SL - Sub-List Price</p> <p><i>Note: In order to attain the simplest possible pricing maintenance, you should try to base as many prices as possible on LP (list price), or other field codes. If all prices are a percentage above or below list price, you can update them all by just changing the list price. If a price class has six pricing charts, and each pricing chart has five prices, all 30 prices can be changed at once if they are based on list price.</i></p>
Variable%	<p>If you want the system to calculate the price as a percentage of something else, and you have entered a field code (LP, LC, AC, SC, SL, BC, or L0-L9), enter the amount by which to multiply the field.</p>

Table 1: Field Descriptions, Price File Profile Screen *Continued*

Field Name	Description/Instructions
+/-	If you want the system to add or subtract a fixed dollar amount, and you have entered a field code, then enter a plus sign (+) or a minus sign (-) in this field, indicating whether to add or subtract the amount entered in the Variable % field.
Variable \$	If the +/- field is used, enter the dollar amount to add or subtract. You can combine the use of the Variable % and Variable \$ fields.
Price	<p>If you have entered a field and a variable, the price will be calculated automatically, and you can leave this field blank. Otherwise, enter the unit price here.</p> <p>If you enter field codes AC or LC, this program does not calculate the price at this time. However, the price is figured at the time of order entry or quoting. This is because average and last costs are dynamic, and can change from transaction to transaction.</p> <p>If you enter a field code and a price, but not the variable%, the program will figure the variable%. The system will never automatically calculate a +/- dollar variable. Any price list that is linked to other prices automatically changes when the price it is linked to changes. For example, changing list price could change the price on multiple lines of a pricing chart, and for all pricing charts for the same price class.</p>
Round Code	<p>Leave blank or enter one of the following codes:</p> <p>R - If you want the prices rounded to the nearest cent value in the standard way. (Round down if last digit is 1, 2, 3 or 4. Round up if last digit is 5, 6, 7, 8 or 9.)</p> <p>U - If you want the price to be rounded up to the next cent value.</p> <p>D - If you want the price to be rounded down to the previous cent value.</p> <p>5 - (Round to the nearest \$.05 or \$.10)</p> <p>9 - (Round to the nearest \$.09). This code causes numbers ending with 0 - 4 to round down to previous 9, and 5 - 8 round up to next 9.</p> <p>\$ - Rounds prices to the nearest dollar. Fifty cents or over rounds up. Forty-nine cents and under rounds down.</p> <p>% - Rounds prices that end between \$.01 and \$0.99 up to the nearest dollar.</p> <p>& - Rounds prices that end between \$.01 and \$0.99 down to the nearest dollar.</p> <p>N - Rounds up to the next nine. For example if the price ends in any amount between .01 and .08 the system rounds it to \$.09.</p>

Table 1: Field Descriptions, Price File Profile Screen *Continued*

Field Name	Description/Instructions
Terms Override	<p>A single character payment terms code. Only enter a code here if normal terms are to be overridden whenever these prices (this pricing chart) are used. For example, if this pricing chart represents very special low-margin pricing, you can override terms to Net (no payment discount) whenever these prices are used. Payment terms codes are set up in the Payment Terms File.</p> <p>Terms overridden on this screen only override terms by product, not terms by customer. For example, if a customer is coded with terms code M (manufacturer's terms by product), then this field can override the normal product terms that are found in the Product Line File. If a customer has any other terms, then those terms are fixed by customer and are not overridden at the line item level by this field. Refer to the chapters on the Billto File and Payment Terms File for more information regarding terms.</p>
D/Del	D in this field indicates that this record will be deleted.
Changed	<p>This field is automatically updated by the system. It displays the date the record was last changed.</p> <p>You can enter ? in any field that has a table of values on the system to select from a list of valid values. You can enter ? in the Payment Terms Code, Transaction Type, Restriction Code, and End User Category fields.</p>

Table 1: Field Descriptions, Price File Profile Screen *Continued*

The following table describes the function keys for this file.

Function Key	Description
F1	Go to the next pricing chart without returning to the Price File Entry screen. This is helpful if you are updating or viewing record by record within the Price File. Press F1 to enter the current screen and go to the next record in the file. The next record in the file is either the next pricing chart for the same price class, or the first pricing chart for the next price class.
F2	Go to the corresponding Cost File record. When using F2 , it is assumed that you have used the same cost class code as price class code for same group of items. If you have not done this, you might not find a corresponding Cost File record.
F6	Go to the Price File Search Screen.
F7	End the job and returns to the File Maintenance Menu.
F8	Go to the Price File Entry Screen.
F9	Go to the Price List Comments Screen (page 12), where you can enter comments and additional information about a price class.

Table 2: Function Keys, Price File Profile Screen

Function Key	Description
F10 = Next LP	Go to the next record with the currently displayed price list. If you want to update only LP records, press F10 after each entry to go to the next price record for LP. This feature saves time when all of your prices are linked to LP and you need to access only LP records. However, you can use this function with any price list. If you are on a KD record, F10 takes you to the next price class record in the file for KD price list.

Table 2: Function Keys, Price File Profile Screen *Continued*

Example: Price Classes for a Manufacturer

Let's assume Manufacturer Smith's Vinyl Tiles is assigned manufacturer number SMI. Manufacturer number SMI has three different product lines:

- mid-priced vinyl tile called Standard Series
- high-priced vinyl tile called Designer Series
- low-priced vinyl tile called Economy Series

The three product lines are assigned product line codes STA, DES, and ECO.

Each of the three product lines comes in two sizes, 8 x 8 and 12 x 12. Each size comes in five colors, for a total of 30 items (3 x 2 x 5). Within each product line, are two prices: one for the 8 x 8 tile and one for the 12 x 12 tile. All colors within the same product line and the same size are priced the same. So, six price classes are needed, two for each product line. The price classes are established as follows:

Price Class Code	Price Class Description (30 characters)
SMID05	Designer Series 8 x 8, all colors
SMID10	Designer Series 12 x 12, all colors
SMIE05	Economy Series 8 x 8, all colors
SMIE10	Economy Series 12 x 12, all colors
SMIS05	Standard Series 8 x 8, all colors
SMIS10	Standard Series 12 x 12, all colors

The six-character price class codes always begin with the three-character manufacturer number. The fourth character is the first letter of the related product line. The last two characters can be anything, but to sequence them logically, numbers were assigned which cause the 8x8 tiles to appear before the 12x12 tiles. The numbers are not consecutive to allow for future sizes that fall in between.

Table 3: Price Class Codes

Now, let's assume that you have three price lists at your company:

- LP/List Price (standard prices - price list number LP is required for each price class)
- KD/Key Dealer Pricing (special pricing for high volume customers)
- CC/Commercial Contract Pricing (special large quantity, contract job pricing)

For each price class, you will enter three price file records; one for each of the three price lists. For example, you will enter price class SMIS05 for LP, SMIS05 for KD, and SMIS05 for CC. Think of the Price File as a file cabinet with a folder for each price class.

Price List Comments Screen

You can use this screen to enter comments and additional information about price classes that is printed as part of the price lists.

1. On the Price File Profile screen (page 5), press **F9** while in the Update mode. You can view the comments while in the Inquiry mode.

```

Price Class AOTBOA List# LP LIST PRICES UPDATE PRICE FILE
Price Class Comments / For Price Lists
Price Class ..... AOTBOA B&M 4 1/4 WALL

Line Text
 1...|...10....|...20....|...30....|...40....|...50....|...60....|...70
10 Available in the following colors: White, Bone, Almond,
20 Mauve, Peach, Brown, Red, Salmon, Yellow, and Black.
30 Special colors available for jobs of 20,000 SF or more.
40 _____
50 _____
60 _____
70 _____
80 _____
90 _____
100 _____
More...

Insert Line#/Text ....
 0 _____

F2=Date/User F3=Copy From F5=Refresh F6=Return F24=More Keys
F1=Next Record. F2=Cost File. F3=Copy. F6=Search. F7=E0J. F8=Screen 1.
    
```

Figure 4: Pricing Comments screen

2. Enter comments that you want to print on Price Lists Summarized By Price Class. This is not applicable to price lists that list individual items. You can enter up to 9999 comment lines per price class.

The following table describes the fields on this screen.

Field Name	Description/Instructions
Line	This is the line or sequence number. It controls the sequence in which the comments print on price lists. Lines can be inserted by using the Insert Fields or changed by using the F13 function.
Text	Enter up to 70 characters of text per line. This text prints on Price Lists Summarized By Price Class. It is printed starting three characters indented from the start of the description.
Insert Line #/ Text	You can enter a line number in between the line numbers displayed in order to insert a line.

Table 4: Field Descriptions, Pricing Comments Screen

The following table describes the function keys on this screen.

Function Keys	Description
F2	Date/User - displays the last user, date, and time the comment line was updated
F3	Copy the comments from another price class. This can be done in an (A) add or (R) replace mode.
F5	Refresh screen. Display most current version of the data.
F6	Return to the Price File Profile screen.
F7	Return to the Price File Profile screen.
F13	Update Line#/Text; Change modes to and from updating the text field (default mode) versus updating the line number field. Updating the line number is done to resequence the text.
F24	See more function keys.

Table 5: Function Keys, Pricing Comments Screen

3. You can do any of the following:

Price Lists

- Press **F24** to see additional function keys, as shown below. Press **F24** to return to the first list of function keys.

```

Price Class AOTB0A List# LP LIST PRICES UPDATE PRICE FILE
Price Class Comments / For Price Lists
Price Class ..... AOTB0A B&M 4 1/4 WALL

Line Text
1...|...10...|...20...|...30...|...40...|...50...|...60...|...70
10 Available in the following colors: White, Bone, Almond,
20 Mauve, Peach, Brown, Red, Salmon, Yellow, and Black.
30 Special colors available for jobs of 20,000 SF or more.
40
50
60
70
80
90
100
More...

Insert Line#/Text ....
  0

F7=Exit F13=Update Line#/Text F24=More Keys

F1=Next Record. F2=Cost File. F3=Copy. F6=Search. F7=E0J. F8=Screen 1.
    
```

Figure 5: Additional Function Keys

- Press **F2** to see a list of who added or changed comments and when they added or changed them.

```

Price Class AOTB0A List# LP LIST PRICES UPDATE PRICE FILE
Price Class Comments / For Price Lists
Price Class ..... AOTB0A B&M 4 1/4 WALL

Line Text
1...|...10...|...20...|...30...|...40...|...50...|...60...|...70
10 Available in the following colors: White, Bone, Almond,
Last Updated By : DANCIK On : 8/21/1999 At : 14:08:25
20 Mauve, Peach, Brown, Red, Salmon, Yellow, and Black.
Last Updated By : DANCIK On : 8/21/1999 At : 14:09:15
30 Special colors available for jobs of 20,000 SF or more.
Last Updated By : DANCIK On : 8/21/1999 At : 14:09:15
40
Last Updated By : On : At :
50
Last Updated By : On : At :
More...

Insert Line#/Text ....
  0

F2=Date/User F3=Copy From F5=Refresh F6=Return F24=More Keys

F1=Next Record. F2=Cost File. F3=Copy. F6=Search. F7=E0J. F8=Screen 1.
    
```

Figure 6: Date/User screen

- Press **F3** to copy comments from another price class into the price class you are currently working with. You must specify whether to **Add** or **Replace** comments. The Add mode adds to the current comments. The Replace mode replaces current comments with the comments from the specified price class.

```

Price Class AOTB0A List# LP LIST PRICES UPDATE PRICE FILE
Price Class Comments / For Price Lists
Price Class ..... AOTB0A B&M 4 1/4 WALL

Line Text
1...|...10...|...20...|...30...|...40...|...50...|...60...|...70
10 Available in the following colors: White, Bone, Almond,

Copy From Another Price Class

Copy from PRICE CLASS ... █ _____ (?)
Action Code ..... _ (A)dd, (R)eplace
F6=Return F7=Exit

Insert Line#/Text ....
_0 _____

F2=Date/User F3=Copy From F5=Refresh F6=Return F24=More Keys
+

F1=Next Record. F2=Cost File. F3=Copy. F6=Search. F7=E0J. F8=Screen 1.

```

Figure 7: Copy From screen

- Press **F13** to switch modes from updating the text to updating the line numbers. When you update line numbers, you are simply resequencing the text already entered. You can change

the line number to any other line number from 0001-9999. If the new line already contains text, then the changed line is added to the first free line below the requested new line.

```
Price Class AOTB0A List# LP LIST PRICES UPDATE PRICE FILE
Price Class Comments / For Price Lists
Price Class ..... AOTB0A B&M 4 1/4 WALL

Line Text
1...|...10....|...20....|...30....|...40....|...50....|...60....|...70
 10 Available in the following colors: White, Bone, Almond,
 20 Mauve, Peach, Brown, Red, Salmon, Yellow, and Black.
 30 Special colors available for jobs of 20,000 SF or more.
 40
 50
 60
 70
 80
 90
100

More...

Insert Line#/Text ....
 0 _____

F7=Exit F13=Update Line#/Text F24=More Keys

F1=Next Record. F2=Cost File. F3=Copy. F6=Search. F7=E0J. F8=Screen 1.
```

Figure 8: Update Line#/Text screen

Examples of Price File Screens

The following are examples of price file screens.

Price Class	HARBUA	List#	LP	LIST PRICES	UPDATE	PRICE FILE
Description:	BURNSIDE PLANK BUFF WHITE			HARTCO FLOORING INC.		
LIST PRICE \$	4 . 850 per U/M SF			End User Category: PP		
Tran-Typ	Restr	Qty	Field X	Variable%	+/-	Variable\$ = Price
1)		464	LP	1 . 0000		4 . 850
2)		991	L1	1 . 0000	- . 25	4 . 600
3)		99999	L2	1 . 0000	- . 25	4 . 350
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
12)						
FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.						
Round Code: _ (R=Round, U=Up, D=Down, 9=Nearest 9¢, 5=5¢, \$, %, &, N) Terms Override: _						
F10=Next LP F9=Comments. F1=Next Record. F2=Cost File. F3=Copy. F6=Search. F7=E0J. F8=Screen 1. Changed 8/25/99 D/del						

Figure 9: Quantity Break Pricing screen

This Quantity Breach Pricing screen shows three quantity break prices for this product. Each price relates to order quantities up to and including the respective quantity. In this example, all three prices are linked, with each quantity break lowering the price by \$.25.

Price Lists

Tran-Typ	Restr	Qty	Field X	Variable%	+/-	Variable\$	=	Price
1)			L3	1 . 0000				4 . 350
2)								
3)								
4)								
5)								
6)								
7)								
8)								
9)								
10)								
11)								
12)								

Price Class HARBUA List# C3 UPDATE PRICE FILE

Description: BURNSIDE PLANK BUFF WHITE HARTCO FLOORING INC.

LIST PRICE \$ 4 . 850 per U/M SF Sub-List Price \$ █

FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.

Round Code: _ (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,\$,%,&,N) Terms Override: _

Changed 8/25/99 D/del

F10=Next C3 F9=Comments.
 F1=Next Record. F2=Cost File. F3=Copy. F6=Search. F7=E0J. F8=Screen 1.

Figure 10: Third Column Pricing screen

The Third Column Pricing screen includes a single entry that enables any order which relates to price list number C3 (column 3 pricing), regardless of transaction type or quantity, to use the L3 price from the LP record. In the above example, the price is the third level quantity break. Whenever the LP record is updated, this record is automatically updated too.

Price Class	PERCLC	List#	LP	LIST PRICES	UPDATE	PRICE FILE
Description: <u>PERGO CLASSIC BLOCKED ASH</u>				PERSTORP FLOORING AB		
LIST PRICE \$ 6 . 390 per U/M SF				End User Category: <u>LM</u>		
Tran-Typ	Restr	Qty	Field X	Variable%	+/-	Variable\$ = Price
1)	I	3636	SC	1 . 7500	.	6 . 390
2)	I	99999	SC	1 . 6500	.	5 . 990
3)	D		SC	1 . 5000	.	5 . 490
4)					.	.
5)					.	.
6)					.	.
7)					.	.
8)					.	.
9)					.	.
10)					.	.
11)					.	.
12)					.	.
FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avq Cst. BC=Base Cst.						
Round Code: <u>9</u> (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,\$,%,&,N) Terms Override: <u>-</u>						
F10=Next LP F9=Comments. Changed 2/28/01 D/del ..						
F1=Next Record. F2=Cost File. F3=Copy. F6=Search. F7=E0J. F8=Screen 1.						

Figure 11: Cost Plus Pricing screen

The Cost Plus Pricing screen uses a cost as a starting point, and uses a variable percentage greater than one, or a dollar add-on to create a price.

Tran	Typ	Restr	Qty	Field	X	Variable%	+/-	Variable\$	=	Price
1)	I	C	L2	..	1 . 0000	10 . 190
2)	I	R	L2	..	1 . 0000	10 . 190
3)
4)
5)
6)
7)
8)
9)
10)
11)
12)

Price Class ARMCAT List# CA CUTS AT ROLL INQUIRY PRICE FILE

Description: CAMBRAY 401 REG ARMSTRONG WORLD INDUSTRIES

LIST PRICE \$10 . 500 per U/M SY Sub-List Price \$

FIELD CODES: LP=List Price. SL=Sub-List. LC=Last Cst. AC=Avg Cst. BC=Base Cst.

Round Code: _ (R=Round,U=Up,D=Down,9=Nearest 9,5=5 or 0) Terms Override: _

Changed 10/22/95 D/del ...

F10=Next CA

F1=Next Record. F2=Cost File. F3=Copy. F6=Search. F7=E0J. F8=Screen 1.

Figure 12: Cuts at Roll Pricing screen

The Cuts at Roll Pricing schemes simply point both the cut and roll price lines to the roll price. In the example above, the C and R price lines point to the same price, L2. The L2 price is the price on line 2 of the LP record, which would be the roll price in this example. Whenever the LP record is updated, this record is automatically updated too.

Roll/Cut/Balance Pricing (for rolled goods)

The system allows two methods of setting up and retrieving rolled goods prices. The default method uses only roll and cut prices. The second option uses roll, cut and balance (mid) prices. This option is set in the Company Settings program. If you enter **Y** for this company setting, the system considers three price options for rolled goods, instead of the usual two. Leave this option blank or enter **N** to default to the normal two price setting. This option applies only to companies who offer roll, cut, and balance pricing.

The usual pricing for rolled goods is as follows:

- For cuts, enter **C** and the system retrieves the C price.
- For full rolls or roll balances, enter **B** and the system retrieves the R price. Enter **B** if you want the full quantity remaining on the roll to be entered. You can also enter **R** to force a roll price on any quantity you enter.

The three price option for rolled goods is as follows:

- For cuts, enter **C** if you want the system retrieves the C price.

- For full rolls, that is, rolls that are unopened and identified by status u, enter **B** if you want the system to retrieve the R price, and the full quantity.
- For roll balances, the remaining balance of an open roll as identified by status o, enter **B** and the system retrieves the M price and the full quantity. In this context, M indicates mid-price because it is usually in between the cut and full roll price.

In both of the above scenarios, you can specify **R**, **C**, or **M** to require that the system prices the order using those restriction codes. The new three price system primarily affects the use of the B code, which retrieves the quantity of the remaining balance, as well as a price. Do not set this option to **Y** until you have updated the Price File and the Promotional File for all rolled goods to include both M and R prices. The Roll Selection screen will display C and M prices, rather than C and R. If the system cannot find an M price, it will display an error message.

Future Price List

You can use the Future and Sale Price File to enter prices in advance of their effective dates or to institute temporary sale pricing. The program changes the prices on the effective date of the sale and changes prices back to normal when the sale is over. The system automatically changes prices during Night Jobs, and a prints list of those changes.

When you go into the Future & Sales Costs File, the program displays your existing price structures as entered in the Price File or the Item File. You can then enter the changes and the dates for changes to take effect.

1. On the main menu, select option **1 - File Maintenance & Inquiry**.
2. On the More File Maintenance & Inquiry screen, select option **28 - Future & Sale Price File**.

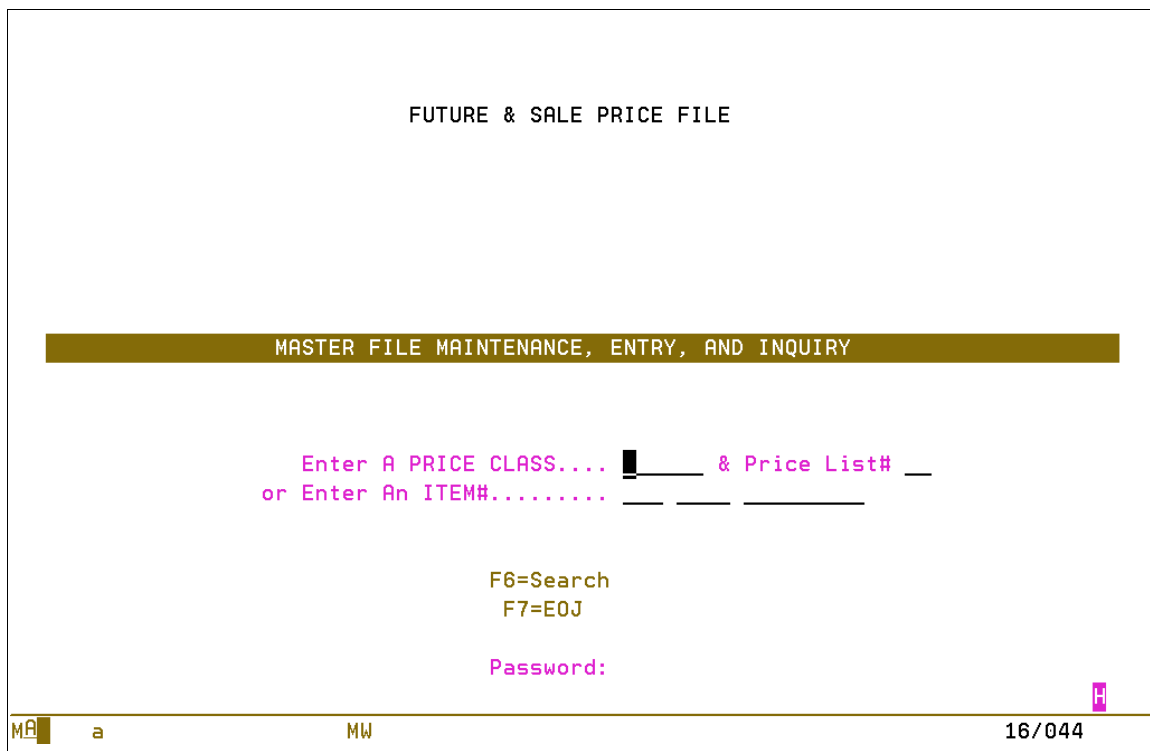


Figure 13: Future and Sale Price File Entry screen

3. Enter a **Price Class** and **Price List#**, or enter an **Item#**.
4. Enter the **Password**, if necessary, and press **Enter**.

Following is a description of the fields on this screen.

Field Name	Description/Instructions
Enter a Price Class	If your pricing is set up using the Price File, enter an existing price class code here. The program displays the pricing information for that price class, and then you can change it as needed.

Table 6: Field Descriptions, Future and Sale Price File Entry Screen

Field Name	Description/Instructions
Price List #	<p>If you enter a price class, you must also enter a price list number. Remember that each price class can have multiple price list numbers, each with their own pricing information. If all of your pricing is linked to list price, then you only need to enter future prices for the LP record.</p> <p>When entries other than LP are made in this field, the program:</p> <ul style="list-style-type: none"> • displays the currently active list price, if there is no Future Price File LP entry or • displays the future list price if there is a Future Price File LP record in file. <p>This ensures that any existing or new formulas entered through the Future Price File display calculated prices, whether or not the list price record is also being changed. For example, if you have two price lists, LP and A1, and the A1 prices are linked to the LP prices then:</p> <ul style="list-style-type: none"> • If you enter a Future Price File entry for both of the A1 and LP records of a price class, the <i>future</i> A1 price displays as if linked to the <i>future</i> LP price. • If you enter a Future Price File entry for only the A1 record of a price class (and not the LP record), then the <i>future</i> A1 price displays linked to the <i>current</i> LP price. <p>In both examples, the Future Price File program calculates and displays the new prices as they will be updated once the prices are activated. This method is consistent with the Price List programs and how they access the Future Price File.</p>
Enter an Item #	<p>If your pricing is set up directly in the Item File, and not in the Price File, enter an item number here. The program displays the pricing information for that item record and then you can change it as needed.</p>

Table 6: Field Descriptions, Future and Sale Price File Entry Screen

Important Notes

Using Price File records gives you far greater flexibility than using Item File records. If you enter prices directly into the Item File, you have only one screen with 12 lines to establish pricing levels. You can use the Price File to set up as many list numbers, such as LP, A1, B1, and C1, as you need. Each list number is on its own page and contains 12 lines. You can use the 12 lines to assign different prices for different quantities, stock versus direct, and other restrictions such as cut versus roll for rolled goods. In general, you should use the Price File for all of your regular stock items, and only, if ever, enter prices directly into the Item File for less important items or items with very simple and uniform pricing.

You should familiarize yourself with setting up the Price File, and Item File, before you use this option. This file simply mirrors the way in which you have set up pricing on your system. Use the Price Class and Price List number fields if the current prices reside in the Price File. Use the **Item Number** field if the current prices reside in the Item File.

The changes take effect on the effective date you specified. The Price File and Item File have not been changed. During the Night Jobs, this file is checked and the new prices go into effect when the effective date has been reached. A listing of the new effective prices is printed by the Night Jobs. If you

entered an end date indicating that the new pricing is temporary, such as during a sale period, the system schedules the old pricing to be reinstated on the end date. It does this by automatically inserting the old prices in the Future and Sale Price File with an effective date equal to the end date you have entered.

When you enter multiple records, this file keeps the effective and end dates to prevent unnecessary keystrokes when you add multiple records with the same effective dates. When you enter multiple Price File records:

Future and Sale Price Profile Screen

This following screen is presents an example of a Future and Sale Price Profile Screen.

MANLE1 LP		FUTURE & SALE PRICES					
LIST PRICE..\$		24 . 000 SY	EFFECTIVE DATE: 123104		IF SALE, END: _____		
TT/RES	Qty	Field X	Variable%	+/-	Variable\$	=	Price.
1)	R	LP	1 . 0000	.	.	.	24 . 000
2)	C	LP	1 . 1190	.	.	.	26 . 856
3)	M	LP	1 . 1190	.	.	.	26 . 856
4)
5)
6)
7)
8)
9)
10)
11)
12)
FIELD CODES: LP = List Price. LC = Last Cost. AC = Avg Cost. BC = Base Cost.							
Round Code: _ (R=Round,U=Up,D=Down,9=Nearest 9¢,5=5¢,\$,%,&,N) Terms Override: _							
V-LUMINESSE		Notes: _____				D/del _	
						Last Change: 5/25/04	
F10=Enter/Go Next LP		F12=No Enter/Go Next LP		F3=Copy.			
F1=Enter/Go Next Record.		F2=No Enter/Go Next Record.		F8=1st Screen.			

Figure 14: Future and Sale Price Profile screen

5. Change the fields on this screen, as necessary.

Note: The Future and Sale Price Profile screen differs slightly depending on how you access it. This is because Item File pricing (if you use an item number) is more limited than Price File (if you use a price class) pricing. If you use the Item File to enter future and sale prices, you have only a single screen to enter pricing for all price list numbers. This screen has no provisions for the transaction type and restriction codes. The Price File allows a complete page for each price list number, so that you can use separate pricing for stock versus direct, cut versus roll, and other restrictions in the **TT/Res** fields.

The following table describes the fields on this screen.

Field Name	Description/Instructions
List Price	<p>Current list price in the Price or Item File. You can change this unless the Sub-List Price field is displayed. In that case, you can change the sub-list, but not the main list price. Remember that many other prices can be linked to the list price.</p> <p>If you are using Price File records, then the List Price field can only be changed when updating price list LP. All other price lists display the list price, but only allow access to the Sub-List Price field. The prices entered will take effect during the Night Jobs, when the effective date is reached.</p>
Effective Date	<p>Date you want the new prices to take effect in MMDDYY format. If you enter today's date or an earlier date, the new prices will go into effect tonight after the Night Jobs have completed. If new prices are to go into effect on a Monday, and Night Jobs is not scheduled for the weekend, enter Saturday's date as the effective date. Then, Friday Night Jobs will update the prices.</p>
If Sale, End (Date)	<p>If you leave this date blank, the system assumes that the new prices go into effect on the effective date and remain active until further notice. If you enter a date here, the new prices go into effect on the effective date, and the old prices are reinstated on the end date. Enter dates in MMDDYY format.</p>

Table 7: Field Descriptions, Future and Sale Price Profile Screen

Field Name	Description/Instructions
<p>TT/RES (if for Price File record)</p> <p>Price List# (if for Item File record)</p>	<p>The Price List number column relates to the price list numbers assigned to each customer in the Billto File. In the example, we are using A1, B1, C1 and so on, as shown. An entry in this field indicates the line applies only to customers assigned to that price list number for this product. This field is only displayed when entering by item number.</p> <p>If you are entering a Price File record, the two-character field TT/Res is displayed. The first character is for transaction type and the second is for restriction code. The transaction type can be one of the following:</p> <p>I - This line applies to inventory sales only (sales from stock).</p> <p>D - This line applies to direct ship sales only.</p> <p>Blank - This price applies to any transaction type.</p> <p>The restriction code entry can be one of the following:</p> <p>C - For rolled goods, this line applies to cuts only. It is used only when an operator requests a cut price.</p> <p>R - For rolled goods, this line applies to rolls only. It is used only when an operator requests a roll price.</p> <p>M - For rolled goods, this line is a mid-price (between cut and roll prices). It is used only when an operator enters M.</p> <p>M - For any goods, this line is a management approved reduced price. It is used only when an operator enters M.</p> <p>Blank - This line has no restrictions. It can be used whether or not operator requests R, C or M.</p> <p>Only when an order entry operator specifies a restriction code in the R field on their screen does the system look only for a pricing line with that code. For example, if an operator enters C for cut, the system only accepts a price with the restriction code C or with no restriction code.</p> <p>If an operator checks for a management authorized reduced price by entering code M, the system only accepts a price with the restriction code M or with no restriction code.</p>
<p>Qty</p>	<p>Use this field only if you have different unit prices based on quantity. Enter the quantity through which the price applies. An entry of 100 means the price on that line is applicable up to and including 100. If you specify quantity breaks, the last quantity listed should be 99999 as shown in the example.</p>

Table 7: Field Descriptions, Future and Sale Price Profile Screen *Continued*

Field Name	Description/Instructions
Field	<p>If you want the application to calculate the price as a percentage of a list price or cost, enter one of the following field codes:</p> <p>LP - List Price</p> <p>SL - Sub-List Price (displayed only when using Price Files)</p> <p>LC - Last Cost (unit cost of last receipt including freight and handling)</p> <p>AC - Average Cost (average unit cost of current stock on hand)</p> <p>BC - Base Cost (base portion of the current standard cost. It excludes freight and handling.)</p> <p>SC - Standard Cost (current standard cost, including freight and handling cost)</p> <p>L0 - L9 - Refers to specific prices within the LP price record.</p>
Terms Override	<p>Enter one-character terms code here only if terms are to be overridden when this price is used. Otherwise leave blank. This is applicable only if your system is set for terms by product as opposed to terms by customer.</p>
Variable	<p>If you want to calculate the price as a percentage of something else, and you have entered a field code, such as LP, LC, or BC, enter the amount by which to multiply the field.</p>
Price	<p>If you have entered a field code and a variable, the price is calculated automatically, and you should leave this field blank. Otherwise, enter the unit price here.</p> <p>If you enter a field code representing cost, such as AC or BC, this program might not calculate the price at this time. However, the price is figured at the time of order entry or quoting. This is because some costs are dynamic, and any prices linked to those costs would fluctuate. The costs might also vary depending on the warehouse or shade or lot number of the product.</p>
Round to 2 Decimal	<p>Leave blank to not round out or enter one of the following codes:</p> <p>R - Rounds to the nearest cent value in the standard way. Round down if last digit is 1, 2, 3 or 4. Round up if last digit is 5, 6, 7, 8 or 9.</p> <p>U - Rounds the price up to the next cent value.</p> <p>D - Rounds the price down to the previous cent value.</p> <p>9 - Rounds to the nearest 9 cents.</p> <p>5 - Rounds to the nearest 5 cents.</p>
Notes	<p>This space is reserved for notes or comments about this future pricing record. It is not saved in the Price or Item Files. It is saved in this file only until the future price is activated.</p>
D/Del	<p>Enter D in this field to delete the Future and Sale Price record. It does not delete the Price File or Item File record. Once a Future Price File is used, and its prices inserted into the actual Price File or Item File record, the system automatically deletes it.</p>
Last Change	<p>This field is automatically updated and displays the date the record was last changed.</p>

Table 7: Field Descriptions, Future and Sale Price Profile Screen *Continued*

You can list the entries in this file using the Future and Sale Price File List on page two of the Master File Listings Menu. You can also force the update program, which usually runs at night, to run by using the Special System Maintenance Menus. You might need to force an update if Night Jobs was not run, if an effective date was entered incorrectly, or if the new prices are needed immediately.

The following table describes the function keys on this screen.

Function Key	Description
F1	To enter data (similar to pressing Enter) and go to the next record in the file. If you are on a price class entry, press F1 to go to the next record in the Price File. If you are on an item number record, press F1 to go to the next record in the Item File. This is very useful when entering new prices for many consecutive records.
F2	Go to the next record without entering the data on the current screen. If you are on a price class entry, press F2 to go to the next record in the Price File. If you are on an item record, press F2 to go to the next record in the Item File. You can use this key to scan the file, passing records that you do not want to change.
F3	<p>This feature can copy all the future price list records (and formulas) associated with an existing price class to another price class. For example, the price list records LP, A1, B1, B2, etc. can be copied from one price class to another within the Future Price File. This feature is meant to simplify the task of changing your pricing formulas. Once you have entered a set of formulas in the Future Price File, you can use them as a mold to copy to other price classes. For example, price lists A1, B1 and C1 may have represented a 5%, 10%, and 15% discount off list price respectively. If A1, B1, and C1 were changed to represent discounts of 10%, 15%, and 20% then enter one price class with LP, A1, B1 and C1 in the Future Price File with the new price formulas. Then you can enter other price classes with just the LP record, and copy the A1, B1, and C1 automatically applying the new formulas.</p> <p><i>Note: This feature does NOT add any new price lists to the Price File. It only updates existing ones. Therefore, regardless of the price lists you enter in the Future Price File, only those that exist in the regular Price File will be updated during the nightly update when the effective dates of the Future Price File records are reached.</i></p>
F7	End the job and return to the File Maintenance Menu.
F8	Returns to Future and Sale Price Entry screen.
F10	Enter the current record and go to the next price class record for the same price list number. If you are on an LP record, this function key, press F10 to go to the LP record of the next price class. This key applies only when you are working on price class records. If your prices are linked to list price, this key provides the most efficient way for entering multiple changes to list prices.
F12	Go to the next price class record for the same price list number without entering the current record, If you are on an LP record, press F12 to go to the LP record of the next price class. This key applies only when working on price class records.

Table 8: Function Keys, Future and Sale Price Profile Screen

Function Key	Description
hot keys F13 - F24	Although there is no hot key that returns you to this program, you can exit this program by using any of the hot keys that lead directly to the hot key functions.

Table 8: Function Keys, Future and Sale Price Profile Screen

