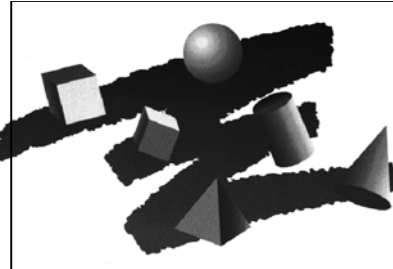


Solution-IV™ Reprographics Contract Maintenance



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Published by:
Thoroughbred Software International, Inc.
285 Davidson Ave., Suite 302
Somerset, New Jersey 08873-4153

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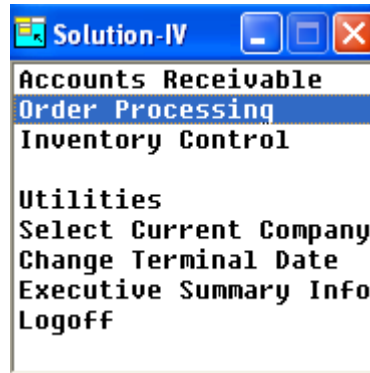
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Contract Maintenance (Special Pricing)

For help with any option or field please refer to the Accounts Receivable Manual or press **F6** on your keyboard.

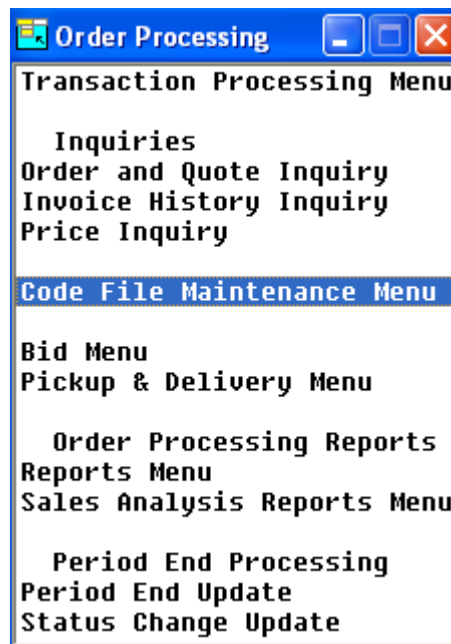
Both steps begin from the Solution-IV Main Menu where you select **Order Processing**.



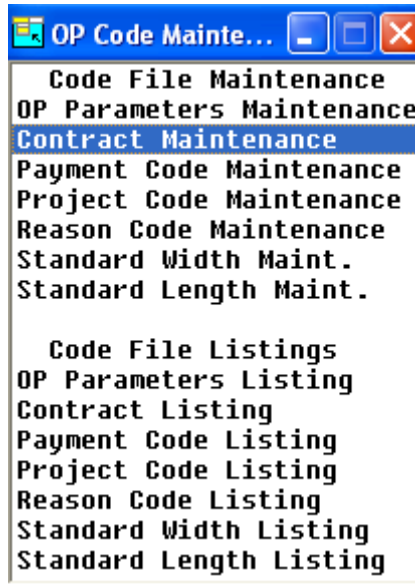
Contract Maintenance

The Cash Receipts program is used to record payments against customer balances. Prepayments are also entered here along with matching credit memos and debit memos to outstanding invoices.

From the Order Processing Main Menu, select **Code File Maintenance Menu**.



From Code File Maintenance Menu, select **Contract Maintenance**.



	Month to Date	Year to Date	Last Year
Sales	551,807.1000	551,807.1000	85,199.2000
Cost of Sales	46,952.5200	46,952.5200	0.9800
Number of Invoices	19	19	15

Customer

Press **F2** to lookup by Customer or existing Contracts.

Contract

Enter up to 6 alphanumeric characters, use "000001".

Description

Enter up to 35 alphanumeric characters to describe the customer contract.

Contract Date

Enter the contract date or the date on which this contract was made with this customer. If unknown just leave blank.

Start Date

Enter the date on which this contract takes effect.

End Date

Enter the date on which this contract expires.

Close Date

Enter the date on which this contract has been closed.

Priority

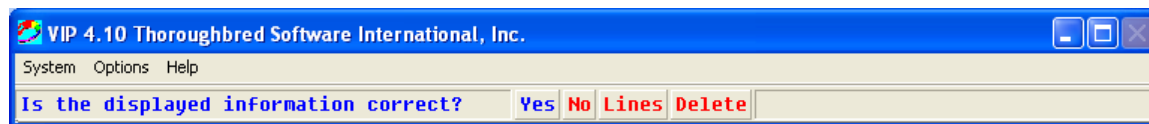
Enter the priority of this customer contract as it relates to special sales promotions from the following list:

C - Customer contract price takes priority.

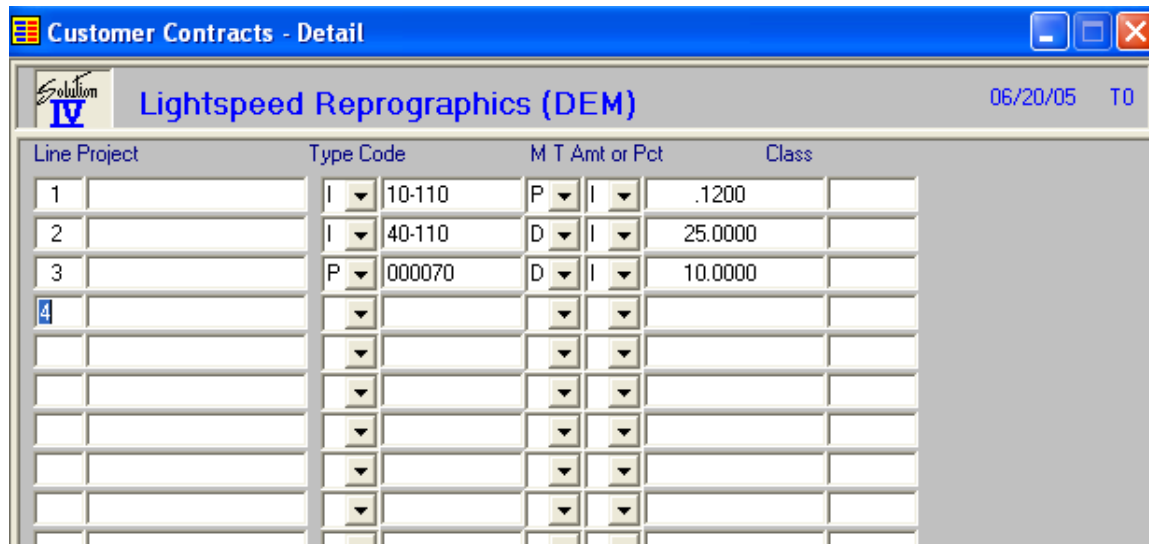
L - The lesser of the contract price and special promotion takes priority.

S - Special sales promotion price takes priority.

The system displays:



Select **Yes**.



Line	Project	Type Code	M T	Amt or Pct	Class
1		I 10-110	P	I .1200	
2		I 40-110	D	I 25.0000	
3		P 000070	D	I 10.0000	
4					

Line

If the line exists, pressing **Enter** allows you to modify it.

If the line is blank, pressing **Enter** will add a line.

Project

The project code is a file verified code that may be used in order entry.

Type

Enter the type of code that the line of the contract will be compared to.

- I** - Item code.
- P** - Product code.
- C** - Item Price Class.
- N** - No code compare.

Code

Enter the item code, product code or item price class depending on the code type that you have selected. If this field is left blank, all codes of the selected type will be considered a match.

M

Enter the method of calculating the price for this contract from the following list:

- A** - Discount amount off regular price
- C** - Markup percentage over cost
- D** - Discount percentage off regular price
- M** - Markup amount over cost
- O** - Override item price class

T

If Method is set to discount base price on the following:

- I** - Price is off item list price.
- Q** - Price is off quantity price break.

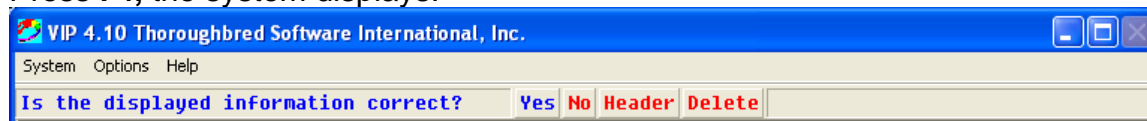
Amt or Pct

Based on the contract method for this contract, enter either the actual price, the discount amount, cost markup amount, discount percentage, or cost markup percentage.

Class

Enter the item price class which applies to this contract if the contract method is 'O'.

Press **F4**, the system displays:



Select **Yes**.