

Enter/Edit Price Sheets

PROGRAM NAME: PRICESHT

MENU OPTION TITLE: Enter/Edit Price Sheets

MAIN MODULE: PRICE SHEET FUNCTIONS

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program allows you to create an unlimited number of price sheets at wholesale, dealer, and retail pricing levels. You can create text entries and, most importantly, use valid parts from your inventory master file. This eliminates all the confusion as to whether the part numbers and/or descriptions are valid. Also, once you have defined a price sheet, you can decide when to reprint and when you do, the price sheet will have the most current prices from the inventory master file.

PROGRAM OPERATION

PRICE SHEET ID: The program first prompts you to enter the price sheet name you want to edit or create. If the price sheet already exists, you will see it appear on the screen. You will then be prompted at the bottom of the screen to use any of the options available.

If the price sheet does not exist, you will see a blank screen. Then, you will enter a description of the price sheet. When you return past this field, you will then be prompted at the bottom of the screen to use any of the options available. At this point you can use the <PageUp> or <PageDown> to scroll through the price sheet. You can also use the <UpArrow> and <DownArrow> key.

The options available after you are into the price sheet are: (A)dd; (E)dit; (D)elete; (G)oto; (I)nsert; (R)enum; or (Q)uit.

When editing a price sheet that already exists, you can use any of these options. When you are creating a new price sheet, to enter lines of text you must use (A)dd. Once you have at least one line of text in the price sheet, you can use any of the options listed.

(A)dd : Allows you to add a new entry to the bottom of the price sheet.

(E)dit : Allows you to modify any entry. You must place the cursor on the line that you want to modify.

<D>elete : Allows you to delete any entry. You must place the cursor on the line that you want to modify.

(G>oto : Allows you to go directly to the line that you want, using the line number.

<I>nsert : Allows you to insert a line between two existing entries. There must be space between the line numbers for you to do this. If there is not space, you will need

to use the <R>enum function prior to inserting a new line. The program will prompt you for the line # to insert.

<R>enum : Allows you to resequence all the entries in a price sheet and renumber them with a separation of 4 digits between each entry.

LINE: The {LINE} field is the unique five-digit number that sequences the price sheet. The system automatically assigns the number. However, you can use the <R>enum to resequence any price sheet.

F: This field allows you to tell the system what the line is for or what is supposed to be done with this line. You can look at all of the options by pressing the <F1> key. They are:

- "C" - Center a line of text
- "T" - Enter a regular line of text
- "L" - Print a blank line
- "F" - Start new page when printed
- "H" - Print std. page heading
- "P" - Enter PARTNUM to print description

PART #: This is the part number from the inventory master file. By using a valid part number you now have the ability to reprint any defined price sheet and guarantee that you will have the proper description and most current pricing.

LINE TEXT: This field is for creating text entries or is filled in automatically when you have used a valid inventory part number. You can modify text entries according to the functions mentioned above.

When you exit the program using the <Q>uit function or hit the <Esc> key, you will save anything that you have entered.