

## Customer Special Pricing by Item

### Customer Pricing

Customer special pricing can be established for specific items. The Customer Pricing program allows the entry of a fixed dollar amount for one or more items for a specific customer. This price takes precedence over the customer's normal price level.

Special customer pricing records established for one customer can be copied to other customers.

To set up customer pricing, follow these steps:

1. Select Accounts Receivable from Main Menu and then select Customer Pricing.
2. Enter the customer's ID. The customer's name will display.
3. Press [Enter] to move the cursor to the Item Number field and type the item number for special pricing. If you do not know the exact item number, type in part of it and press [F3] for the Item Master Lookup screen.
4. The customer's regular price is displayed under the "Regular" column as well as the item's description.
5. Enter the customer's special price in the field under the column labeled "Special."
6. You will notice a lower case "x" display next to the price. This is referred to as a "Net Item" flag. The "x" tells the Point-of-Sale program that this is the item's "net price" and that the price cannot be reduced further by line item or bottom line discounts. Press [Enter] to accept the "x" in this field. (If you want to allow further discounting, simply press the space bar over the "x" to blank it out and then press [Enter].)
7. OK TO ADD RECORD? (Y OR N) Respond "Y" to add the record to the customer pricing file. Respond "N" if you do not wish to add the record.
8. Customer special pricing remains in effect until you change the price or delete the special pricing record. To change the price, enter the line number of the item's price to be changed in the "#" column and press [Enter]. Press the "Delete" key to delete the current special price. Enter the new special price and [F10] to save the change.
9. To delete a customer special price record, enter the line number of the item's price to be deleted and [Enter] to pull the line down. Press [F6] to delete. A screen message asks: OK TO DELETE THIS RECORD? (Y OR N) Respond "Y" for yes.

There is an option to delete ALL special pricing records for a customer. It is explained in a later section of this document.

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A sample Customer Special Pricing screen is shown below.

MM/DD/YYYY	CUSTOMER SPECIAL PRICING				CUST ID
Id: 123456	Name: CUSTOMER NAME HERE				
		-----PRICING-----			
#	Item Number	VC	Special	Regular	Description
1	01FL	DES	700.00 x	733.65	H62 W20
2	HR-231 WT	WAC	16.00 x	20.70	SQUARE ADJUSTABLE
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____
F2=Ln# ENTRY F3=LOOKUP F7=NEXT CUSTOMER F8=PREV CUSTOMER					

### Special Pricing Records Can Be Copied

Special pricing records can be copied from one customer to another customer. To use this function, press [F12] while on the Customer Special Pricing Screen to display the ACTION box:

```

+-- ACTION --+
| Exit        |
| Delete     |
| Menu       |
| coPy       |
| Resume     |
| calcUlate  |
+-----+
    
```

- Select "coPy" from the Action menu to load a pop-up screen.

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```

+-----+
|          COPY PRICING          |
| FROM ID: _____           |
|                               |
| TO ID:   _____           |
|                               |
| New,Update                     |
| Both, Quit                      |
|                               |
| PROCESSED _____           |
| UPDATED   _____           |
| ADDED     _____           |
+-----+
    
```

- In the pop-up COPY PRICING screen, type the “From” Customer ID and the “To” Customer ID.  
*Note: If a customer was “read up” prior to pressing F12, then the “From” Customer ID will pre-fill.*
- Select ‘N’ to add new records, ‘U’ to update existing records, ‘B’ to both add and update, or ‘Q’ to quit.
- Press [F12] to exit the copy popup at any time during data entry. After pressing [Enter] past the type of copy you wish to perform, the program will begin processing.

The screen will display the total records for the “From” customer and the total records updated and/or added for the “To” customer. When processing has finished, the cursor returns to the “From” Customer ID to allow you to perform more copies. Press [Enter] to copy records from the same customer. The “To” customer ID field will clear for a new entry.

NOTE: If the “target” customer (the one you’re “copying to”) has special pricing records that the “From” customer does not have, those special pricing records remain intact for the “target” customer and are not affected by the copy.

NOTE: An enhancement to the customer special pricing program allows for deleting ALL special pricing records for a specific customer without having to delete each item one by one. If you wish to delete ALL special pricing for a specific customer, follow the steps shown on the following page.

## Customer Special Pricing by Item

### Customer Special Pricing Option to Delete All Records for Specified Customer

**Note:** *In order to make use of the option to delete all special pricing records for a specified customer, you must have the special pricing program at level 4.10.093 under Unix / 5.10.093 for Linux and Cloud Servers. If you do not see the “Delete” option when you press F12 from the Special Pricing screen, please contact Mylee Customer Support in order to get a later version of the program.*

When a customer no longer gets special pricing for an item, the item can be deleted from the special pricing file by entering the LN# of the appropriate item to “read it down,” and then pressing F6 to delete it. Deleting special pricing records one by one works well if you need to delete only “some” of the items for a customer. If you need to delete ALL special pricing for a customer, it is faster to use the “Delete” option.

Here is how it works. Select “Customer Pricing” from the Accounts Receivable Menu and enter the customer ID for which all special pricing records should be deleted. After typing the customer ID and pressing ENTER, all of the items with special pricing will display. Nine lines display on the first screen. If a customer has more than nine items on special pricing, use the Page Down key to display additional items. When you are ready to delete, press F12 for the Action box and then ‘D’ for ‘Delete’.

```

+-- ACTION --+
| Exit       |
| Delete    |
| Menu      |
| coPy     |
| Resume    |
| calcUlate |
+-----+

```

A message will display at the bottom of your screen:

**WARNING: ALL PRICING RECORDS FOR THIS CUSTOMER WILL BE DELETED!  
CONTINUE?**

If you respond ‘Y’ for Yes or ‘C’ to Continue, all special pricing records for the specified customer will be deleted. **Use Caution when using the Delete Action!** Once deleted, the special pricing records are permanently removed from the customer special price file and can be re-established only by adding them back one by one (or by COPYING them from another customer ID).

Pressing ANY OTHER key (including pressing the ENTER key) when the Warning message displays will exit without deleting records. The program will simply re-display the Customer Special Pricing screen and leave all of the special pricing records intact.