

# Cost Change Routine to Copy "E" to "F"

## Cost Change Routine

This step updates your actual cost "F" (which is typically used on Purchase Orders and typically used as the Cost of Goods Sold on sales orders) with the published cost "E" unless the item has a "Quoted" cost or is a "Tab" item. "Quoted" items typically have a Q in the first position of the Supplier field. "Tab" items typically have a T in the first position of the supplier field. From Main Menu, select Inventory, then Price Load / Inv Count Menu, then **Cost Change Routine**.

PRICE LOAD/INV COUNT MENU

- 1 Price Load Screen
- 2 Price Load Batch
- 3 Price Load Update
- 4 Price Load Report
- 5 **Cost Change Routine**
- 6 Inventory Count MENU

COST CHANGE ROUTINE

ENTER THE START NUMBER    XYZ

ENTER THE STOP NUMBER    XYZ ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ

QUALIFY BY CODES?            Y (Y OR N)

STOCK	*	(@=all non-blank, #=blank, M,S,X,0-9)	SERIAL #	* (Y OR N)
PRODUCT	**		KIT	*(Y,P,C OR N)
POPULARITY	*		SUPPLIER	**
LBR	*(F,L,OR blank)		DIVISION	**
SUB GROUP	*		NET ITEM	*
FREE FIELD	**			
DISPLAY	*			

F= E ←

G=

H=

ROUND RULE =            # - SET RULE TO BLANK

**Protect Quoted Costs:**

Enter " " (blank\*\*) in Supplier. "E" cost will not be copied to "F" if Quoted or Tab items exist for this vendor.

Enter "E" (Choose the cost field you use for actual Cost of Goods sold – this is typically "F" cost.)

If F cost is a percentage off E for all items in the vendor line, a formula can be used. For example, assume F cost is 10% off the published book cost E. Use the following formula: **F=E\*.9** (The symbol \* means multiply. E multiplied by .9 calculates a 10% discount.)

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