Price Book

Pricing & Discounts

Standard Discounts work as follows.

in Customer Record:

Set the Customer Discount if desired - say 5%

This indicates in theory that this Customer gets 5% discount on all lines.

This field defaults to 0% for new Customer records.

You can also indicate in the Customer record, which Price to use for this Customer, from the A to F Prices available in the Product record. We have also added Z Price, which uses the Product's Cost Price, which is additional to the MoneyWorks set of six codes. If the Code is Z and the Customer's Discount is negative then we do not show a Discount Percent on a Sales Order but we override the Price with a new calculated Price (i.e. Cost plus 5%).

in Product Record:

Discount field can be set as follows:

none = No discounts will be applied for this product regardless of Customer Discount setting.

unknown = not a valid setting but no discounts will be applied for this product

by Customer = Discount percent for this product is taken from the Customer record.

by Product = Discount is as per the Product Discount percent for this product regardless of Customer Discount setting. add = Adds the Customer and Product Discounts together for this product.

Discount Percent also needs to be set for "by Product" & "Add" obviously.

This field defaults to "by Customer" for new Product records.

in Price Book....

Price Book Records are treated quite separately from these standard discounts and are applied after those described above have been calculated when adding a line to a Sales Order or Quote. Price Book Prices or Discounts only get applied if the result is lower for the customer than the standard discounts

have delivered, unless the Override function has been selected, then that price will be used regardless.

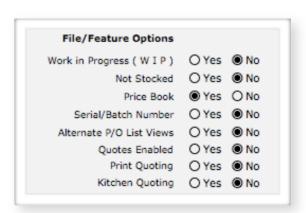


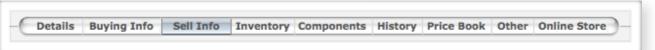
Price Book Rules/Notes:

The Price Book module allows/supports product pricing options beyond the scope of those offered by MoneyWorks.

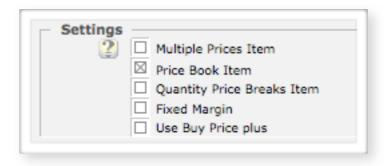
Price Book only affects lines on Sales Orders when the following conditions are met.

1.) Price Book functionality must be turned on in O'Doc – Preferences > System > Settings > File/Feature Items > Price Book > Yes/No. A special system password is required to turn this function on or off as Price Book functionality is charged for separately.

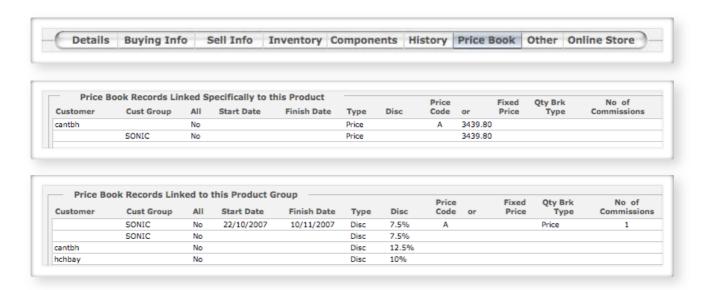




2.) Each Product record has a Price Book flag "Price Book Item" on the Sell Info tab, which must be checked if Price Book settings are to apply to this product when being added to a Sales Order. This allows you to optionally never apply special prices to a particular item if it is not checked. If Price Book functionality has been turned on this setting will default to "Yes" for new Product records, it is up to the user to change to "No" for non discounted items, such as Freight etc.



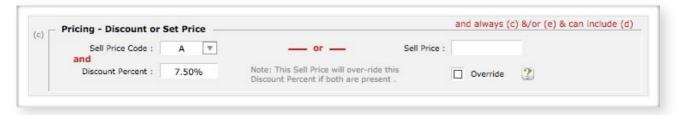
3.) Product Records have a Price Book tab where you see if a Product record does in fact have any Price Book records set up that effect the Pricing of this Product, or the Group of Products that this Product belongs to.



4.) When a product is first added to a Sales Order the standard (MoneyWorks) pricing options are considered first - which of the A to F prices are to be used and what discount applies depending on the discount settings in both the Customer and Product records and a price and/or discount is calculated.

If there is also a Price Book record (or records) effecting this product, group of products, customer, or group of customers, then the found prices are compared and the lowest Price Book price is compared to the price already loaded on the Sales Order and the lowest option is used.

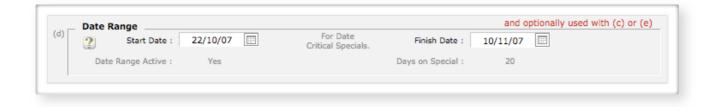
Unless, the Price Book record has the "Override" box checked [in the (C) section of Detail screen], in which case this Override Price will always be returned. This means some Customers, or Groups of Customers, can always be charged a



Set Price (Higher or Non Lowest) for a particular Product or Group of Products.

- 5.) Customer Category #4 and Products Category #4 have been designated as Price Book Categories. They can be labeled with whatever names you like, but the values stored in these fields are what is matched when looking for a Product and/or Customer Category to apply a special price to.
- 6.) Date based specials look at the Sales Order date as you add lines onto the Order, so if you are entering Orders on a Friday for delivery on the Monday, and the specials don't start until the Monday, make sure you use Mondays date on those Orders before entering any lines on the Order.

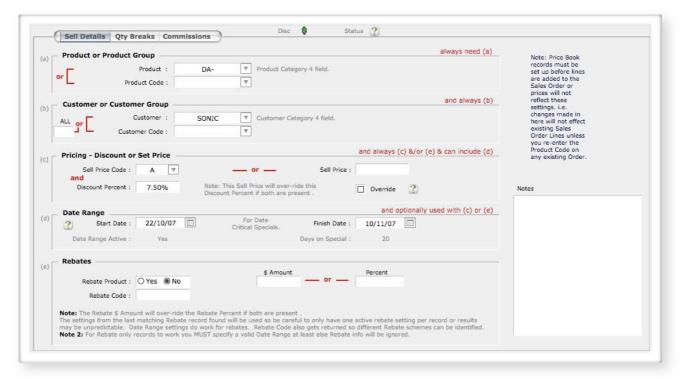
There is a script in Price Book to "Age Date Range Years by One", so you can select a group of Date Critical Price Book Records and effectively make that same group of records work for that same date range again next year – an annual special.



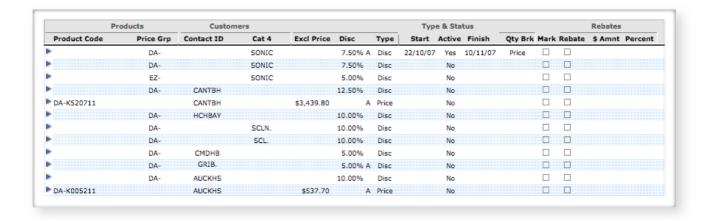
- 7.) Quotes ignore Date Based Price Book records only, but other (non date related) Price Book records are taken into account on Quotes. The reason is that you don't necessarily know when the Quote will be accepted, and a date-based special may no longer be in effect.
- 8.) Dollars only can always be returned, taking Discounts into account, but only returning the Calculated Discounted Price as Dollars and showing as a Zero Discount Percent, if Preferences > System Stuff > Sales has "Return \$'s Only from Price Book" set to "Yes". This is for users who do not want to display Discounts on Sales Invoices, but note that ALL Prices will be returned in this format from Price Book if this setting is chosen.

Price Book Records:

We have tried to make Price Book as self-documenting as we can, with comments on the screen layouts and with on screen help (? – buttons).



In the List view window (see below) you get a summary view of all the Price Book records and you can tell from this view how a Price record will be used. The "Type" column must display "Price", "Disc" or "Group" or this record is not active and it will have no effect on any pricing.



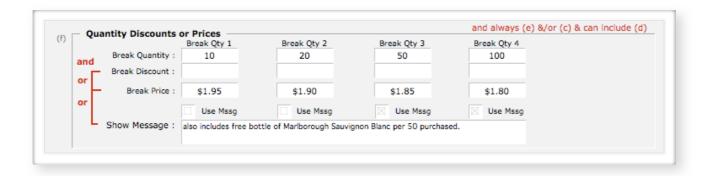
"Excl Price" means that a fixed price has been entered for that Product and if an entry has been made in the Start Date field then today's date falls between the Start and Finish dates entered. If there is no entry in the Start Date field, dates have no effect on Price Book record.

"Disc" means that a discount percent has been entered for that Product and if an entry has been made in the Start Date field then today's date falls between the Start and Finish dates entered. If there is no entry in the Start Date field, dates have no effect on Price Book record.

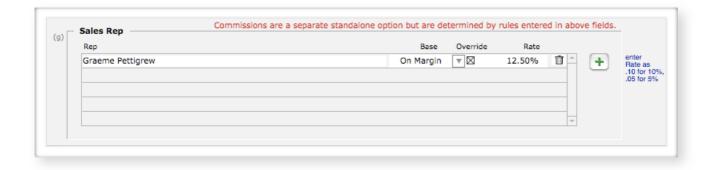
"Group" means That for this particular Product or Group of Products, this Customer or Group of Customers, use a different Price Code (A, B, C, D, E, F or Z) than they would normally use, but with no Discount Percent (else type would be "Disc").

Rebates will record a Rebate amount or percent in the Sales detail line, for the intended purpose of reporting these sales to your suppliers so you may collect Rebates Due, but could just as easily be used for you to track Rebates paid by you to your customers.

Price Book Quantity Breaks have not yet been implemented, even though the options are present on the Qty Breaks tab. This screen dump is included to show the planned functionality only.



Commissions via Price Book are also supported. This allows Commissions for Sales People to be calculated based on the same types of rules as Prices. Commissions relate to settings in the Sales Person records, as well as Products and Customers.



In summary, Price Book allows you to offer virtually any combination of pricing to your customer base, any Customer or Group of Customers, can be offered any Product or Group of Products at literally any fixed or discounted price you choose, and these can even be date based. In practice, you should give considerable thought to how you set this up, as maintaining your Price Book Records could become very complicated and time consuming. We recommend that you use discounted pricing wherever practical, so that you only need to maintain one Sell Price.