

## DAC Global Price Changing - Per Item By Adjusting Amounts

The following steps are used to change the cost amounts and prices by increasing and decreasing the current amounts.

1. From the Main Operations Menu, select #1 (File Maintenance Menu), and press Enter.
2. Select #6 (Price Maintenance), and press Enter.
3. Select #1 (Enter/Update Global Price Changes), and press Enter.
4. Press F9.
5. Type the date of the price change for the Date field, and press field +.
6. Type I for the Bas field.
7. Type A for the A/O field.
8. Type N (for no) or Y (for yes) for the Hld field to designate if the change will be held for any customer.
9. Type N (for no) or Y (for yes) for the Notify field to designate if price change notifications will be printed.
10. Tab to the Whse field, type the warehouse code of the item, and press field +.
11. Tab to the Item # field (or type the alternate price code for the Alt field to restrict the change to an alternate list price or alternate base cost of the items).
12. Type the item number for the Item # field, and press field +.
13. To change the vendor's list price of the item, type the amount of the change for the Mfr List field, and press field + to increase (or field - to decrease) the price.
14. To change the net cost of the item, type the amount of the change for the Net Cost field, and press field + to increase (or field - to decrease) the cost.
15. To change the base cost of the item, type the amount of the change for the Base Cost field, and press field + to increase (or field - to decrease) the cost.
16. To change the distributor's list price of the item, type the amount of the change for the Price field, and press field + to increase (or field - to decrease) the price.
17. To change the MSRP of the item, type the amount of the change for the Retail field, and press field + to increase (or field - to decrease) the price.
18. Press Enter.
19. Repeat the steps above to enter additional price change records, or press F3 to return to the Price Update Menu screen.
20. Select #2 (Perform Global Price Changes), and press Enter.
21. Press F10 to change the item records, and press Enter to confirm.

## DAC Global Price Changing - Per Item By Overlaying All Amounts

The following steps are used to change all the cost amounts and prices *by overlaying all the current amounts*.

1. From the Main Operations Menu, select #1 (File Maintenance Menu), and press Enter.
2. Select #6 (Price Maintenance), and press Enter.
3. Select #1 (Enter/Update Global Price Changes), and press Enter.
4. Press F9.
5. Type the date of the price change for the Date field, and press field +.
6. Type I for the Bas field.
7. Type O for the A/O field.
8. Type N (for no) or Y (for yes) for the Hld field to designate if the change will be held for any customer.
9. Type N (for no) or Y (for yes) for the Notify field to designate if price change notifications will be printed.
10. Tab to the Whse field, type the warehouse code of the item, and press field +.
11. Tab to the Item # field (or type the alternate price code for the Alt field to restrict the change to an alternate list price or alternate base cost of the items).
12. Type the item number for the Item # field, and press field +.
13. To change the vendor's list price of the item, type the new amount for the Mfr List field, and press field +.
14. To change the net cost of the item, type the new amount for the Net Cost field, and press field +.
15. To change the base cost of the item, type the new amount for the Base Cost field, and press field +.
16. To change the distributor's list price of the item, type the new amount for the Price field, and press field +.
17. To change the MSRP of the item, type the new amount for the Retail field, and press field +.
18. Press Enter.
19. Repeat the steps above to enter additional price change records, or press F3 to return to the Price Update Menu screen.
20. Select #2 (Perform Global Price Changes), and press Enter.
21. Press F10 to change the item records, and press Enter to confirm.

## DAC Global Price Changing - Per Item Using Percentage Amounts

The following steps are used to change the cost amounts and prices by overlaying only the current amounts of the Mfg List and Net Cost fields. Users should not follow these steps unless the current value of the item's Net Cost field is less than the current value of the item's Base Cost field.

1. From the Main Operations Menu, select #1 (File Maintenance Menu), and press Enter.
2. Select #6 (Price Maintenance), and press Enter.
3. Select #1 (Enter/Update Global Price Changes), and press Enter.
4. Press F9.
5. Type the date of the price change for the Date field, and press field +.
6. Type I for the Bas field.
7. Type O for the A/O field.
8. Type N (for no) or Y (for yes) for the Hld field to designate if the change will be held for any customer.
9. Type N (for no) or Y (for yes) for the Notify field to designate if price change notifications will be printed.
10. Tab to the Whse field, type the warehouse code of the item, and press field +.
11. Tab to the Item # field (or type the alternate price code for the Alt field to restrict the change to an alternate list price or alternate base cost of the items).
12. Type the item number for the Item # field, and press field +.
13. To change the vendor's list price of the item, type the new amount for the Mfr List field, and press field +.

Note: Users may skip step 14 below to use the value of the item's N% field to change the cost of the item, but only if the current value of the item's Mfg List field is less than the current value of the item's Net Cost field.

14. To change the net cost of the item, type the new amount for the Net Cost field, and press field +.
15. Press Enter.
16. Repeat the steps above to enter additional price change records, or press F3 to return to the Price Update Menu screen.
17. Select #2 (Perform Global Price Changes), and press Enter.
18. Press F10 to change the item records, and press Enter to confirm.

## DAC Global Price Changing - Per Product Class

The following steps are used to change the cost amounts and prices by increasing and decreasing the current amounts of all the items of a specific product class.

1. From the Main Operations Menu, select #1 (File Maintenance Menu), and press Enter.
2. Select #6 (Price Maintenance), and press Enter.
3. Select #1 (Enter/Update Global Price Changes), and press Enter.
4. Press F9.
5. Type the date of the price change for the Date field, and press field +.
6. Type I for the Bas field.
7. Type A for the A/O field.
8. Type N (for no) or Y (for yes) for the Hld field to designate if the change will be held for any customer.
9. Type N (for no) or Y (for yes) for the Notify field to designate if price change notifications will be printed.
10. Tab to the Prod field, type the product class number of the items, and press field +.
11. Tab to the Whse field, type the warehouse code of the items, and press field +.
12. Tab to the Mfr List field (or type the alternate price code for the Alt field to restrict the change to an alternate list price or alternate base cost of the items).
13. To change the vendor's list price of the items, type the amount of the change for the Mfr List field, and press field + to increase (or field - to decrease) the price.
14. To change the net cost of the items, type the amount of the change for the Net Cost field, and press field + to increase (or field - to decrease) the cost.
15. To change the base cost of the items, type the amount of the change for the Base Cost field, and press field + to increase (or field - to decrease) the cost.
16. To change the distributor's list price of the items, type the amount of the change for the Price field, and press field + to increase (or field - to decrease) the price.
17. To change the MSRP of the items, type the amount of the change for the Retail field, and press field + to increase (or field - to decrease) the price.
18. Press Enter.
19. Repeat the steps above to enter additional price change records, or press F3 to return to the Price Update Menu screen.
20. Select #2 (Perform Global Price Changes), and press Enter.
21. Press F10 to change the item records, and press Enter to confirm.

## DAC Global Price Changing - Per Sales Class

The following steps are used to change the cost amounts and prices by increasing and decreasing the current amounts of all the items of a specific sales class.

1. From the Main Operations Menu, select #1 (File Maintenance Menu), and press Enter.
2. Select #6 (Price Maintenance), and press Enter.
3. Select #1 (Enter/Update Global Price Changes), and press Enter.
4. Press F9.
5. Type the date of the price change for the Date field, and press field +.
6. Type I for the Bas field.
7. Type A for the A/O field.
8. Type N (for no) or Y (for yes) for the Hld field to designate if the change will be held for any customer.
9. Type N (for no) or Y (for yes) for the Notify field to designate if price change notifications will be printed.
10. Tab to the Sales field, type the sales class number of the items, and press field +.
11. Tab to the Whse field, type the warehouse code of the items, and press field +.
12. Tab to the Mfr List field (or type the alternate price code for the Alt field to restrict the change to an alternate list price or alternate base cost of the items).
13. To change the vendor's list price of the items, type the amount of the change for the Mfr List field, and press field + to increase (or field - to decrease) the price.
14. To change the net cost of the items, type the amount of the change for the Net Cost field, and press field + to increase (or field - to decrease) the cost.
15. To change the base cost of the items, type the amount of the change for the Base Cost field, and press field + to increase (or field - to decrease) the cost.
16. To change the distributor's list price of the items, type the amount of the change for the Price field, and press field + to increase (or field - to decrease) the price.
17. To change the MSRP of the items, type the amount of the change for the Retail field, and press field + to increase (or field - to decrease) the price.
18. Press Enter.
19. Repeat the steps above to enter additional price change records, or press F3 to return to the Price Update Menu screen.
20. Select #2 (Perform Global Price Changes), and press Enter.
21. Press F10 to change the item records, and press Enter to confirm.

## DAC Global Price Changing - Per Vendor

The following steps are used to change the cost amounts and prices by increasing and decreasing the current amounts of all the items of a specific vendor.

1. From the Main Operations Menu, select #1 (File Maintenance Menu), and press Enter.
2. Select #6 (Price Maintenance), and press Enter.
3. Select #1 (Enter/Update Global Price Changes), and press Enter.
4. Press F9.
5. Type the date of the price change for the Date field, and press field +.
6. Type I for the Bas field.
7. Type A for the A/O field.
8. Type N (for no) or Y (for yes) for the Hld field to designate if the change will be held for any customer.
9. Type N (for no) or Y (for yes) for the Notify field to designate if price change notifications will be printed.
10. Tab to the Vendor field, type the vendor code of the items, and press field +.
11. Tab to the Whse field, type the warehouse code of the items, and press field +.
12. Tab to the Mfr List field (or type the alternate price code for the Alt field to restrict the change to an alternate list price or alternate base cost of the items).
13. To change the vendor's list price of the items, type the amount of the change for the Mfr List field, and press field + to increase (or field - to decrease) the price.
14. To change the net cost of the items, type the amount of the change for the Net Cost field, and press field + to increase (or field - to decrease) the cost.
15. To change the base cost of the items, type the amount of the change for the Base Cost field, and press field + to increase (or field - to decrease) the cost.
16. To change the distributor's list price of the items, type the amount of the change for the Price field, and press field + to increase (or field - to decrease) the price.
17. To change the MSRP of the items, type the amount of the change for the Retail field, and press field + to increase (or field - to decrease) the price.
18. Press Enter.
19. Repeat the steps above to enter additional price change records, or press F3 to return to the Price Update Menu screen.
20. Select #2 (Perform Global Price Changes), and press Enter.
21. Press F10 to change the item records, and press Enter to confirm.