

## Sales – Customer Fixed Pricing (Add–Edit-Delete)

This article describes how to Add, Edit or Delete a Customer’s Fixed Pricing.

### To Add a Customer’s Fixed Pricing;

Adding a Customer’s Fixed Pricing is done from a Customer Invoice.

### Quick Flow;

**Customer Invoice > tick “FP” > Sell Price > Apply To > [Save]**

1. From the selected **Customer Invoice**, Tick the tickbox of the “FP” column which will display the Fixed Price Window

INVOICE LINES										
LABOUR										
	PRODUCT CODE	PRODUCT DESCRIPTION	DATE	COST PRICE	SELL PRICE	DISCOUNT	MARGIN	FP	QUANTITY	TOTAL PRICE
	AR01	Austin Rasmussen	Select date	\$ 10.00	\$ 20	% 0	% 50.00	<input type="checkbox"/>	1.00	\$ 20.00
	LAB4	Labour Tradesmen	Select date	\$ 39.00	\$ 165	% 0	% 76.36	<input checked="" type="checkbox"/>	1.00	\$ 165.00


2. From the Fixed Price Window, Enter a **Sell Price** to the Invoicing field, then Select an area the Fixed Pricing to **Apply To**, then Press the **[Save]** button **SAVE** to save the Fixed Pricing

SELL PRICING

Invoicing

Apply To

- This Works Only
- This and all future Works for this Customer
- Across all pricing rules

**NOTE:** Fixed Price is fixed, and any updating of the Cost Price will not change the Sell Price. Should the Cost Price change a red icon  will display advising of this.

**NOTE:** A Fixed Price can be edited for an Invoice by changing the Sell Price then un-ticking the tickbox of the “FP” column. This change is for that Invoice only and any further Invoices for that Customer will continue to use the original Fixed Price.

### To Edit a Customer Fixed Pricing from the Customer Invoice;

From a Sales Invoice, un-tick the FP column of the product, then re-tick and repeat step 2 above.

See next page....

**To Edit OR Delete a Customer Fixed Pricing;**

Editing OR Deleting a Customers Fixed Pricing is done from a PRODUCT's OR CONTACT Customer's FIXED PRICING Subnav.


**Quick Flow;**

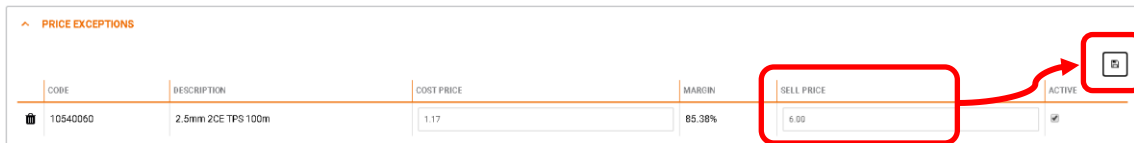
**Product OR Customer > FIXED PRICE Subnav > SELL PRICE > [Save] OR Delete**

1. From the **Product's** OR CONTACTS **Customer's** Window, Press on the **FIXED PRICE** Subnav to expand



To Edit

2. From the FIXED PRICE Subnav's list, select a product and Enter a new **SELL PRICE**, then Press the **[Save]** button  to save the editing



OR

To Delete

3. From the FIXED PRICE Subnav, Press on the [Trash] button 