# Standard Operating Procedure

# **Using Pricing Function Keys**

Dole & Bailey, Inc.

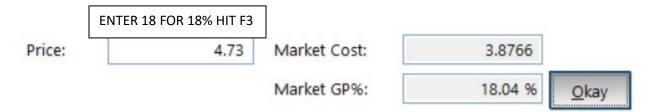
Implementation Date: 12/11/23

PURPOSE: To learn how to use the F3 and F4 function keys in order entry

# Using the F3 function key -

Pricing by margin can be done using the F3 key anywhere in the system. If you want to price an item at 18% margin, in the Price field, enter 18, then hit F3.

#### IN THE LINES TAB-



#### **IN THE GUIDE TAB-**



### Using the F4 function key-

The F4 key will populate last PRICE paid if you are using the same Unit of Measure as the last purchase.

## **IN THE LINES TAB-**

When your mouse is in the Price field, hit F4, and the last price will populate. If you are not in the same unit of measure as the last purchase, the item will stay at kick pricing (20%).



#### IN THE GUIDE TAB-

In the guide screen, when your mouse is in the Price field, <u>enter the number 1</u> and then hit F4. The last price will populate if you are in the same Unit of Measure.

If you are not in the same Unit of Measure, you will get a pop up warning you that the price is below cost on the line. In this case, use the F3 function to price out this item.

(IN THIS EXAMPLE YOU CAN SEE THE MARGIN CHANGE FROM THE LAST PURCHASE IF THE LAST PRICE IS USED)

