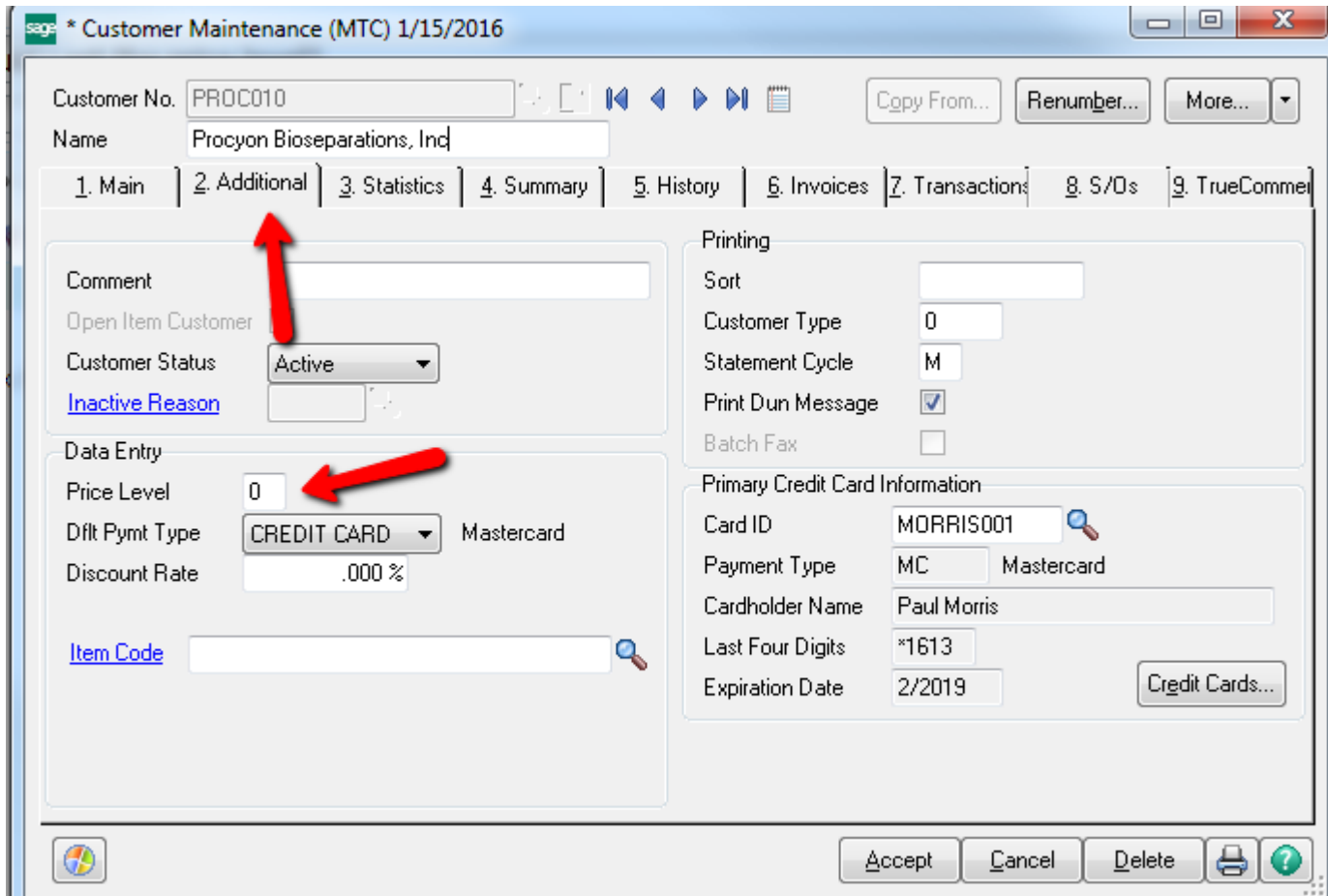


## When i am entering a new customer in SAGE what should i set the price level?

When you enter a new customer in sage you must always enter a 0 in the price level box unless you are told otherwise. If this is not done properly the customer could receive discounts that are not warranted.



The screenshot shows the Sage Customer Maintenance (MTC) window for customer PROC010. The window title is "sage \* Customer Maintenance (MTC) 1/15/2016". The customer name is "Procyon Bioseparations, Inc". The window has several tabs: 1. Main, 2. Additional, 3. Statistics, 4. Summary, 5. History, 6. Invoices, 7. Transactions, 8. S/Os, 9. TrueCommer. The "Data Entry" section contains the following fields: "Price Level" is set to 0, "Dflt Pymt Type" is set to CREDIT CARD (Mastercard), and "Discount Rate" is set to .000 %. The "Customer Status" dropdown is set to Active. The "Primary Credit Card Information" section shows Card ID MORRIS001, Payment Type MC (Mastercard), Cardholder Name Paul Morris, Last Four Digits \*1613, and Expiration Date 2/2019. The "Printing" section shows Customer Type 0, Statement Cycle M, Print Dun Message checked, and Batch Fax unchecked. The "Item Code" field is empty. The window has buttons for Accept, Cancel, Delete, and a help icon.