

Class.Net – Help Document

**How to create and use Disc/Comm (Price Item) Groups**

The disc/comm price groups are for use with agents pricing.

They provide a method of grouping price items together.

For example a price group called ‘General English’ could consist of GE15, GE20 and GE25 lessons in order to apply a special rate of discount/commission.

A price group can be assigned to any number of agents and each agent can have a different discount/commission rate applied for the price group.

**Setting up**

Maintenance/Settings > Disc/Comm (Price Item) Groups



Select ADD

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Enter a **Code** and **Name**
**Category** = Tuition.
Price groups can also be created for Accommodation, Transfer and Sundry

**List School Filter** - select one school if required

**Available Items** - Highlight the courses to be added to this price group.
 Use CRTL and SHIFT keys to select multiple items.



**Selected Items** - Select the << arrow key to add the courses to the list.


Once the relevant courses have been selected, click the **OK** button.

**Assigning the price group to an agent**

Open the agent record.

Go to the Finance Details > Pricing screen.

Here you will see the agents Tuition default disc% / comm%



Select **ADD** to assign the price group.

**Category** – Tuition

**Price Group Type** – Group

**Name** – select the price group from the list

**Booking From Date** – select the date that the additional disc/comm commences

**Discount Rate / Commission Rate** – enter the percentage



Select **OK**

The new Group disc/comm rate will be displayed.



In the example above, from 2016 the agent will receive 20% disc/comm for all courses booked except for the General English Courses GE15, GE20, GE25 where the agent will receive 25% disc/comm.

The default rate displayed in blue indicates that it has been superseded by a price group with a later date.

*Also see help document HS095 for more information about the different agent pricing options.*