

# REBATE PROGRAM

To properly use the rebate program you must complete the following:

1. Enter the item in the customer hardgoods special price file. (NOTE: This is not a required entry, however, usually you want to provide a customer who is on the rebate program a special price. You have the option of entering a special price in order entry at the time he/she places the order.)
  2. Enter the item in the rebate reporting file maintenance.
  3. Complete the option set-up in month end close for Monthly Rebate Reporting
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## Hardgoods Pricing Master File Maintenance

(Menu Master, 2, 4)

Add the rebate item number to this file and give it the promised price to your customer.

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## Rebate reporting file maintenance

(Master menu, 2, 1, 17)

Discussion:

This option is used to set up your customers with the inventory items and rebate costs on which you will receive rebates. At month-end, you will receive a printout showing all goods bought from a vendor and the extended price of the rebate, which is the difference between the actual price charged.

Seq:

To update an existing item, you have the choice of keying the sequence number of the code as displayed on the directory, or by advancing your cursor to the "position to" field and keying the item number and press <ENTER>.

Position to/\*Item to ADD:

If an item is to be added, place the cursor in this field and key in the item and press <F6>. This is a searchable field by placing an "?" this field.

## OPTIONS

Enter=Update/Change an existing record.

F3=Exit: end maintenance program.

F4=Delete: flag a record for deletion.

F6=Add: enter a new item.

F12=PrevScrn: display prior screen without updating above data.

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### SCREEN 3 ADD MODE (RBAMNT-02)

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\*Item: (10)

Enter the item number that will have a rebate received at end-month. Note: this is a searchable field by placing an "?" in this field along with search criteria/limiting info. and press <F1>=Verify.

Rebate Cost (9.4): \_\_\_\_\_

Enter the dollar amount of the cost of this item for this customer

#### OPTIONS

Enter=Continue: adds above record as shown.

F1=Verify: verify data before accepting record.

F3=Exit: end maintenance program.

F12=PrevScrn: display prior screen without updating above data.

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#### **Additional file information for possible QRY reports**

CUSTOMER REBATE FILE          FIELD DESCRIPTION

FILE NAME ON DISK: W#REBAT

SOURCE MEMBER NAME: W#REBAT

A RECORD IS CREATED FOR EACH CUSTOMER REBATE ITEM

FIELD	DESCRIPTION
RBCUST	customer
RBITEM	item
RBRESV	reserved for increase item
RBCOST	cost to this customer

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**Setting up Rebate File Maintenance**

(Menu Master, 2, 3, 04)

00157 Rebate Reporting Master File Maintenance

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Item	Description	Cost
01		
02		

Item: \_\_\_\_\_  
Rebate Cost (9.4): \_\_\_\_\_

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**Month-End Set-Up Option.**

REBATE Monthly Rebate Reporting

Option: REBATE Monthly Rebate Reporting  
Sort/page break by (M)fg/(P)ur/(R)Prd group: M  
Priority (0=hold/1=release): 1 Number of Copies (0-255): 001 Printer ID: \_\_\_\_\_

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