



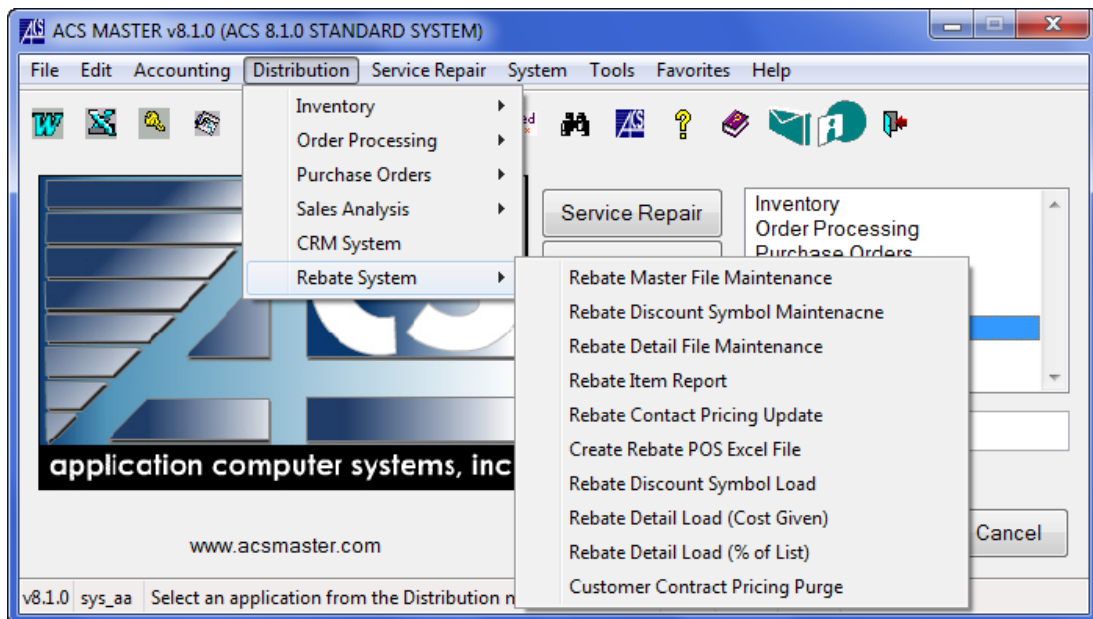
## Rebate System

### Introduction

ACS' Rebate Module helps you calculate, track, and process both bill backs and rebates related to vendor purchases and customer sales.

This section of the manual will take the user through an overview of the Rebate Module, the setup process that is required to implement the module, the file maintenance and training on the mechanics of the software.

### Distribution → Rebate System



# **Application Computer Systems, Inc.**

## Rebates

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## Rebates

### Rebate Discount Symbol Load

The Rebate Discount Symbol Load is used to load the symbol that represents the percentage of list cost into the ACS Master system using Microsoft Excel workbooks. The workbooks have preset columns the user enters data into. The workbook is then used to update new data into the ACS Master System.

#### Prerequisites:

1. The load requires that the user have Microsoft Excel installed on their workstation.
2. The security level setting found at Excel Tools → Macro → Security should be set to medium or low.
3. Once the user answers the initial criteria prompts, the Microsoft Excel workbook is automatically launched.
4. Next the user will load data in the Microsoft Excel workbook, save and exit.

	A	B	C	D
1	Click To Save Spreadsheet			
2	Click To Validate Data			
3	Field Heading -->	Disc Symbol	Discount Symbol Description	Disc %
4	Opt/Man/Default/Validated -->	M	O	O
5	Text/Number/Date/Zip/Phone -->	T	T	N
6	Length -->	8	30	5.2
7	Valid Data Option -->			
8				
9				
10				
11				
12				
13				
14				

#### Field Headings:

Description of data inserted into each column.

#### Opt/Man/Default/Validated:

- O:** Data in column is optional
- M:** Data in column is mandatory
- D:** Data in column has a preset default value if no data entered
- V:** Data in column is validated to codes created in the ACS Master System

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## Rebates

**P:** Data in column is protected and no changes can be made

**Text/Number/Date/Zip/Phone:**

**T:** Data in column can be alphanumeric

**N:** Data in column must be numeric

**D:** Data in column must be in a date format (Hover above Field Heading for valid formats)

**Z:** Data in column must be in zip code format (Hover above Field Heading for valid formats)

**P:** Data in column must be in phone format (Hover above Field Heading for valid formats)

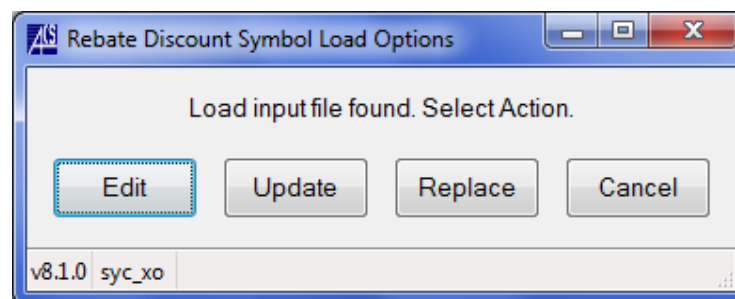
**Length:** Maximum character field length for the column, including spaces, dashes, slashes, etc. Numeric values will be rounded up or down according to the decimal place length noted for that column, if exceeded.

**Valid Data Option:** This tells the user what valid responses are allowed in the cell.

**Click To Validate Data:** Click this button to validate data on the spreadsheet before exiting. The following items are validated; maximum field lengths, mandatory fields not entered, incorrect data format, and incorrect valid data option.

**Click To Save Spreadsheet:** Click this button to save data on spreadsheet and to exit the spreadsheet.

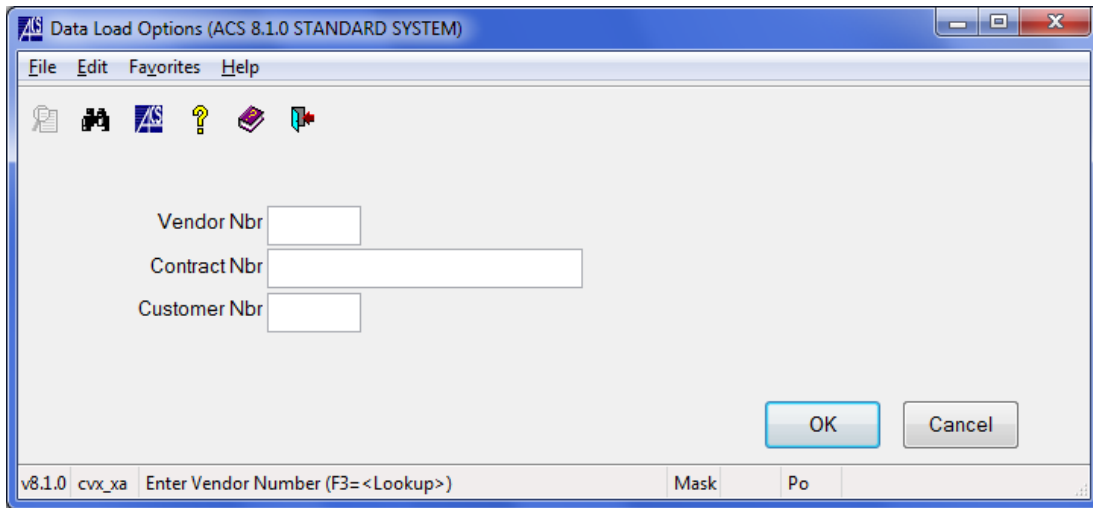
When the user re-selects the same menu option, in this case Rebate Discount Symbol Load, an existing load workbook is detected, and the following load input file option screen is displayed:



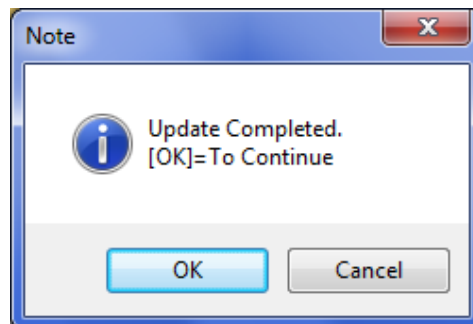
**Edit:** This allows you to make additional changes to the workbook you saved before updating the changes to the system.

**Update:** This allows user to update the data on the workbook to the master files.

# Application Computer Systems, Inc. Rebates



**NOTE:** You will need to enter in the Vendor Number, Contract Number and Customer Number to update. Once updated you will receive the following note:

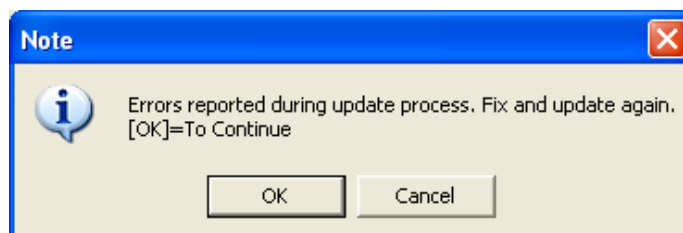


**Replace:** This is used to replace the existing workbook and start completely over with the criteria select screen or a blank load workbook.

**Cancel:** This will return the user to the menu.

## Error Processing

Verifications are performed during the update and if any errors are detected on the workbook, the following screen is displayed.



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### Rebates

The Microsoft Excel workbook will automatically display after selecting 'OK'. Only the rows that had errors detected in them will be displayed. Any rows on the workbook that did not produce errors will have updated to the ACS Master System.

The user must update again once all the errors are corrected.

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## Rebates

### Rebate Detail Load (Cost Given)

The Rebate Detail Load (Cost Given) is used to upload List Price, Rebate Cost and Sell Price provided by the vendor for Contract Type 1, Cost Given.

The user should follow the same instructions found under Rebate Discount Symbol Load to load the Excel workbook.

Field Heading -->	Item Number	Style Number	Product Code	Contract Start Date	Contract End Date	List Price	Rebate Cost	Sell Price
Opt/Man/Default/Validated -->	M	O	O	M	M	O	O	O
Text/Number/Date/Zip/Phone -->	T	T	T	D	D	N	N	N
Length -->	20	30	10	10	10	6.2	5.2	5.2
Valid Data Option -->								

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## Rebates

### Rebate Detail Load (% of List)

The Rebate Detail Load (% of List) is used to upload the Discount Symbol Code, Discount Percent, and List Cost provided by the vendor for Contract Type 2, % of List.

The user should follow the same instructions found under Rebate Discount Symbol Load to load the Excel workbook.

	A	B	C	D	E	F	G	H	I
1	Click To Save Spreadsheet								
2	Click To Validate Data								
3	Field Heading -->				Contract	Contract	Discount	Discount	List
4	Field Heading -->	Item Number	Style Number	Product Code	Start Date	End Date	Symbol Code	Percent	Cost
5	Opt/Man/Default/Validated -->	M	O	O	M	M	O	O	O
6	Text/Number/Date/Zip/Phone -->	T	T	T	D	D	T	N	N
7	Length --->	20	30	10	10	10	8	5.20	5.2
8	Valid Data Option --->								
9									
10									
11									
12									

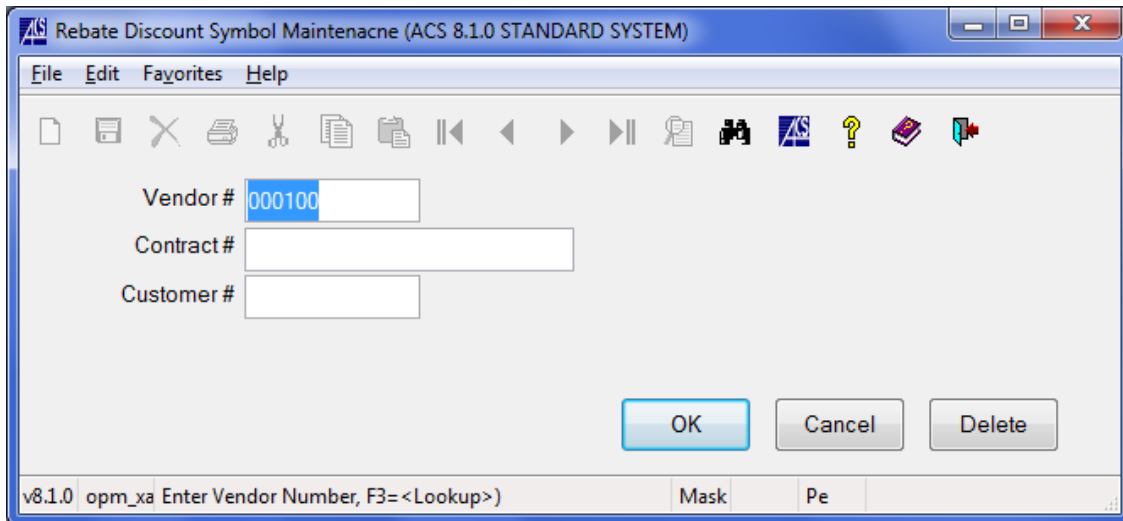


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## Rebates

### Rebate Discount Symbol Maintenance

This option is used to update or make changes to existing vendor contracts. For each of these contracts you can enter a symbol to represent a particular discount for Contract Type 2, % of List.



**Vendor #:** Enter a valid vendor number.

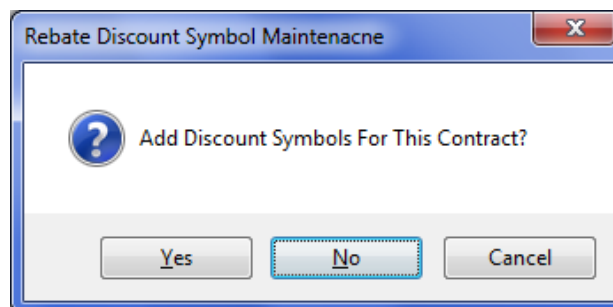
-Select the magnifying glass or enter "F3" to select from a list of all valid vendors. When a valid vendor number is entered, the vendor name will be displayed.

**Contract #:** Enter a contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

**Customer #:** Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.



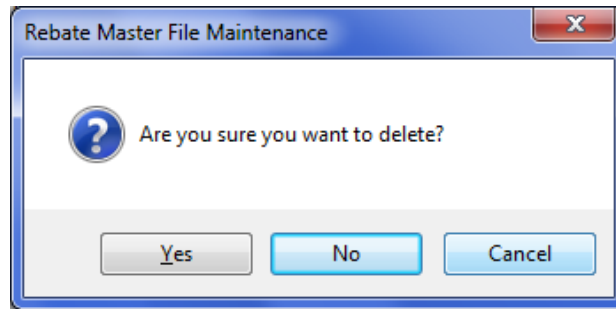
**Yes:** Select 'Yes' to add Discount Symbols for this contract.

**No:** Select 'No' to return to the Rebate Discount Symbol Maintenance screen.

**Cancel:** Select 'Cancel' to return to the Rebate Discount Symbol Maintenance screen.



## Application Computer Systems, Inc. Rebates



To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

**Insert:** Allows you to insert a new Rebate Discount Symbol.

When the system prompts to print all records, you may elect to print a hard copy for review or reference later.

# Application Computer Systems, Inc.

## Rebates

### Rebate Master File Maintenance

This task is used to setup contracts that are provided by the vendor.

Rebate Master File Maintenance (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Vendor # 000100

Contract #

Customer #

Contract Desc

Distributor #

Distributor Cust #

Rebate GL No

Contract Type

Start Date

End Date

OK Cancel Delete

v8.1.0 opm\_w Enter Vendor Number, F3=<Lookup> Mask Pe

**Vendor #:** Enter a valid vendor number.

-Select the magnifying glass or enter "F3" to select from a list of all valid vendors. When a valid vendor number is entered, the vendor name will be displayed.

**Contract #:** Enter a contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

**Customer #:** Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

**Contract Desc:** Enter contract description.

**Distributor #:** Enter a valid distributor number which is assigned to you by the vendor.

**Distributor Cust #:** Enter the distributor customer number.

**Rebate GL No:** Enter a valid general ledger number that you want the rebate to post to.

## Application Computer Systems, Inc. Rebates

-Select the magnifying glass or enter "F3" to select from a list of all general ledger numbers.

**Contract Type:** Make a selection for contract type.

- Enter 1 for Cost Given
- Enter 2 for % of List

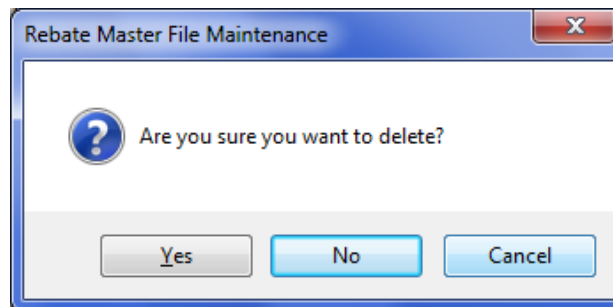
**Start Date:** Enter contract start date.

**End Date:** Enter contract end date.

**OK** – Accepts data, clears screen, and return to the Vendor # field.

**Cancel** – Do not accept what has been entered, clear screen, and returns to Vendor # field.

**Delete** – Delete the entry from the file. When the Delete button is chosen you will see the following message:



To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

When the system prompts to print all records, you may elect to print a hard copy for review or reference later.

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## Rebates

### Rebate Detail File Maintenance

This task is used to enter in item cost and prices for specific contracts.

Rebate Detail File Maintenance (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Vendor # 000100

Contract #

Customer #

Item #

Style #

Product Code

Start Date

End Date

List Price

Rebate Cost

Sell Price

List Cost

Disc Symbol

Disc Percent

OK Cancel Delete

v8.1.0 opm\_yc Enter Valid Vendor Number, F3=<Lookup>) Mask Pe

**Vendor #:** Enter a valid vendor number.

-Select the magnifying glass or enter "F3" to select from a list of all valid vendors.  
When a valid vendor number is entered, the vendor name will be displayed.

**Contract #:** Enter a contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

**Customer #:** Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

**Item#:** Enter a valid item number.

-Select the magnifying glass or enter "F3" to select from a list of all valid item number.  
When a valid item number is entered, the item description will be displayed.

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### Rebates

**Style#:** Enter a style number which is provided by the vendor.

**Product Code:** Enter a product code which is provided by the vendor.

**Start Date:** Enter contract start date.

**End Date:** Enter contract end date.

**List Price:** If Type 1 contract for Cost Given is used, enter in the list price.

**Rebate Cost:** If Type 1 contract for Cost Given is used, enter in the rebate cost. If Type 2 contract for % of List is used, the rebate cost is automatically calculated.

**Sell Price:** If Type 1 contract for Cost Given is used, enter in the sell price.

**List Cost:** Enter list cost for Type 2 Contracts, % of List.

**Disc Symbol: #:** Enter a valid discount symbol number for Type 2 Contracts, % of List.  
-Select the magnifying glass or enter "F3" to select from a list of all valid discount symbols.

**Disc Percent:** This field is populated by the percentage assigned to the discount symbol.

**OK** – Accepts data, clears screen, and return to the Vendor # field.

**Cancel** – Do not accept what has been entered, clear screen, and returns to Vendor # field.

**Delete** – Delete the entry from the file.

When the system prompts to print all records, you may elect to print a hard copy for review or reference later.

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## Rebates

### Rebate Contract Pricing Update

This task updates the Order Processing Contract Pricing used in Sales Order Entry and Invoice Entry to calculate the correct cost and prices from the Rebate Detail File Maintenance.

Rebate Contract Pricing Update (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Vendor #

Contract #

Customer #

OK Cancel

v8.1.0 opu\_zs Enter Valid Vendor Number, F3=<Lookup> Mask Po

**Vendor #:** Enter a valid vendor number.

-Select the magnifying glass or enter "F3" to select from a list of all valid vendors. When a valid vendor number is entered, the vendor name will be displayed.

**Contract #:** Enter a valid contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

**Customer #:** Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

**OK** – Accepts data and updates the Rebate Contract Pricing.

**Cancel** – Do not accept what has been entered, clear screen, and returns to menu.





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## Rebates

### Sales Register

09/12/11 04:31 PM		ACS 8.1.0 STANDARD SYSTEM Sales Register By Customer Number								Page 1	Audit # 0000234
Customer No. & Name	Order Number	Invoice Number	Date	Gross Sales	Returns	Discount	Tax	Freight	Net Sales	Gross Cost	Gross Profit
000100	0002109	0005216	09/12/11	1726.00	0.00	172.60	93.20	0.00	1646.60	200.00	88.41%
Everest Industries											
000200	0002110	0005217	09/12/11	1740.00	0.00	174.00	93.96	0.00	1659.96	894.68	48.58%
Industrial Products											
Register Totals:				3466.00	0.00	346.60	187.16	0.00	3306.56	1094.68	68.42%
M-T-D Totals:				164695.80	760.64	14207.83	5473.52	1124.72	156325.57	90814.00	44.60%
Next M-T-D Totals:				7989.39	0.00	544.13	212.01	34.00	7691.27	1055.44	86.79%

09/12/11 04:31 PM		ACS 8.1.0 STANDARD SYSTEM Sales Register		Page 2	Audit # 0000234
Territory Summary	Amount	Transaction Summary	Amount		
001 Western U.S.	3466.00	S Standard Inv. Item	3466.00		
Tax	187.16	Freight	0.00		
Discount	346.60	Salesperson Summary	Amount		
		JDP Judy D. Peterson	1726.00		
		KMM Kevin Martin	1740.00		

09/12/11 04:31 PM		ACS 8.1.0 STANDARD SYSTEM Sales Register Summary - Journal OP Order/Inv Processing					Page 3	Audit # 0000234
Account	Description	General Ledger	Memo/Reference	Debits	Credits			
1040-00	Accounts Receivable	Everest Industries		1,726.00				
		000100 0005216 010 0002109						
1040-00	Accounts Receivable	Everest Industries			79.40			
		000100 0005216 0002109						
1040-00	Accounts Receivable	Industrial Products		1,740.00				
		000200 0005217 010 0002110						
1040-00	Accounts Receivable	Industrial Products			80.04			
		000200 0005217 0002110						
		Subtotal for Account 1040-00		3,466.00	159.44			
1200-01	Inventory - Warehouse 1	Everest Industries			844.00			
		000100 0005216 010 0002109						
1200-01	Inventory - Warehouse 1	Industrial Products			2,397.00			
		000200 0005217 010 0002110						
		Subtotal for Account 1200-01		0.00	3,241.00			
2010-00	Accounts Payable - CA Sales Tax	Everest Industries			93.20			
		000100 0005216 0002109						
2010-00	Accounts Payable - CA Sales Tax	Industrial Products			93.96			
		000200 0005217 0002110						
		Subtotal for Account 2010-00		0.00	187.16			
4000-01	Sales - Product A/Location 1	Everest Industries			1,726.00			
		000100 0005216 010 0002109						
4000-01	Sales - Product A/Location 1	Everest Industries		172.60				
		000100 0005216 0002109						
4000-01	Sales - Product A/Location 1	Industrial Products			1,740.00			
		000200 0005217 010 0002110						
		Subtotal for Account 4000-01		172.60	3,466.00			
4020-01	Sales - Product C/Location 1	Industrial Products		174.00				
		000200 0005217 0002110						
4030-00	Rebates	Everest Industries		644.00				
		000100 0005216 010 0002109						
4030-00	Rebates	Industrial Products		1,502.32				
		000200 0005217 010 0002110						
		Subtotal for Account 4030-00		2,146.32	0.00			

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## Rebates

### Rebate Item Report

The Rebate Item Report will print a list of vendor, contract and customer invoices based on the selected criteria of any items sold during the date range selected for the specific contract and customer number. This report can be used to send to the vendor as proof of rebate sales.

Rebate Item Report (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Vendor #

Contract #

Customer #

Beginning Date

Ending Date

OK Cancel

v8.1.0 opr\_ua Enter Valid Vendor Number, F3=<Lookup>) Mask Po

**Vendor #:** Enter a valid vendor number.

-Select the magnifying glass or enter "F3" to select from a list of all valid vendors. When a valid vendor number is entered, the vendor name will be displayed.

**Contract #:** Enter a valid contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

**Customer #:** Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

**Beginning Date:** Enter beginning invoice date

**Ending Date:** Enter ending invoice date.

**OK** – Accepts data prints the Rebate Item Report.

**Cancel** – Do not accept what has been entered, clear screen, and returns to menu.

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## Rebates

ACS Ouput Manager (ACS 8.1.0 STANDARD SYSTEM)

Rebate Item Report

Number Of Pages 1      Search For      

09/09/11      ACS 8.1.0 STANDARD SYSTEM      Page 1  
10:52 AM      Rebate Item Report  
Vendor: 000100 E.I.S.  
Contract: 123 5HP GE Motor Sale  
Distributor #: D14789 Dist Customer: DC36987  
Invoice Dates: 01/01/11 To 09/09/11

-- Customer --

Number	Name	Invoice Number	Invoice Date	Ship Date	Order Number
000100	Everest Industries	0005221	06/07/11	06/17/11	0002108

Ln	Item Number	Item Description	Qty	Unit Price	Extended Price	Unit Cost	Rebate Cost	Rebate Amount
010	M2333T	3PH 15HP 1800 RPM 254T TEFC Baldor Mot	1	863.00	863.00	422.00	295.20	126.80
Invoice Totals					863.00			126.80
Report Totals					863.00			126.80

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## Rebates

### Create Rebate POS Excel File

The Create Rebate POS Excel File is used to submit and claim rebates to the vendor in an EDI electronic version.

Vendor #

Contract #

Customer #

Beginning Date

Ending Date

Note: Excel Text File Will Be Created In Archive Folder  
File Name: POS + Vendor# + Contract# + Customer#.txt

OK Cancel

v8.1.0 opu\_va Enter Valid Vendor Number, F3= <Lookup> Mask Po

**Vendor #:** Enter a valid vendor number.

-Select the magnifying glass or enter "F3" to select from a list of all valid vendors. When a valid vendor number is entered, the vendor name will be displayed.

**Contract #:** Enter a valid contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

**Customer #:** Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

**Beginning Date:** Enter beginning invoice date

**Ending Date:** Enter ending invoice date.

**NOTE:** An Excel text file will be created in the Archive Folder. The file name is "POS" + Vendor# + Contract# + Customer# + ".txt"

# Application Computer Systems, Inc.

## Rebates

### Customer Contract Pricing Purge

This task allows you to remove or purge expired rebate contracts. The contract pricing will be removed from the Order Processing Maintenance – Contract Pricing for rebate contracts and/or regular contracts.

Customer Contract Pricing Purge (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Purge Expired Rebate Contracts or All Expired

Purge Through Date

Beginning Customer  First

Ending Customer  Last

OK Cancel

v8.1.0 opu\_ra R=Expired Rebate Contract, <A>=All Contract, Char Po

**Purge Expired Rebate Contracts or All Expired:** Enter 'R' for expired Rebate Contracts or enter 'A' for all contracts.

**Purge Through Date:** Enter contract date to purge through.

**Beginning Customer:** Enter a valid customer number.

-Enter "F1" to select the first customer.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

**Ending Customer:** Enter a valid customer number.

-Enter "F1" to select the last customer.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

The system will display a warning based on the criteria selected that all contracts will be purged and removed from the Rebate System Contract Pricing and/or regular contracts.