



# Order Entry Rebates User Guide

Infor Distribution A+ Version Number 11.00.00

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Vendors provide rebates as a way to discount their product. You can use a rebate to either lower your price on items that qualify for the rebate as a way to win business with particular customers or as an incentive to promote the sale of certain items.

Distribution A+ provides full and robust support of rebates in order entry processing. This guide is intended to help you:

- set up rebate processing rules in your organization
- create and maintain rebates
- run rebate reports
- file rebates with your vendors
- post rebate transactions
- understand rebate processing

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## Rebate Options

You have several options for controlling how rebates are processed in Distribution A+. The Rebate Options Maintenance option (MENU OERFILE) allows you to specify:

- whether you want to use rebate processing in a particular company
  - whether you want to qualify an item for a rebate during Day-End Processing (MENU XAMAST). The system will check for relevant rebates when invoicing orders during Day-End Processing. Rebates will be applied to items without a rebate that qualify for a rebate set up after the order was entered.
  - whether rebate costs will be recalculated during Day End Processing (MENU XAMAST). If an item cost fluctuates after the initial rebate amount is calculated from the rebate cost during order entry, recosting recalculates the rebate amount using the current costs.
  - whether to search all rebates and select the rebate with the best rebate cost or to use the first match found when searching for rebates that qualify.
  - whether to use the extract cost for returns or the rebate cost from order history when rebated items are returned.
-

- the FTP path for electronic filing reports.

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## Creating and Maintaining Rebates

Rebates are defined through Rebate Master Maintenance (MENU OERFILE). You have a variety of options when creating a particular rebate. When you create a rebate, you assign an ID and description to identify it. If you prefer, you can leave the ID blank and the system will assign one. For each rebate, you must provide a

- reference vendor
- currency, if you are using International Currency
- start date

You can also assign a contract number and a rebate owner.

Rebates can be limited to specific vendors which determines the item cost that will be used. The rebate can be defined to only apply to specific ship to addresses, items or item classes, customers or customer classes, and companies, if you are using multiple companies. By default, all customers, ship to addresses, and companies are included. When working with a rebate's vendors, ship to addresses, items or item classes, customers or customer classes, and companies, you can specify which entities to include in and exclude from processing for the rebate. For items, you can select specific items or item classes to include. Exclusion of items applies only to items in an included item class. You cannot select individual items outside the context of an item class to exclude from the rebate. You can allow for reporting, by rebate, of the applicable customer's purchase of these items. This may be sent to the vendors indicating the dollar amount to be rebated by the vendor back to the distributor. You can also specify a rebate method so that rebate amounts automatically create either invoices in Accounts Receivable or credit memos in Accounts Payable.

To prevent an existing rebate from being considered during order entry, you can suspend it. Suspended rebates can be reinstated when they are ready for processing again. Once a rebate has been used by Order Entry, you can only suspend or reinstate items included in the rebate, not the entire rebate.

To ensure that a rebate be applied to an order during order entry, the rebate cost identified through Rebate Master Maintenance (MENU OERFILE) must be lower than the identified rebate's original cost.

## Item Rebate Information

For items or item rebate classes included in a rebate, you can:

- create a rebate cost by specifying a different cost and cost basis for a defined period of time that may apply to one, some, or all customers
- specify a different price when purchased by one, some, or all customers
- specify quantity limits for specific items

For each item or item rebate class included in a rebate, you must specify the item's rebate cost and original cost. The rebate cost is the unit cost of the item used in Order Entry when the item is subject to the rebate. The rebate cost amount can be a fixed amount, a currency amount off the original cost, or a percentage off the original cost. The original cost can be a fixed cost or the:

- vendor/item cost defined for the vendor and item through Vendor/Item Information Maintenance (MENU POFILE)
- original cost from the order
- average cost defined for the item and warehouse through Item Balance Maintenance (MENU IAFILE)
- user cost defined for the item and warehouse
- standard cost defined for the item and warehouse
- last cost defined for the item and warehouse

You can also provide the commission cost, override price amount, override price discount or markup.

## Offline Rebate Maintenance

In addition to manually creating and maintaining your rebates, you can also use Offline Rebate Maintenance (MENU OERFILE) to download and maintain rebate master and item information in an Excel workbook. You must use the downloaded copy of the Excel workbook to ensure that the data mappings of the rebate fields is accurate to the upload and update process.

The upload and update process will replicate the edits performed in Rebate Master Maintenance (MENU OERFILE). Only data that passes the edits will be updated. The Offline Rebate Errors/Warnings Report (p. 8-25) should be reviewed with each upload and update process to verify that all additions and/or changes were completed as expected.

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## Qualifying Ordered Items for Rebates

Once rebates are defined, Order Entry examines each item added to an order (or included in an order submitted through Offline Order Entry) to determine if it qualifies for a rebate. The system searches existing rebates (using your rebate options) using the most specific criteria first, to see if the item qualifies for a rebate:

- the rebate's start and end dates are checked
- matching company and warehouse numbers
- customer, customer/ship-to specific rebates

If a match is found, the item's cost and price will be subject to the conditions of the rebate and **\*RBT** displays on the Item Review Screen in Enter, Change & Ship Orders (MENU OEMAIN).

If the Rebate Options (MENU OERFILE) **Use Best Rebate Cost** field is set to **Y**, the system will review all applicable rebates and choose the rebate that selects the best cost.

Once an item on an order is identified as a rebate item, the rebate information defined for that item is extracted from the rebate definition. The rebate cost is used as the item's unit cost, and the override price information (if any) replaces the item's base price, discounts, and final price accordingly, regardless if contract or quantity discount pricing is normally used. If override pricing is not used, normal Distribution A+ pricing is used. For fixed cost rebates, if the rebate cost would be zero or less than the original cost, the original cost is used as the rebate cost.

If a commission cost is defined for the rebate, it will be updated in the Order Detail File, and at Day-end copied to the Order History Detail File. The commission cost in this file can be used when calculating sales representative commissions; however, it is not displayed during order entry.

In order for a rebate to be applied to an item, the rebate cost identified through Rebate Master Maintenance (MENU OERFILE) must be lower than the identified rebate's original cost.

## Rebate Qualifying at Day-End

If you set your rebate options to qualify rebates during Day-End Processing (MENU XAMAST), the system will re-check for relevant rebates when invoiced orders are moved to history during Day-End Processing. Items without an existing rebate will have a rebate applied if the item qualifies. This allows rebates entered after the order was entered to be applied to items that qualify.

When the **Qualify for Rebate at Day-End** field is set to **Y** in Rebate Options Maintenance (MENU OERFILE), the system will check for relevant rebates when invoiced orders are moved to history during Day-End Processing (MENU XAMAST). Items without an existing rebate will have a rebate applied if the item qualifies. During the qualify, if the **Recost Rebate at Day-End** field is set to **Y** [also in Rebate Options Maintenance (MENU OERFILE)], if costs have changed since an item was entered and the item qualified for a rebate, when invoiced orders are moved to history during Day-End Processing, the item cost will be updated to the current cost used by the rebate. When recosting, if the **Use Best Rebate Cost** field [also in Rebate Options Maintenance (MENU OERFILE)] is set to **Y**, then the rebate originally applied may be changed to a different rebate with a better cost.

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## Applying for Rebates

When defining rebates, you specify if it is necessary to apply for rebate. This rebate setting is used to automatically request reimbursement from the vendor after the rebated item has been invoiced.

There are two ways to apply to a vendor for rebate reimbursement: an Accounts Payable transaction that generates a credit memo or an Accounts Receivable transaction that generates an invoice. If a vendor prefers one method or the other, you can assign the preferred rebate method to the vendor through Vendors Maintenance (MENU POFILE). The rebate method can be changed for a particular rebate extract through Rebate Extract Maintenance (MENU OERMAIN).

## Rebate Extracts

The Rebate Extract option (MENU OERMAIN) generates rebate extracts based on limiting criteria you specify. Running the Rebate Extract option on the Order Entry Rebate Main Menu (MENU OERMAIN) submits a job that searches for invoiced items with rebates in order history based on the selection criteria you provide. The extract job builds a file of invoiced items with rebates that match your selection criteria.

One rebate extract is created per vendor, rebate, extract date, company, and apply for rebate setting. Once you have generated rebate extracts, you can maintain extracted rebates, print reports, file rebates with the rebate vendors, and post the rebate transactions to either Accounts Payable or Accounts Receivable.

## Maintaining

Extracted rebates may be maintained in a maintenance group of one or more rebate extracts. For a rebate extract, you can review and maintain the rebate information, item information for items included in the rebate, and orders information for order included in the rebate. You can maintain rebate extracts using the Rebate Extracts Maintenance option (MENU OERMAIN).

## Reporting

Reports for rebate extracts are generated in a reporting group of one or more rebate extracts. You can generate either a detailed or summary report for the rebate extracts included in the reporting group. Detailed reports print item and order information. Summary reports print item totals only. You can run reports for rebate extracts anytime, even after a rebate extract has been posted, through the Rebate Extracts Reporting option (MENU OERMAIN).

## Filing

Filing reports for rebate extracts are generated in a filing group of one or more rebate extracts. You can specify either a detailed or summary filing report for the rebate extracts included in the filing group and then, generate printed reports to file by mail or data files in XML or flat file format for electronic filing. Detailed reports print item and order information. Summary reports print item totals only. You can run filing reports for rebate extracts anytime, even after a rebate extract has been posted, through Rebate Extracts Filing option (MENU OERMAIN).

## Posting

Rebate extracts included in a posting group are posted to General Ledger and Accounts Payable or Accounts Receivable, depending on the type of transaction the rebate generates. Even after a rebate extract has been posted, you can add it to reporting or filing groups and generate reports for it, but it

can no longer be maintained or reposted. You can post rebate extracts through Rebate Extracts Posting (MENU OERMAIN).

When you post rebate extracts, the system will automatically create the appropriate document (credit memo to Accounts Payable or invoice to Accounts Receivable) and General Ledger transactions, based on the rebate method assigned to the rebate extract. If you want to request reimbursement without generating a credit memo or invoice, you can create a filing report through Rebate Extract Filing (MENU OERMAIN), to request reimbursement for the rebate extract from the vendor.

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## General Ledger Transactions for Rebates

Rebates affect the following General Ledger transfer accounts G/L Transfer Definition (MENU GLXFER):

- A/R Rebate Account, which may be the same as the regular A/R account
- A/P Rebate Account, which may be the same as the regular A/P account
- Pending Rebates Account
- Rebate Variance Account

During Day-End Processing (MENU XAMAST) the following General Ledger transactions are created for rebate items:

- Extended inventory cost credits the Inventory Account
- Extended rebate cost debits the Cost of Goods Sold Account
- For orders, the difference between the extended inventory cost and the extended rebate cost debits the Pending Rebates Account. Return orders credit the Pending Rebate Account for active rebates. Return orders for suspended rebates credit the Pending Rebate Account only if the return item is selected from order history.

For rebate extracts that are defined to not request the vendor for reimbursement, no entry will be made to the pending rebates account when the sales journal is created during Day-End Processing (MENU XAMAST). The Cost of Goods Sold Account will be debited and the Inventory Account will be credited with the original value of the goods. When you post the rebate extract through Rebate Extract Posting (MENU OERMAIN), no general ledger entries will be created for the pending rebates account.

**Example:**

Assume that item A110 has an average cost of \$5.00. You create a rebate for this item for \$1.10 and key **N** in the **Apply for Rebate** field.

When you enter a customer order for item A110, the cost of the item appears as \$3.90 (\$5.00 - \$1.10). During Day-End Processing, the following entries will be made to the Sales Journal:

- Credit to the inventory account for \$5.00
- Debit to the cost of goods sold account for \$5.00

Sales analysis and profit information will record the cost of the item as \$3.90. When you post the rebate, no General Ledger Journal will be created.

When you post rebate extracts (apply for rebates) through Rebate Extract Posting (MENU OERMAIN), the following General Ledger transactions are created for rebate items:

- Difference between the extended inventory cost and the extended rebate cost (in the Order History Detail File) credits the Pending Rebates Account
- Amount of the rebate (original cost - rebate cost defined for the rebate) debits either the A/R Rebate Account or the A/P Rebate Account
- Any difference between these transaction amounts posts to the rebate variance account.

## Checklist for Order Entry Rebates Setup

### Checklist: Order Entry Rebates Setup

What To Do	Menu and Option
<b>SYSTEM SPECIFIC OPTIONS</b>	
<input type="checkbox"/> 1. Rebate Options (required)	OERFILE - Option 5
<input type="checkbox"/> 2. Vendor Rebate Options (required)	OERFILE - Option 6
<b>MODULE SPECIFIC OPTIONS</b>	
<input type="checkbox"/> 3. Define Customer Rebate Classes (optional)	OERFILE - Option 2
<input type="checkbox"/> 4. Define Item Rebate Classes (optional)	OERFILE - Option 3
<input type="checkbox"/> 5. Define Filing Frequencies (optional)	OERFILE - Option 4
<input type="checkbox"/> 6. Define Rebates (required)	OERFILE - Option 1

**Checklist: Order Entry Rebates Setup**

What To Do	Menu and Option
<input type="checkbox"/> 7. Offline Rebate Maintenance (optional)	OERFILE - Option 7
<b>1. Set Up Rebate Options (required)</b>	
<p>Use this option to indicate whether you want to activate rebate processing for a particular company and to set the options for processing rebates in a company. Define your rebate options through Rebate Options Maintenance (MENU OERFILE).</p>	
<b>2. Set Up Vendor Rebate Options (optional)</b>	
<p>Use this option to specify the options for processing rebates with specific vendors. Currently, options can be set for processing with Kimberly-Clark. Define your rebate options through Vendor Rebate Options Maintenance (MENU OERFILE).</p>	
<b>3. Set Up Filing Frequencies (required)</b>	
<p>Filing frequency codes are assigned to rebates to indicate how often rebates need to be filed or applied for with the rebate reference vendor. Define filing frequencies through Filing Frequency Maintenance (MENU OERFILE).</p>	
<b>4. Set Up Customer Rebate Classes (optional)</b>	
<p>Customer rebate classes are used to group together a number of customers who are to receive all or a portion of the rebates that you, as the distributor, receive from your vendor. These rebates are established for selected items or a group of items included in an item rebate class.</p>	
<p>Define customer rebate classes through Customer Rebate Classes Maintenance (MENU OERFILE).</p>	
<b>5. Set Up Item Rebate Classes (optional)</b>	
<p>Item rebate classes are used to group together a number of items for which customers, when ordering those items, will receive all or a portion of the rebates that you, as the distributor, receive from your vendor. These rebates are established for all customers, a selected few customers, or a group of customers included in a customer rebate class.</p>	
<p>Define item rebate classes through Item Rebate Classes Maintenance (MENU OERFILE).</p>	
<b>6. Set Up Rebates (required)</b>	
<p>A rebate represents a discount provided to you by the vendor. Rebates can be used to provide discounts to particular customers or to encourage the distributor to sell certain items. Individual customers or those in a customer rebate class may be designated as those who, when ordering selected items or an item in an item rebate class, will receive all or portions of the rebates that you, as a distributor, would normally receive. Rebates may be limited by dates and quantity limits. Define rebates through Rebate Master Maintenance (MENU OERFILE). If rebates will be applied for to the vendor, be sure to establish the required GL/AP expense accounts.</p>	
<b>7. Offline Rebate Maintenance (optional)</b>	
<p>Use Offline Rebate Maintenance to quickly and easily enter/update rebate information from your vendor to the master rebate files using an Excel workbook. Complete the offline rebate process through Offline Rebate Maintenance (MENU OERFILE).</p>	



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A rebate represents a discount provided to you by the vendor. Rebates can be used to provide discounts to particular customers or to encourage the distributor to sell certain items. Use the Rebate Master Maintenance option (MENU OERFILE) to add, change, delete, or suspend rebates. Rebates can be limited by start and end dates for included items and item rebate classes, and quantity limits. Rebates are only active when they are not suspended and the order matches the specified start and end dates. Rebate activity is updated with each user's changes when they exit Rebate Master Maintenance.

When you create rebates, you establish the customer/item relationships that control which customers, customer rebate classes, ship to addresses, and/or companies will receive all or a portion of the rebate for qualified items that you, as the distributor, normally receive. Once this rebate relationship is established, any orders entered through Enter, Change & Ship Orders (MENU OEMAIN) or Off Line Order Entry (MENU OEMAIN) for the companies, customers and/or customer rebate classes, ship to addresses, items and/or item rebate classes, and warehouses that qualify will automatically reflect the rebate.

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## Rebate Master Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Rebate Maintenance Selection Screen	Use to specify the rebate ID.
Rebate List Screen	Display a list of existing rebates. Use to select a rebate for maintenance.
Rebate Information Screen	Use to specify the terms of the rebate.
Rebate Vendors Include/Exclude Screen	Use to work with the vendors included in or excluded from the rebate.

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Title	Purpose
Rebate Ship-Tos Include/Exclude Screen	Use to work with the ship tos included in or excluded from the rebate.
Rebate Items Include Screen	Use to specify the item or item rebate classes to include in the rebate.
Rebate Item List Screen	Displays a list of items not currently included in the rebate, but that have a matching vendor/item record.
Rebate Items Maintenance Screen	Use to provide the rebate cost with rebate start and end date information.
Rebate Items Exclude Screen	Use to exclude specific items assigned to an included item rebate class.
Rebate Customers Include Screen	Use to specify the customers to include in the rebate.
Rebate Customers Exclude Screen	Use to specify the customers to exclude in the rebate.
Rebate Companies Include/Exclude Screen	Use to work with the companies included in or excluded from the rebate.
Rebate Maintenance Comment Review Screen	Use to review comments for the rebate, vendors, ship tos, items, customers, and companies included and excluded from the rebate.
Rebate Maintenance Comment Maintenance Screen	Use to enter or revise comment text and the comment review date.

## Rebate Maintenance Selection Screen

REBATE MAINTENANCE

Function:     -

Rebate ID:    .....

Copy From Rebate ID:   .....

F3=Exit    F4=List    F18=Rebate Act

This screen appears after selecting option 1 - Rebate Master Maintenance from the Order Entry Rebates File Maintenance Menu (MENU OERFILE). Use this screen to specify the rebate which will be created, maintained, or deleted. If creating a rebate, a copy function is available for convenience.

NOTE: If a rebate using an override price amount or discount is applicable when determining item pricing/cost information through Enter, Change & Ship Orders (MENU OEMAIN) or through Item Price Inquiry (MENU OEINQY), quantity breaks and contracts are not considered.

### Rebate Maintenance Selection Screen Fields and Function Keys

Field/Function Keys	Description
Function	<p>Use this field to determine the function to be performed.</p> <p>Key <b>A</b> to add a rebate.</p> <p>Key <b>C</b> to change an existing rebate.</p> <p>Key <b>D</b> to delete an existing rebate. You can only delete a rebate that is not currently being used by an order or quote or recorded in history.</p> <p><i>Valid Values:</i> A, C, D</p> <p>(A 1) Required</p>

### Rebate Maintenance Selection Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	<p>Use this field to identify the rebate to be maintained.</p> <hr/> <p>NOTE: When rebates are posted to the General Ledger at Day - End, Rebate IDs with the same first seven digits are combined. You should use the first seven digits of the Rebate ID to differentiate between rebates. Doing this will allow you to access the proper source data when performing General Ledger Inquiry.</p> <hr/> <p>If changing or deleting an existing rebate, you must key a valid rebate ID, previously created through this option. Refer to the F4=LIST function key field description for details about viewing a list of valid rebate IDs.</p> <p>If creating a new rebate, you must key a non-existing rebate ID, or leave it blank to let the system assign an ID.</p> <p>(A 10) Required/Blank</p>
Copy From Rebate ID	<p>Use this field when creating a new rebate to copy the characteristics of an existing rebate.</p> <p><i>Valid Values:</i> A rebate ID previously created through this option.</p> <p>(A 10) Optional</p>
F3=Exit	<p>Press F3=EXIT to cancel this option and return to the menu.</p>
F4=List	<p>Press F4=LIST to display a list of existing Rebate IDs, previously created through this option. The Rebate List Screen (p. 2-5) will appear.</p>
F18=Rebate Act	<p>Press F18=REBATE ACT to display the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) and view the rebate activity information.</p>
Enter	<p>Press ENTER after keying a Rebate ID to display the Rebate Information Screen (p. 2-8).</p>

## Rebate List Screen

REBATE LIST					
Vendor Name	Rebate ID	Rebate Description	Start Dt	Susp	
1 ZEUS MEDICAL WHOLESAL	SUPPLIES	Vendor 1500 Supplies Rebate	12/28/09		
2 SENTRY CABINETS	WS85-123	Semi-annual Sentry Rebate	12/28/10		

Last

---

Selection:    Limits: Reference Vendor: .....

Find: .....

City: .....

F5=Excl Suspended F12=Return

This screen appears after you press **F4=LIST** on the Rebate Maintenance Selection Screen (p. 2-3) or **F5=REBATES** on the Rebate Extract Screen (p. 9-2). Use this screen to review the list of existing rebates and to select a rebate.

By default, this screen displays all existing rebates. You can limit the list of rebates by reference vendor using the **Limits: Reference Vendor** field. You can also limit the list of rebates to include or exclude suspended rebates only (see **F5=EXCL SUSPENDED / F5=INCL SUSPENDED**).

### Rebate List Screen Fields and Function Keys

Field/Function Keys	Description
(Reference Number)	The line number associated with the rebate. This number is keyed in the <b>Selection</b> field to select this rebate for further processing or review. Display
Vendor Name	The name of the vendor associated with the rebate. Display
Rebate ID	The ID of the rebate. Display
Rebate Description	The description provided to identify the rebate. Display
Start Dt	The date on which the rebate begins and items may qualify for the rebate. Display

**Rebate List Screen Fields and Function Keys**

Field/Function Keys	Description
Susp	<p>Status of the rebate. If an <b>S</b> is displayed in this column, the rebate has been suspended.</p> <p>Display</p>
Selection	<p>Key the reference number that corresponds to the rebate you want to select.</p> <p>(N 2,0) Optional</p>
Limits: Reference Vendor	<p>Use this field to limit the list of rebates shown to those rebates assigned a specific reference vendor number. The reference vendor is assigned to a rebate on the Rebate Information Screen (p. 2-8).</p> <p>Key the vendor number. If you do not know a vendor's number, use the <b>Find / City</b> fields to access the vendor search. To return to the list of all rebates for all vendors, clear this field and press <b>ENTER</b>.</p> <p><i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE).</p> <p>(A 6) Optional</p>
Find	<p>Use this field to activate the Vendor Search feature when you do not know the vendor's number.</p> <p>Key the vendor's name or the first few characters of one or more words in the vendor's name and press <b>ENTER</b> to display the Vendor Search Screen.</p> <p>To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the <b>City</b> field as well.</p> <p>For more information on using searches and for a description of search screens, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>When using the <b>Find</b> field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field.</p> <p>If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the <b>Find</b> field.</p> <p>For more information on using searches and for a description of search screens, refer to the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
F5=Excl Suspended / Incl Suspended	<p>Press the <b>F5=EXCL SUSPENDED / F5=INCL SUSPENDED</b> toggle key to include or exclude rebates that have been suspended.</p> <hr/> <p><b>NOTE:</b> If you have scrolled down and are no longer on the first page, when you press this key again, the list will be refreshed and start at the beginning again.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Rebate Maintenance Selection Screen (p. 2-3).</p>

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**Rebate List Screen Fields and Function Keys**

Field/Function Keys	Description
Enter	<p data-bbox="526 310 1084 344">Press <b>ENTER</b> to confirm your entry. If you keyed</p> <ul data-bbox="526 357 1422 688" style="list-style-type: none"><li data-bbox="526 357 1422 457">• a reference number in the <b>Selection</b> field, the Rebate Maintenance Selection Screen (p. 2-3) appears and the ID of the selected rebate displays in the <b>Rebate ID</b> field.</li><li data-bbox="526 470 1422 571">• a vendor number in the <b>Limits: Reference Vendor</b>, the rebates listed on this screen will be limited to only those rebates assigned to the reference vendor you specified.</li><li data-bbox="526 583 1422 688">• search criteria in the <b>Find</b> field or <b>Find</b> and <b>City</b> fields, the Vendor Search Screen appears. Refer to the Cross Applications User Guide for details about this screen.</li></ul>

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## Rebate Information Screen

```

                                REBATE INFORMATION
Rebate ID:      SUPPLIES
Description:    Vendor, 1500, Supplies, Rebate, ...
Rebate Contract:
Reference Vendor: 1500 ' ZEUS MEDICAL WHOLESALERS
                  US Dollars

Filing Frequency?
Apply for Rebate: Y
Companies:     A
Customers:     A
Ship-Tos:      A
Currency Code? USD
Warehouse?
Start Date:    12/28/09   End Date:    12/27/12
Date Code:     R
Review Date:   .....
Owner:        .....
Suspend Code: ..

F2=Vendors    F5=Items      F7=Companies   F13=Contract Mnt  F18=Rebate Act
F4=Ship-Tos   F6=Customers   F12=Return     F14=Comments
    
```

This screen appears after you press **ENTER** on the Rebate Maintenance Selection Screen (p. 2-3). Use this screen to maintain the selected rebate.

### Rebate Information Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	<p>This field displays the ID of the rebate selected on the previous screen.</p> <hr/> <p>NOTE: If there are customers excluded (that is, there is a record in the Rebate Item Exclude File, <b>RBIEX</b>), the message: <b>*Item Exclusions exist*</b> will appear to the right of this field.</p> <hr/> <p>Display</p>
Description	<p>Use this field to enter or change the description for the rebate.</p> <p>(A 30) Required</p>
Rebate Contract	<p>Use this field to specify the number of the rebate contract assigned by the vendor.</p> <p>(A 20) Optional</p>



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**Rebate Information Screen Fields and Function Keys**

Field/Function Keys	Description
Reference Vendor	<p>If you are adding a rebate, use this field to specify the main vendor associated with the rebate. Reports and filing will be made only for the vendor specified here. Additional vendors may be specified for cost reference information, but posting for the rebate only occurs for this reference vendor. If you do not know the vendor's number, use the <b>Find/City</b> fields to search for the vendor.</p> <p>If you are maintaining an existing rebate, this field displays the number and name of the vendor associated with the rebate.</p> <p>Because the vendor is a crucial key to the rebate relationship, this field can not be modified once the rebate has been established. If a mistake has been made, use the copy function on the Rebate Maintenance Selection Screen (p. 2-3) to create a new rebate for which you may identify the correct vendor. Then use the delete function to remove the erroneous rebate.</p> <p><i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE).</p> <p>(A 6) Required/Display</p>
Find	<p>This field appears only if you are creating a new rebate.</p> <p>Use this field to activate the Vendor Search feature when you do not know the vendor's number.</p> <p>Key the vendor's name or the first few characters of one or more words in the vendor's name and press <b>ENTER</b> to display the Vendor Search Screen.</p> <p>To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the <b>City</b> field as well.</p> <p>For more information on using searches and for a description of search screens, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>This field appears only if you are creating a new rebate.</p> <p>When using the <b>Find</b> field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field.</p> <p>If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the <b>Find</b> field.</p> <p>For more information on using searches and for a description of search screens, refer to the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
Filing Frequency	<p>Use this field to specify the filing frequency code that represents how often extracts will need to be run to file rebate claims.</p> <p><i>Valid Values:</i> A filing frequency code defined through Filing Frequency Codes Maintenance (MENU OERFILE).</p> <p>(A 1) Required</p>

**Rebate Information Screen Fields and Function Keys**

Field/Function Keys	Description
Apply for Rebate	<p>This field indicates whether the rebate is to be requested from the vendor as a receivable credit or payable debit memo, or if the rebate has already been incorporated into the vendor’s cost of the items sold to you.</p> <p>If you have not incorporated the rebate into the vendor’s cost of the items, and therefore, a request is needed to the vendor for reimbursement of this rebate, key a <b>Y</b> in this field.</p> <hr/> <p>NOTE: To enter a <b>Y</b> in this field, you must first determine if the rebate method for this vendor will be accounts payable or accounts receivable through Vendor Master Maintenance (MENU POFILE). Refer to the Purchasing User Guide for details. Also, if you key a <b>Y</b> in this field, you must be sure to set up your rebate G/L account information through accounts payable expense accounts. Refer to MENU GLXFER or MENU G2XFER.</p> <hr/> <p>If the rebate has already been incorporated into the vendor’s cost of the items, and therefore, no request is needed for reimbursement from this vendor, key an <b>N</b> in this field. Note that if you key <b>N</b>, item sales for this rebate will not generate a transaction for the general ledger pending rebates account.</p> <p><i>Valid Values:</i> Y, N</p> <p>(A 1) Required</p>
Companies	<p>This field indicates whether all companies or only some companies qualify for this rebate. The system automatically updates this field.</p> <p>If companies are included for the rebate on the Rebate Companies Include/ Exclude Screen (p. 2-52), <b>S</b> displays in this field, indicating that some companies qualify.</p> <p>If no companies are specifically included on the Rebate Companies Include/ Exclude Screen (p. 2-52), <b>A</b> displays in this field, indicating that all companies, except those specifically excluded, qualify.</p> <p>If you have multiple companies, use the <b>F7=COMPANIES</b> function key to include/exclude companies.</p> <p>Display</p>

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**Rebate Information Screen Fields and Function Keys**


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Field/Function Keys	Description
Customers	<p>This field indicates whether all customers or only some customers qualify for this rebate. The system automatically updates this field.</p> <p>If customers are included for the rebate on the Rebate Customers Include Screen (p. 2-45), or customers are excluded from the rebate on the Rebate Customers Exclude Screen (p. 2-49), <b>S</b> displays in this field, indicating that some customers qualify.</p> <p>If no customers are specifically included on the Rebate Customers Include Screen (p. 2-45), <b>A</b> displays in this field, indicating that all customers, except those specifically excluded, qualify.</p> <p>Use the <b>F6=CUSTOMERS</b> function key to include/exclude customers.</p> <p>Display</p>
Ship-Tos	<p>This field indicates whether all ship to addresses or only some ship to addresses qualify for this rebate. The system automatically updates this field.</p> <p>If ship to addresses are included for the rebate on the Rebate Ship-Tos Include/Exclude Screen (p. 2-20), <b>S</b> displays in this field, indicating that some ship to addresses qualify.</p> <p>If no ship to addresses are specifically included on the Rebate Ship-Tos Include/Exclude Screen (p. 2-20), <b>A</b> displays in this field, indicating that all ship to addresses, except those specifically excluded, qualify.</p> <p>Use the <b>F4=SHIP TO</b> function key to include/exclude ship to addresses.</p> <p>Display</p>
Currency Code	<p>This field appears only if International Currency is installed and activated.</p> <p>Use this field to specify the currency that the price of this rebate will be keyed in.</p> <p>Accept the default or key the appropriate currency code.</p> <p><i>Default Value:</i> The system default currency if there are no records in the Item Rebate File for this rebate. This field will become protected if at least one Item Rebate File record exists for this rebate.</p> <p><i>Valid Values:</i> A currency defined through Currency/Exchange Codes Maintenance (MENU ICFILE).</p> <p>(A 3) Required</p>

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## Rebate Information Screen Fields and Function Keys

Field/Function Keys	Description
Warehouse	<p>This field appears only if Distribution A+ is set up to use multiple warehouses through System Options Maintenance (MENU XAFILE). Use this field to limit the applicability of the rebate to only those orders indicating a specific warehouse.</p> <p>Key a value in this field to limit the items available for inclusion into this rebate to only those affiliated with the keyed warehouse.</p> <hr/> <p>NOTE: Items are associated with a warehouse through Item Balance Maintenance (MENU IAFILE).</p> <hr/> <p>Leave this field blank if you do not wish to limit the rebate's applicability by warehouse. Items affiliated with any warehouse may be included in this rebate.</p> <p><i>Valid Values:</i> A warehouse ID created through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 2) Optional</p>
Start Date	<p>Use this field to identify the beginning date for this rebate's effective period. This date is used in conjunction with the <b>End Date</b> to determine whether or not the rebate is applicable.</p> <hr/> <p>NOTE: Once the rebate has been added, the <b>Start Date</b> cannot be changed.</p> <hr/> <p><i>Valid Values:</i> A date keyed in your <b>Default Date Format</b> specified through Register A+ User IDs (MENU XACFIG), or if that is not defined, the system's <b>Default Date Format</b> defined through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
End Date	<p>Use this field to identify the ending date for this rebate's effective period. This date is used in conjunction with the <b>Start Date</b> to determine whether or not the rebate is applicable.</p> <p>The <b>End Date</b> becomes a required field when adding an item or an item rebate class multiple times within a specific rebate.</p> <p><i>Valid Values:</i> A date keyed in your <b>Default Date Format</b> specified through Register A+ User IDs (MENU XACFIG), or if that is not defined, the system's <b>Default Date Format</b> defined through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional/Required</p>

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**Rebate Information Screen Fields and Function Keys**

Field/Function Keys	Description
Date Code	<p>Use this field to determine which type of date the <b>Start Date</b> and <b>End Date</b> fields are to reflect. The date range keyed in these fields must reflect either the order's entry date, or the order's requested ship date.</p> <p>If you select the date range to reflect the order's entry date, then the date range provided in the <b>Start Date</b> and <b>End Date</b> fields must encompass the order's entry date for the rebate to be applicable. Likewise, if you select the date range to reflect the order's requested ship date, then the date range provided in the <b>Start Date</b> and <b>End Date</b> fields must encompass the requested ship date keyed for the order for the rebate to be applicable.</p> <p>If you wish the order's entry date to be checked against the begin/end date range to determine the rebate's applicability, key an <b>E</b> in this field.</p> <p>If you wish the order's requested ship date to be checked against the begin/end date range to determine the rebate's applicability, key an <b>R</b> in this field.</p> <p><i>Valid Values:</i> E, R</p> <p>(A 1) Required</p>
Review Date	<p>Use this field to specify the date on which this rebate should be reviewed.</p> <p><i>Valid Values:</i> A date equal to or later than the start date and earlier than or equal to the end date. Key the date in your <b>Default Date Format</b> specified through Register A+ User IDs (MENU XACFIG), or if that is not defined, the system's <b>Default Date Format</b> defined through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional</p>
Owner	<p>Use this field to specify the user ID of the individual responsible for this rebate.</p> <p><i>Default Value:</i> The user ID of the individual creating a new rebate.</p> <p><i>Valid Values:</i> A user ID created through Register A+ User IDs (MENU XACFIG).</p> <p>(A 10) Optional</p>
Suspend Code	<p>Use this field to suspend the rebate. When a rebate is suspended, it will not be used by order entry or off-line order entry in determining rebates, regardless of its begin and end effective dates.</p> <p>Key an <b>S</b> to suspend the rebate.</p> <p>Leave this field blank if the rebate is active.</p> <p><i>Valid Values:</i> S</p> <p>(A 1) Optional</p>

## Rebate Information Screen Fields and Function Keys

Field/Function Keys	Description
F2=Vendors	<p>The F2=VENDORS function key does not appear if you are deleting the rebate or if you are not authorized to maintain rebate vendors through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press F2=VENDORS to work with vendors/vendor groups included in the rebate or to include additional vendor/vendor groups. The Rebate Vendors Include/Exclude Screen (p. 2-16) appears.</p>
F4=Ship-Tos	<p>The F4=SHIP-TOS function key does not appear if you are deleting the rebate or if you are not authorized to maintain rebate ship to addresses through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press F4=SHIP-TOS to work with customer ship to addresses included in the rebate or to include additional customer ship to addresses. The Rebate Ship-Tos Include/Exclude Screen (p. 2-20) appears.</p>
F5=Items	<p>The F5=ITEMS function key does not appear if you are deleting the rebate or if you are not authorized to maintain rebate items through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press F5=ITEMS to work with items and item rebate classes included in the rebate or to include additional items and/or item rebate classes. The Rebate Items Include Screen (p. 2-24) appears.</p>
F6=Customers	<p>The F6=CUSTOMERS function key does not appear if you are deleting the rebate or if you are not authorized to maintain rebate customers through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press F6=CUSTOMERS to work with the customers and customer rebate classes included in the rebate or to include additional customers or customer rebate classes. The Rebate Customers Include Screen (p. 2-45) appears.</p>
F7=Companies	<p>The F7=COMPANIES function key does not appear if you are deleting the rebate, if the <b>Multi Company</b> field is set to <b>N</b> in System Option Maintenance (MENU XAFILE), or if you are not authorized to maintain rebate companies through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press F7=COMPANIES to work with companies included in the rebate or to include additional companies. The Rebate Companies Include/Exclude Screen (p. 2-52) appears.</p>
F12=Return	<p>Press F12=RETURN to return to the Rebate Maintenance Selection Screen (p. 2-3).</p>

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**Rebate Information Screen Fields and Function Keys**

Field/Function Keys	Description
F13=Contract Mnt	<p>The F13=CONTRACT MNT function key appears only if you are authorized to access the Contract Prices Maintenance option (MENU OEPRCE).</p> <p>Press F13=CONTRACT MNT to maintain a contract for the rebate. If you have multiple companies, the Contract File Maintenance Company Selection Screen appears; otherwise, the Contract File Maintenance Selection Screen appears. Refer to the Order Entry User Guide for a description of these screens.</p>
F14=Comments	<p>The F14=COMMENTS function key does not appear if you are deleting the rebate or if you are not authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press F14=COMMENTS to add or maintain general comments for the rebate. The Rebate Maintenance Comment Review Screen (p. 2-54) appears.</p>
F18=Rebate Act	<p>Press F18=REBATE ACT to display the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) and view the rebate activity information.</p>
F24=Delete	<p>The F24=DELETE function key appears only when you are deleting the rebate.</p> <p>Press F24=DELETE to delete the rebate shown. You will be prompted to press this key twice to confirm deletion. The Rebate Maintenance Selection Screen (p. 2-3) will appear.</p>
Enter	<p>Press ENTER to confirm your entries and update the file with the rebate information.</p>

---

## Rebate Vendors Include/Exclude Screen

```

REBATE VENDORS      Rebate ID: SUPPLIES      Vendor 1500 Supplies Rebate
INCLUDE          Reference Vendor: 1500    ZEUS MEDICAL WHOLESALERS

Opt G Vendor/Grp Name           City           St/Prov
..  1500      ZEUS MEDICAL WHOLESALERS    Pittsburgh    PA

_____ Last

Vendor: - .....
or Vendor Group? .....
Find: .....
City: .....

F9=Zip/Pstl      F11=Vendor Exclude      F12=Return      F14=Comments
F18=Rebate Act
    
```

This screen appears after you press F2=VENDORS on the Rebate Information Screen (p. 2-8). Use this screen to review the list of vendors and vendor groups included in or excluded from the rebate. Rebate information for the rebate whose vendors/vendor groups you are working with displays at the top of the screen. Use the F11=VENDOR EXCLUDE / F11=VENDOR INCLUDE function key to toggle between working with the included vendors/vendor groups list and excluded vendors list. **INCLUDE** or **EXCLUDE** displays in reverse image in the upper left corner to indicate the mode of the list being shown. For each vendor in the list, the vendor's number, name, city and state/province or zip/postal code displays. For each vendor group, the group ID and name display. A **G** in the **G** column identifies a line as a vendor group.

When adding items to the rebate and specifying the **Original Cost** as **V** for vendor/item cost, normally those items are required to have established vendor/item relationships with the rebate's reference vendor. However, by specifying one or more additional vendors on this screen, items that have established vendor/item relationships with these additional vendors may also be added to the rebate even if those items do not have established vendor/item relationships with the rebate's **Reference Vendor**. All reporting, filing, and posting will still only occur under the **Reference Vendor** number, but this allows additional items to be included in the rebate than might otherwise be allowed.

### Rebate Vendors Include/Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	The Rebate ID and the description of the selected rebate. Display



### Rebate Vendors Include/Exclude Screen Fields and Function Keys

Field/Function Keys	Description
(Mode)	The current mode ( <b>INCLUDE</b> / <b>EXCLUDE</b> ) of data displayed in the grid based on the toggle with the F11=VENDOR EXCLUDE / F11=VENDOR INCLUDE function key. Display
Reference Vendor	The main vendor associated with the rebate. Reports and filings will be made to this vendor. Display
Opt	Use this field to mark a vendor/vendor group to remove it from the list or add comments. Key <b>D</b> to remove the vendor/vendor group from the list. Key <b>I</b> to add comments to the vendor/vendor group. <i>Valid Values:</i> D, I (A 1) Optional
G	If the line denotes a <b>Vendor Group</b> , a <b>G</b> displays in this column. Else, the column is blank. Vendor groups are defined through Vendor Group Maintenance (MENU POFIL2). Display
Vendor/Grp	When the <b>G</b> column field is blank, this field is the vendor number being included or excluded. When the <b>G</b> column is filled with a <b>G</b> , this field is the vendor group being included. Display
Name	The name of the vendor or the description of the vendor group. Display
City	The city in which the vendor is located. Display
St/Prov	The state or province where the vendor is located. Display
Vendor	Use this field to specify the number of the vendor you want to include or exclude from the rebate (depending on the current mode of the list). If you do not know the vendor number, use the <b>Find</b> and <b>City</b> fields. <i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE). (A 6) Optional

### Rebate Vendors Include/Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Vendor Group	<p>This field appears only in include mode.</p> <p>Use this field to specify the ID of the vendor group you want to include in the rebate.</p> <p><i>Valid Values:</i> A vendor group defined through Vendor Groups Maintenance (MENU POFIL2).</p> <p>(A 10) Optional</p>
Find	<p>Use this field to activate the Vendor Search feature when you do not know the vendor's number.</p> <p>Key the vendor's name or the first few characters of one or more words in the vendor's name and press <b>ENTER</b> to display the Vendor Search Screen.</p> <p>To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the <b>City</b> field as well.</p> <p>For more information on using searches and for a description of search screens, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>When using the <b>Find</b> field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field.</p> <p>If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the <b>Find</b> field.</p> <p>For more information on using searches and for a description of search screens, refer to the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
F9=Zip/Pstl / St/Prov	<p>Press <b>F9=ZIP/PSTL / F9=ST/PROV</b> to toggle between displays the vendor's state/province or zip/postal code in the far right column.</p>
F11=Vendor Include/ Vendor Exclude	<p>Press <b>F11=VENDOR INCLUDE / F11=VENDOR EXCLUDE</b> to toggle between displaying a list of vendors/vendor groups included in the rebate or a list of vendors excluded from the rebate. The current mode of the list displays in the upper left in reverse image.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the previous screen.</p>
F14=Comments	<p>The <b>F14=COMMENTS</b> function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press <b>F14=COMMENTS</b> to maintain general vendor comments for this rebate. The Rebate Maintenance Comment Review Screen (p. 2-54) appears.</p>
F18=Rebate Act	<p>Press <b>F18=REBATE ACT</b> to display the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) and view the rebate vendor activity information.</p>

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**Rebate Vendors Include/Exclude Screen Fields and Function Keys**

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Field/Function Keys	Description
Enter	<p data-bbox="526 310 1084 344">Press <b>ENTER</b> to confirm your entry. If you keyed</p> <ul data-bbox="526 359 1433 560" style="list-style-type: none"><li data-bbox="526 359 1433 426">• a vendor number in the <b>Vendor</b> field or a vendor group ID in the <b>Vendor Group</b> field, the vendor will be added to the displayed list.</li><li data-bbox="526 438 1354 472">• <b>D</b> in the <b>Opt</b> field, the marked vendor/vendor group will be deleted.</li><li data-bbox="526 485 1433 560">• <b>I</b> in the <b>Opt</b> field, the Rebate Maintenance Comment Review Screen (p. 2-54) appears for the marked vendor or vendor group.</li></ul>

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## Rebate Ship-Tos Include/Exclude Screen

```

REBATE SHIP-TOS      Rebate ID: SUPPLIES      OTC Medical Supplies Rebate
INCLUDE           Reference Vendor: 1500    ZEUS MEDICAL WHOLESALERS

  Opt Co  Ship-To  Name                               City                               St/Prov
  ..  1   1        Bon Secour School Department      Bon Secour,                       AL
  ..  1   2        Bon Secour School Depart Ann Wilmer, AL
  ..  1   1        Lithonia School Department      Lithonia                           GA

_____ Last

                                Co?/Customer: 01 / ..... 20
                                Ship-To: .....
                                Find: .....
                                City: ..... St/Prov: .....

F4=Ship-To Search      F9=Zip/Pstl      F11=Ship-To Exclude      F14=Comments
F5=Customer           F12=Return      F18=Rebate Act
    
```

This screen appears after you press F4=SHIP-TOS on the Rebate Information Screen (p. 2-8). Use this screen to review the list of customer ship tos included in or excluded from the rebate. Rebate information for the rebate whose ship tos you are working with displays at the top of the screen. Use the F11=SHIP-TO EXCLUDE / F11=SHIP-TO INCLUDE function key to toggle between working with the included ship tos list and excluded ship tos list.

### Rebate Ship-Tos Include/Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	The Rebate ID and the description of the selected rebate. Display
(Mode)	The current mode ( <b>INCLUDE</b> / <b>EXCLUDE</b> ) of data displayed in the grid based on the toggle with the F11=SHIP-TO EXCLUDE / F11=SHIP-TO INCLUDE function key. Display
Reference Vendor	The main vendor associated with the rebate. Reports and filings will be made to this vendor. Display

### Rebate Ship-Tos Include/Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Opt	<p>Use this field to mark a ship-to to remove it from the list or add comments.</p> <p>Key <b>D</b> to remove the ship to from the list.</p> <p>Key <b>I</b> to add comments to the ship to.</p> <p><i>Valid Values:</i> D, I</p> <p>(A 1) Optional</p>
Co	<p>The company to which the ship-to is assigned.</p> <p>Display</p>
Ship-To Customer	<p>The <b>Ship-To</b> field will toggle with the <b>Customer</b> field using the F5=CUSTOMER / F5=SHIP-TO function key.</p> <p>The <b>Ship-To</b> field is the code assigned to represent a specific ship-to location for a customer. The <b>Customer</b> field is the customer number assigned to the customer in Customer/Ship to Master Maintenance (MENU ARFFILE).</p> <p>Display</p>
Name	<p>The data in the <b>Name</b> field will toggle with the F5=CUSTOMER / F5=SHIP-TO function key from the customer name of the ship-to address to the customer name of the customer number.</p> <p>Display</p>
City St/Prov	<p>The data in the <b>City</b> and <b>St/Prov</b> fields will toggle with the F5=CUSTOMER / F5=SHIP-TO function key from the city and state/province of the ship-to address to the city and state/province of the customer number.</p> <p>Display</p>
Co/Customer No	<p>Use this field to specify the number of the company and customer whose ship to address you want to include or exclude from the rebate (depending on the current mode of the list). If you do not know the customer number, use the <b>Find</b> and <b>City</b> fields.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) and a customer number defined through Customer/Ship To Maintenance (MENU ARFFILE).</p> <p>(N 2,0 / N 10,0) Optional</p>

### Rebate Ship-Tos Include/Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Ship-To	<p>Use this field to specify the ship to number of the customer ship to address you want to include or exclude from the rebate (depending on the current mode of the list.)</p> <p><i>Valid Values:</i> A ship to number defined through Customer/Ship To Maintenance (MENU ARFILE).</p> <p>(A 7) Optional</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for the customer by name, phone number, and zip/postal code.</p> <p>Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> <p>(A 40) Optional</p>
City	<p>Use this field either alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field with one or both of the <b>Find</b> and <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>(A 10) Optional</p>
F4=Ship-To Search	<p>Press F4=SHIP-TO SEARCH to search for a ship to address. The Ship To Search Screen appears. Refer to the Cross Applications User Guide for a description of this screen.</p>
F5=Customer/ F5=Ship-To	<p>Press F5=CUSTOMER / F5=SHIP-TO to toggle between displaying the ship to number and name or the customer number and name associated with the ship to address.</p>
F9=Zip/Pstl / St/Prov	<p>Press F9=ZIP/PSTL / F9=ST/PROV to toggle between displays the customer/ship to state/province or zip/postal code in the far right column.</p>
F11=Ship-To Include/ Ship-To Exclude	<p>Press F11=SHIP-TO EXCLUDE / F11=SHIP-TO INCLUDE to toggle between displaying a list ship-to addresses included in the rebate or a list of ship-to addresses excluded from the rebate. The current mode of the list displays in the upper left in reverse image.</p>
F12=Return	<p>Press F12=RETURN to return to the previous screen.</p>

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**Rebate Ship-Tos Include/Exclude Screen Fields and Function Keys**

Field/Function Keys	Description
F14=Comments	<p>The F14=COMMENTS function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press F14=COMMENTS to maintain general ship to address comments for this rebate. The Rebate Maintenance Comment Review Screen (p. 2-54) displays.</p>
F18=Rebate Act	<p>Press F18=REBATE ACT to display the Rebate Activity Inquiry - Ship-To Activity Inquiry Screen (p. 15-34) and view the rebate ship-to activity information.</p>
Enter	<p>Press ENTER to confirm your entry. If you keyed</p> <ul style="list-style-type: none"> <li>• a company, customer, and ship to number in the <b>Co/Customer</b> and <b>Ship-To</b> fields, the ship to will be added to the displayed list.</li> <li>• <b>D</b> in the <b>Opt</b> field, the marked ship to will be deleted.</li> <li>• <b>I</b> in the <b>Opt</b> field. the Rebate Maintenance Comment Review Screen (p. 2-54) appears for the marked ship to address.</li> </ul>

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## Rebate Items Include Screen

REBATE ITEMS		Rebate ID: SUPPLIES	OTC Medical Supplies Rebate	
ALL		Reference Vendor: 1500	ZEUS MEDICAL WHOLESALERS	
		US Dollars		
Item & Description	Cost/Amt/Pct	C	U/M	
M001 Alka-Seltzer Effervescent Tablet Antacid & Pain +	1.00000	\$	EA	
.. M001 Alka-Seltzer Effervescent Tablet Antacid & Pain +	.30000	\$	EA	
.. M001 Alka-Seltzer Effervescent Tablet Antacid & Pain +	.80000	F	EA	
.. M001 Alka-Seltzer Effervescent Tablet Antacid & Pain +	.45000	\$	EA	
.. M002 One-A-Day Vitamins 50 ea All Day Energy	2.00000	%	EA	
.. M003 Tylenol Extra Strength Gels 500 mg 24 capsules	.75000	F	EA	
.. M004 Bayer Aspirin Pain Reliever 325 mg 100 tablets	2.00000	%	EA	
.. M005 Pepto-Bismol Liquid 16 oz Regular * SUSPENDED *	1.00000	\$	EA	
.. M005 Pepto-Bismol Liquid 16 oz Regular Strength	2.50000	%	EA	
.. M005 Pepto-Bismol Liquid 16 oz Regular Strength	3.75000	%	EA	

Last

---

Item or RB Cls? .....

Rebate Cls Cde: ..

Find: .....

Class: .....

F2=Desc Left    F9=Str/End Dates    F10=Active    F6=Locate    F14=Comments

F4=Item List    F5=Mfg Item    F12=Return    F18=Rebate Act

This screen appears after you press **F5=ITEMS** on the Rebate Information Screen (p. 2-8). Use this screen to include items and/or item rebate classes in the rebate, or to select items to be changed, suspended, reinstated, or deleted.

### Rebate Items Include Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	The Rebate ID and the description of the selected rebate. Display
(Mode)	The current mode of data ( <b>ALL</b> , <b>EXPIRED</b> , <b>FUTURE</b> , <b>ALL</b> ) displayed in the grid based on the toggle with the <b>F10=ACTIVE</b> / <b>F10=EXPIRED</b> / <b>F10=FUTURE</b> / <b>F10=ALL</b> function key. Display
Reference Vendor	The main vendor associated with the rebate. Reports and filings will be made to this vendor. Display
(Currency)	This field only displays when International Currency is installed. The currency description of the currency assigned to the vendor which becomes the rebate currency. Display



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**Rebate Items Include Screen Fields and Function Keys**

Field/Function Keys	Description
(Option)	<p>Use this field to specify an action for the item or item rebate class. You can select to change, delete, include comments, suspend, or reinstate an rebate item or item rebate class.</p> <p>Key <b>C</b> to change rebate cost/price information for a item or item rebate class line.</p> <p>Key <b>D</b> to remove an item or item rebate class from the rebate. You can remove an item or item rebate class if this rebate has not yet been used or, if the rebate has been used for the item, but the item's history has been purged. If the rebate has been used, you can suspend the item or item rebate class if you no longer want to include it in the rebate. To suspend the entire rebate, use the <b>Suspend</b> field on the Rebate Information Screen (p. 2-8).</p> <p>Key <b>S</b> to suspend the item or item rebate class.</p> <p>Key <b>R</b> to reinstate a suspended item or item rebate class.</p> <p>Key <b>I</b> to add comments to the marked item or item rebate class.</p> <p><i>Valid Values:</i> C, D, I, S, R</p> <p>(A 1) Optional</p>
Item & Description	<p>The item number and item description.</p> <p>If in single line mode (refer to F24=DOUBLE LINE / F24=SINGLE LINE below), the item number and description values will toggle with the F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM/DESC key. The F2=DESC LEFT key changes to show only the item description beginning in position 1 and the F2=DESC RIGHT changes to show the item description beginning in position 62.</p> <p>Display</p>
Cost/Amt/Pct	<p>This field displays when you press the F9=COST/AMT/PCT key to toggle the columns of the grid.</p> <p>This column represents the value of the rebate as qualified by the <b>Rebate Cost Code</b> in the next column. The value may be the actual rebate cost, the monetary discount amount used to calculate the rebate cost, or the percent discount used to calculate the rebate cost.</p> <p>Display</p>
C	<p>This field displays when you press the F9=COST/AMT/PCT key to toggle the columns of the grid.</p> <p>The <b>Rebate Cost Code</b> is the cost type indicator for the value, either a fixed rebate cost (<b>F</b>), currency discount from the rebate cost (<b>\$</b>), or a percentage discount from the rebate cost (<b>%</b>).</p> <p>Display</p>

**Rebate Items Include Screen Fields and Function Keys**

Field/Function Keys	Description
U/M	<p>This field displays when you press the <b>F9=COST/AMT/PCT</b> key to toggle the columns of the grid.</p> <p>The unit of measure to which the rebate applies which is the item's pricing unit of measure.</p> <p>Display</p>
Start Date	<p>This field displays when you press the <b>F9=STR/END DATES</b> key to toggle the columns of the grid.</p> <p>Used to identify the item's beginning date for this rebate's effective period. This date is used in conjunction with the item's <b>End Date</b> to determine whether or not the rebate is applicable.</p> <p>Display</p>
End Date	<p>This field displays when you press the <b>F9=STR/END DATES</b> key to toggle the columns of the grid.</p> <p>Used to identify the item's ending date for this rebate's effective period. This date is used in conjunction with the item's <b>Start Date</b> to determine whether or not the rebate is applicable.</p> <p>Display</p>
Item or RB Cls	<p>Use this field to</p> <ul style="list-style-type: none"> <li>• add an item or rebate class to those included in the rebate. To add an item or rebate class, key the item or rebate class number and press <b>ENTER</b>. If you key an item rebate class, you must also key <b>C</b> in the <b>Rebate Cls Cde</b> field.</li> </ul> <hr/> <p>NOTE: You will be warned if item number you key is not stocked in the reference vendor's warehouse.</p> <hr/> <ul style="list-style-type: none"> <li>• locate an item or rebate class already included in the rebate. To locate an item/rebate class in the list, key a partial item number and press <b>F6=LOCATE</b> to limit the items/classes shown to those that match your entry.</li> <li>• display a list of defined item rebate classes to select a rebate class to include. To display a list of defined rebate classes, key <b>?</b> and press <b>ENTER</b>.</li> </ul> <p>If you do not know the item number, you can use the <b>Find</b> and <b>Class</b> fields to search for the item or the <b>F4=ITEM LIST</b> key to display a list of items not yet included.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE) or item rebate class defined through Item Rebate Classes Maintenance (MENU OERFILE).</p> <p>(A 27) Optional</p>

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**Rebate Items Include Screen Fields and Function Keys**


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Field/Function Keys	Description
Rebate Cls Cde	<p>Use this field to indicate that the value keyed in the <b>Item or RB Cls</b> field is an item rebate class number. If you key an item rebate class number in that field but do not key a <b>C</b> in this field the system assumes that an item number has been keyed.</p> <p>Key a <b>C</b> in this field if the value in the <b>Item or RB Cls</b> field is an item rebate class number.</p> <p>Leave this field blank if the value keyed in the <b>Item or RB Cls</b> field is an item number.</p> <hr/> <p>NOTE: If you selected an item rebate class number from the question mark window, <b>C</b> will automatically be filled in for this field.</p> <hr/> <p>(A 1) Optional</p>
Find/Class	<p>If you do not know the complete item number, use item description search words, a partial item number, or an item class to activate the Item Search.</p> <p>A partial item number is used in addition to the <b>Find</b> field; a class may be used in addition to the <b>Find</b> field or may be used alone. If you do not key a sub-class, all sub-classes will display for the item class entered.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search the Vendor/Item file for a valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. Note that customer item numbers are not limited to a specific customer if accessed from within Order Entry or Point of Sale. All customer numbers that match the selection criteria will display.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>Refer to the Item Description Search Screen as described in the Inventory Accounting User Guide, for complete details.</p> <p>(A 40 /A2/A2) Optional</p>

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## Rebate Items Include Screen Fields and Function Keys

Field/Function Keys	Description
F2=Desc Left / F2=Desc Right / F2=Item/Desc	<p>NOTE: This toggle function displays only if you selected not to display both descriptions lines [as determined in System Options Maintenance (MENU XAFILE), or as selected with the non-display F24=DOUBLE LINE / F24=SINGLE LINE function key].</p> <p>Press F2=DESC LEFT to show the “left window” of the item description starting with the left-most word in the description.</p> <p>Press F2=DESC RIGHT to show the “right window” of the item description starting with the right-most word in the description.</p> <p>Press F2=ITEM/DESC to show the item number and as much of the description as will fit (two blanks separate the fields.) The item number displays in high intensity to distinguish it from the description.</p>
F4=Item List	<p>Press F4=ITEM LIST to display a list of items not already individually included in the rebate, for which vendor/item records exist for the vendor and item identified on this screen. The Rebate Item List Screen (p. 2-30) appears. This screen also provides for the selection of an item rebate class to which the rebate will be applied.</p> <p>NOTE: Vendor/item records are created in the Vendor/Item File through Vendor/Item Information Maintenance (MENU POFIL).</p>
F5=Mfg Item/Our Item	Press F5=MFG ITEM / F5=OUR ITEM to toggle between displays the manufacturer’s item number or “our” item number.
F6=Locate	Use the F6=LOCATE function key to reposition the list of item/rebate classes to the item or class that matches your entry in the <b>Item or RB Cls</b> field.
F9=Str/End Dates / F9=Cost/Amt/Pct	<p>Press the F9=STR/END DATES / F9=COST/AMT/PCT key to toggle the columns of the grid.</p> <p>Press the F9=STR/END DATES to display the item specific rebate <b>Start Date</b> and <b>End Date</b>. Press the F9=COST/AMT/PCT key to display the <b>Rebate Cost</b>, the rebate cost code and the pricing unit of measure.</p>
F10=Active / F10=Expired / F10=Future / F10=All	Press the F10=ACTIVE / F10=EXPIRED / F10=FUTURE / F10=ALL toggle key to update the view of the items displayed for this Rebate ID. Press F10=ACTIVE to display only active items based on the item’s rebate end date. Press F10=EXPIRED to display only those items that are past the item’s rebate end date. Press F10=FUTURE to display items that are not yet available for the rebate to be used based on the items rebate start date. Press F10=ALL to display the default view of all items.
F12=Return	Press F12=RETURN to return to the Rebate Information Screen (p. 2-8).

---

**Rebate Items Include Screen Fields and Function Keys**

Field/Function Keys	Description
F14=Comments	<p>The F14=COMMENTS function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press F14=COMMENTS to maintain general item comments for this rebate. The Rebate Maintenance Comment Review Screen (p. 2-54) appears.</p>
F18=Rebate Act	<p>Press F18=REBATE ACT to display the Rebate Activity Inquiry - Item Activity Inquiry Screen (p. 15-38) and view the rebate item activity information.</p>
F24=Double Line / F24=Single Line	<p>F24=DOUBLE LINE / F24=SINGLE LINE is non-display.</p> <p>Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to <b>Show 2nd Desc Line</b> as determined in System Options Maintenance (MENU XAFIL). </p> <p>In single line mode, the initial display shows the item number field based on the <b>Longest Item Length</b> field specified in System Options (MENU XAFIL) followed by the beginning of the item description.</p> <p>In double line mode, the two lines of item description are displayed below the full display of the item number field.</p>
Enter	<p>Press ENTER to confirm your entries. If you keyed</p> <ul style="list-style-type: none"> <li>• <b>D</b> next to an existing item/item rebate class, the item/item rebate class will be immediately deleted from the rebate.</li> <li>• <b>I</b> next to an existing item or item rebate class, the Rebate Maintenance Comment Review Screen (p. 2-54) appears for the marked item or item rebate class.</li> <li>• an item or item rebate class number in the <b>Item or RB Cls</b> field or <b>C</b> next to an existing item/item rebate class, the Rebate Items Maintenance Screen (p. 2-33) appears so you can add or maintain rebate cost information.</li> <li>• search criteria in the <b>Find/City</b> fields, the Item Description Search Screen will appear. Refer to this screen as described in the Cross Applications User Guide.</li> </ul>

## Rebate Item List Screen

```

ITEM LIST          Rebate ID: WS85-123   Semi-annual Sentry Rebate
                  Reference Vendor: 1700   SENTRY CABINETS
                                      US Dollars

Opt  Item Description
--  -
..  A930 2 Drawer Steel File Cabinet Putty
..  A940 Lateral Steel File Cabinet 2 Drawer Black
..  A950 Lateral Steel File Cabinet 4 Drawer Black
..  A960 Lateral Steel File Cabinet 2 Drawer Putty
..  A970 Lateral Steel File Cabinet 4 Drawer Putty
..  A980 Steel Storage Cabinet Putty
..  A990 Steel Storage Cabinet Black

Limits: Item Rebate Class? .....

F5=Mfg Item   F10=Continue   F12=Return   F13=Select All   F15=Copy All
    
```

This screen appears after you press F4=ITEM LIST on the Rebate Items Include Screen (p. 2-24). This screen displays a list of items, not already specifically included in the rebate, for which vendor/item records exist for the identified vendor and item.

NOTE: Vendor/item records are created through Vendor/Item Information Maintenance (MENU POFILE).

Use this screen to select individual items or an entire item class for which the rebate is to apply.

### Rebate Item List Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	The Rebate ID and the description of the selected rebate. Display
Reference Vendor	The main vendor associated with the rebate. Reports and filings will be made to this vendor. Display

---

**Rebate Item List Screen Fields and Function Keys**


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Field/Function Keys	Description
Opt	<p>Use this field to select one or more items for inclusion into the rebate.</p> <p>If you wish to include several items that will each have different rebate cost information, key an <b>X</b> in this field next to each of the desired items. When you press <b>F10=CONTINUE</b>, you will be presented with the Rebate Items Maintenance Screen (p. 2-33) to key required data for the first of the items selected. Pressing <b>ENTER</b> on that screen after keying the required data will refresh the screen, this time for the second item selected. This will continue until all the items selected on this screen have had their rebate cost information keyed.</p> <p>If you wish to include several items that will all have the same rebate cost information, key an <b>X</b> in the field next to one of the desired items and a <b>C</b> in the field next to all the other desired items. When you press <b>F10=CONTINUE</b>, you will be presented with the Rebate Items Maintenance Screen (p. 2-33) to key required data for the item selected with an <b>X</b>. Pressing <b>ENTER</b> on that screen after keying the required data will cause the keyed information to be automatically copied to all the items selected with a <b>C</b>, alleviating you from manually keying the data more than once.</p> <p>Refer to the <b>F13=SELECT ALL</b> and <b>F15=COPY ALL</b> function keys for methods of including all items displayed on this screen.</p> <p>Regardless of how the item is included in the rebate, once it is included, it will be removed from this screen.</p> <p>(A 1) Optional</p>
Item & Description	<p>The numbers and up to two lines of descriptions of those items for which vendor/item records exist for the identified vendor and item. Any or all (refer to the <b>F13=SELECT ALL</b> and/or <b>F15=COPY ALL</b> function key field descriptions) of these items may be included into the rebate.</p> <p>The display of items on this screen may be changed in any of the following ways:</p> <ul style="list-style-type: none"> <li>• Utilize the <b>Item Rebate Class</b> field to limit the display to only those items included in the identified item rebate class via Item Rebate Classes Maintenance (MENU OERFILE).</li> <li>• Utilize the <b>F5=MFG ITEM</b> function key to change the display from showing “our” item number to showing the manufacturer’s item number.</li> </ul> <p>Display</p>
Item Rebate Class	<p>Use this field to limit the display of items to those in a particular item rebate class. If desired, you can then use the <b>F13=SELECT ALL</b> or <b>F15=COPY ALL</b> function keys to include the entire item rebate class in the rebate.</p> <p>Key the desired item rebate class and press <b>ENTER</b>.</p> <p><i>Valid Values:</i> Any valid item rebate class that has been created through Item Rebate Classes Maintenance (MENU OERFILE).</p> <p>(A 5) Optional</p>

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## Rebate Item List Screen Fields and Function Keys

Field/Function Keys	Description
F5=Mfg Item/Our Item	<p>This toggle key is used as follows:</p> <p><b>F5=MFG ITEM:</b> Press to change the display from “our” item number to the manufacturer’s item number.</p> <p><b>F5=OUR ITEM:</b> Press to change the display from the manufacturer’s item number to “our” item number.</p> <hr/> <p><b>NOTE:</b> The items with blank or no manufacturer number will be presented at the top of the list when sequenced by the manufacturer number.</p>
F10=Continue	<p>Press <b>F10=CONTINUE</b> to continue processing after selecting one or more items with an <b>X</b> or a <b>C</b>. The Rebate Items Maintenance Screen (p. 2-33) will display with the first (or only) item that was selected with an <b>X</b>.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the previous screen without making any selections on this screen.</p>
F13=Select All	<p>Press <b>F13=SELECT ALL</b> to place an <b>X</b> in the <b>Opt</b> field next to every item on this screen. Once all items are selected with an <b>X</b>, you can use the <b>F10=CONTINUE</b> key to continue processing. The Rebate Items Maintenance Screen (p. 2-33) will display for the first (or only) item that was selected with an <b>X</b>. You will be required to key rebate cost data for each and every item selected.</p>
F15=Copy All	<hr/> <p><b>NOTE:</b> To use the copy function you must have one item marked with an <b>X</b>.</p> <hr/> <p>Press <b>F15=COPY ALL</b> to place a <b>C</b> in the <b>Opt</b> field next to every item on this screen (other than the one marked with an <b>X</b>). Once all items are selected with an <b>X</b>, you can use the <b>F10=CONTINUE</b> key to continue processing. The Rebate Items Maintenance Screen (p. 2-33) will display for the one item that was selected with an <b>X</b>. You will be required to key rebate cost data for only the one item selected with the <b>X</b>. The information will automatically be copied to all those items selected with a <b>C</b>.</p>



## Rebate Items Maintenance Screen

```

REBATE ITEMS          Rebate ID:      3 rebate 5
  ALL                 Reference Vendor: 100 SHARP INTERNATIONAL
                               US Dollars

  Item & Description          Cost/Amt/Pct C U/M
C, A100                      * SUSPENDED *          10.00000 $ EA
  This is A100 Sharp Fax Machine 12 X 12 X 14 X 16
'' A210                      * SUSPENDED *          2.00000 F EA
  Sharp Copier Toner SF-8100 ss

----- Last
Item:      A100              * SUSPENDED *      PRC U/M: EA
          Cost US$      Cd      Overrides
Rebate:      ..... 10.00000 $ (F,$,%)      Price: ..... US$
Original:     ..... A (F,V,0,A,U,S,L)      Discount %: ..... Cd: .. (D,M,G)
Commission:   ..... ( ,F,$,%,L)      Qty Limit: ..... EA
Start Date:  8/16/07 End Date:  8/16/08      Review Date: .....
F9=Original Cost F11=Lcl Curr F12=Return F13=Contract Mnt F18=Rebate Act

```

This screen appears when you add or select to change an item/item rebate class displayed on the Rebate Items Include Screen (p. 2-24) or after selecting an item from the Rebate Item List Screen (p. 2-30).

Use this screen to provide required rebate cost information.

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NOTE: If you selected an item from the Rebate Item List Screen (p. 2-30), that item, for which you are maintaining data on the bottom of this screen, will display as the first item in the list shown at the top of this screen.

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Rebate cost information consists of the following:

- The actual amount of the rebate which is either a fixed value or an amount (either monetary amount or percentage amount) subtracted from the original cost of the item.
- The original cost of the item, needed to calculate the rebate. This cost is either a fixed value; the vendor/item cost, the order cost, the average cost, the user cost, the standard cost, or the last cost of the item.
- The commission cost, which is either a fixed value, an amount (either monetary amount or percentage amount), subtracted from the original commission cost of the item, which, when used, is updated in order history. Note that when **L** (Load Factor) is used in the **Commission Cost Code** field, the commission cost will be calculated using Load Factors defined through Cost Load Factors Maintenance (MENU IAFIL2).

Refer to the following example to review how these values affect the actual rebate provided to your customers:

**Example:**

Assume that Vendor 100 provides a \$0.20 rebate off the established vendor/item cost of \$4.50 for item A100. You would:

1. Key .20 as the rebate **Cost**, and \$ in the rebate cost code (**Cd**) field to indicate that \$.20 will be reduced from the original cost of the item.
2. Leave the original **Cost** field blank and key **V** in the original cost code (**Cd**) field to indicate that the rebate is to be taken off the vendor/item cost of the item.

If commissions will be calculated based on \$.10 of the vendor's \$.20 rebate, you would key .10 as the commission **Cost**, and \$ in the commission cost code (**Cd**) field to indicate that \$.10 will be reduced from the original commission cost of the item to determine the commission cost. (Note that this assumes the **Commission Cost Flag** in Order Entry Options Maintenance (MENU XAFILE) is set to **V** for Vendor/Item).

If the final price of the item is \$6.00 and you wish to pass the \$.20 discount on to your customers, you can alter the base price of the item by keying 5.80 in the overrides **Price** field.

When this item is ordered, these combined rebate specifications will result in the following:

1. The Base Price and Final Price of the item will be \$5.80.
2. The Unit Cost of the item will be \$4.30.
3. The cost used to calculate commissions (tracked in the order history detail file) will be \$4.40.  
(Note that this assumes the **Commission Cost Flag** in Order Entry Options Maintenance (MENU XAFILE) is set to **V** for Vendor/Item).

---

**Rebate Items Maintenance Screen Fields and Function Keys**

Field/Function Keys	Description
Rebate ID	The Rebate ID and the description of the selected rebate. Display
(Mode)	The current mode of data ( <b>ALL, EXPIRED, FUTURE, ALL</b> ) displayed in the grid based on the toggle with the F10=ACTIVE / F10=EXPIRED / F10=FUTURE / F10=ALL function key last selected on the Rebate Items Include Screen (p. 2-24). Display
Reference Vendor	The main vendor associated with the rebate. Reports and filings will be made to this vendor. Display

## Rebate Items Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
(Currency)	<p>This field only displays when International Currency is installed.</p> <p>The currency description of the currency assigned to the vendor which becomes the rebate currency.</p> <p>Display</p>
(Option)	<p>Identifies the action for the item or item rebate class. You can select to change, delete, include comments, suspend, or reinstate an rebate item or item rebate class.</p> <ul style="list-style-type: none"> <li>• <b>C</b> indicates that an item or item rebate class line is being changed</li> <li>• <b>D</b> will remove an item or item rebate class from the rebate</li> <li>• <b>S</b> will suspend the item or item rebate class</li> <li>• <b>R</b> to reinstate a suspended item or item rebate class</li> <li>• <b>I</b> adds comments to the marked item or item rebate class</li> </ul> <p>Display</p>
Item & Description	<p>The item number and item description.</p> <p>If in single line mode (refer to F24=DOUBLE LINE / F24=SINGLE LINE below), the item number and description values will toggle with the F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM/DESC key. The F2=DESC LEFT key changes to show only the item description beginning in position 1 and the F2=DESC RIGHT changes to show the item description beginning in position 62.</p> <p>Display</p>
Cost/Amt/Pct	<p>This field displays when you press the F9=COST/AMT/PCT key to toggle the columns of the grid.</p> <p>This column represents the value of the rebate as qualified by the <b>Rebate Cost Code</b> in the next column. The value may be the actual rebate cost, the monetary discount amount used to calculate the rebate cost, or the percent discount used to calculate the rebate cost.</p> <p>Display</p>
C	<p>This field displays when you press the F9=COST/AMT/PCT key to toggle the columns of the grid.</p> <p>The <b>Rebate Cost Code</b> is the cost type indicator for the value, either a fixed rebate cost (<b>F</b>), currency discount from the rebate cost (<b>\$</b>), or a percentage discount from the rebate cost (<b>%</b>).</p> <p>Display</p>
U/M	<p>This field displays when you press the F9=COST/AMT/PCT key to toggle the columns of the grid.</p> <p>The unit of measure to which the rebate applies which is the item's pricing unit of measure.</p> <p>Display</p>

**Rebate Items Maintenance Screen Fields and Function Keys**

Field/Function Keys	Description
Start Date	<p>This field displays when you press the <b>F9=STR/END DATES</b> key to toggle the columns of the grid.</p> <p>Identifies the item’s beginning date for this rebate’s effective period. This date is used in conjunction with the item’s <b>End Date</b> to determine whether or not the rebate is applicable.</p> <p>Display</p>
End Date	<p>This field displays when you press the <b>F9=STR/END DATES</b> key to toggle the columns of the grid.</p> <p>Identifies the item’s ending date for this rebate’s effective period. This date is used in conjunction with the item’s <b>Start Date</b> to determine whether or not the rebate is applicable.</p> <p>Display</p>
Rebate Cost/Cd	<p>Use these fields to identify the rebate cost and the rebate cost code for the selected item in this rebate. The rebate cost is the unit cost of the item used in order entry when the item is subject to this rebate. The rebate cost code identifies if this rebate cost amount is a fixed amount, a monetary amount off the original cost, or a percentage off the original cost.</p> <hr/> <p>NOTE: When International Currency is installed and activated, key the cost in the vendor’s currency; the currency symbol displays in the column heading.</p> <hr/> <p>Dependent upon each other, what is keyed in one of these fields has a direct affect on the what is keyed in the other. The following relationships are possible:</p> <ul style="list-style-type: none"> <li>• If you key an <b>F</b> (fixed) in the <b>Cd</b> (rebate cost code) field, then the amount that you key in the related rebate <b>Cost</b> field will be the actual rebate cost.</li> <li>• If you key a <b>\$</b> (monetary amount) in the <b>Cd</b> (rebate cost code) field, then the amount you key in the related rebate <b>Cost</b> field will be a monetary amount off the original cost. If you leave this field blank, 0 is assumed, resulting in a rebate cost of \$0.00 off the original.</li> <li>• If you key a <b>%</b> (percent) in the rebate <b>Cd</b> (rebate cost code) field, then the amount that you key in the related rebate <b>Cost</b> field will be a percentage amount off the original cost. If you leave this field blank, 0 is assumed, resulting in a rebate cost of 0 percent off the original.</li> </ul> <hr/> <p>NOTE: If the calculated rebate cost basis is greater than the current cost to be used in GL, to prevent negative rebates, the calculated rebate cost will be ignored and the current cost to be used in GL becomes the rebate cost.</p>

(N 15,5/A 1) Required/Optional

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**Rebate Items Maintenance Screen Fields and Function Keys**

Field/Function Keys	Description
Original Cost/Cd	<p data-bbox="526 310 1422 478">Use these fields to identify the original cost and the original cost code for the selected item in this rebate. The original cost is the cost used to determine the rebate cost if the original cost is not a fixed amount. You specify which cost of the item will be used as the item's original cost, or a fixed original monetary amount.</p> <p data-bbox="526 495 1422 590">Key an <b>F</b> in the <b>Cd</b> (original cost code) field if the original cost for this item is a fixed cost. You must also key the related original cost in the original <b>Cost</b> field.</p> <hr/> <p data-bbox="553 617 1373 711">NOTE: For fixed cost rebates, if the rebate cost would be zero or less than the original cost, the original cost is used as the rebate cost.</p> <hr/> <p data-bbox="526 739 1422 804">If you specify an original cost <b>Cd</b> other than <b>F</b> (fixed), do not key a monetary amount in the <b>Original Cost</b> field, key one of the following in the <b>Cd</b> field:</p> <ul data-bbox="526 821 1373 930" style="list-style-type: none"> <li>• Key <b>V</b> to use the vendor/item cost as defined for this vendor and item through Vendor/Item Information Maintenance (MENU POFIELD).</li> <li>• Key <b>O</b> to use the original cost from the order.</li> </ul> <hr/> <p data-bbox="553 957 1385 1125">NOTE: For original cost basis of lot/serial items, the rebate will be based off the item's average cost, not the original lot/serial cost, even if the Warehouse Management Options (MENU WMFIELD) to <b>Use Average Cost for Lot Items</b> and <b>Use Average Cost for Serial Items</b> are set to <b>N</b>.</p> <hr/> <ul data-bbox="526 1152 1360 1354" style="list-style-type: none"> <li>• Key <b>A</b> to use the average cost as defined for the item and warehouse through Item Balance Maintenance (MENU IAFIELD).</li> <li>• Key <b>U</b> to use the user cost defined for the item and warehouse.</li> <li>• Key <b>S</b> to use the standard cost defined for the item and warehouse.</li> <li>• Key <b>L</b> to use the last cost defined for the item and warehouse.</li> </ul> <hr/> <p data-bbox="553 1381 1385 1476">NOTE: When If International Currency is installed and activated, key the cost in the vendor's currency; the currency symbol displays in the column heading.</p> <hr/> <p data-bbox="526 1503 821 1535">(N 15,5/A 1) Required/Optional</p>

## Rebate Items Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Commission Cost/Cd	<p>Use these fields to identify the commission cost and the commission cost code for the selected item in this rebate. The commission cost is the cost that is used for the purpose of tracking sales representatives' commissions. It will be retained for an item in order history.</p> <p>If you specify an original cost <b>Cd</b> other than <b>F</b> (fixed), the value and code that you specify relate to the normal commission cost specified with the <b>Commission Cost Flag</b> in Order Entry Options Maintenance (MENU XAFILE).</p> <p>Dependent upon each other, what is keyed in one of these fields has a direct affect on the what is keyed in the other. The following relationships are possible:</p> <ul style="list-style-type: none"> <li>• If you key an <b>F</b> (fixed) in the <b>Cd</b> (commission cost code) field, then the amount that you key in the related commission <b>Cost</b> field will be the actual commission cost.</li> <li>• If you key a <b>\$</b> (monetary amount) in the <b>Cd</b> (commission cost code) field, then the amount you key in the related commission <b>Cost</b> field will be a monetary discount amount off the normal commission cost (normal commission cost is specified in Order Entry Options.)</li> <li>• If you key a <b>%</b> (percent) in the commission <b>Cd</b> (commission cost code) field, then the amount that you key in the related commission <b>Cost</b> field will be a percentage discount amount off the normal commission cost.</li> <li>• If you key an <b>L</b> (load factor) in the commission <b>Cd</b> (commission cost code) field, then you need to leave the amount blank in the related commission <b>Cost</b> field. Load Factors will either be applied to the Rebate Cost (if <b>Use Rebate Cost as Base Comm Cost</b> in Rebate Options Maintenance is <b>Y</b>), or to the normal commission cost which is specified in the <b>Commission Cost Flag</b> field in Order Entry Options Maintenance (MENU XAFILE).</li> </ul>
	<hr/> <p>NOTE: When International Currency is installed and activated, key the cost in the vendor's currency; the currency symbol displays in the column heading</p> <hr/>
	<p>(N 15,5/A 1) Required/Optional</p>

## Rebate Items Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Price	<p>Use this field to specify an optional override of the final price of the item when this vendor rebate is in effect. The amount that you key in this field will override any other pricing that has been set up for the customer/item, including any defined through contract pricing or defined for quantity discounts. The price keyed is in the displayed pricing unit of measure, shown in the <b>PRC U/M</b> field.</p> <p>Leave this field blank if you do not wish to apply override pricing in order entry for this item. Customer/item pricing will apply as it would without a vendor rebate.</p> <hr/> <p>NOTE: When International Currency is installed and activated, key the price in the rebate's currency. The currency symbol is displayed to the right of the price field.</p> <hr/> <p>(N 15,5) Optional</p>
Discount % / Cd	<p>Use these fields to specify an optional overriding percent discount or markup for this item when this vendor rebate is in effect. This override takes precedence over any other pricing that has been set up for the customer/item, including any defined through contract pricing or defined for quantity discounts.</p> <p>The percentage that you key will be reduced from the base price, or added to the base price or original cost to determine the new final price depending on your selection in the <b>Cd</b> field:</p> <ul style="list-style-type: none"> <li>• Key <b>D</b> (discount) to deduct the amount of the percentage keyed in the <b>Discount %</b> field from the base price of the item to calculate the item's final price.</li> <li>• Key <b>M</b> (markup) to add the amount of the percentage keyed in the <b>Discount %</b> field to the cost of the item to calculate the item's final price.</li> <li>• Key <b>G</b> (gross margin) to add the amount of the percentage keyed in the <b>Discount %</b> field to the original cost of the item to calculate the item's final price.</li> </ul> <p><i>Valid Values:</i> If you key a <b>D</b> or <b>G</b> in the <b>Cd</b> field, you must key a percentage amount of <b>99.99</b> or less in the <b>Discount %</b> field. If you key <b>M</b> in the <b>Cd</b> field, you must key a percentage amount of <b>100</b> or less in the <b>Discount %</b> field.</p> <p>(N 11,5 / A 1) Optional</p>
Qty Limit	<p>This field appears only when you are working with rebate items; it does not appear when working with item rebate classes.</p> <p>Use this field to limit the quantity of items, in the item's default unit of measure (displayed to the right of this input field), for which a rebate may be used for this item. When this quantity of the item is ordered within the <b>Start Date</b> and <b>End Date</b> range, the vendor rebate will no longer be applied to the item's cost.</p> <p>(N 11,3) Optional</p>

## Rebate Items Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Start Date	<p>Use this field to identify the earliest date on which this item qualifies for this rebate. This date will be used in conjunction with the <b>End Date</b> to determine whether or not the item qualifies for the rebate. If a date is keyed here, it takes precedence over the start date specified on the Rebate Information Screen (p. 2-8).</p> <p><i>Default Value:</i> The start date will default from the Rebate Master File (RBMST) only if the item does not already exist in the rebate. If the item already exists in the rebate, the start date will be blank.</p> <p><i>Valid Values:</i> A date keyed in your <b>Default Date Format</b> specified through Register A+ User IDs (MENU XACFIG), or if that is not defined, the system's <b>Default Date Format</b> defined through System Options Maintenance (MENU XAFILE). The date must be equal to or later than the rebate's start date.</p> <p>(N 6,0) Required</p>
End Date	<p>Use this field to identify the last date on which this item qualifies for this rebate. This date will be used in conjunction with the <b>Start Date</b> to determine whether or not the item qualifies for the rebate. If a date is keyed here, it takes precedence over the end date specified on the Rebate Information Screen (p. 2-8). Leave this field blank to use the rebate's end date.</p> <p><i>Default Value:</i> The end date will default from the Rebate Master File (RBMST) only if the item does not already exist in the rebate. If the item already exists in the rebate, the end date will be blank.</p> <p>The end date becomes a required field when the item is being added more than once to the rebate.</p> <p><i>Valid Values:</i> A date keyed in your <b>Default Date Format</b> specified through Register A+ User IDs (MENU XACFIG), or if that is not defined, the system's <b>Default Date Format</b> defined through System Options Maintenance (MENU XAFILE). The date must be equal to or earlier than the rebate's end date.</p> <p>(N 6,0) Optional / Required</p>
Review Date	<p>Use this field to specify the date on which this item should be reviewed. If a date is keyed here, it takes precedence over the review date specified on the Rebate Information Screen (p. 2-8).</p> <p><i>Default Value:</i> The review date will default from the Rebate Master File (RBMST) only if the item does not already exist in the rebate. If the item already exists in the rebate, the review date will be blank.</p> <p><i>Valid Values:</i> A date equal to or later than the start date and earlier than or equal to the end date. Key the date in your <b>Default Date Format</b> specified through Register A+ User IDs (MENU XACFIG), or if that is not defined, the system's <b>Default Date Format</b> defined through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional</p>



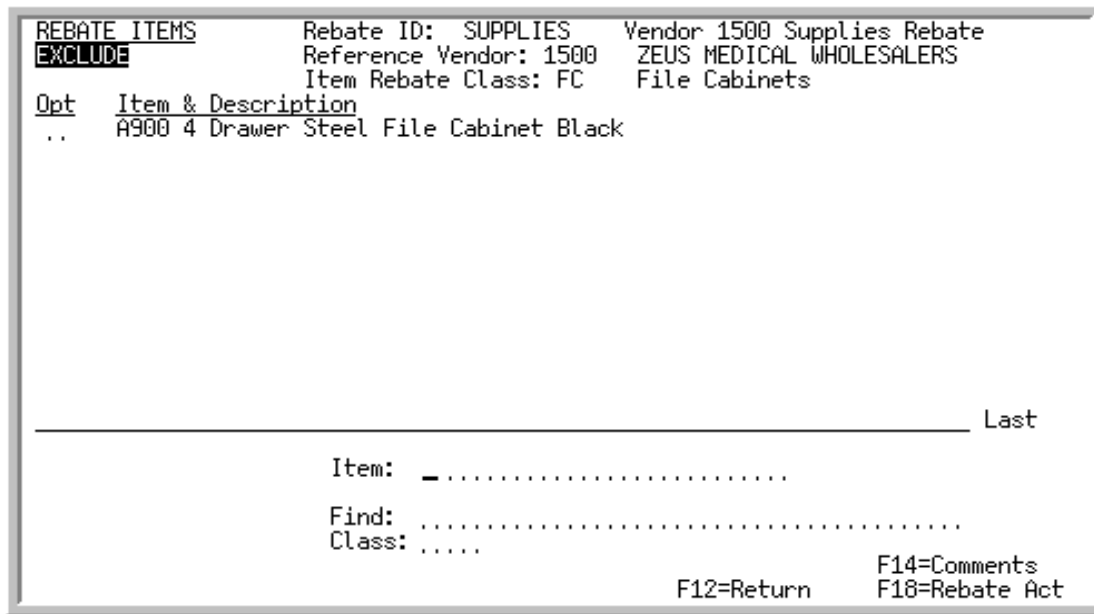
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**Rebate Items Maintenance Screen Fields and Function Keys**

Field/Function Keys	Description
F9=Original Cost	Press F9=ORIGINAL COST to present a list of the available original costs for the item.
F10=Item Exclude	<p>The F10=ITEM EXCLUDE key appears only if you are adding or changing an item rebate class.</p> <p>Press F10=ITEM EXCLUDE to exclude specific items assigned to the included item rebate class. The Rebate Items Exclude Screen (p. 2-42) appears.</p>
F11=Local Currency/ Trading Currency	Press F11=LOCAL CURRENCY / F11=TRADING CURRENCY to toggle between a display of the item rebate cost fields in the customer's currency or in your local currency.
F12=Return	Press F12=RETURN to return to the menu without making any selections on this screen.
F13=Contract Mnt	<p>The F13=CONTRACT MNT function key appears only if you are authorized to access the Contract Prices Maintenance option (MENU OEPRCE).</p> <p>Press F13=CONTRACT MNT to maintain a contract for the rebate. If you have multiple companies, the Contract File Maintenance Company Selection Screen appears; otherwise, the Contract File Maintenance Selection Screen appears. Refer to the Order Entry User Guide for a description of these screens.</p>
F18=Rebate Act	Press F18=REBATE ACT to display the Rebate Activity Inquiry - Item Activity Inquiry Screen (p. 15-38) and view the rebate item activity information.
Enter	Press ENTER to update this with your selections. If multiple items or item rebate classes were selected for change, this screen is redisplayed with the next item. If no other items or item rebate classes are to be changed, the Rebate Items Include Screen (p. 2-24) displays.

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## Rebate Items Exclude Screen



This screen appears after you press F10=ITEM EXCLUDE on the Rebate Items Maintenance Screen (p. 2-33). Use this screen to exclude items in an included item rebate class.

### Rebate Items Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	The Rebate ID and the description of the selected rebate. Display
(Mode)	There is one mode of data ( <b>EXCLUDE</b> ) indicating the items on this screen are being excluded from this rebate. Display
Reference Vendor	The main vendor associated with the rebate. Reports and filings will be made to this vendor. Display
Item Rebate Class	The selected item rebate class from which items will be excluded for this rebate. Display

### Rebate Items Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Opt	<p>Use this field to mark an item to remove it from the list or add comments.</p> <p>Key <b>D</b> to remove an item the list.</p> <p>Key <b>I</b> to add comments to the marked item.</p> <p><i>Valid Values:</i> D, I</p> <p>(A 1) Optional</p>
Item & Description	<p>The item number and description of the item being excluded from this rebate.</p> <p>Display</p>
Item	<p>Use this field to exclude an item in the included item rebate class from the rebate. For example, assume that item rebate class 01 has three items assigned to it (A100, A200, and A300) and you want to include rebate class 01, but exclude item A300. You would add item rebate class 01 on the Rebate Items Include Screen (p. 2-24) and then key A300 in this field to exclude that particular item assigned to rebate class 01 from the rebate.</p> <p>If you do not know the item number, use the <b>Find</b> and <b>Class</b> fields to search for the item.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE) and assigned to the item rebate class.</p> <p>(A 27) Optional</p>
Find	<p>Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class.</p> <p>To search for manufacturer item numbers, prefix the criteria you enter with <b>M/</b>. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number.</p> <p>To search for customer item numbers, prefix the criteria you enter with <b>C/</b>. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers.</p> <p>To search for UPC cross references, prefix the criteria you enter with <b>U/</b>. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references.</p> <p>To search for GTIN cross references, prefix the criteria you enter with <b>G/</b>. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references.</p> <p>(A 40) Optional</p>

### Rebate Items Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Class	<p>This field may be used in addition to (not in place of) the search criteria in the <b>Find</b> field to further limit the number of items that will display, based on their item class.</p> <p>Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen.</p> <p>For information on entering search criteria, refer to the Cross Applications User Guide.</p> <p>(A 2/A 2) Optional</p>
F12=Return	Press <b>F12=RETURN</b> to return to the Rebate Information Screen (p. 2-8).
F14=Comments	<p>The <b>F14=COMMENTS</b> function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press <b>F14=COMMENTS</b> to maintain general item comments for this rebate. The Rebate Maintenance Comment Review Screen (p. 2-54) appears.</p>
F18=Rebate Act	Press <b>F18=REBATE ACT</b> to display the Rebate Activity Inquiry - Item Activity Inquiry Screen (p. 15-38) and view the rebate item activity information.
Enter	<p>Press <b>ENTER</b> to confirm your entries. If you keyed</p> <ul style="list-style-type: none"> <li>• <b>D</b> in the <b>Opt</b> field, the item will be deleted from the list (and no longer excluded from the rebate).</li> <li>• <b>I</b> next to an existing item, the Rebate Maintenance Comment Review Screen (p. 2-54) appears for the marked item.</li> <li>• an item number in the <b>Item</b> field, the item is added to the list of excluded items.</li> <li>• search criteria in the <b>Find/City</b> fields, the Item Description Search Screen will appear. Refer to this screen as described in the Cross Applications User Guide.</li> </ul>

## Rebate Customers Include Screen

```

REBATE CUSTOMERS      Rebate ID: REBATE#2      Clock Discounts
INCLUDE             Reference Vendor: IC8000 BIG BEN CLOCK SHOP
  C Rbt Class/
Opt Co  Customer Name                City                St/Prov
..  1      100 Financial Management Service Warwick          RI

_____ Last

Co?/Customer: 01 / _.....
or Cust Rebate Class? .....
Find: .....
City: ..... St/Prov: .....

F9=Zip/Pstl  F11=Customer Exclude  F12=Return  F14=Comments
F18=Rebate Act
    
```

This screen appears after you press F6=CUSTOMERS on the Rebate Information Screen (p. 2-8). Use this screen to review the list of customers and/or customer rebate classes included in the rebate. **INCLUDE** displays in reverse image in the upper left corner to indicate the mode of the list being shown. Rebate information for the rebate whose customers you are working with displays at the top of the screen.

### Rebate Customers Include Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	The Rebate ID and the description of the selected rebate. Display
(Mode)	The current mode of data displayed in the grid based on the toggle with the F11=CUSTOMER EXCLUDE / F11=CUSTOMER INCLUDE function key. Display
Reference Vendor	The main vendor associated with the rebate. Reports and filings will be made to this vendor. Display
Opt	Use this field to mark a customer or customer rebate class to remove it from the list or add comments. Key <b>D</b> to remove the customer or customer rebate class from the list. Key <b>I</b> to add comments to the marked customer or customer rebate class. <i>Valid Values:</i> D, I (A 1) Optional

### Rebate Customers Include Screen Fields and Function Keys

Field/Function Keys	Description
Co	The company to which the customer is assigned. Display
Rbt Class/ Customer	The <b>Rbt Class</b> is the rebate class code included in this rebate. Additionally, this field may be the <b>Customer</b> field which will be the customer number included in this rebate. Display
Name	The name of the customer included in this rebate. Display
City	The city in which the customer is located according to the customer master address information. Display
St/Prov Zip/Pstl	The data in the <b>St/Prov</b> and <b>Zip/Pstl</b> fields will toggle with the F9=ZIP/PSTL / F9=ST/PROV function key from the state/province to the zip/postal code of the customer number. Display
Co/Customer	Use this field to specify the number of the company and customer you want to include from the rebate. If you do not know the customer number, use the <b>Find</b> and <b>City</b> fields to access the customer search.  <i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFIELD)  <i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFIELD) and a customer number defined through Customer/Ship To Maintenance (MENU ARFIELD). (N 2,0 / N 10,0) Required
Cust Rebate Class	This field appears only when you are working with included customers ( <b>INCLUDE</b> displays in the upper left).  Use this field to specify a customer rebate class you want to include in the rebate.  <i>Valid Values:</i> A customer rebate class defined through Customer Rebate Classes Maintenance (MENU OERFIELD). (A 5) Optional

---

**Rebate Customers Include Screen Fields and Function Keys**

Field/Function Keys	Description
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for the customer by name, phone number, and zip/postal code.</p> <p>Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> <p>(A 40) Optional</p>
City	<p>Use this field either alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field with one or both of the <b>Find</b> and <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>(A 10) Optional</p>
F9=Zip/Pstl or St/Prov	<p>Press <b>F9=ZIP/PSTL</b> / <b>F9=ST/PROV</b> to toggle between displaying the customer's state/province or zip code/postal code in the column on the far right.</p>
F11=Customer Exclude	<p>Press <b>F11=CUSTOMER EXCLUDE</b> to display a list of customers excluded from the rebate. The Rebate Customers Exclude Screen (p. 2-49) appears.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the previous screen.</p>
F14=Comments	<p>The <b>F14=COMMENTS</b> function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press <b>F14=COMMENTS</b> to maintain general customer comments for this rebate. The Rebate Maintenance Comment Review Screen (p. 2-54) screen appears.</p>
F18=Rebate Act	<p>Press <b>F18=REBATE ACT</b> to display the Rebate Activity Inquiry - Customer Activity Inquiry Screen (p. 15-45) and view the rebate customer activity information.</p>

**Rebate Customers Include Screen Fields and Function Keys**

---

Field/Function Keys	Description
Enter	<p>Press <b>ENTER</b> to confirm your entry. If you keyed</p> <ul style="list-style-type: none"><li>• a company and customer number in the <b>Co/Customer</b> field or a customer rebate class in the <b>Cust Rebate Class</b> field, the customer or customer rebate class will be added to the displayed list.</li><li>• <b>D</b> in the <b>Opt</b> field, the marked customer or customer rebate class will be deleted.</li><li>• <b>I</b> in the <b>Opt</b> field, the Rebate Maintenance Comment Review Screen (p. 2-54) appears for the marked customer or customer rebate class.</li><li>• search criteria in the <b>Find</b>, <b>City</b>, and <b>St/Prov</b> fields, the Customer/Ship-To Search - Customer Search Screen appears. Refer to the Accounts Receivable User Guide for a description of this screen.</li></ul>

---



## Rebate Customers Exclude Screen

```

REBATE CUSTOMERS   Rebate ID: WS85-123   Semi-annual Sentry Rebate
EXCLUDE           Reference Vendor: 1700   SENTRY CABINETS

Opt Co   Customer Name           City           St/Prov
..  1    150 Anniston Medical Center   Anniston      AL
..  1    280 Medical Supplies Corp.    Dallas        TX

_____ Last

Co?/Customer: 01 / _.....

Find: .....
City: ..... St/Prov: .....

F9=Zip/Pstl   F11=Customer Include           F12=Return           F14=Comments
F18=Rebate Act
    
```

This screen appears after you press F11=CUSTOMER EXCLUDE on the Rebate Customers Include Screen (p. 2-45). Use this screen to review the list of customers excluded from the rebate. EXCLUDE displays in reverse image in the upper left corner to indicate the mode of the list being shown. Rebate information for the rebate whose customers you are working with displays at the top of the screen.

### Rebate Customers Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	The Rebate ID and the description of the selected rebate. Display
(Mode)	The current mode of data displayed in the grid based on the toggle with the F11=CUSTOMER EXCLUDE / F11=CUSTOMER INCLUDE function key. Display
Reference Vendor	The main vendor associated with the rebate. Reports and filings will be made to this vendor. Display
Opt	Use this field to mark a customer or customer rebate class to remove it from the list or add comments.  Key <b>D</b> to remove the customer or customer rebate class from the list. Key <b>I</b> to add comments to the marked customer or customer rebate class. <i>Valid Values:</i> D, I (A 1) Optional

### Rebate Customers Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Co	The company to which the customer is assigned. Display
Customer	The customer number being excluded from this rebate. Display
Name	The name of the customer included in this rebate. Display
City	The city in which the customer is located according to the customer master address information. Display
St/Prov Zip/Pstl	The data in the <b>St/Prov</b> and <b>Zip/Pstl</b> fields will toggle with the <b>F9=ZIP/PSTL / F9=ST/PROV</b> function key from the state/province to the zip/postal code of the customer number. Display
Co/Customer	Use this field to specify the number of the company and customer you want to exclude from the rebate. If you do not know the customer number, use the <b>Find</b> and <b>City</b> fields to access the customer search.  <i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)  <i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) and a customer number defined through Customer/Ship To Maintenance (MENU ARFILE). (N 2,0 / N 10,0) Required
Find	Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for the customer by name, phone number, and zip/postal code.  Key one or more of the following, separated by one blank space: <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> (A 40) Optional
City	Use this field either alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.  Key up to 8 characters (the first 8) of the customer's city. (A 8) Optional

---

**Rebate Customers Exclude Screen Fields and Function Keys**

Field/Function Keys	Description
St/Prov	<p>Use this field with one or both of the <b>Find</b> and <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>(A 10) Optional</p>
F9=Zip/Pstl or St/Prov	<p>Press F9=ZIP/PSTL / F9=ST/PROV to toggle between displaying the customer's state/province or zip code/postal code in the column on the far right.</p>
F11=Customer Include	<p>Press F11=CUSTOMER INCLUDE to display a list of customers/customer rebate classes included in the rebate. The Rebate Customers Include Screen (p. 2-45) appears.</p>
F12=Return	<p>Press F12=RETURN to return to the previous screen.</p>
F14=Comments	<p>The F14=COMMENTS function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press F14=COMMENTS to maintain general customer comments for this rebate. The Rebate Maintenance Comment Review Screen (p. 2-54) screen appears.</p>
F18=Rebate Act	<p>Press F18=REBATE ACT to display the Rebate Activity Inquiry - Customer Activity Inquiry Screen (p. 15-45) and view the rebate customer activity information.</p>
Enter	<p>Press ENTER to confirm your entry. If you keyed</p> <ul style="list-style-type: none"> <li>• a company and customer number in the <b>Co/Customer</b> field or a customer rebate class in the <b>Cust Rebate Class</b> field, the customer or customer rebate class will be added to the displayed list.</li> <li>• <b>D</b> in the <b>Opt</b> field, the marked customer or customer rebate class will be deleted.</li> <li>• <b>I</b> in the <b>Opt</b> field, the Rebate Maintenance Comment Review Screen (p. 2-54) appears for the marked customer or customer rebate class.</li> <li>• search criteria in the <b>Find</b>, <b>City</b>, and <b>St/Prov</b> fields, the Customer/Ship-To Search - Customer Search Screen appears. Refer to the Accounts Receivable User Guide for a description of this screen.</li> </ul>

---

## Rebate Companies Include/Exclude Screen

```

REBATE COMPANIES   Rebate ID: REBATE#2   Clock Discounts
INCLUDE          Reference Vendor: IC8000 BIG BEN CLOCK SHOP

                   Opt Co Name
                   .. 2 B & B Office Supply

_____ Last
Company?  _ .

F11=Company Exclude   F12=Return   F14=Comments
F18=Rebate Act
    
```

This screen appears after you press **F7=COMPANIES** on the Rebate Information Screen (p. 2-8). Use this screen to review the list of companies included in or excluded from the rebate. Rebate information for the rebate whose companies you are working with displays at the top of the screen. Use the **F11=COMPANY EXCLUDE / F11=COMPANY INCLUDE** function key to toggle between working with the included companies list and excluded companies list. **INCLUDE** or **EXCLUDE** displays in reverse image in the upper left corner to indicate the mode of the list being shown.

### Rebate Companies Include/Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	The Rebate ID and the description of the selected rebate. Display
(Mode)	The current mode of data displayed in the grid based on the toggle with the <b>F11=COMPANY EXCLUDE / F11=COMPANY INCLUDE</b> function key. Display
Reference Vendor	The main vendor associated with the rebate. Reports and filings will be made to this vendor. Display

### Rebate Companies Include/Exclude Screen Fields and Function Keys

Field/Function Keys	Description
Opt	Use this field to mark a company to remove it from the list or add comments. Key <b>D</b> to remove the company from the list. Key <b>I</b> to add comments to the company. <i>Valid Values:</i> D, I (A 1) Optional
Co	The company selected to be included or excluded based on the mode of the screen. Display
Name	The name of the company included or excluded base on the mode of this screen. Display
Company	Use this field to specify the number of the company you want to include or exclude from the rebate (depending on the current mode of the list). <i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
F11=Company Include/ F11=Company Exclude	Press <b>F11=COMPANY EXCLUDE</b> / <b>F11=COMPANY INCLUDE</b> to toggle between displaying a list companies included in the rebate or a list of companies excluded from the rebate. The current mode of the list displays in the upper left in reverse image.
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen.
F14=Comments	The <b>F14=COMMENTS</b> function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY). Press <b>F14=COMMENTS</b> to maintain general company comments for this rebate. The Rebate Maintenance Comment Review Screen (p. 2-54) displays.
F18=Rebate Act	Press <b>F18=REBATE ACT</b> to display the Rebate Activity Inquiry - Company Activity Inquiry Screen (p. 15-49) and view the rebate company activity information.
Enter	Press <b>ENTER</b> to confirm your entry. If you keyed <ul style="list-style-type: none"> <li>• a company number in the <b>Company</b> field, the company will be added to the displayed list.</li> <li>• <b>D</b> in the <b>Opt</b> field, the marked company will be deleted.</li> <li>• <b>I</b> in the <b>Opt</b> field, the Rebate Maintenance Comment Review Screen (p. 2-54) appears for the marked company.</li> </ul>

## Rebate Maintenance Comment Review Screen

```

REBATE MAINTENANCE COMMENT REVIEW
General Rebate Comments
Rebate ID: WS85-123   Semi-annual Sentry Rebate

Sl  Ent Date  User      Open Comment                                     Mlt
 1  5/27/10  APDEMO    Pass 10% discount to customer as rebate and gain  Y

_____ Last

Select:  _ .

F2=Review Date   F10=Closed Comments   F12=Return   F20=Add Comment
    
```

Use this screen to review open or closed rebate or rebate extract comments.

If you access this screen from the Rebate Master Maintenance option, the screen title displays as Rebate Maintenance Comment Review Screen and you are reviewing open or closed comments for the rebate, vendor, ship to, item, customer, or company. There are two levels of rebate maintenance comments. Comments are either general rebate comments associated with the rebate itself or with the rebate's general vendor, ship to, item, customer, or company assignment; or, associated specifically with a particular rebate vendor, ship to, item, customer, or company included in or excluded from the rebate. If you press **F14=COMMENTS** to access this screen, you are maintaining a general level comment. If you key **I** in the **Opt** field to mark a vendor, ship to, item, customer, or company and press **ENTER**, you are maintaining a comment about the rebate as it relates to that specific marked entity (such as item A100). The level for which you are reviewing comments displays below the screen heading.

If you access this screen from the Rebate Extract Maintenance option, the screen title displays as Rebate Extract Comment Review and you are reviewing open or closed comments for a rebate extract. Rebate extract comments can be general rebate extract comments, comments associated with the rebate extract and item, general order comments associated with the item and rebate extract, or comments for the order header or order detail, depending on the screen from which you press **F14=COMMENTS** in Rebate Extract Maintenance. The level for which you are reviewing comments displays below the screen heading.

### Rebate Maintenance Comment Review Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	The Rebate ID and the description of the selected rebate. Display

### Rebate Maintenance Comment Review Screen Fields and Function Keys

Field/Function Keys	Description
Sl	The selection reference number to identify a comment line for maintenance or deletion Display
Ent Date Review Date	This field can be toggled with the F2=REVIEW DATE / F2=ENTRY DATE key. <b>Ent Date</b> is the date the comment was entered; <b>Rvw Date</b> is the date the comment should be reviewed for further action. Display
User	The name of the user that entered the comment. Display
Open Comment Closed Comment	This column will toggle with the F10=CLOSED COMMENTS / F10=OPEN COMMENTS key. Open comments are those that are still considered current and relevant. Closed comments have been marked as closed to indicate they are no longer current or relevant. Display
Mlt	A <b>Y</b> in this field indicates that this is a multiple line comment. To view all the lines of the comment, key the reference number in the <b>Select</b> field and press the ENTER key. Display
Select	Key a reference number for a comment line to select the comment for maintenance. (N 1,0) Optional
F2=Review Date/ F2=Entry Date/ F2=Close Date	For open comments, press F2=REVIEW DATE / F2=ENTRY DATE to toggle between displaying the date on which the comment was scheduled to be reviewed or the date on which the comment was added. For closed comments, press F2=REVIEW DATE / F2=ENTRY DATE / F2=CLOSE DATE to toggle between displaying the date on which the comment was scheduled to be reviewed, the date on which the comment was added, or the date the comment was closed.
F10=Closed Comments/ F10=Open Comments	Press F10=CLOSED COMMENTS / F10=OPEN COMMENTS to toggle between displaying a list of closed comments or open comments.
F12=Return	Press F12=RETURN to return to the previous screen.
F20=Add Comment	Press F20=ADD COMMENT to add a comment. The Rebate Maintenance Comment Maintenance Screen (p. 2-57) appears.

### Rebate Maintenance Comment Review Screen Fields and Function Keys

---

Field/Function Keys	Description
Enter	After keying a reference number in the <b>Select</b> field, press <b>ENTER</b> to select the comment. The Rebate Maintenance Comment Maintenance Screen (p. 2-57) appears, displaying the text for the comment you selected.

---





**Rebate Maintenance Comment Maintenance Screen Fields and Function Keys**

<b>Field/Function Keys</b>	<b>Description</b>
F7=Add	The F7=ADD function key appear only when you press F20=ADD COMMENT on the Rebate Maintenance Comment Review Screen (p. 2-54) to add a new comment. Press F7=ADD to add the comment.
F10=Close Cmt	The F10=CLOSE CMT function key appears only when you selected an existing comment for maintenance on the Rebate Maintenance Comment Review Screen (p. 2-54). Press F10=CLOSE CMT to close the comment.
F12=Return	Press F12=RETURN to return to the previous screen without adding or saving changes to the comment.
F24=Delete	The F24=DELETE function key appears only when you selected an existing comment for maintenance on the Rebate Maintenance Comment Review Screen (p. 2-54). Press F24=DELETE to delete the comment.

---

## Rebate Master Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

<b>Title</b>	<b>Purpose</b>
Rebate Master Listing Screen	Use to specify the limiting criteria for the listing.
Rebate Master File Listing	Prints a list of rebates that match the selection criteria.

## Rebate Master Listing Screen

```

REBATE MASTER LISTING

Selection
Reference Vendor?  - .....
Rebate ID:        .....
Bid No:           .....
Start Date:       .....      To: .....
End Date:         .....      To: .....
Show Customer Information:  N
Show Item Information:     Y
Show History Information:  N
Show Exclude Information:  Y

F3=Cancel  F4=Rebate List

```

This screen appears after selecting option **11** - Rebate Master Listing from MENU OERFILE. Use this screen to select the type of information you want to include in the Rebate Item List Screen (p. 2-30).

### Rebate Master Listing Screen Fields and Function Keys

Field/Function Keys	Description
Reference Vendor	Use this field to limit the listing to rebates to a particular reference vendor. <i>Valid Values:</i> A vendor number defined through Vendor Master Maintenance (MENU POFILE). (A 6) Optional
Vendor Group	Use this field to limit the listing to rebates for a particular vendor group. <i>Valid Values:</i> A vendor group defined through Vendor Groups Maintenance (MENU POFIL2). (A 10) Optional
Rebate ID	Use this field to limit the listing to a single rebate ID. To select from a list of existing rebate IDs use the <b>F4=REBATE LIST</b> function key. <i>Valid Values:</i> A rebate ID defined through Rebate Master Maintenance (MENU OERFILE). (A 10) Optional

## Rebate Master Listing Screen Fields and Function Keys

Field/Function Keys	Description
Bid No	<p>Use this field to limit the listing to rebates for a particular bid number.</p> <p><i>Valid Values:</i> A bid number defined through Enter, Change, Delete Bids (MENU BQMAIN).</p> <p>(A 10) Optional</p>
Start Date	<p>Use this field to limit the listing to rebates that start (have a start date) within the specified date range.</p> <p><i>Valid Values:</i> A date keyed in your <b>Default Date Format</b> specified through Register A+ User IDs (MENU XACFIG), or if that is not defined, the system's <b>Default Date Format</b> defined through System Options Maintenance (MENU XAFILE).</p> <p>(2 @ N 6,0) Optional</p>
End Date	<p>Use this field to limit the listing to rebates that end (have an ending date) within the specified date range.</p> <p><i>Valid Values:</i> A date keyed in your <b>Default Date Format</b> specified through Register A+ User IDs (MENU XACFIG), or if that is not defined, the system's <b>Default Date Format</b> defined through System Options Maintenance (MENU XAFILE).</p> <p>(2 @ N 6,0) Optional</p>
Show Customer Information	<p>Key <b>Y</b> to print the rebate's included customers. The company/customer numbers and customer name will print.</p> <p>Key <b>N</b> if you do not want to print the individual customers selected for each rebate.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Show Item Information	<p>Key <b>Y</b> to print the rebate's included items. The item number, rebate cost and code, original cost and code, commission cost and code, override price amount, discount and code, quantity limit, and warehouse will print for each item.</p> <p>Key <b>N</b> if you do not want to print items.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
Show History Information	<p>Key <b>Y</b> to print the order detail information for rebated items for the selected report criteria. The vendor, company, document code, document number, transaction date, contract code, actual cost, and rebate amount will print on the report. Rebates must be posted to be included on this listing.</p> <p>Key <b>N</b> if you do not want to print history information.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

---

**Rebate Master Listing Screen Fields and Function Keys**

Field/Function Keys	Description
Show Exclude Information	<p>Key <b>Y</b> to print the customers or items that have been specifically excluded from the rebates in the listing. You must also key a <b>Y</b> in the <b>Show Customer Information</b> and <b>Show Item Information</b> fields.</p> <p>Key <b>N</b> if you do not want to print any customers or items which have been specifically excluded from the rebates in the listing.</p> <p>Key <b>C</b> to print any customers which have been specifically excluded from the rebates in the listing. You must also key a <b>Y</b> in the <b>Show Customer Information</b> field.</p> <p>Key <b>I</b> to print any items which have been specifically excluded from the rebates in the listing. You must also key a <b>Y</b> in the <b>Show Item Information</b> field.</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
F4=Rebate List	Press <b>F4=REBATE LIST</b> to display a list of existing rebates. The Rebate List Screen (p. 2-5) will appear.
Enter	Press <b>ENTER</b> to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

## Rebate Master File Listing

Rbt/Bid No	Vendor	Rebate Description	Apply	A11/Some	WH	Rebate Class	Start Date	End Date	Suspended
OER805A 12/08/13 10:43:56 REBATE MASTER FILE LISTING AB/APDEMO PAGE: 1 Report Selections: Reference Vendor: 1500 Start Date-Fr: *ALL Show Customer Info: Y Show Item Info: Y Rebate ID: *ALL End Date -Fr: *ALL Show History Info: Y Show Excl Info: Y Bid No: *ALL									
SUPPLIES	1500	Vendor 1500 Supplies ZEUS MEDICAL WHOLESALERS	Y	A			15/06/13	30/06/16	
**** CUSTOMERS **** Co/Customer Name --- All Customers --- **** ITEMS ****									
Item No.	Rebate Cost/Cd	Original Cost/Cd	Commission Cost/Cd	Ovr Price	Ovr Dsc %	Quantity Limit	WH ID		
FC	*REBATE CLASS* 57.89000 F	.00000 V	.00000	.00000	.00	.000			
File Cabinets									
**** EXCLUDED ITEMS for Item Rebate Class FC ****									
Item No.	Description								
A900	4 Drawer Steel File Cabinet Black	1.00000 \$	.00000 V	.00000	.00	.000			
M001	Alka-Seltzer Effervescent Tablet Antacid & Pain Relief 36 tabs	.30000 \$	2.38457 F	.00000	.00	.000			
M001	Alka-Seltzer Effervescent Tablet Antacid & Pain Relief 36 tabs	.80000 F	.00000 V	.00000	.00	.000			
M001	Alka-Seltzer Effervescent Tablet Antacid & Pain Relief 36 tabs	.45000 \$	2.92347 F	.00000	.00	.000			
M002	Alka-Seltzer Effervescent Tablet Antacid & Pain Relief 36 tabs	2.00000 %	.00000 V	.00000	.00	.000			
M003	One-A-Day Vitamins 50 ea All Day Energy	.75000 F	.00000 V	.00000	.00	.000			
M004	Tylenol Extra Strength Gels 500 mg 24 capsules	2.00000 %	.00000 V	.00000	.00	.000			
M005	Bayer Aspirin Pain Reliever 325 mg 100 tablets	1.00000 \$	.00000 V	.00000	.00	.000			
**** HISTORY ****									
Vendor	Company	Document Cd	Document #	Trans Date	Original Cost	Rebate Cost	Rebate Amount		
1500	01	R	00012048	12/08/13	170,534.40-	167,177.28-	3,357.12-		
ZEUS MEDICAL WHOLESALERS									

This listing prints after you press ENTER on the Report Options Screen which appears after you press ENTER on the Rebate Master Listing Screen (p. 2-59).

All rebates that match the criteria entered on the Rebate Master Listing Screen (p. 2-59) are printed.

### Rebate Master File Listing

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The message “* Data may have been omitted due to security considerations *” will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).</p>
Rbt/Bid No	The Rebate ID and the description of the selected rebate.

---

**Rebate Master File Listing**

Report/Listing Fields	Description
Vendor	The main vendor number and name associated with the rebate. Reports and filings will be made to this vendor.
Rebate Description	The rebate description for the specific Rebate ID.
Apply	This field indicates whether the rebate is to be requested from the vendor as a receivable credit or payable debit memo, or if the rebate has already been incorporated into the vendor's cost of the items sold to you.
All/Some	An <b>A</b> indicates that all customers are included in this rebate, an <b>S</b> indicates that only some customers are included in this rebate.
WH	This column is blank if the rebate is available in all warehouses; else the specific warehouse assigned to the rebate will print.
Rebate Class	The customer rebate class selected for inclusion on this rebate.
Start Date	Use this field to identify the beginning date for this rebate's effective period. This date is used in conjunction with the <b>End Date</b> to determine whether or not the rebate is applicable.
End Date	Use this field to identify the ending date for this rebate's effective period. This date is used in conjunction with the <b>Start Date</b> to determine whether or not the rebate is applicable.
Suspended	Use this field to suspend the rebate. When a rebate is suspended, it will not be used by order entry or off-line order entry in determining rebates, regardless of its begin and end effective dates.
**** CUSTOMERS **** Co/Customer Name	<p>This fields only print when the <b>Show Customer Information</b> field is set to <b>Y</b> on the Rebate Master Listing Screen (p. 2-59).</p> <p>If there are specific included customers, the company number, customer number, and customer name of the included customer is shown.</p> <p>When all customers are included, <b>--- All Customers ---</b> will print.</p>
** EXCLUDED CUSTOMERS ** Co/Customer Name	<p>This fields only print when the <b>Show Customer Information</b> field is set to <b>Y</b> and the <b>Show Exclude Information</b> field is set to <b>Y</b> or <b>C</b> on the Rebate Master Listing Screen (p. 2-59).</p> <p>If there are specific excluded customers, the company number, customer number, and customer name of the excluded customer is shown; else the lines so not print.</p>

## Rebate Master File Listing

Report/Listing Fields	Description
**** ITEMS **** ** EXCLUDED ITEMS **	<p>These headings and the associated item fields only print when the <b>Show Item Information</b> field is set to <b>Y</b> and the <b>Show Exclude Information</b> field is set to <b>Y</b> or <b>I</b> on the Rebate Master Listing Screen (p. 2-59).</p> <p>The included items and item rebate classes will print below the **** <b>ITEMS</b> **** heading followed by the **** <b>EXCLUDED ITEMS</b> **** heading and the excluded items and item rebate classes.</p>
Item No	<p>The item number and the item description or the item rebate class <b>*Suspend*</b> will print next to the item description for items that are suspended within a Rebate ID.</p>
Rebate Cost/Cd	<p>The rebate cost and the rebate cost code for the selected item in this rebate. The rebate cost is the unit cost of the item used in order entry when the item is subject to this rebate. The following relationships are possible:</p> <ul style="list-style-type: none"> <li>• <b>F</b> (fixed) in the <b>Cd</b> (rebate cost code) field indicates the <b>Rebate Cost</b> field amount will be the actual rebate cost.</li> <li>• <b>\$</b> (monetary symbol) in the <b>Cd</b> (rebate cost code) field, indicates <b>Rebate Cost</b> amount is a monetary amount off the original cost.</li> <li>• <b>%</b> (percent symbol) in the rebate <b>Cd</b> (rebate cost code) field, indicates the <b>Rebate Cost</b> will be a percentage amount off the original cost.</li> </ul>
Original Cost/Cd	<p>The original cost and the original cost code for the selected item in this rebate. The original cost is the cost used to determine the rebate cost if the original cost is not a fixed amount. You specify which cost of the item will be used as the item's original cost, or a fixed original monetary amount.</p> <ul style="list-style-type: none"> <li>• <b>F</b> in the <b>Cd</b> (original cost code) field indicates the original cost for this item is a fixed cost which is shown in the <b>Original Cost</b> field. All other cost codes will have zero in the <b>Original Cost</b> field.</li> <li>• <b>V</b> indicates to use the vendor/item cost as defined for this vendor and item through Vendor/Item Information Maintenance (MENU POFIELD).</li> <li>• <b>O</b> will use the original cost from the order.</li> <li>• <b>A</b> will use the current average cost for the item and warehouse</li> <li>• <b>U</b> will use the user cost defined for the item and warehouse</li> <li>• <b>S</b> will use the standard cost defined for the item and warehouse</li> <li>• <b>L</b> will use the last cost defined for the item and warehouse</li> </ul>



---

**Rebate Master File Listing**

Report/Listing Fields	Description
Commission Cost/Cd	<p>The commission cost and the commission cost code for the selected item in this rebate. The commission cost is used for tracking sales representatives' commissions and is retained for an item in order history. If you specify an original cost <b>Cd</b> other than <b>F</b> (fixed), the value and code that you specify relate to the normal commission cost specified with the <b>Commission Cost Flag</b> in Order Entry Options Maintenance (MENU XAFILE).</p> <p>The following relationships are possible:</p> <ul style="list-style-type: none"> <li>• <b>F</b> (fixed) in the <b>Cd</b> (commission cost code) field indicates the <b>Commission Cost</b> field will be the actual commission cost</li> <li>• <b>\$</b> (monetary symbol) in the <b>Cd</b> (commission cost code) field, indicates <b>Commission Cost</b> field will be a monetary amount off the normal commission cost</li> <li>• <b>%</b> (percent symbol) in the commission <b>Cd</b> (commission cost code) field indicates <b>Commission Cost</b> field will be a percentage amount off the normal commission cost</li> </ul>
Ovr Price	Optional override of the final price of the item when this vendor rebate is in effect.
Ovr %	<p>Optional override percent discount or markup for this item when this vendor rebate is in effect. This override takes precedence over any other pricing that has been set up for the customer/item, including any defined through contract pricing or defined for quantity discounts.</p> <p>This percentage will be reduced from the base price, or added to the base price or original cost to determine the new final price depending on the selection in the <b>Dsc Cd</b> field.</p>
Dsc Cd	<p>The percentage that you key will be reduced from the base price, or added to the base price or original cost to determine the new final price depending on your selection in the <b>Cd</b> field:</p> <ul style="list-style-type: none"> <li>• <b>D</b> (discount) will deduct the amount of the percentage in the <b>Ovr %</b> field from the base price of the item to calculate the item's final price</li> <li>• <b>M</b> (markup) will add the amount of the percentage keyed in the <b>Ovr %</b> field to the cost of the item to calculate the item's final price</li> <li>• <b>G</b> (gross margin) will add the amount of the percentage keyed in the <b>Ovr %</b> field to the original cost of the item to calculate the item's final price</li> </ul>
Quantity Limit	The limit of the quantity of items, in the item's primary unit of measure, for which a rebate may be used for this item.
WH ID	A value in this field limits the applicability of the rebate to only those orders e affiliated with the warehouse

### Rebate Master File Listing

Report/Listing Fields	Description
Start Date	The item's beginning date for this rebate's effective period; used with the item's <b>End Date</b> to determine whether or not the rebate is applicable.
End Date	The item's ending date for this rebate's effective period; used with the item's <b>Start Date</b> to determine whether or not the rebate is applicable.
**** HISTORY ****	These fields only print when the <b>Show History Information</b> field is set to <b>Y</b> on the Rebate Master Listing Screen (p. 2-59). Rebate history information matching the selection criteria prints as follows.
Vendor	The vendor number and name associated with the Rebate ID.
Company	The company in which the rebate occurred.
Document CD	The document code assigned in the rebate extract process. <ul style="list-style-type: none"> <li>• <b>P</b> = Indicates the rebate extract has been posted with the vendor</li> <li>• <b>R</b> = indicates the rebate report has been created and printed</li> </ul>
Document #	The document number assigned in the rebate posting process when the <b>Apply for Rebates</b> field is set to <b>R</b> or <b>P</b> on the Rebate Information Screen (p. 2-8). When an accounts receivable invoice is created, this is the invoice number assigned to that invoice transaction. When an accounts payable voucher is created, this is the voucher number assigned to that invoice transaction.
Trans Date	The transaction date represents the invoice date for the receivable invoice created in the posting process.
Original Cost	The original cost of the rebate as specified through Rebate Maintenance. This value could represent a fixed cost, the vendor/item cost, order cost, average cost, user cost, standard cost, or last cost.  When International Currency is installed, this value displays in the company's local currency.
Rebate Cost	The rebate cost is the unit cost of the item used in order entry when the item is subject to this rebate.
Rebate Amount	The calculated amount based on the original cost and the rebate cost using the rebate cost code as specified through Rebate Maintenance (MENU OERFILE).  When International Currency is installed, this value displays in the company's local currency.

---

Customer rebate classes are used to group together a number of customers who are to receive all or a portion of one or more rebates that you, as the distributor, receive from one or more vendors. Use the Customer Rebate Classes option to maintain customer rebate classes. You can then assign one or more customer rebate classes to customers through Customer/Ship to Master Maintenance (MENU ARFILE).

Customers will qualify for rebates that include a customer rebate class to which the customer belongs. Any orders entered for the customer through Enter, Change & Ship Orders (MENU OEMAIN) or Off Line Order Entry (MENU OEMAIN) for that include the customer and items that qualify for the rebate, will automatically reflect the rebate.

---

**NOTE:** Individual customers can also be included in a rebate, in addition to those customers included because they are assigned to a specific customer rebate class.

---

### **Example:**

Customer rebate class RBAT1 is defined through this option.

Customers 100, 200, and 300, are assigned the customer rebate class of RBAT1 through Customer/Ship to Master Maintenance (MENU ARFILE).

Customer rebate class RBAT1 is used to create a rebate with vendor 100 for items A100 and A200 through Rebate Master Maintenance (MENU OERFILE).

Any time customer 100, 200, or 300, orders item A100 or A200, they will automatically be given the rebate.

---

## Customer Rebate Classes

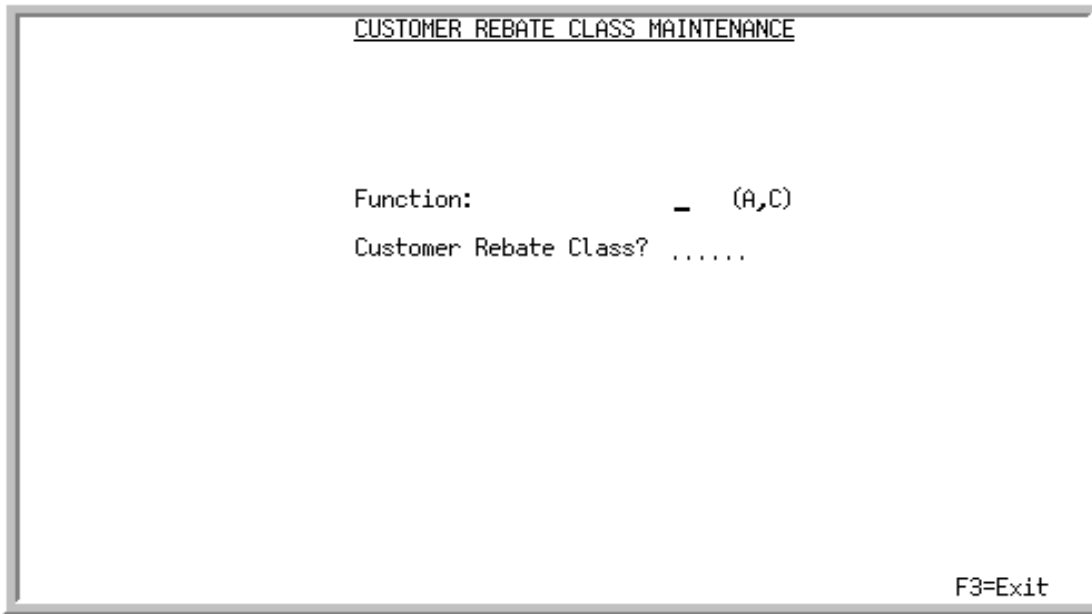
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

---

<b>Title</b>	<b>Purpose</b>
Customer Rebate Class Maintenance Selection Screen	Use to specify the customer rebate class.
Customer Rebate Class Maintenance Screen	Use to specify the rebate class description.

---

## Customer Rebate Class Maintenance Selection Screen



This screen appears after selecting option 2 - Customer Rebate Classes from the Order Entry Rebate File Maintenance Menu (MENU OERFILE). Use this screen to select the customer rebate class to add or change.

### Customer Rebate Class Maintenance Selection Screen Fields and Function Keys

Field/Function Keys	Description
Function	Key <b>A</b> to add a customer rebate class. Key <b>C</b> to change an existing customer rebate class. (A 1) Required
Customer Rebate Class	Use this field to enter the customer rebate class you want to add or change. Key the unique customer rebate class to identify this group of customers. (A 5) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Customer Rebate Class Maintenance Screen (p. 3-4) will display.

## Customer Rebate Class Maintenance Screen

```

CUSTOMER REBATE CLASS MAINTENANCE  CHANGE
Customer Rebate Class:  RC
Description:  Rebate Offer, MS85-123.....
F12=Return
    
```

This screen appears after you press **ENTER** on the Customer Rebate Class Maintenance Selection Screen (p. 3-3). Use this screen to assign the description to the customer rebate class you are adding or maintaining.

### Customer Rebate Class Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Customer Rebate Class	The customer rebate class selected on the Customer Rebate Class Maintenance Selection Screen (p. 3-3).
Description	Use this field to enter or change the description of the selected customer rebate class. (A 30) Required
F12=Return	Press <b>F12=RETURN</b> to return to the Customer Rebate Class Maintenance Selection Screen (p. 3-3) without saving information keyed on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Customer Rebate Class Maintenance Selection Screen (p. 3-3) will appear.

## Customer Rebate Class Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Customer Rebate Classes Listing	Prints a list of defined customer rebate classes.

---

## Customer Rebate Classes Listing

OER905 08/14/13 13:52:40		CUSTOMER REBATE CLASS LISTING		AY/APDEMO	PAGE: 1
Customer Rebate C1s	Description				
RC	Rebate Offer WS85-123				
00010	Customers with 10% profit				
00025	Customers at 25% margin				

This listing is produced following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen), which appears after you select the Customer Rebate Class Listing option from MENU OERFILE.

The customer rebate classes, and their descriptions, as defined through Customer Rebate Classes Maintenance (MENU OERFILE) are printed. The sequence is alphabetical, according to the customer rebate class code.



---

Item rebate classes are used to group together a number of items which when ordered by selected customers will result in those customers receiving all or a portion of the rebates that you, as the distributor, receive from your vendor. These rebates are established for one or more selected items or a group of items included in an item rebate class. Use the Item Rebate Classes option to add or change item rebate classes. When maintaining an item through Item Master Maintenance (MENU IAFILE), you can assign an item rebate class to the item.

Items will qualify for rebates that include the item rebate class to which the item belongs. Any orders entered for the item through Enter, Change & Ship Orders (MENU OEMAIN) or Off Line Order Entry (MENU OEMAIN) for that include the items that qualify for the rebate, will automatically reflect the rebate.

---

**NOTE:** Individual items can also be included in a rebate, in addition to those items included because they are assigned to a specific item rebate class.

---

#### **Example:**

Item rebate class IRB01 is defined through this option.

Items A100, A200, and A300, are assigned the item rebate class of IRB01 through Item Master Maintenance (MENU IAFILE).

Item rebate class IRB01 is used to create a rebate with vendor 100 for customers 100 and 200 through Rebate Master Maintenance (MENU OERFILE).

Any time customers 100 or 200 orders item A100, A200, or A300, they will automatically be given the rebate.

---

## Item Rebate Classes Maintenance

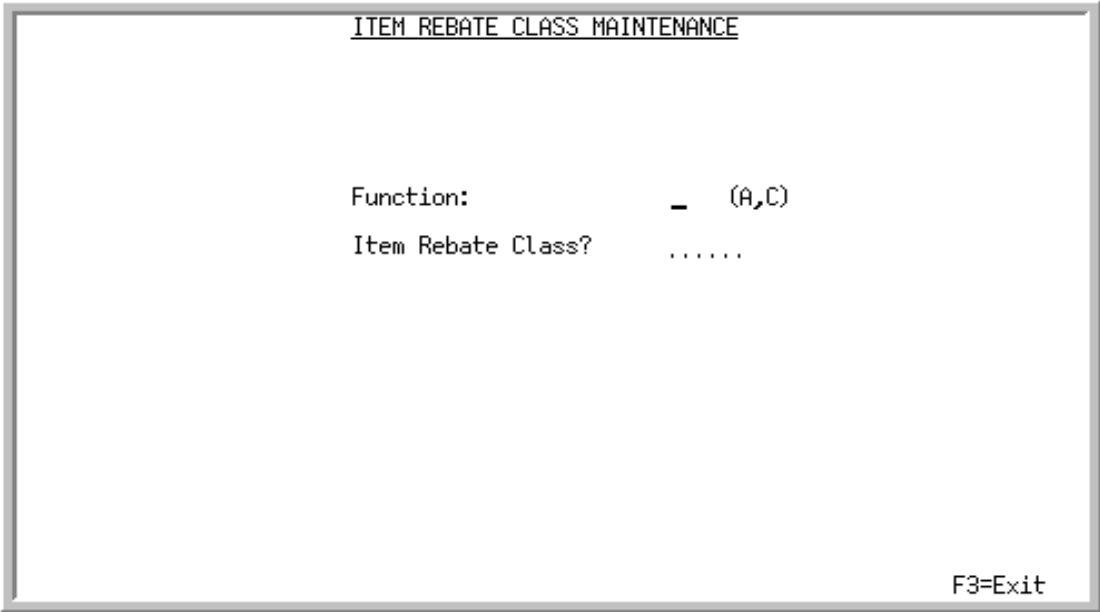
The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

---

<b>Title</b>	<b>Purpose</b>
Item Rebate Class Maintenance Selection Screen	Use to specify the item rebate class.
Item Rebate Class Maintenance Screen	Use to specify the rebate class description.

---

## Item Rebate Class Maintenance Selection Screen



This screen appears after you select option 3 - Item Rebate Classes Maintenance from the Order Entry Rebates File Maintenance Menu (MENU OERFILE). Use this screen to select the item rebate class to add or change.

### Item Rebate Class Maintenance Selection Screen Fields and Function Keys

Field/Function Keys	Description
Function	Key <b>A</b> to add an item rebate class. Key <b>C</b> to change an existing item rebate class. (A 1) Required
Item Rebate Class	Use this field to enter the item rebate class you want to add or change. Key the unique item rebate class to identify this group of items. (A 5) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Item Rebate Class Maintenance Screen (p. 4-4) will appear.

## Item Rebate Class Maintenance Screen



This screen appears after you press **ENTER** on the Item Rebate Class Maintenance Selection Screen (p. 4-3). Use this screen to assign the description to the item rebate class you are adding or maintaining.

### Item Rebate Class Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Item Rebate Class	The item rebate class selected on the Item Rebate Class Maintenance Selection Screen (p. 4-3) Screen. Display
Description	Use this field to enter or change the description of the selected item rebate class. (A 30) Required
F12=Return	Press <b>F12=RETURN</b> to return to the Item Rebate Class Maintenance Selection Screen (p. 4-3) without saving information keyed on this screen.
Enter	Press <b>ENTER</b> to confirm your selections. The Item Rebate Class Maintenance Selection Screen (p. 4-3) will appear.

# Item Rebate Classes Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Item Rebate Classes Listing	Prints a list of defined item rebate classes.

## Item Rebate Classes Listing

OER915	08/14/13	14:01:54	ITEM REBATE CLASS LISTING	AY/APDEMO	PAGE: 1
		Item Rebate C1s	Description		
-----					
		FC	File Cabinets		
		OTC	Over the Counter Meds		
		PAPER	Paper Products		

This listing is produced following your responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen), which appears after you select the Item Rebate Classes Listing option from MENU OERFILE.

The item rebate classes, and their descriptions, as defined through Item Rebate Classes Maintenance (MENU OERFILE) are printed. The sequence is alphabetical, according to the item rebate class code.

---

The filing frequency controls how often extracts need to be performed to file rebate claims. Use the Filing Frequency Maintenance option on the Order Entry Rebate File Maintenance Menu (OERFILE) to create the filing frequency codes that represent the different filing time periods you need for rebates, such as bi-weekly, monthly, or weekly. These codes are then assigned to a rebate through Rebate Master Maintenance (MENU OERFILE).

---

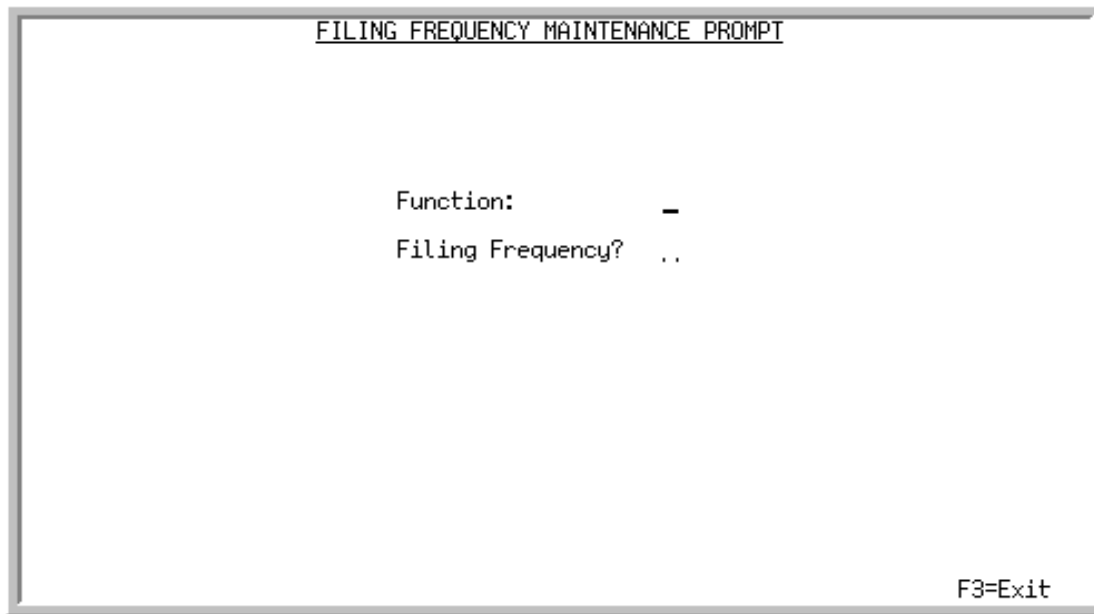
## Filing Frequency Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Filing Frequency Maintenance Prompt Screen	Use to specify the filing frequency code you want to maintain.
Filing Frequency Maintenance Screen	Use to specify the filing frequency code description.

---

## Filing Frequency Maintenance Prompt Screen



This screen appears after selecting option 4 - Filing Frequency Maintenance from the Order Entry Rebates File Maintenance Menu (MENU OERFILE). Use this screen to specify the filing frequency code that you want to maintain.

### Rebate Options Prompt Screen Fields and Function Keys

Field/Function Keys	Description
Function	Key <b>A</b> to add a filing frequency code. Key <b>C</b> to change a filing frequency code. <i>Valid Values:</i> A, C (A 1) Required
Filing Frequency	Use this field to provide the code for the filing frequency you want to maintain. <i>Valid Values:</i> Any value other than asterisk (*). (A 1) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your selections. The Filing Frequency Maintenance Screen (p. 5-3) will appear.



## Filing Frequency Maintenance Screen

FILING FREQUENCY MAINTENANCE CHANGE

Filing Frequency: 1  
 Description: Monthly.....

F12=Return

This screen appears after you press **ENTER** on the Filing Frequency Maintenance Prompt Screen (p. 5-2). Use this screen to provide a description for the filing frequency code.

### Rebate Options Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Filing Frequency	The filing frequency selected on the Filing Frequency Maintenance Prompt Screen (p. 5-2).
Description	Use this field to provide descriptive text to identify the filing frequency code. (A 30) Required
F12=Return	Press <b>F12=RETURN</b> to return to the Filing Frequency Maintenance Prompt Screen (p. 5-2) without saving your entries.
Enter	Press <b>ENTER</b> to confirm your selections. The Filing Frequency Maintenance Prompt Screen (p. 5-2) appears.

## Filing Frequency Listing

---

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

<b>Title</b>	<b>Purpose</b>
Filing Frequency Listing	Prints a list of the defined filing frequency codes.

---

## Filing Frequency Listing

OER926	08/14/13	14:06:58	FILING FREQUENCY LISTING	AY/APDEMO	PAGE: 1
Filing Frequency		Description			
1	Monthly				
2	Bi-Monthly				
3	Quarterly				

This listing prints after you press `ENTER` on the Report Options Screen, which appears after you select the Filing Frequency Listing option from MENU OERFILE. This listing prints the filing frequency codes and descriptions defined through Filing Frequency Maintenance (MENU OERFILE).



---

Use the Rebate Options Maintenance option on the Order Entry Rebate File Maintenance Menu (OERFILE) to define the rebate processing options for a company.

---

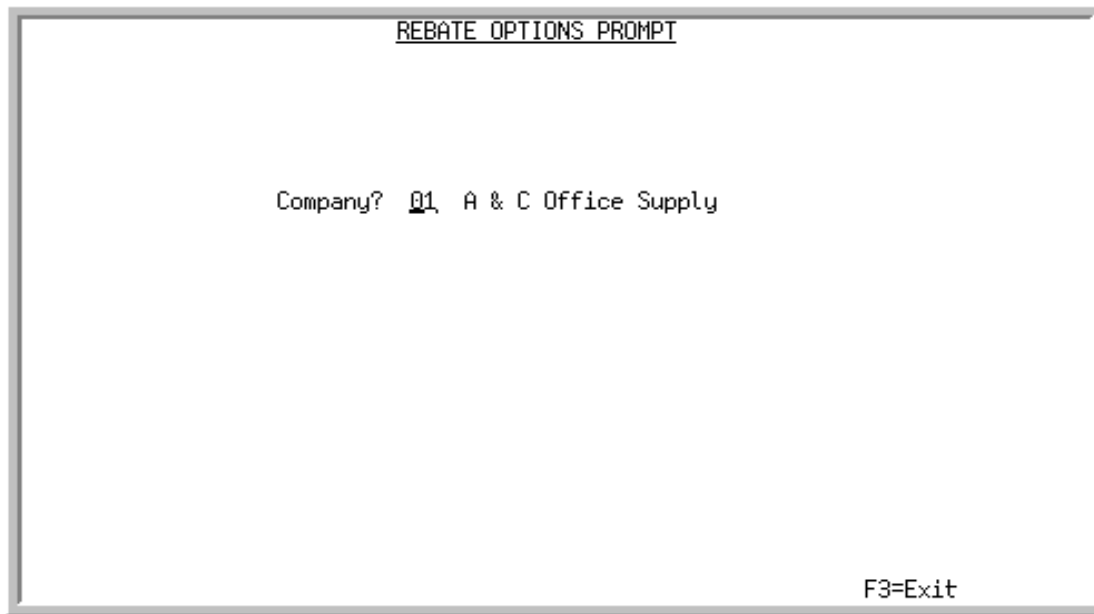
## Rebate Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Rebate Options Prompt Screen	Use to specify the company whose options you want to maintain.
Rebate Options - Selling Screen	Use to specify the rebate options for the company.

---

## Rebate Options Prompt Screen



This screen appears after selecting option 5 - Rebate Options Maintenance from the Order Entry Rebates File Maintenance Menu (MENU OERFILE). Use this screen to specify the company for which you want to maintain options.

### Rebate Options Prompt Screen Fields and Function Keys

Field/Function Keys	Description
Company	<p>Use this field to specify the number of the company for which you want to maintain rebate options.</p> <p>If the <b>Multi Company</b> field is set to <b>N</b> in System Options Maintenance (MENU XAFILE), this field is display-only.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE).</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Required/Display</p>
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Rebate Options - Selling Screen (p. 6-4) will appear.



## Rebate Options - Selling Screen

```

                REBATE OPTIONS - SELLING
Company:      1  A & C Office Supply
                Use Rebates:                Y
                Qualify for Rebate at Day-End:  ,Y,
                Recost Rebate at Day-End:      ,Y,
                Use Best Rebate Cost:         ,Y,
                Use Extract Costs for Returns:  ,N,
                Use Rebate Cost for Base Comm Cost: ,Y,
Extract Files - FTP Path:  /REBATES/COMPANY01.....
                                                                F12=Return
    
```

This screen appears after pressing **ENTER** on the Rebate Options Prompt Screen (p. 6-2). Use this screen to set the rebate options for the company.

### Rebate Options - Selling Screen Fields and Function Keys

Field/Function Keys	Description
Use Rebates	Key <b>Y</b> if you want to use rebates in this company. Key <b>N</b> if you will not be using rebates in this company. <i>Default Value:</i> Y <i>Valid Values:</i> Y or N (A 1) Required



### Rebate Options - Selling Screen Fields and Function Keys

Field/Function Keys	Description
Qualify for Rebate at Day-End	<p>Use this field to allow qualification for rebates to occur during Day-End Processing.</p> <p>Key <b>Y</b> to include a rebate qualification review in Day-End Processing. The system will check for relevant rebates when invoiced orders are moved to history during Day-End Processing. Items without an existing rebate will have a rebate applied if the item qualifies. Setting this field to <b>Y</b> allows rebates entered after an order was created to be applied to items that qualify.</p> <hr/> <p>NOTE: If you key <b>Y</b>, the <b>Use Rebates</b> field must be set to <b>Y</b>.</p> <hr/> <p>Key <b>N</b> to exclude rebate qualification review from Day-End Processing.</p> <p><i>Default Value:</i> N</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Recost Rebate at Day-End	<p>Use this field to allow recosting to the current cost during Day-End Processing.</p> <p>Key <b>Y</b> to include recosting of rebates in Day-End Processing. If costs have change since an order was entered and the items qualified for a rebate, when invoiced orders are moved to history during Day-End Processing, the cost will be updated to the current cost used by the rebate. Setting this field to <b>Y</b> allows cost changes entered after an order was entered to be applied to items that qualify.</p> <hr/> <p>NOTE: If you key <b>Y</b>, the <b>Use Rebates</b> field must be set to <b>Y</b>.</p> <hr/> <p>Key <b>N</b> to exclude recosting of rebates from Day-End Processing.</p> <p><i>Default Value:</i> N</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Use Best Rebate Cost	<p>Use this field to allow the system to review all rebates and select the best rebate cost for an item, rather than using the first match found. This process will occur during the initial selection process as well as the rebate recosting during day-end.</p> <p>Key <b>Y</b> if you want the rebate selection process to search for all matches and then evaluate and select and apply the rebate with the best rebate cost.</p> <p>Key <b>N</b> if you want the rebate selection process to use the first match it finds without evaluating other matches for the best rebate cost.</p> <p><i>Default Value:</i> N</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>

## Rebate Options - Selling Screen Fields and Function Keys

Field/Function Keys	Description
Use Extract Cost for Returns	<p>Use this field to specify whether you want to use the extract cost for returns.</p> <p>Key <b>Y</b> to use the extract cost when rebated items are returned. The rebate extract cost may have been modified by a user or assigned when rebates were qualified or re-qualified.</p> <p>Key <b>N</b> to use the rebate cost from order history when rebated items are returned.</p> <p><i>Default Value:</i> N</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>
Use Rebate Cost for Base Comm Cost	<p>Use this field to specify whether you want to use the rebate cost for the base commission cost when a rebate is applied to a sales order line.</p> <p>This field is used in conjunction with the commission factor code (at the Rebate Item Level) to override the <b>Commission Cost Flag</b> base cost. For example, the <b>Commission Cost Flag</b> in Order Entry Company Options (MENU XAFILE) is used to calculate a commission cost (also known as a Loaded Cost), and if the <b>Commission Cost Flag</b> is set to <b>A</b> for Average Cost and current average cost is set to \$10.00, and the rebated cost was calculated to \$8.00 (since the rebate indicates to deduct \$2.00 off of the average cost), then instead of using \$10.00 (the current average cost) to calculate the commission cost, the system will instead use the \$8.00 rebated cost to calculate the commission cost.</p> <p>Key <b>Y</b> to use the rebate cost for the base commission cost. If this field is <b>Y</b> and the commission factor code at the Rebate Item Level in Rebates Maintenance (MENU OERFILE) contains a value of <b>%,</b> or <b>L</b>, then when this rebate is used that has a special commission cost, the rebate cost will be passed into the commission calculation process as an override. You might want to do this, for example, if you are getting a special cost on this item from the vendor and are inclined to pay your sales rep a different cost.</p> <p>Key <b>N</b> to if you do not want the rebate cost used for the base commission cost. Instead, the cost that is defined in the <b>Commission Cost Flag</b> field will be used for the base commission cost. If this field is <b>N</b> and/or the commission factor code at the Rebate Item Level in Rebates Maintenance (MENU OERFILE) is blank, no override will occur.</p> <p><i>Default Value:</i> N</p> <p><i>Valid Values:</i> Y or N</p> <p>(A 1) Required</p>

## Rebate Options - Selling Screen Fields and Function Keys

Field/Function Keys	Description
Extract Files - FTP Path	<p>Use this field to specify the location for electronic generated extract files. If you have already created a directory at the root of the IFS, enter the path for that directory. If you have not created a directory at the root of the IFS, enter the path for the directory and then use the <b>F5=CREATE</b> function key to have the system create it for you. Using the root of the IFS is a System i configuration standard; no additional setup is required for the extract files.</p> <p>For electronic filing, the system generates a flat file for each vendor in the directory you specify here. You must manage the files in the directory and submit them to the vendor.</p> <hr/> <p>NOTE: This field is optional, however, if you don't specify a path for the company, you will not be able to key <b>Y</b> in the <b>Electronic Filing</b> field on the Rebate Extract Filing Options Screen (p. 12-17) when the extract includes this company.</p> <hr/> <p>(A50) Optional</p>
F5=Create	If the extract location does not currently exist, press <b>F5=CREATE</b> to create the directory where the extract files will be stored. The directory path is created at the root of the IFS.
F12=Return	Press <b>F12=RETURN</b> to return to the Rebate Options Prompt Screen (p. 6-2) without saving your entries.
Enter	Press <b>ENTER</b> to confirm your selections. The Rebate Options Prompt Screen (p. 6-2) appears.

## Rebate Options Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Rebate Options Listing Screen	Use to specify the range of companies for the listing.
Rebate Options Listing	Prints a list of the defined rebate options by company.

## Rebate Options Listing Screen

REBATE OPTIONS LISTING

Company?                    - .                    To?                    ...

F3=Cancel

This screen appears after selecting option 15 - Rebate Options Listing from the Order Entry Rebates File Maintenance Menu (MENU OERFILE). Use this screen to provide a company or range of companies for the listing.

### Rebate Options Listing Screen Fields and Function Keys

Field/Function Keys	Description
Company	Use this field to specify the company or range of companies for which you want to print the defined rebate options. (N 2,0) Optional
F3=Cancel	Press F3=CANCEL to return to the menu without printing the listing.
Enter	Press ENTER to print the listing for the companies specified. The Report Options Screen appears. Refer to the Cross Applications User Guide for a description of that screen.

## Rebate Options Listing

OER936A 01/17/14 14:22:38	REBATE OPTIONS	AG/APDEMO	PAGE: 1
Co Fr: ALL			
-----			
Company: 01 A & C Office Supply			
Use Rebates:	Y		
Qualify for Rebate at Day-End:	Y		
Recost Rebate at Day-End:	Y		
Use Best Rebate Cost:	Y		
Use Extract Costs for Returns:	N		
Use Rebate Cost for Base Comm Cost:	Y		
Extract Files - FTP Path:	/REBATES/COMPANY01		

This listing prints after you press `ENTER` on the Report Options Screen.

This listing prints the rebate options defined for each company, sequenced by company. A single company's settings prints per page.



---

Use the Vendor Rebate Options Maintenance option on the Order Entry Rebate File Maintenance Menu (MENU OERMAIN) to specify the options for processing rebates with specific vendors. Currently, options can be set for processing with Kimberly-Clark.

---

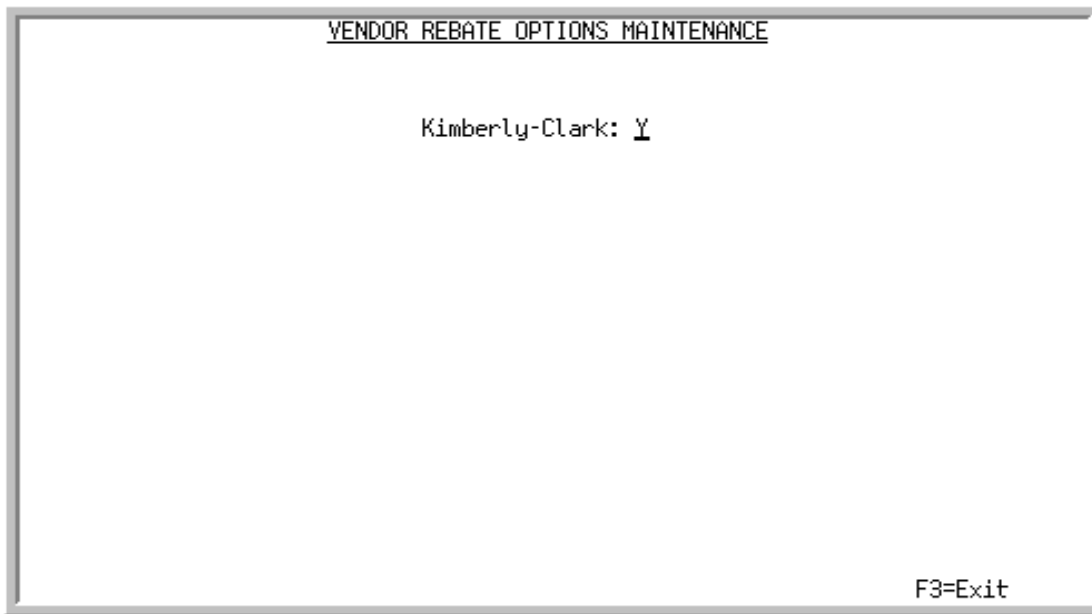
## Vendor Rebate Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

<b>Title</b>	<b>Purpose</b>
Vendor Rebate Options Maintenance Screen	Use to specify the vendor for the rebate options.
Kimberly-Clark System Level Rebate Options Screen	Use to specify the distributor branch number.
Kimberly-Clark Company Level Rebate Options Screen	Use to specify the distributor branch number for each company.
Kimberly-Clark Warehouse Level Rebate Options Screen	Use to specify the distributor branch number for each warehouse.

---

## Vendor Rebate Options Maintenance Screen



This screen appears after selecting option 6 - Vendor Rebate Options Maintenance from the Order Entry Rebate Main Menu (MENU OERMAIN). Use this screen to specify the vendor. Currently, Kimberly-Clark is the only rebate vendor with system, company, and warehouse options.

### Vendor Rebate Options Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Kimberly-Clark	Key <b>Y</b> if the vendor is Kimberly-Clark. Key <b>N</b> if the vendor is a vendor other than Kimberly-Clark. <i>Default Value: Y</i> (A 1) Optional
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
Enter	Press <b>ENTER</b> to confirm your entries. The Kimberly-Clark System Level Rebate Options Screen (p. 7-3) appears.



## Kimberly-Clark System Level Rebate Options Screen

KIMBERLY-CLARK SYSTEM LEVEL REBATE OPTIONS

Default Branch: \_ .....

F3=Cancel    F5=Company Level Options    F7=Warehouse Level Options    F10=Update

This screen appears after you press **ENTER** on the Vendor Rebate Options Maintenance Screen (p. 7-2). Use this field to specify the distributor branch number assigned by Kimberly-Clark.

### Kimberly-Clark System Level Rebate Options Screen Fields and Function Keys

Field/Function Keys	Description
Default Branch	Key the distributor branch number assigned by Kimberly-Clark. (N 9,0) Required
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
F5=Company Level Options	Press <b>F5=COMPANY LEVEL OPTIONS</b> to set the company options for the vendor. The Kimberly-Clark Company Level Rebate Options Screen (p. 7-4) appears.
F7=Warehouse Level Options	Press <b>F7=WAREHOUSE LEVEL OPTIONS</b> to set the warehouse options for the vendor. The Kimberly-Clark Warehouse Level Rebate Options Screen (p. 7-5) appears.
F10=Update	Press <b>F10=UPDATE</b> to update the system with your default branch number. Your entry will be saved and you will be returned to the menu.

## Kimberly-Clark Company Level Rebate Options Screen

```

KIMBERLY-CLARK COMPANY LEVEL REBATE OPTIONS

Company          Branch
01 A & C Office Supply  - .....
02 B & B Office Supply  .....
03 The Office Connection .....
99 Warehouse Transfer Company .....

Last

F10=Update  F12=Return
    
```

This screen appears after pressing **F5=COMPANY LEVEL OPTIONS** on the Kimberly-Clark System Level Rebate Options Screen (p. 7-3). Use this screen to specify the distributor branch number assigned by Kimberly-Clark for each company that reports to Kimberly-Clark, if they are different from the system branch number.

### Kimberly-Clark Company Level Rebate Options Screen Fields and Function Keys

Field/Function Keys	Description
Branch	Key the distributor branch number assigned to the company by Kimberly-Clark. (N 9,0) Optional
F10=Update	Press <b>F10=UPDATE</b> to update the system with your company branch numbers. Your entries will be saved and you will be returned to the Kimberly-Clark System Level Rebate Options Screen (p. 7-3).
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen.
Enter	Press <b>ENTER</b> to save the company changes until you update the all the options from the Kimberly-Clark System Level Rebate Options Screen (p. 7-3).

## Kimberly-Clark Warehouse Level Rebate Options Screen

```

KIMBERLY-CLARK WAREHOUSE LEVEL REBATE OPTIONS

Warehouse          Branch
CC Co 1 Consignment Central  - .....
CE Co 1 Consignment East     .....
CW B & B Central Purchasing WH .....
C2 Co 2 Consignment Warehouse .....
C3 Co 3 Consignment Warehouse .....
1 Hartford, CT               .....
2 Los Angeles, CA            .....
3 Dallas, TX                  .....
4 Seattle, WA                 .....
5 Chicago, IL                 .....
6 Ontario, Canada            .....
7 Toronto, Canada            .....

Last

F10=Update  F12=Return
    
```

This screen appears after you press **F7=WAREHOUSE LEVEL OPTIONS** on the Kimberly-Clark System Level Rebate Options Screen (p. 7-3). Use this screen to specify the distributor branch number assigned by Kimberly-Clark for each warehouse that reports to Kimberly-Clark, if they are different from the system branch number.

### Kimberly-Clark Warehouse Level Rebate Options Screen Fields and Function Keys

Field/Function Keys	Description
Branch	Key the distributor branch number assigned to the warehouse by Kimberly-Clark. (N 9,0) Optional
F10=Update	Press <b>F10=UPDATE</b> to update the system with your warehouse branch numbers. Your entries will be saved and you will be returned to the Kimberly-Clark System Level Rebate Options Screen (p. 7-3).
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen.
Enter	Press <b>ENTER</b> to save the warehouse changes until you update the all the options from the Kimberly-Clark System Level Rebate Options Screen (p. 7-3).

## Vendor Rebate Options Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

<b>Title</b>	<b>Purpose</b>
Vendor Rebate Options Listing Screen	Use to specify the vendor for the listing.
Kimberly-Clark Rebate Options Listing Screen	Use to specify the options to include in the listing.
Vendor Rebate Options Listing	Prints a list of the options that match the limiting criteria.

## Vendor Rebate Options Listing Screen

VENDOR REBATE OPTIONS LISTING

Kimberly-Clark: Y

F3=Cancel

This screen appears after selecting option 16 - Vendor Rebate Options Listing from the Order Entry Rebate File Maintenance Menu (MENU OERFILE). Use this screen to specify the vendor. Currently, Kimberly-Clark is the only rebate vendor with system, company, and warehouse options for which you can print a listing.

### Vendor Rebate Options Listing Screen Fields and Function Keys

Field/Function Keys	Description
Kimberly-Clark	Key Y if the vendor is Kimberly-Clark. Key N if the vendor is a vendor other than Kimberly-Clark. <i>Default Value: Y</i> (A 1) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your entries. If you keyed Y, the Kimberly-Clark Rebate Options Listing Screen (p. 7-8) appears. If you key N, you will be returned to the menu.

## Kimberly-Clark Rebate Options Listing Screen

```

KIMBERLY-CLARK REBATE OPTIONS LISTING

System Level:   Y
Company Level:  Y, ... To? ...
Warehouse Level: Y, ... To? ...

F3=Cancel
  
```

This screen appears after you press **ENTER** on the Vendor Rebate Options Listing Screen (p. 7-7). Use this screen to limit the listing by option level and/or a range of companies and warehouses.

### Kimberly-Clark Rebate Options Listing Screen Fields and Function Keys

Field/Function Keys	Description
System Level	<p>Key <b>Y</b> to print system-level information.</p> <p>Key <b>N</b> to not print system-level information.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Company Level / (Company Range)	<p>Key <b>Y</b> to print company-level information. If you key <b>Y</b>, you can specify a range of companies to limit the information that prints. Leave the range blank to print information for all companies.</p> <p>Key <b>N</b> to not print company-level information.</p> <p><i>Default Value:</i> Y</p> <p>(2 @ N 2,0) Optional</p>
Warehouse Level / (Warehouse Range)	<p>Key <b>Y</b> to print system-level information. If you key <b>Y</b>, you can specify a range of warehouses to limit the information that prints. Leave the range blank to print information for all warehouses.</p> <p>Key <b>N</b> to not print system-level information.</p> <p><i>Default Value:</i> Y</p> <p>(2 @ A2) Optional</p>

---

**Kimberly-Clark Rebate Options Listing Screen Fields and Function Keys**

Field/Function Keys	Description
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your entries. The Report Options Screen appears. Refer to the Cross Applications User Guide for a description of that screen.

---

## Vendor Rebate Options Listing

Level	Name	Branch
System		13510036
Company	01 A & C Office Supply	13510041
	02 B & B Office Supply	13510042
	03 The Office Connection	13510043
	99 Warehouse Transfer Company	
Warehouse	CC Co 1 Consignment Central	
	CE Co 1 Consignment East	
	CW B & B Central Purchasing WH	
	C2 Co 2 Consignment Warehouse	
	C3 Co 3 Consignment Warehouse	
	1 Hartford, CT	135100101
	2 Los Angeles, CA	135100102
	3 Dallas, TX	135200103
	4 Seattle, WA	
	5 Chicago, IL	
	6 Ontario, Canada	
	7 Toronto, Canada	

This listing prints a list of the system, company, and/or warehouse-level options for the vendor and range of companies and warehouses you specified, based on your selections on the Kimberly-Clark Rebate Options Listing Screen (p. 7-8). For a description of the information included in this listing, refer to the Vendor Rebate Options Maintenance option.



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This option allows you to add/change the Rebate Master File (RBMST) and/or the Item Rebate Master File (ITRBT) from an Excel Workbook. The prompt screen provides a choice of two sub-options for processing.

---

### Important

Before this option can be run, the directory structure must have been completed and the master copy of the `OfflineRebate.xls` worksheet must have been copied from the installation CD's. Refer to the Post Installation chapter of the Infor Distribution A+ Installation and Software Update Guide for more information.

---

When you initially select Offline Rebate Maintenance (MENU OERMAIN), the Offline Rebate Maintenance Screen (p. 8-3) appears. You will first select sub-option **1** to **Launch Offline Rebate Workbook Template**. The program will go to the \IFS\Root directory structure of \APLUS\IMPORT\REBATE and append the current user's System i User ID to create a fourth level directory (for example, User ID APDEMO would have a path of \APLUS\IMPORT\REBATE\APDEMO). The \APLUS\IMPORT\REBATE directory contains the Excel workbook that will be used for the Offline Rebate Maintenance. Excel is opened automatically presenting the `OfflineRebate.xls`. You must use a copy of the workbook provided.

Then, using Excel, the user enters the required information to the workbook pages of the `OfflineRebate.xls` for the Offline Rebate Master File (RBMOF) and Offline Item Rebate File (RBIOF). The third workbook page provides FTP Upload information to the upload program. It is recommended that you save a local copy of this workbook for editing purposes. When your entry work is done, the corresponding .CSV (comma separated value) files will be created from the `OfflineRebate.xls` using either the **Create CSV** button or the **FTP Upload** button; this will help ensure that the Offline Rebate Import Files (RBMOF.CSV and RBIOF.CSV) are in the \APLUS\IMPORT\REBATE\UserID directory to continue processing.

When you select Offline Rebate Maintenance again, you will select sub-option **2** on the Offline Rebate Maintenance Screen (p. 8-3) to perform the **Offline Rebate Import**. When you press `ENTER`, the updated Offline Import Files (RBMOF.CSV and RBIOF.CSV) on the \IFS\Root with a path of \APLUS\IMPORT\REBATE\UserID will be processed to create the Offline Rebate Master File (RBMOF) and Offline Item Rebate File (RBIOF) on the System i. Those files will be edited to ensure that all the data is correct and accurate, just as if the transactions were being keyed through Rebate

---

Master Maintenance (MENU OERMAIN). As the transactions pass the edits, the addition or maintenance will be performed. The work files and import files are deleted.

The Offline Rebate Import File (*OfflineRebate.xls*) file must be located at the \IFS\Root (Integrated File System) directory of the System i for the update process. It is recommended that each user that begins this process have their own copy of the workbook (*OfflineRebate.xls*) with which to work.

The Offline Rebate Errors/Warnings Report (p. 8-25) lists the same error messages that Rebate Master Maintenance (MENU OERFILE) uses. Review the report against the original worksheet that was keyed and correct the fields in error to be processed again. Rebates that passed the edits and were updated to the Rebate Master File (RBMST) and/or the Item Rebate Master File (ITRBT) should be removed from the worksheet before you process it again. If you are unsure of what a message is telling you, display the message and its second level help text for additional information by keying: **DSPMSGD RANGE(USRnnnn) MSGF(DWERR)** and press **ENTER**, where **nnnn** is the error message number printed on the report.

---

## Offline Rebate Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Offline Rebate Maintenance Screen	Use to select to Launch the Offline Rebate Workbook Template, or perform the Offline Rebate Import.
Offline Rebate Maintenance Worksheet - Rebate Master	Use to review the setup and requirements of the Excel worksheets that are used to update Rebate Master information.
Offline Rebate Maintenance Worksheet - Rebate Item Master	Use to review the setup and requirements of the Excel worksheets that are used to update the Item Rebate Master information.
Offline Rebate FTP Server Information Worksheet	There are three worksheets in the Excel workbook. The third worksheet has the <b>FTPServerInformation</b> used to capture server and user information for the System i.
FTP Upload Pop-Up Window	Use to review default information from the <b>FTPServerInformation</b> worksheet.
Offline Rebate Errors/Warnings Report	Prints for any error or warning message that was found in the Rebate Offline process, which will prevent the rebate maintenance from being processed.

## Offline Rebate Maintenance Screen

```
OFFLINE REBATE MAINTENANCE

Option: 2, 1 = Launch Offline Rebate Workbook Template
          2 = Offline Rebate Import

Import File Path: /APLUS/IMPORT/REBATE/APDEMO,.....
.....

Output Queue:  APDEMO,.....

F3=Exit
```

This screen appears after selecting option 7 - Offline Rebate Maintenance from the Order Entry Rebates File Maintenance Menu (MENU OERFILE). Use this screen to select the function you want to perform.

Sub-option 1 will create a user specific directory on the /IFS/Root of the System i (if it does not exist), and download a copy of the [OfflineRebate.xls](#) while opening Excel. The workbook has three worksheets and can be saved locally by each user. The first worksheet is used to add/change/suspend rebate master records. The second worksheet is used to add/change/delete/suspend/reactivate the items associated with the rebate. The third worksheet has default server and user information for the FTP Upload Pop-Up Window (p. 8-21).

Sub-option 2 will process the uploaded .CSV (comma separated value) files using the Import File Path which defaults to \APLUS\IMPORT\REBATE\UserID to load the Offline Rebate Import File on the System i; the Offline Rebate Import Files will be edited and used to create/maintain rebate information for Order Entry. Error messages will print on the Offline Rebate Errors/Warnings Report (p. 8-25).

### Offline Rebate Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Option	<p>Use this field to select the appropriate step to perform.</p> <p>Key <b>1</b> to download a copy and open the Offline Rebate workbook, where you can add lines to Excel worksheets that represent each rebate master and item rebate master records. It is recommended that you save the worksheet locally and modify the local copy.</p> <p>Key <b>2</b> to process the uploaded .CSV files created from the Excel worksheets. The <b>RBMOF.CSV</b> and <b>RBIOF.CSV</b> files will load the Offline Rebate Master File (<b>RBMOF</b>) and Offline Item Rebate File (<b>RBIOF</b>) on the System i; the Offline Rebate files will be edited and used to maintain the rebates. The .CSV files and import files are deleted once processed.</p> <p>(N 1,0) Required</p>
Import File Path	<p>This field will only display when you key <b>2</b> in the <b>Option</b> field and press <b>ENTER</b>.</p> <p>The <b>Import File Path</b> specifies the /IFS/Root directory path where the program will find the Offline Rebate Import Files (<b>RBMOF.CSV</b> and <b>RBIOF.CSV</b>) to be used for this specific update.</p> <p><i>Default Value:</i> /APLUS/IMPORT/REBATE/&lt;USER ID&gt;</p> <p><i>Valid Values:</i> Must be a valid directory on the IFS; cannot be blank</p> <p>(A 128) Required</p>
Output Queue	<p>This field will only display when you key <b>2</b> in the <b>Option</b> field and press <b>ENTER</b>.</p> <p>Enter the ID of the System i Output Queue to which this print job will be sent.</p> <p><i>Default Value:</i> the output queue assigned to the user's profile on the System i (<b>WRKUSRPRF</b>).</p> <p><i>Valid Values:</i> A valid System i output queue</p> <p>(A 10) Required</p>
F3=Exit	<p>Press the <b>F3=EXIT</b> function key to exit from this option and return to the menu.</p>

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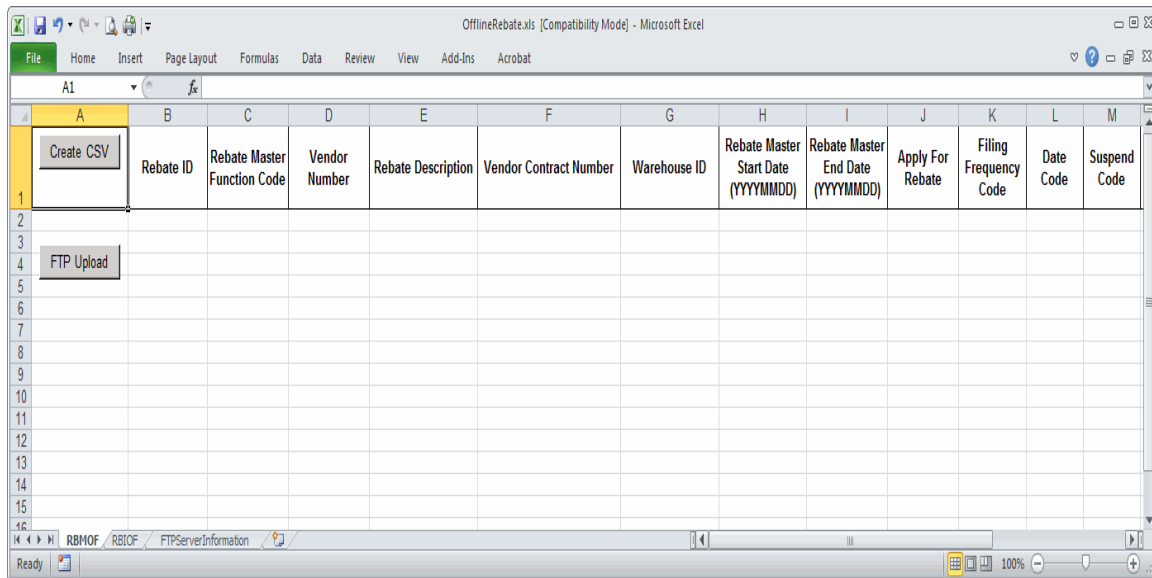
**Offline Rebate Maintenance Screen Fields and Function Keys**


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Field/Function Key	Description
Enter	<p>The <b>ENTER</b> key has two functions on this screen.</p> <p>Press <b>ENTER</b> after keying <b>1</b> in the <b>Option</b> field to open Excel for processing, while downloading a local copy of the <b>OfflineRebate.xls</b> Excel workbook.</p> <p>Press <b>ENTER</b> after keying <b>2</b> in the <b>Option</b> field to begin the Offline Rebate Import process. The screen will redisplay with the <b>Import File Path</b> and <b>Output Queue</b> fields for verification. Accept the default data as shown or change it to be the <b>/IFS/Root</b> directory location of the Offline Rebate Import Files (<b>RBMOF.CSV</b> and <b>RBIOF.CSV</b>) to be used. Press <b>ENTER</b> (or click <b>OK</b>) to begin the edit process.</p> <p>When there are no errors in the Offline Rebate Import Files (<b>RBMOF</b> and <b>RBIOF</b>), the following break message is sent:</p> <p style="padding-left: 40px;"><b>Offline Rebate Maintenance has finished successfully. Go to the Rebate Activity Inquiry to see the Rebate Master/Item Rebate records that have been added, changed, or suspended.</b></p> <p>When there are errors in the Offline Rebate Import Files (<b>RBMOF</b> and <b>RBIOF</b>), the following break message is sent:</p> <p style="padding-left: 40px;"><b>Errors or warnings have been detected and printed o the Offline Rebate Report. Go to the Rebate Activity Inquiry to see the Rebate Master/Item Rebate records that have been added, changed, or suspended.</b></p> <p>When there are no rebate entries to be maintained, the following break message is sent:</p> <p style="padding-left: 40px;"><b>No Rebates Exist to be Maintained. This option is cancelled.</b></p>

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## Offline Rebate Maintenance Worksheet - Rebate Master



The Offline Rebate Maintenance Worksheet - Rebate Master sample is the **RBMOF** worksheet of the Excel *OfflineRebate.xls* that is downloaded from selecting sub-option **1** on the Offline Rebate Maintenance Screen (p. 8-3). This first worksheet is used to add/change rebate master records; each row represents one Rebate ID.

The IFS/Root directory will have a folder path of */APLUS/IMPORT/REBATE* that contains the Excel workbook that will be used for the Offline Rebate Maintenance. For each user that will have access, a fourth level directory of the <User ID> is created (for example, User ID APDEMO would have a path of */APLUS/IMPORT/REBATE/APDEMO*). When you click the **FTP Upload** button, the Offline Rebate Import Files (*RBMOF.CSV* and *RBIOF.CSV*) will be placed here for the system to use for updating. When you click the **Create CSV** button, the Offline Rebate Import File (*RBMOF.CSV* and *RBIOF.CSV*) will be placed in the same directory as the *OfflineRebate.xls* workbook, either on the IFS/Root or the saved local directory. If it is in a local directory, you must manually move it to the */APLUS/IMPORT/REBATE/UserID* level directory or the **Import File Path** specified on the Offline Rebate Maintenance Screen (p. 8-3)

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**NOTE:** The *OfflineRebate.xls* template can be renamed when it is saved locally. If Office 2007 or later is being used instead of Office 2003, save the worksheet as type *'xlsm'*, which is the file extension for an Excel Macro-Enabled Workbook.

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## Important

The columns of data on each of the worksheets MUST remain in the exact sequence in which they are provided. Failure to do this will result in incorrect data uploads.

### Offline Rebate Master Worksheet Fields and Buttons

Fields/Buttons	Description
Rebate ID	<p>Use this field to identify the rebate to be maintained.</p> <p>If changing or deleting an existing rebate, you must key a previously created valid rebate ID.</p> <p>If creating a new rebate, you must key a non-existing rebate ID, or leave it blank to let the system assign an ID.</p> <p>(A 10) Required</p>
Rebate Master Function Code	<p>Use this field to determine the function to be performed.</p> <p>Key <b>A</b> to add a rebate.</p> <p>Key <b>C</b> to change an existing rebate.</p> <p><i>Valid Values:</i> A, C</p> <p>(A 1) Required</p>
Vendor Number	<p>If you are adding a rebate, use this field to specify the main vendor associated with the rebate. Reports and filing will be made only for the vendor specified here.</p> <p><i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE).</p> <p>(A 6) Required</p>
Rebate Description	<p>Use this field to enter or change the description for the rebate.</p> <p>(A 30) Required/Optional</p>
Vendor Contract Number	<p>Use this field to specify the number of the rebate contract assigned by the vendor.</p> <p>(A 20) Optional</p>
Warehouse ID	<p>Use this field to limit the rebate to those orders for a specific warehouse.</p> <p><i>Valid Values:</i> a valid warehouse created through Warehouse Numbers Maintenance (MENU IAFILE).</p> <p>(A 2) Optional</p>

### Offline Rebate Master Worksheet Fields and Buttons

Fields/Buttons	Description
Rebate Master Start Date	<p>Use this field to identify the beginning date for this rebate's effective period. This date is used in conjunction with the <b>End Date</b> to determine whether or not the rebate is applicable.</p> <p><i>Valid Values:</i> A valid date keyed in YYYYMMDD format that is less than the <b>Rebate Master End Date</b> and/or <b>Rebate Master Review Date</b> field</p> <p>(N 8,0) Required</p>
Rebate Master End Date	<p>Use this field to identify the ending date for this rebate's effective period. This date is used in conjunction with the <b>Start Date</b> to determine whether or not the rebate is applicable.</p> <p><i>Valid Values:</i> A valid date keyed in YYYYMMDD format that is greater than the <b>Rebate Master Start Date</b> and/or <b>Rebate Master Review Date</b> field</p> <p>(N 8,0) Optional</p>
Apply for Rebate	<p>This field indicates whether the rebate is to be requested from the vendor as a receivable credit or payable debit memo, or if the rebate has already been incorporated into the vendor's cost of the items sold to you.</p> <p>If you have not incorporated the rebate into the vendor's cost of the items, and therefore, a request is needed to the vendor for reimbursement of this rebate, key a <b>Y</b> in this field.</p> <hr/> <p><b>NOTE:</b> To enter a <b>Y</b> in this field, you must first determine if the rebate method for this vendor will be accounts payable or accounts receivable through Vendor Master Maintenance (MENU POFILE). Refer to the Purchasing User Guide for details. Also, if you key a <b>Y</b> in this field, you must be sure to set up your rebate G/L account information through accounts payable expense accounts. Refer to MENU GLXFER or MENU G2XFER.</p> <hr/> <p>If the rebate has already been incorporated into the vendor's cost of the items, and therefore, no request is needed for reimbursement from this vendor, key an <b>N</b> in this field. Note that if you key <b>N</b>, item sales for this rebate will not generate a transaction for the general ledger pending rebates account.</p> <p>(A 1) Required/Optional</p>
Filing Frequency Code	<p>Use this field to specify the filing frequency code that represents how often extracts will need to be run to file rebate claims.</p> <p><i>Valid Values:</i> A filing frequency code defined through Filing Frequency Codes Maintenance (MENU OERFILE).</p> <p>(A 1) Required/Optional</p>



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**Offline Rebate Master Worksheet Fields and Buttons**

Fields/Buttons	Description
Date Code	<p>Use this field to determine which type of date the <b>Start Date</b> and <b>End Date</b> fields are to reflect. The date range keyed in these fields must reflect either the order's entry date, or the order's requested ship date.</p> <p>If you select the date range to reflect the order's entry date, then the date range provided in the <b>Start Date</b> and <b>End Date</b> fields must encompass the order's entry date for the rebate to be applicable. Likewise, if you select the date range to reflect the order's requested ship date, then the date range provided in the <b>Start Date</b> and <b>End Date</b> fields must encompass the requested ship date keyed for the order for the rebate to be applicable.</p> <p>If you wish the order's entry date to be checked against the begin/end date range to determine the rebate's applicability, key an <b>E</b> in this field.</p> <p>If you wish the order's requested ship date to be checked against the begin/end date range to determine the rebate's applicability, key an <b>R</b> in this field.</p> <p><i>Valid Values:</i> E, R</p> <p>(A 1) Required/Optional</p>
Suspend Code	<p>Use this field to suspend the rebate. When a rebate is suspended, it will not be used by order entry or off-line order entry in determining rebates, regardless of its begin and end effective dates.</p> <p>Key an <b>S</b> to suspend the rebate.</p> <p>Leave this field blank if the rebate is active.</p> <p><i>Valid Values:</i> S</p> <p>(A 1) Optional</p>
Rebate Master Review Date	<p>Use this field to specify the date on which this rebate should be reviewed.</p> <p><i>Valid Values:</i> A valid date keyed in YYYYMMDD format that is greater than the <b>Rebate Master Start Date</b> and less than the <b>Rebate Master End Date</b> field.</p> <p>(N 8,0) Optional</p>
Owner	<p>Use this field to specify the user ID of the individual responsible for this rebate.</p> <p><i>Default Value:</i> The user ID of the individual creating a new rebate.</p> <p><i>Valid Values:</i> A user ID created through Register A+ User IDs (MENU XACFIG).</p> <p>(A 10) Optional</p>

### Offline Rebate Master Worksheet Fields and Buttons

Fields/Buttons	Description
User Area 1-3	<p>If you have modified the Rebate Master File (<b>RBMST</b>) to include new fields, you may use these 3 user area fields to include additional custom information.</p> <hr/> <p>NOTE: Additional custom programming will be needed to correctly update these fields in the Distribution A+ system i files.</p> <hr/> <p>3 @ (A 30)</p>
30 Character User Area	<p>If you have modified the Rebate Master File (<b>RBMST</b>) to include new fields, you may use this user area field to include additional custom information.</p> <hr/> <p>NOTE: Additional custom programming will be needed to correctly update these fields in the Distribution A+ system i files.</p> <hr/> <p>(A 30)</p>
Create CSV	<p>The <b>Create CSV</b> button will be selected when the user is using a local copy of the <i>OfflineRebate.xls</i> workbook, and wants to create the Offline Rebate Master Import Files (<b>RBMOF.CSV</b> and <b>RBIOF.CSV</b>) in the same local directory as the workbook. This process will be used if your System i User ID does not have authority to create files or directly access the \IFS\Root. The CSV file will then need to be copied from the local directory where they are created to an IFS directory that the user wants to use for the Offline Rebate Master Import Files (<b>RBMOF.CSV</b> and <b>RBIOF.CSV</b>).</p> <p>Additionally, the <b>Create CSV</b> button will be selected when the user is updating the <i>OfflineRebate.xls</i> workbook directly in their user directory on the \IFS\Root.</p> <p>Press the <b>Create CSV</b> button to take the data from the <b>RBMOF</b> and <b>RBIOF</b> worksheets and create the Offline Rebate Master Import Files (<b>RBMOF.CSV</b> and <b>RBIOF.CSV</b>) that will be used in the update.</p>

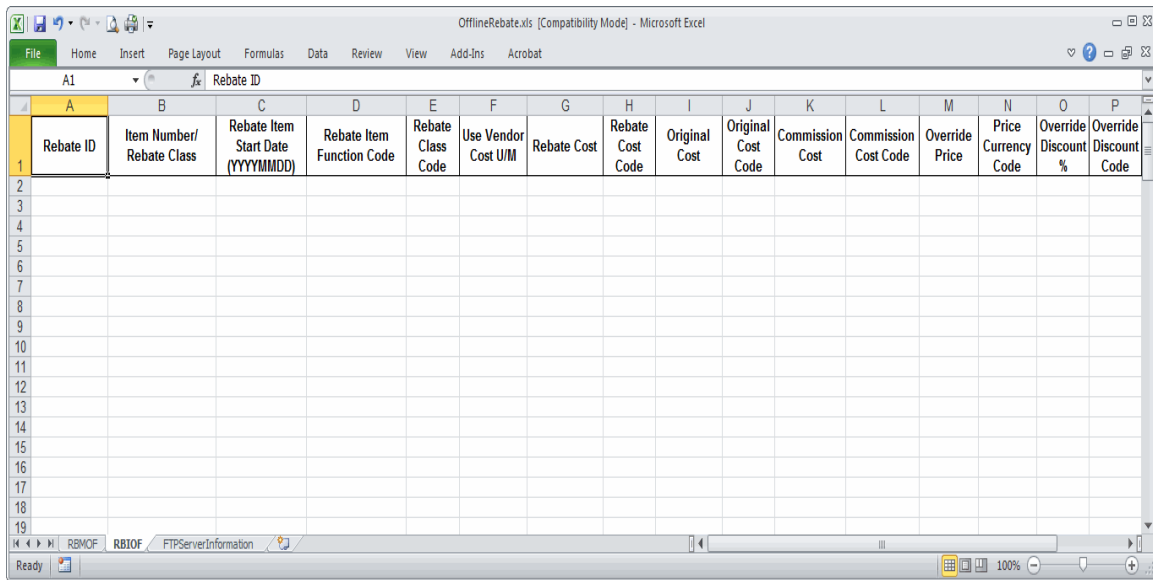
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**Offline Rebate Master Worksheet Fields and Buttons**

Fields/Buttons	Description
FTP Upload	<p>Select the <b>FTP Upload</b> button instead of the <b>Create CSV</b> button if your System i User ID has authority to create the Offline Rebate Master Import Files (RBMOF.CSV and RBIOF.CSV) in an IFS directory. The <b>FTP Upload</b> button will display a pop-up window to confirm the default data on the <b>FTPServerInformation</b> workbook tab. Accepting that window will then create and transfer the Offline Rebate Master Import Files (RBMOF.CSV and RBIOF.CSV) to the user's \IFS\Root directory path specified for update.</p> <p>Press the <b>FTP Upload</b> button to take the data from the RBMOF and RBIOF worksheets and create the Offline Rebate Master Import Files (RBMOF.CSV and RBIOF.CSV) that will be used in the update and transfer the file to the directory path specified on the FTP Upload Pop-Up Window (p. 8-21).</p> <p>This field represents the folder structure that is used for the OfflineRebate.xls and Offline Rebate Master Import Files (RBMOF.CSV and RBIOF.CSV)</p>

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## Offline Rebate Maintenance Worksheet - Rebate Item Master



The Offline Rebate Maintenance Worksheet - Rebate Item Master sample is the **RBIOF** tab of the Excel OfflineRebate.xls that is downloaded from selecting sub-option **1** on the Offline Rebate Maintenance Screen (p. 8-3). This second worksheet is used to add, change, suspend and reactivate Rebate Item records; each row represents one Rebate ID/Item record.

**NOTE:** The worksheet field **Use Vendor Cost U/M** is used to indicate that the costs and prices for an item are entered in the vendor's cost U/M as defined in Vendor/Item Maintenance (MENU POFILE). When the **Use Vendor Cost U/M** field is set to **Y**, the cost and price values in the worksheet will be converted to the Item Master Pricing U/M before updating the Item Rebate Master File (ITRBT).

### Important

The columns of data on each of the worksheets **MUST** remain in the exact sequence in which they are provided. Failure to do this will result in incorrect data uploads.

### Offline Item Rebate Master Worksheet Fields and Buttons

Fields/Buttons	Description
Rebate ID	Use this field to identify the rebate to be maintained. If changing or deleting an existing rebate, you must key a previously created valid rebate ID. If creating a new rebate, you must key a non-existing rebate ID. (A 10) Required

### Offline Item Rebate Master Worksheet Fields and Buttons

Fields/Buttons	Description
Item Number	<p>Use this field to add an item to those included in the rebate or change the rebate cost information for an item already included in the rebate. Additionally, the item number will be used to select an item for suspension or reactivation within a rebate.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE).</p> <p>(A 27) Required</p>
Rebate Start Date	<p>Use this field to identify the earliest date on which this item qualifies for this rebate. This date will be used in conjunction with the <b>Rebate End Date</b> to determine whether or not the item qualifies for the rebate.</p> <p><i>Valid Values:</i> A valid date keyed in YYYYMMDD format that is less than the <b>Rebate Master End Date</b> and/or <b>Rebate Master Review Date</b> field</p> <p>(N 8,0) Required</p>
Rebate Item Function Code	<p>Use this field to specify an action for the item or item rebate class. You can select to change, delete, include comments, suspend, or reinstate an rebate item or item rebate class.</p> <p>Key <b>A</b> to add a new item or item rebate class to a rebate.</p> <p>Key <b>C</b> to change rebate cost/price information for a item or item rebate class line.</p> <p>Key <b>S</b> to suspend the item or item rebate class. If the rebate has been used, you can suspend the item or item rebate class if you no longer want to include it in the rebate. To suspend the entire rebate, use the <b>Suspend</b> field on the RBMOF worksheet</p> <p>Key <b>R</b> to reinstate a suspended item or item rebate class.</p> <p><i>Valid Values:</i> A, C, S, R</p> <p>(A 1) Optional</p>
Rebate Class Code	<p>Use this field to add an item rebate class to those included in the rebate or change the rebate cost information for an item rebate class already included in the rebate.</p> <p><i>Valid Values:</i> An item rebate class defined through Item Rebate Classes Maintenance (MENU OERFILE).</p> <p>(A 5) Optional</p>

**Offline Item Rebate Master Worksheet Fields and Buttons**

Fields/Buttons	Description
Use Vendor Cost U/M	<p>The <b>Use Vendor Cost U/M</b> field is used to indicate that the costs and prices for an item may be entered in the vendor's cost U/M as defined in Vendor/Item Maintenance (MENU POFILE). This field is required when making changes to fields that affect cost.</p> <p>Key <b>Y</b> to enter the cost and price values in the vendor's cost U/M. The worksheet values will be converted to the Item Master Pricing U/M before updating the Item Rebate Master File (ITRBT).</p> <p>Key <b>N</b> to enter the cost and price values based on the Item Master Pricing U/M.</p> <p>(A 1) Required/Optional</p>
Rebate Cost	<p>For the selected item in this rebate, the rebate cost is the unit cost of the item used in order entry when the item is subject to this rebate.</p> <p>Dependent upon each other, what is keyed in the <b>Rebate Cost</b> and <b>Rebate Cost Code</b> fields have a direct affect upon each other. The following relationships are possible:</p> <ul style="list-style-type: none"> <li>• If you key an <b>F</b> (fixed) in the <b>Rebate Cost Code</b> field, then the amount that you key in the related <b>Rebate Cost</b> field will be the actual rebate cost.</li> <li>• If you key a <b>\$</b> (dollar) in the <b>Rebate Cost Code</b> field, then the amount you key in the related <b>Rebate Cost</b> field will be a dollar amount off the original cost. If you leave this field blank, 0 is assumed, resulting in a rebate cost of 0 dollars off the original.</li> <li>• If you key a <b>%</b> (percent) in the rebate <b>Rebate Cost Code</b> field, then the amount that you key in the related <b>Rebate Cost</b> field will be a percentage amount off the original cost. If you leave this field blank, 0 is assumed, resulting in a rebate cost of 0 percent off the original.</li> </ul> <hr/> <p>NOTE: When International Currency is installed and activated, key the cost in the vendor's currency.</p> <hr/> <p>(N 15,5) Required/Optional</p>
Rebate Cost Code	<p>The rebate cost code identifies if this rebate cost amount is a fixed amount, a dollar amount off the original cost, or a percentage off the original cost.</p> <p>Key the rebate cost code that applies to the <b>Rebate Cost</b> field.</p> <p><i>Valid Values:</i> F, \$,%</p> <p>(A 1) Optional/Required</p>

### Offline Item Rebate Master Worksheet Fields and Buttons

Fields/Buttons	Description
Original Cost	<p>Use this field to identify the fixed original cost for the selected item in this rebate. The original cost is the cost used to determine the rebate cost if the original cost is not a fixed amount. You specify which cost of the item will be used as the item's original cost, or a fixed original dollar amount.</p> <p>Key the amount of the original cost for this item if it is a fixed cost. You must also key <b>F</b> (fixed) in the related <b>Original Cost Code</b> field.</p> <p>If you specify an original cost <b>Cd</b> other than <b>F</b> (fixed), do not key a monetary amount in the original <b>Cost</b> field, key one of the following in the <b>Cd</b> field:</p> <hr/> <p>NOTE: When If International Currency is installed and activated, key the cost in the vendor's currency; the currency symbol displays in the column heading.</p> <hr/> <p>(N 15,5) Required/Optional</p>
Original Cost Code	<p>Use this field to identify the original cost for the selected item in this rebate. You specify which cost of the item will be used as the item's original cost, or a fixed original dollar amount.</p> <p>The Original Cost Code qualifies the value to be used to determine the rebate cost if the original cost is not a fixed amount. You specify which cost of the item will be used as the item's original cost, or a fixed original dollar amount</p> <ul style="list-style-type: none"> <li>• Key <b>A</b> to use the average cost as defined for the item and warehouse through Item Balance Maintenance (MENU IAFILE)</li> <li>• Key <b>F</b> to use a fixed amount as the original cost</li> <li>• Key <b>L</b> to use the last cost defined for the item and warehouse</li> <li>• Key <b>O</b> to use the original cost from the order.</li> </ul> <hr/> <p>NOTE: For original cost basis of lot/serial items, the rebate will be based off the item's average cost, not the original lot/serial cost, even if the Warehouse Management Options (MENU WMFILE) to <b>Use Average Cost for Lot Items</b> and <b>Use Average Cost for Serial Items</b> are set to <b>N</b>.</p> <hr/> <ul style="list-style-type: none"> <li>• Key <b>S</b> to use the standard cost defined for the item and warehouse</li> <li>• Key <b>U</b> to use the user cost defined for the item and warehouse</li> <li>• Key <b>V</b> to use the vendor/item cost as defined for this vendor and item through Vendor/Item Information Maintenance (MENU POFILE).</li> </ul> <p><i>Valid Values: A, L, O, S, U, V</i></p> <p>(A 1) Required/Optional</p>

**Offline Item Rebate Master Worksheet Fields and Buttons**

Fields/Buttons	Description
Commission Cost	<p>Use the <b>Commission Cost</b> and the <b>Commission Cost Code</b> for the selected item to identify the cost that is used for the purpose of tracking sales representatives' commissions. It will be retained for an item in order history.</p> <p>If you specify an <b>Original Cost Code</b> other than <b>F</b> (fixed), the value and code that you specify relate to the normal commission cost specified with the <b>Commission Cost Flag</b> in Order Entry Options Maintenance (MENU XAFILE).</p> <hr/> <p>NOTE: When International Currency is installed and activated, key the cost in the vendor's currency.</p> <hr/> <p>(N 15,5) Required/Optional</p>
Commission Cost Code	<p>Dependent upon each other, what is keyed in <b>Commission Cost</b> and the <b>Commission Cost Code</b> fields have a direct affect upon the other. The following relationships are possible:</p> <ul style="list-style-type: none"> <li>• If you key an <b>F</b> (fixed) in the <b>Commission Cost Code</b> field, then the amount that you key in the related commission <b>Cost</b> field will be the actual commission cost.</li> <li>• If you key a <b>\$</b> (dollar) in the <b>Commission Cost Code</b> field, then the amount you key in the related commission <b>Cost</b> field will be a dollar amount off the normal commission cost (normal commission cost is specified in Order Entry Options.)</li> <li>• If you key a <b>%</b> (percent) in the <b>Commission Cost Code</b> field, then the amount that you key in the related commission <b>Cost</b> field will be a percentage amount off the normal commission cost.</li> <li>• If you key an <b>L</b> (load factor) in the <b>Commission Cost Code</b> field, then you need to leave the amount blank in the related commission <b>Cost</b> field. Load Factors will either be applied to the Rebate Cost (if <b>Use Rebate Cost as Base Comm Cost</b> in Rebate Options Maintenance is <b>Y</b>), or to the normal commission cost which is specified in the <b>Commission Cost Flag</b> field in Order Entry Options Maintenance (MENU XAFILE).</li> </ul> <hr/> <p>(A 1) Required/Optional</p>



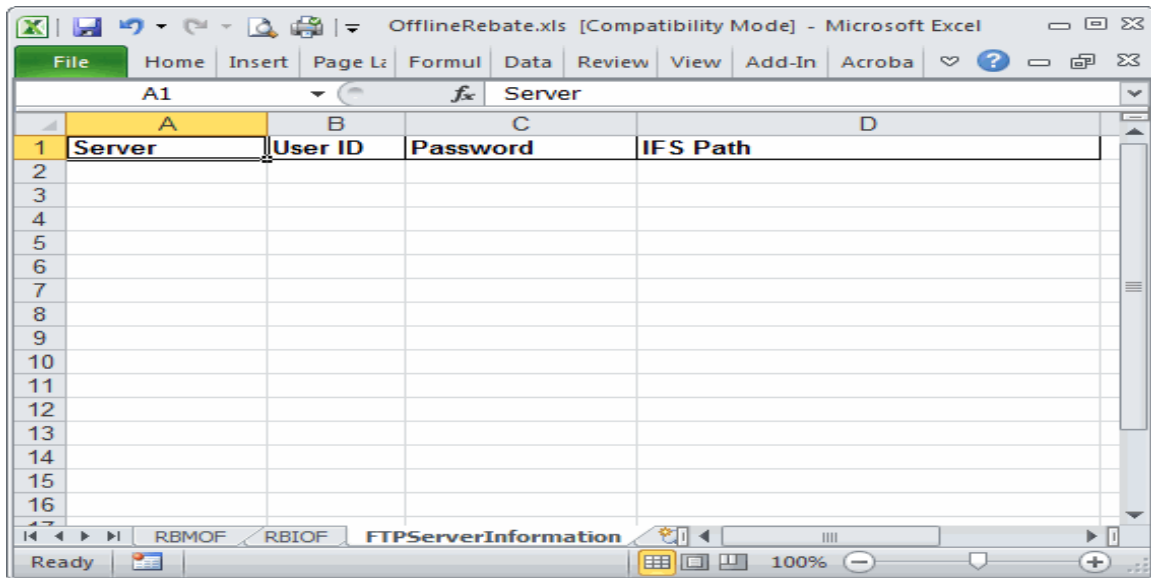
### Offline Item Rebate Master Worksheet Fields and Buttons

Fields/Buttons	Description
Override Price	<p>Use this field to specify an optional override of the final price of the item when this vendor rebate is in effect. The amount that you key in this field will override any other pricing that has been set up for the customer/item, including any defined through contract pricing or defined for quantity discounts.</p> <p>Leave this field blank if you do not wish to apply override pricing in order entry for this item. Customer/item pricing will apply as it would without a vendor rebate.</p> <hr/> <p>NOTE: When International Currency is installed and activated, key the price in the rebate's currency.</p> <hr/> <p>(N 15,5) Optional</p>
Price Currency Code	<p>This field is used only if International Currency is installed and activated. Use this field to specify the currency that the price of this rebate will be keyed in.</p> <p><i>Valid Values:</i> A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).</p> <p>(A 3) Required</p>
Override Discount %	<p>Use this field to specify an optional overriding percent discount or markup for this item when this vendor rebate is in effect. This override takes precedence over any other pricing that has been set up for the customer/item, including any defined through contract pricing or defined for quantity discounts.</p> <p>The percentage that you key will be reduced from the base price, or added to the base price or original cost to determine the new final price depending on your selection in the <b>Override Discount Code</b> field:</p> <p><i>Valid Values:</i> a percentage amount of <b>99.99</b> or less in the <b>Override Discount %</b> field if you key a <b>D</b> or <b>G</b> in the <b>Override Discount Code</b> field; a percentage amount of <b>100</b> or less in the <b>Discount %</b> field if you key <b>M</b> in the <b>Cd</b> field</p> <p>(N 11,5 ) Optional</p>
Override Discount Code	<p>Use this field to identify the value keyed in the <b>Override Discount %</b> field.</p> <ul style="list-style-type: none"> <li>• Key <b>D</b> (discount) to deduct the amount of the percentage keyed in the <b>Discount %</b> field from the base price of the item to calculate the item's final price.</li> <li>• Key <b>M</b> (markup) to add the amount of the percentage keyed in the <b>Discount %</b> field to the cost of the item to calculate the item's final price.</li> <li>• Key <b>G</b> (gross margin) to add the amount of the percentage keyed in the <b>Discount %</b> field to the original cost of the item to calculate the item's final price.</li> </ul> <p>(A 1) Required/Optional</p>

### Offline Item Rebate Master Worksheet Fields and Buttons

Fields/Buttons	Description
Quantity Limit	<p>This field appears only when you are working with rebate items; it does not appear when working with item rebate classes.</p> <p>Use this field to limit the quantity of items, in the item's primary unit of measure, for which a rebate may be used for this item. When this quantity of the item is ordered within the <b>Start Date</b> and <b>End Date</b> range, the vendor rebate will no longer be applied to the item's cost.</p> <p>(N 11,3) Optional</p>
Rebate Item End Date	<p>Use this field to identify the ending date on which this item will no longer be valid in this rebate. This date is used in conjunction with the <b>Start Date</b> to determine whether or not the rebate is applicable.</p> <p><i>Valid Values:</i> A valid date keyed in YYYYMMDD format that is greater than the <b>Rebate Item Start Date</b> and/or <b>Rebate Item Review Date</b> field</p> <p>(N 8,0) Optional</p>
Rebate Item Review Date	<p>Use this field to specify the date on which this item should be reviewed. If a date is keyed here, it takes precedence over the rebate master review date specified.</p> <p><i>Valid Values:</i> A valid date keyed in YYYYMMDD format equal to or later than the start date and earlier than or equal to the end date.</p> <p>(N 6,0) Optional</p>

## Offline Rebate FTP Server Information Worksheet



The Offline Rebate FTP Server Information Worksheet sample is the **FTPServerInformation** tab of the Excel *OfflineRebate.xls* that is downloaded from selecting sub-option 1 on the Offline Rebate Maintenance Screen (p. 8-3). This third worksheet has the **FTPServerInformation** to capture server and user information for the System i.

### Offline Rebate FTP Server Information Worksheet

Fields/Buttons	Description
Server	Use to select the System i /IFS/Root directory that will be updated with the .CSV files to be uploaded. Key the Server IP address or the system name where the Offline Rebate Import Files (RBMOF.CSV and RBIOF.CSV) will be updated.
User ID	Key the System i User ID that will be used to access the System i and process the Offline Rebate Import Files.
Password	Key the System i password for the specified <b>User ID</b> .
IFS Path	This field represents the folder structure that is used for the <i>OfflineRebate.xls</i> and Offline Rebate Master Import Files (RBMOF.CSV and RBIOF.CSV) Key the IFS Path where the Offline Rebate Import File (RBMOF.CSV and RBIOF.CSV) will be located on the server. If this path is left blank, the Offline Rebate Import File (RBMOF.CSV and RBIOF.CSV) will be updated to the /APLUS/IMPORT/REBATES/<USER ID> directory on the server.



## FTP Upload Pop-Up Window

This pop-up window appears when you press the **FTP Upload** button on the Offline Rebate Maintenance Worksheet - Rebate Master (p. 8-6). Default information from the **FTP Server Information** worksheet is displayed.

### FTP Upload Pop-Up Window

Fields/Buttons	Description
Server	Use to select the System i /IFS/Root directory that will be updated with the .CSV file to be updated. Key the Server IP address or the system name where the Offline Rebate Import File (RBMOF.CSV and RBIOF.CSV) will be updated. <i>Default Value:</i> the <b>Server</b> field from the Offline Rebate FTP Server Information Worksheet (p. 8-19)
User ID	Key the System i User ID that created the OfflineRebate.xls. <i>Default Value:</i> the <b>User ID</b> field from the Offline Rebate FTP Server Information Worksheet (p. 8-19)
Password	Key the System i password for the specified <b>User ID</b> . <i>Default Value:</i> the <b>User ID</b> field from the Offline Rebate FTP Server Information Worksheet (p. 8-19)

### FTP Upload Pop-Up Window

Fields/Buttons	Description
IFS Path	<p>This field represents the folder structure that is used for the OfflineRebate.xls and Offline Rebate Master Import File (RBMOF.CSV and RBIOF.CSV)</p> <p>Key the IFS Path where the Offline Rebate Import File (RBMOF.CSV and RBIOF.CSV) will be located on the server.</p> <p>If this path is left blank, the Offline Rebate Import File (RBMOF.CSV and RBIOF.CSV) will be updated to the /APLUS/IMPORT/REBATES/&lt;USER ID&gt; directory on the server.</p> <p><i>Default Value:</i> the <b>IFS Path</b> field from the Offline Rebate FTP Server Information Worksheet (p. 8-19)</p>

---

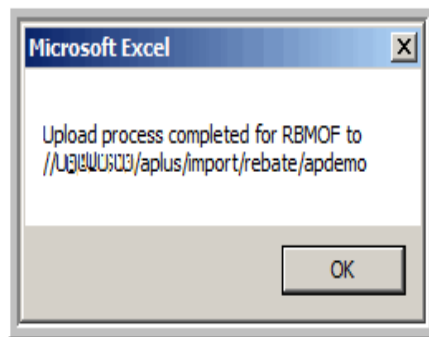
---

**FTP Upload Pop-Up Window**

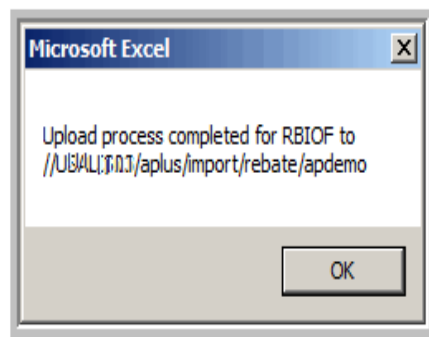
Fields/Buttons	Description
----------------	-------------

OK	<p>Press <b>OK</b> to create the Offline Rebate Import Files (RBMOF.CSV and RBIOF.CSV) and FTP them to the System i directory specified in the <b>IFS Path</b> field. If the <b>IFS Path</b> is blank, then the path /APLUS/IMPORT/REBATE/&lt;USER ID&gt; will default in and be used when you press <b>OK</b> on the window.</p>
----	---

The following message displays when the Offline Rebate Master Import File (RBMOF.CSV) has been transferred to the IFS directory. Press **OK** to continue the process.



The following message displays when the Offline Rebate Item Master Import File (RBIOF.CSV) has been transferred to the IFS directory. Press **OK** to continue the process.



When the window closes, go to Offline Rebate Maintenance (MENU OERFILE) to continue the process, and import the rebate transactions.

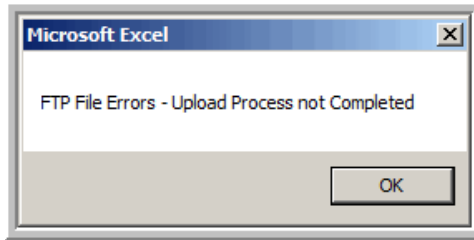
Cancel	<p>Press <b>CANCEL</b> to abort the import of the Offline Rebate Import Files (RBMOF.CSV and RBIOF.CSV) to the directory specified in the <b>IFS Path</b> field on the FTP Upload Pop-Up Window (p. 8-21).</p>
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### FTP Upload Pop-Up Window

Fields/Buttons	Description
----------------	-------------

Error Message Box      If the message box below displays, check the following information on the **FTPServerInformation** tab:



1. Your Server ID.
  2. Requires a valid System i User ID.
  3. Requires an accurate and active password for the User ID.
  4. The IFS path is invalid, verify setup including slashes.  
/APLUS/IMPORT/REBATE/<User ID>
  5. There was some sort of communication error that is preventing you from transferring files to the System i.
-



## Offline Rebate Errors/Warnings Report

Rebate ID	Item Number/Rebate Class	Start Dt	Func	Type	Message Text
OER130	07/23/13 17:05:51				OFFLINE REBATE ERROR/WARNINGS
					AG/APDEMO PAGE: 1
REBATE#1			F	*	Error 10: Function code must be 'A' or 'C'.
					Rebate Master Errors: 1
					Rebate Master Warnings: 0
					Item Rebate Errors: 0
					Item Rebate Warnings: 0
					* Additional errors may exist for this record.

This report prints for any error or warning message that was found in the Offline Rebate Master Maintenance process, which will prevent the change or addition from being updated/created. Review the report against the original worksheet that was keyed and correct the fields in error to be processed again.

If you are unsure of what a message is telling you, display the message and its second level help text for additional information by keying: `DSPMSGD RANGE(USRnnnn) MSGF(DWERR)` and press `ENTER`, where `nnnn` is the MIC message number printed on the report.

### Offline Rebate Errors/Warnings Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
Rebate ID	The rebate ID being added or maintained.
Item Number	The item number within this rebate being added or maintained.
Rebate Class	In place of an item number, the item rebate class being added or maintained.
Start Dt	The rebate start date for the rebate or the item within the rebate that indicates the date of availability for the cost/prices on this rebate.
Func	The function code (A, C, S, R) for the transaction in error.
Type	The type field will display <b>*ERROR</b> or <b>*WARNING</b> to advise how serious this notification is. Transactions marked <b>*ERROR</b> did not continue processing.

### Offline Rebate Errors/Warnings Report

Report/Listing Fields	Description
Message Text	<p>The message text is the System i error message number that would have been issued if the requested change was being keyed by the user.</p> <p>Use the following command to review the error message and the second level help text inserting the error message number to the <b>USRnnnn</b> parameter.</p> <p><b>DSPMSGD RANGE(USRnnnn) MSGF(DWERR)</b></p> <p>Select the option to <b>Display Message Text</b> to view the error message and the associated second level help text.</p>
Number of Errors	<p>Provided at 4 levels, the total number of transactions on this worksheet that did not successfully pass the edit check process.</p> <hr/> <p>NOTE: Once an error is found for a rebate transaction, the edit checking process stops for the remainder of the fields in that transaction.</p> <hr/> <ul style="list-style-type: none"> <li>• Rebate Master Errors - These rebate master transactions did not update the Rebate Master File. Correct the transaction data and resubmit.</li> <li>• Rebate Master Warnings - These rebate master transactions did update the Rebate Master File, but a warning message regarding that transaction is being provided to you.</li> <li>• Rebate Item Master Errors - These item rebate master transactions did not update the Item Rebate Master File. Correct the transaction data and resubmit.</li> <li>• Rebate Item Master Warnings - These item rebate master transactions did update the Item Rebate Master File, but a warning message regarding that transaction is being provided to you.</li> </ul>

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Use the Rebate Extract option on the Order Entry Rebate Main Menu (MENU OERMAIN) to submit a job that searches for invoiced items with rebates in order history based on the selection criteria you provide. The extract job builds a file of invoiced items with rebates. You can then review and maintain the extracted rebates, print reports, file rebates with the rebate vendor, and post the rebate transactions to either Accounts Payable or Accounts Receivable.

The Rebate Extract option submits a job to the Transaction Processor with a job description of Vendor Rebate Extract, job name OER140PQ. You can control this job, for the Order Entry (OE) application, through the Transaction Processor Configuration option (MENU XACFIG).

---

## Rebate Extract

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Rebate Extract Screen	Use to specify limits for the extraction of rebates.
Rebate Extract Vendor Selection List Screen	Use to provide a list of up to 20 vendors for the rebate extract.
Rebate Extract Errors Report	Prints extract process errors.

---

## Rebate Extract Screen

```

                                REBATE_EXTRACT

Job Template:  _ .....   Modify Selections:  N

Reference Vendor? .....
Rebate ID:    .....
Bid Number:   .....
Rebate Contract: .....
Filing Frequency? ..
Invoice Date:  .....   To: .....
Company?     ...

F3=Cancel    F4=Ref Vendor List    F5=Rebates    F9=Job Template List
```

This screen appears after selecting option 1 - Rebate Extract from the Order Entry Rebate Main Menu (MENU OERFILE). Use this screen to specify the criteria to use to extract rebates. Only rebates that match the criteria you specify will be extracted and available for maintenance.

You also have the option to select the job template to be used for the Vendor Rebate Extract.

---

**Rebate Extract Screen Fields and Function Keys**

Field/Function Keys	Description
Job Template	<p>Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.</p> <p>For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.</p> <p>If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key <b>N</b> in the <b>Modify Selections</b> field. You will then bypass all the output parameter screens.</p> <p>If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key <b>Y</b> in the <b>Modify Selections</b> field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.</p> <p>If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.</p> <hr/> <p>NOTE: To review a list of existing job templates that have been created for the Vendor Rebate Extract job, press F9=JOB TEMPLATE LIST.</p> <hr/> <p><i>Valid Values:</i> A job template defined for Vendor Rebate Extract jobs (that is, OER140PQ) through Job Template Maintenance (MENU XAFILE).</p> <p>(A 10) Optional</p>

---

## Rebate Extract Screen Fields and Function Keys

Field/Function Keys	Description
Modify Selections	<p>If using a job template (you keyed a job template name in the <b>Job Template</b> field on this screen or select one with F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.</p> <p>Key <b>Y</b> if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key <b>Y</b>, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.</p> <p>Key <b>N</b> if you want to use the template as-is and you do not want to make any modifications. If you key <b>N</b>, a series of selections screens will not be displayed.</p> <p><i>Valid Values:</i> Y or N; cannot be Y if the <b>Job Template</b> field is blank.</p> <p>(A 1) Optional</p>
Reference Vendor	<p>Use this field to specify a reference vendor to limit the rebate extract to rebates assigned a particular reference vendor. The reference vendor is assigned to a rebate on the Rebate Information Screen (p. 2-8).</p> <p>If you want to include rebates for more than one reference vendor, leave this field blank and use the F4=REF VENDOR LIST function key to provide a list of up to 20 vendors.</p> <p>To include all vendors, leave this field and the Rebate Extract Vendor Selection List Screen (p. 9-7) blank.</p> <p><i>Valid Values:</i> A vendor defined through Vendor Master Maintenance (MENU POFILE).</p> <p>(A 6) Optional</p>
Rebate ID	<p>Use this field to specify the rebate ID to limit the extract to rebates with a particular rebate ID. Rebate IDs are specified on the Rebate Maintenance Selection Screen (p. 2-3) or assigned by the system when rebates are created from a bid.</p> <p>Leave this field blank to include all rebates, regardless of rebate ID.</p> <p>To select from a list of rebates, use the F5=REBATES function key.</p> <p>(A 10) Optional</p>
Bid No	<p>Use this field to specify a bid number to limit the extract to rebates created by a particular bid number.</p> <p>Leave this field blank to include all rebates, regardless of bid number.</p> <p>(A 10) Optional</p>

### Rebate Extract Screen Fields and Function Keys

Field/Function Keys	Description
Rebate Contract	<p>Use this field to specify a rebate contract number to limit the extract by contact number. Rebate contract numbers are assigned on the Rebate Maintenance Selection Screen (p. 2-3).</p> <p>Leave this field blank to include all rebates, regardless of contract numbers.</p> <p>(A 20) Optional</p>
Filing Frequency	<p>Use this field to specify a filing frequency code to limit the extract to rebates with a particular filing frequency. The filing frequency is assigned to a rebate on the Rebate Information Screen (p. 2-8)</p> <p>Key the filing frequency code or key an asterisk (*) to include all rebates, regardless of filing frequency.</p> <p><i>Default Value:</i> * (asterisk)</p> <p><i>Valid Values:</i> A filing frequency code defined through Filing Frequency Maintenance (MENU OERFILE).</p> <p>(A 1) Optional</p>
Invoice Date	<p>Use this field to specify an invoice date, or date range, to limit the extract to orders invoiced within the range.</p> <p>Leave this field blank to include all rebates, regardless of the order's invoice date. The invoice date can be added to an order on the Second Header Screen within Enter, Change, and Ship Orders (MENU OEMAIN).</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(2 @ N 6,0) Optional</p>
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to specify a company number to limit the extract to orders and rebates for a specific company.</p> <p>Leave this field blank to include rebates for all companies.</p> <p><i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Optional</p>
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F4=Ref Vendor List	Press <b>F4=REF VENDOR LIST</b> if you want to include rebates for more than one reference vendor in the extract limits. The Rebate Extract Vendor Selection List Screen (p. 9-7) appears.
F5=Rebates	Press <b>F5=REBATES</b> to display a list of rebates. The Rebate List Screen (p. 2-5) appears.

### Rebate Extract Screen Fields and Function Keys

Field/Function Keys	Description
F9=Job Template List	<p>Press <b>F9=JOB TEMPLATE LIST</b> to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Vendor Rebate Extract jobs.</p> <p>Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. The job will be sent to the Transaction Processor and a message will appear. Press <b>ENTER</b> to acknowledge the message.</p>

---





**Rebate Extract Vendor Selection List Screen Fields and Function Keys**

---

<b>Field/Function Keys</b>	<b>Description</b>
Find	<p>Use this field to activate the Vendor Search feature when you do not know the vendor's number.</p> <p>Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press <b>ENTER</b> to display the Vendor Search Screen.</p> <p>To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the <b>City</b> field as well.</p> <p>For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>When using the <b>Find</b> field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field.</p> <p>If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the <b>Find</b> field.</p> <p>For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Rebate Extract Screen (p. 9-2) without saving your entries.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. The Rebate Extract Screen (p. 9-2) appears.</p>

---

## Rebate Extract Errors Report

Vendor	Company	Customer	Name	Suspended	Extract
1054	01	1054	Financial Services	YES	26

This report prints after you run the Rebate Extract option and there are errors found. If the vendor's rebate type is A/R, but no A/R customer number has been assigned in the Vendor/Customer Master file (VNCUS) the name column will say "**Invalid Customer**". Additionally, if the assigned A/R customer number is suspended in the Customer Master File (CUSMS) that customer will be shown.



Use the Rebate Extract Maintenance option on the Order Entry Rebate Main Menu (MENU OERMAIN) to maintain extracted rebate information. There is one rebate extract per vendor, rebate, extract date, company, and apply for rebate setting. For rebate extracts, you can maintain the rebate information, item information for items included in the rebate, and order information for order included in the rebate. Comments can be reviewed and maintained for the extract; item and extract; order, item, and extract; and the order and extract.

## Rebate Extract Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Rebate Extract Maintenance Prompt Screen	Use to provide the ID of the extract you want to maintain.
Rebate Extract Selection Screen	Use to select rebate extracts for an action (such as maintenance, reporting, filing, or posting).
Rebate Extract Maintenance Header Screen	Displays header information for the rebate. Use to review and make changes.
Rebate Extract Maintenance Item List Screen	Displays a list of invoiced items from orders that qualified for the rebate and are included in the extract you are maintaining.
Rebate Extract Maintenance Item Screen	Used to review and change information about the items included in the rebate extract.
Rebate Extract Maintenance Order List Screen	Displays a list of orders for the items included in the rebate extract.

<b>Title</b>	<b>Purpose</b>
Rebate Extract Maintenance Order Detail Screen	Displays detailed information about a selected order.
Rebate Extract Maintenance Order Header Screen	Displays header information about a selected order.

---

## Rebate Extract Maintenance Prompt Screen

```

REBATE EXTRACT MAINTENANCE PROMPT

Extract: _.....

F3=Exit    F4=Extract List
  
```

This screen appears after selecting option [2](#) - Rebate Extract Maintenance from the Order Entry Rebate Main Menu (MENU OERMAIN). Use this screen to specify the ID of the rebate extract you want to maintain.

### Rebate Extract Maintenance Prompt Screen Fields and Function Keys

Field/Function Keys	Description
Extract	Use this field to specify the ID of the rebate extract you want to maintain. To select from a list of IDs, use the <a href="#">F4=EXTRACT LIST</a> function key. (N 15,0) Required
F2=Next Extract	The <a href="#">F2=NEXT EXTRACT</a> function key appears if you selected more than one rebate on the Rebate Extract Selection Screen (p. 10-4). Press the <a href="#">F2=NEXT EXTRACT</a> function key to work with the next rebate extract in the list.
F3=Exit	Press the <a href="#">F3=EXIT</a> function key to cancel this option and return to the menu.
F4=Extract List	Press the <a href="#">F4=EXTRACT LIST</a> function key review a list of rebate extracts available for maintenance. The Rebate Extract Selection Screen (p. 10-4) appears.
Enter	Press <a href="#">ENTER</a> to confirm your entry. The Rebate Extract Maintenance Header Screen (p. 10-12) appears.

## Rebate Extract Selection Screen

```

REBATE EXTRACT SELECTION          * Not Maintained *
      * MAINTENANCE *
Opt  Extract Vendor Rebate ID Bid No Co From Inv To Inv Extract
     1 1500 SUPPLIES          01   Date   Date   Date
-   2 IC1000 IC              01
..  3 IC1000 IC              01
..                                     7/26/10
                                     8/02/10
                                     8/02/10
                                     Last
Vendor: ..... Rebate ID: ..... Bid No: ..... Co? ...
From Invoice Date: ..... To Invoice Date: ..... Extract Date: .....
Filing Freq? *: Rebate Contract: .....

F2=Maintained          F9=Review
F4=Contract/Filing Freq  F10=End          F11=Select All
    
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is OE165FM\_SELECT.

You can access this screen from the

- Rebate Extract Selection Review Screen (p. 10-8) by pressing the F9=ENTER/SELECT key
- Rebate Extract Reporting Screen (p. 11-7) by pressing the F4=EXTRACT SELECTION key
- Rebate Extract Filing Screen (p. 12-7) by pressing the F4=EXTRACT SELECTION key
- Rebate Extract Posting Screen (p. 13-6) by pressing the F4=EXTRACT SELECTION key.

Use this screen to select a rebate extract for maintenance. The heading **MAINTENANCE** displays below the screen title so you know that you are making selections for maintenance.

### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Mode	The mode of data displayed, either <b>*Not Maintained*</b> , <b>*Maintained*</b> , or <b>*All*</b> based on the F2=MAINTAINED / F2=NOT MAINTAINED / F2=ALL toggle key.
Opt	Use this field to select a rebate extract to be included in a group for further processing. Key <b>S</b> to select the rebate extract. <i>Valid Values:</i> S or blank. (A 1) Optional



### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Extract ID	The Extract ID included in this reporting group. Display
Vendor	The vendor selected to be included in the extract. Display
Rebate ID	The specific rebate associated with the vendor. Display
Bid No	The bid number, if any, associated with the rebate. Display
Co	The company associated with the extracted rebates. Display
From Inv Date	The beginning invoice date range for the selection of order data. Display
To Inv Date	The ending invoice date range for the selection of order data. Display
Extract Date	The date on which the rebate extract group was created.
Vendor	Use this field to limit the list of rebate extracts by the reference vendor associated with the rebate. <i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE). (A 6) Optional
Rebate ID	Use this field to limit the list of rebate extracts by the rebate ID. <i>Valid Values:</i> The ID for a rebate created through Rebates Maintenance (MENU OERFILE). (A 10) Optional
Bid No	Use this field to limit the list of rebate extracts by the bid number. <i>Valid Values:</i> A valid bid number defined through Enter, Change, Delete Bids (MENU BQMAIN). (A 10) Optional

**Rebate Extract Selection Screen Fields and Function Keys**

Field/Function Keys	Description
Co	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to limit the list of rebate extracts by company number.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Optional</p>
From Invoice Date	<p>Use this field to limit the list of rebate extracts by the from invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
To Invoice Date	<p>Use this field to limit the list of rebate extracts by the to invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Extract Date	<p>Use this field to limit the list of rebate extracts by the date on which the extract was performed.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Filing Freq	<p>Use this field to limit the list of rebate extracts by filing frequency.</p> <p>Key an asterisk ( * ) to include all filing frequencies.</p> <p><i>Default Value:</i> * (asterisk)</p> <p><i>Valid Values:</i> A filing frequency defined through Filing Frequency Maintenance (MENU OERFILE) or an asterisk (*).</p> <p>(A 1) Optional</p>

### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Rebate Contract	Use this field to limit the list of rebate extracts by rebate contract number associated with the rebate. (A 20) Optional
F2=Maintained / F2=Not Maintained / F2=All	Use the F2=MAINTAINED / F2=NOT MAINTAINED / F2=ALL function key to toggle between displaying rebate extracts that have been maintained, rebate extracts that have not been maintained, and all rebate extracts. The status of the list displays in reverse image in the upper right.
F4=Contract/Filing Freq / F4=Invoice/ Extract Dates	Use the F4=CONTRACT/FILING FREQ / F4=INVOICE/EXTRACT DATES function key to toggle between displaying the rebate contract number and filing frequency or the from and to invoice date and the extract date.
F9=Review	Use the F9=REVIEW function key to display the Rebate Extract Selection Review Screen (p. 10-8) where you can choose review the selected extracts to be included in this maintenance group
F10=End	Press the F10=END function key to process the selected rebates.
F11=Select All	Press the F11=SELECT ALL function key to select all of the rebate extracts currently listed on the screen. Once selected, you may press the F9=REVIEW function key to review the extracts before pressing the F10=END function key to process the rebates; or immediately choose to process the extracts.
Enter	After keying <b>S</b> in the <b>Opt</b> field for one or more rebate extracts, press this key to select the rebate extract. These rebate extracts will be added to the list of selected extracts.

## Rebate Extract Selection Review Screen

```

REBATE EXTRACT SELECTION REVIEW * Not Maintained *
* MAINTENANCE *
Opt  Extract Id Vendor Rebate Id Bid No Co From Inv To Inv Extract
-      2 1500 SUPPLIES 01 Date Date Date
8/19/11

Last
Vendor: ..... Rebate ID: ..... Bid No: ..... Co? ...
From Invoice Date: ..... To Invoice Date: ..... Extract Date: .....
Filing Freq? *: Rebate Contract: .....

F2=Maintained          F9=Enter/Select
F4=Contract/Filing Freq  F10=End          F11=Unselect All
    
```

This screen displays when you press **F9=REVIEW** from the Rebate Extract Selection Screen (p. 10-4). Use this screen to review the list of rebates you have selected for inclusion in this maintenance group.

### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Mode	The mode of data displayed, either <b>*Not Maintained*</b> , <b>*Maintained*</b> , or <b>*All*</b> based on the F2=MAINTAINED / F2=NOT MAINTAINED / F2=ALL toggle key.
Opt	Use this field to remove a rebate extract from the list of selected rebate extracts to be maintained.  Key <b>R</b> to remove the rebate extract from the list of selected rebates.  <i>Valid Values:</i> blank or R  (A 1) Optional
Extract ID	The Extract ID included in this reporting group.  Display
Vendor	The vendor selected to be included in the extract.  Display
Rebate ID	The specific rebate associated with the vendor.  Display
Bid No	The bid number, if any, associated with the rebate.  Display

### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Co	The company associated with the extracted rebates. Display
From Inv Date	The beginning invoice date range for the selection of order data. Display
To Inv Date	The ending invoice date range for the selection of order data. Display
Extract Date	The date on which the rebate extract group was created.
Vendor	Use this field to limit the list of rebate extracts by the reference vendor associated with the rebate. <i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE). (A 6) Optional
Rebate ID	Use this field to limit the list of rebate extracts by the rebate ID. <i>Valid Values:</i> The ID for a rebate created through Rebates Maintenance (MENU OERFILE). (A 10) Optional
Bid No	Use this field to limit the list of rebate extracts by the bid number. <i>Valid Values:</i> A valid bid number defined through Enter, Change, Delete Bids (MENU BQMAIN). (A 10) Optional
Co	This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE). Use this field to limit the list of rebate extracts by company number. <i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
From Invoice Date	Use this field to limit the list of rebate extracts by the from invoice date keyed on the extract. <i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

## Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
To Invoice Date	<p>Use this field to limit the list of rebate extracts by the to invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Extract Date	<p>Use this field to limit the list of rebate extracts by the date on which the extract was performed.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE)</p> <p>(N 6,0) Required</p>
Filing Freq	<p>Use this field to limit the list of rebate extracts by filing frequency. Key an asterisk (*) to include all filing frequencies.</p> <p><i>Default Value:</i> * (asterisk)</p> <p><i>Valid Values:</i> A filing frequency defined through Filing Frequency Maintenance (MENU OERFILE) or an asterisk (*).</p> <p>(A 1) Optional</p>
Rebate Contract	<p>Use this field to limit the list of rebate extracts by rebate contract number associated with the rebate.</p> <p>(A 20) Optional</p>
F2=Maintained / F2=Not Maintained / F2=All	<p>Use the F2=MAINTAINED / F2=NOT MAINTAINED / F2=ALL function key to toggle between displaying rebate extracts that have been maintained, rebate extracts that have not been maintained, and all rebate extracts. The status of the list displays in reverse image in the upper right.</p>
F4=Contract/Filing Freq / F4=Invoice/ Extract Dates	<p>Use the F4=CONTRACT/FILING FREQ / F4=INVOICE/EXTRACT DATES function key to toggle between displaying the rebate contract number and filing frequency or the from and to invoice date and the extract date.</p>
F9=Enter/Select	<p>Use the F9=ENTER/SELECT function key to display the Rebate Extract Selection Screen (p. 10-4) where you can choose additional extracts to be included in this maintenance group.</p>
F10=End	<p>Press the F10=END function key to process the selected rebates.</p>
F11=Unselect All	<p>Press the F11=UNSELECT ALL function key to remove all of the selected extracts.</p>

**Rebate Extract Selection Screen Fields and Function Keys**

Field/Function Keys	Description
Enter	After keying <b>R</b> in the <b>Opt</b> field for one or more rebate extracts, press the <b>ENTER</b> key to remove those rebate extracts from the list of selected rebate extracts.

---

## Rebate Extract Maintenance Header Screen

```

REBATE EXTRACT MAINTENANCE HEADER
Extract:                1  Ref Vendor: 1500  ZEUS MEDICAL WHOLESALERS
Rebate ID:  SUPPLIES  Vendor 1500 Supplies Rebate      Bid No:
Company:    01 A & C Office Supply      From Invoice Date:
Filing Freq:                To Invoice Date:
Rebate Contract:                Extract Date:          7/26/10

Rebate Method: B
Apply for Rebate: Y
Vendor G/L Code? 01 Warehouse/Inventory Vendors
Business Unit? ...
Document Code: R
Document Number:
A/R Customer Number: .....1000  Zeus Medical Wholesalers
Currency Code: USD  US$  US Dollars

F12=Return  F14=Comments
    
```

This screen appears after you press **ENTER** on the Rebate Extract Maintenance Prompt Screen (p. 10-3). Use this screen to maintain vendor and rebate information for the extracted rebate.

The top portion of the screen displays the rebate information provided when the rebate was created through Rebate Master Maintenance (MENU OERMAIN) and extracted through Rebate Extract (MENU OERMAIN).

### Rebate Extract Maintenance Header Screen Fields and Function Keys

Field/Function Key	Description
Extract	The Extract ID included in this reporting group. Display
Ref Vendor	The vendor selected to be included in the extract. Display
Rebate ID	The specific rebate associated with the vendor. Display
Bid No	The bid number, if any, associated with the rebate. Display
Co	This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE). The company number used to limit the rebates. Display



---

**Rebate Extract Maintenance Header Screen Fields and Function Keys**

Field/Function Key	Description
From Invoice Date	<p><b>From Invoice Date</b> is used to limit the list of rebate extracts by the from invoice date keyed on the extract.</p> <p>Display</p>
To Invoice Date	<p><b>To Invoice Date</b> is used to limit the list of rebate extracts by the to invoice date keyed on the extract.</p> <p>Display</p>
Extract Date	<p>This field is used to limit the list of rebate extracts by the date on which the extract was performed.</p> <p>Display</p>
Filing Freq	<p>Used to limit the list of rebate extracts by filing frequency.</p> <p>Display</p>
Rebate Contract	<p>Used to limit the list of rebate extracts by rebate contract number associated with the rebate.</p> <p>Display</p>
Rebate Method	<p>For rebates that must be requested from your vendor (applied for), use this field to specify whether this rebate will be created as open invoices in Accounts Receivable or as credit memos in Accounts Payable. This field is required if the <b>Apply for Rebate</b> field is set to <b>Y</b>.</p> <p>Key <b>R</b> if rebates for this vendor should be created as open invoices in Accounts Receivable. If you key <b>R</b>, you must provide the A/R customer number.</p> <p>Key <b>P</b> if rebates for this vendor should be created as credit memos in Accounts Payable.</p> <p><i>Default Value:</i> The rebate method specified for the reference vendor through Vendors Maintenance (MENU POFILE) at the time of the rebate extract.</p> <p><i>Valid Values:</i> R, P</p> <p>(A 1) Required/Optional</p>

---

**Rebate Extract Maintenance Header Screen Fields and Function Keys**

Field/Function Key	Description
Apply for Rebate	<p>This field indicates whether you must request the rebate from the vendor, or if the rebate has already been incorporated into the costing of the items.</p> <p>Key <b>Y</b> if you have not incorporated the rebate into the costing of the items, and therefore, a request is needed to the vendor for reimbursement of this rebate. If you key <b>Y</b>, you must specify a rebate method in the <b>Rebate Method</b> field.</p> <p>Key <b>N</b> if the rebate has already been incorporated into the cost of the items, and therefore, no request is needed for reimbursement from this vendor.</p> <p><i>Default Value:</i> The value specified for this rebate through Rebate Master Maintenance (MENU OERFILE) at the time of the rebate extract.</p> <p><i>Valid Values:</i> Y, N</p> <p>(A 1) Required</p>
Vendor G/L Code	<p>Use this field to provide the vendor G/L code for posting this rebate extract to General Ledger.</p> <p><i>Default Value:</i> The vendor G/L code assigned to the reference vendor through Vendors Maintenance (MENU POFILE) at the time of the rebate extract.</p> <p><i>Valid Values:</i> A vendor G/L code defined through Vendor GL Codes Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>
Business Unit	<p>Use this field to provide a business unit for posting this rebate extract to General Ledger.</p> <p><i>Default Value:</i> The business unit assigned to the reference vendor through Vendors Maintenance (MENU POFILE) at the time of the rebate extract.</p> <p><i>Valid Values:</i> A business unit defined through Business Units Maintenance (MENU GLXFER).</p> <p>(A 2) Optional</p>
Document Code	<p>This field displays the document code for this rebate extract.</p> <p><b>P</b> displays if the rebate will create an accounts payable transaction when it is posted.</p> <p><b>R</b> displays if the rebate will create an accounts receivable transaction when it is posted.</p> <p>Display</p>
Document Number	<p>This field displays the document number for this rebate extract, either the accounts payable voucher number or the accounts receivable invoice number.</p> <p>Display</p>

---

**Rebate Extract Maintenance Header Screen Fields and Function Keys**


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Field/Function Key	Description
A/R Customer Number	<p>Use this field to specify the number of the customer to which the accounts receivable transaction will be posted for this rebate extract. This field is required if the <b>Rebate Method</b> field is set to <b>R</b>.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship to Maintenance (MENU ARFILE) for the company of the extract.</p> <p>(N 10,0) Required/Display</p>
Currency Code	<p>This field appears only if International Currency is installed and activated. This field displays the currency code assigned to the rebate through Rebate Master Maintenance (MENU OERMAIN) at the time of the extract.</p> <p>Display</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the previous screen without saving your changes.</p>
F14=Comments	<p>The <b>F14=COMMENTS</b> function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press the <b>F14=COMMENTS</b> function key to review open and closed comments for the rebate extract. The Rebate Maintenance Comment Review Screen (p. 2-54) appears. If you need to add comments, you can do so from that screen.</p>
Enter	<p>Press the <b>ENTER</b> key to confirm your entries and update the extract file for this rebate. The Rebate Extract Maintenance Item List Screen (p. 10-16) appears.</p>

---

## Rebate Extract Maintenance Item List Screen

```

REBATE EXTRACT MAINTENANCE ITEM LIST
Extract:                1  Ref Vendor: 1500  ZEUS MEDICAL WHOLESALERS
Rebate ID:  SUPPLIES  Vendor 1500 Supplies Rebate      Bid No:
Company:    01 A & C Office Supply                    From Invoice Date:
Filing Freq:                               To Invoice Date:
Rebate Contract:                               Extract Date:      7/26/10

Sel Item Number      Item Description
  1 M001             ALKA Seltzer tablets
                   Bottle of 60
  2 M002             One-A-Day Vitamins
                   Bottle of 100 tablets
  3 M003             Extra Strength Tylenol Gel-Caps
                   Bottle of 100

Sel: _

Last
F12=Return  F14=Comments
    
```

This screen appears after you press **ENTER** on the Rebate Extract Maintenance Header Screen (p. 10-12). This screen lists the items included in the extracted rebate. You can review and maintain each item included in the rebate extract.

The top portion of the screen displays the rebate information provided when the rebate was created through Rebate Master Maintenance (MENU OERMAIN) and extracted through Rebate Extract (MENU OERMAIN). For each item included in the rebate extract, the item number and description are shown.

### Rebate Extract Maintenance Item List Screen Fields and Function Keys

Field/Function Key	Description
Extract	The Extract ID included in this reporting group. Display
Ref Vendor	The vendor selected to be included in the extract. Display
Rebate ID	The specific rebate associated with the vendor. Display
Bid No	The bid number, if any, associated with the rebate. Display

---

**Rebate Extract Maintenance Item List Screen Fields and Function Keys**

Field/Function Key	Description
Co	This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE). The company number used to limit the rebates. Display
From Invoice Date	<b>From Invoice Date</b> is used to limit the list of rebate extracts by the from invoice date keyed on the extract. Display
To Invoice Date	<b>To Invoice Date</b> is used to limit the list of rebate extracts by the to invoice date keyed on the extract. Display
Extract Date	This field is used to limit the list of rebate extracts by the date on which the extract was performed. Display
Filing Freq	Used to limit the list of rebate extracts by filing frequency. Display
Rebate Contract	Used to limit the list of rebate extracts by rebate contract number associated with the rebate. Display
Sel	The reference selection number to identify the items for review or maintenance. Display
Item Number	The item number of the item included in the extracted rebate. Display
Item Description	The description of the item number of the item included in the extracted rebate. Display
Sel	Use this field to specify the line number, displayed in the <b>Sel</b> column, of the item you want to review or maintain. (A 1) Optional
F12=Return	Press the <b>F12=RETURN</b> function key to return to the Rebate Extract Maintenance Header Screen (p. 10-12).

### Rebate Extract Maintenance Item List Screen Fields and Function Keys

---

Field/Function Key	Description
F14=Comments	<p>The F14=COMMENTS function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press the F14=COMMENTS function key to review open and closed general item comments for the rebate extract. The Rebate Maintenance Comment Review Screen (p. 2-54) appears. If you need to add comments, you can do so from that screen.</p>
Enter	<p>After keying a selection number in the <b>Sel</b> field, press the ENTER key. The Rebate Extract Maintenance Item Screen (p. 10-19) appears.</p>

---

## Rebate Extract Maintenance Item Screen

```

REBATE EXTRACT MAINTENANCE ITEM
Extract:                1  Ref Vendor: 1500  ZEUS MEDICAL WHOLESALERS
Rebate ID:  SUPPLIES  Vendor 1500 Supplies Rebate      Bid No:
Company:    01 A & C Office Supply                    From Invoice Date:
Filing Freq:                               To Invoice Date:
Rebate Contract:                               Extract Date:      7/26/10
Item: M001                                     Alka Seltzer tablets
                                                Bottle of 60

Currency: USD  US$  US Dollars

Mfg No:    ASZT456-3.....
Mfg Desc-1: Alka Seltzer tablets.....
Mfg Desc-2: Bottle of 60.....

Rebate:          1.00000 $ (F,C,%)
Original:        Y (F,V,O,A,U,S,L)
Commission:      1.56000 % (F,C,%)

F4=Order List                F12=Return  F14=Comments
    
```

This screen appears after you select an item and press **ENTER** on the Rebate Extract Maintenance Item List Screen (p. 10-16). Use this screen to review or change the item information.

The top portion of the screen displays the rebate information provided when the rebate was created through Rebate Master Maintenance (MENU OERMAIN) and extracted through Rebate Extract (MENU OERMAIN).

### Rebate Extract Maintenance Item Screen Fields and Function Keys

Field/Function Keys	Description
Extract	The Extract ID included in this reporting group. Display
Ref Vendor	The vendor selected to be included in the extract. Display
Rebate ID	The specific rebate associated with the vendor. Display
Bid No	The bid number, if any, associated with the rebate. Display
Co	This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE). The company number used to limit the rebates. Display

### Rebate Extract Maintenance Item Screen Fields and Function Keys

Field/Function Keys	Description
From Invoice Date	<b>From Invoice Date</b> is used to limit the list of rebate extracts by the from invoice date keyed on the extract. Display
To Invoice Date	<b>To Invoice Date</b> is used to limit the list of rebate extracts by the to invoice date keyed on the extract. Display
Extract Date	This field is used to limit the list of rebate extracts by the date on which the extract was performed. Display
Filing Freq	Used to limit the list of rebate extracts by filing frequency. Display
Rebate Contract	Used to limit the list of rebate extracts by rebate contract number associated with the rebate. Display
Item	The item number and description of the selected item for this rebate extract. Display
Currency	This field only displays when International Currency is installed. The currency code of the vendor for which this extract was created. Display
Mfg No	Use this field to specify the manufacturer's item number for the item. <i>Default Value:</i> The manufacturer's item number assigned through Vendor/Item Maintenance (MENU POFIE) or through Item Master Maintenance (MENU IAFIE) at the time of the rebate extract. (A 27) Optional
Mfg Desc-1	Use this field to specify the manufacturer's first line of item description. <i>Default Value:</i> The description provided in Vendor/Item Maintenance (MENU POFIE) or in Item Master Maintenance (MENU IAFIE) at the time of the rebate extract. (A 31) Optional
Mfg Desc-2	Use this field to specify the manufacturer's second line of item description. <i>Default Value:</i> The description provided in Vendor/Item Maintenance (MENU POFIE) or in Item Master Maintenance (MENU IAFIE) at the time of the rebate extract. (A 31) Optional



---

**Rebate Extract Maintenance Item Screen Fields and Function Keys**


---

Field/Function Keys	Description
Rebate	<p>This field displays the rebate cost and code for the item at the time of the extract. The rebate cost is the unit cost of the item used in Order Entry when the item is subject to this rebate. The rebate cost code indicates whether the rebate cost amount is a fixed amount (F), a currency amount off the original cost (C), or a percentage off the original cost (%).</p> <p>Display</p>
Original	<p>This field displays the item's original cost (if the cost was a fixed amount) and the original cost code at the time of the extract.</p> <p>If a fixed amount is used, the amount and the code (F) are shown. If the original cost is not a fixed amount, the original cost can be the</p> <ul style="list-style-type: none"> <li>• vendor/item cost (V)</li> <li>• original cost from the order (O)</li> <li>• average cost for the item and warehouse (A)</li> <li>• user cost for the item and warehouse (U)</li> <li>• standard cost for the item and warehouse (S)</li> <li>• last cost for the item and warehouse (L)</li> </ul> <p>Display</p>
Commission Cost/Cd	<p>This field displays the commission cost and the commission cost code for the item at the time of the extract, if one was provided in the rebate. The commission cost is used to track sales rep commissions.</p> <p>The commission cost code indicates whether the commission cost amount is a fixed amount (F), a currency amount off the normal commission cost (C), or a percentage off the normal commission cost (%). The normal commission cost is defined in Order Entry Options Maintenance (MENU XAFILE).</p> <p>Display</p>
F4=Order List	<p>Press the F4=ORDER LIST function key to display a list of orders that contain the rebate item. The Rebate Extract Maintenance Order List Screen (p. 10-23) appears.</p>
F12=Return	<p>Press the F12=RETURN function key to return to the previous screen without saving your changes.</p>
F14=Comments	<p>The F14=COMMENTS function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press the F14=COMMENTS function key to review open and closed comments for the rebate extract and item. The Rebate Maintenance Comment Review Screen (p. 2-54) appears. If you need to add comments, you can do so from that screen.</p>

---

### Rebate Extract Maintenance Item Screen Fields and Function Keys

---

Field/Function Keys	Description
Enter	Press the <b>ENTER</b> key to confirm your entries. The Rebate Extract Maintenance Item List Screen (p. 10-16) appears.

---

## Rebate Extract Maintenance Order List Screen

REBATE EXTRACT MAINTENANCE ORDER LIST						
Extract:	1	Ref Vendor:	1500	ZEUS MEDICAL WHOLESALERS		
Rebate ID:	SUPPLIES	Vendor	1500	Supplies Rebate	Company:	1
Item Number:	M001			Alka Seltzer tablets		
Rebate:	1.00000	\$ (F,C,%)		Bottle of 60		
Original:		Y (F,V,O,A,U,S,L)				
Currency:	USD	US\$		US Dollars		
<u>Sel</u>	<u>Invoice</u>	<u>Original Cost</u>	<u>Rebate Cost</u>	<u>Rebate Amount</u>	<u>Rbt Pct</u>	
1	12067	1.83000	.83000	1.00000	.54645	
						Last
Sel: _ .						
						F12=Return F14=Comments

This screen appears after you press F4=ORDER LIST on the Rebate Extract Maintenance Item Screen (p. 10-19). This screen displays a list of all the invoices that contain the rebate item for this extract.

The top portion of the screen displays the rebate information provided when the rebate was created through Rebate Master Maintenance (MENU OERMAIN) and extracted through Rebate Extract (MENU OERMAIN).

### Rebate Extract Maintenance Order List Screen Fields and Function Keys

Field/Function Key	Description
Extract	The Extract ID included in this reporting group. Display
Ref Vendor	The vendor selected to be included in the extract. Display
Rebate ID	The specific rebate associated with the vendor. Display
Company	This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFIELD). The company number used to limit the rebates. Display
Item	The item number and description of the selected item for this rebate extract. Display

### Rebate Extract Maintenance Order List Screen Fields and Function Keys

Field/Function Key	Description
Rebate	The rebate amount and rebate cost basis for this item in this rebate. Display
Original	The original cost and the original cost code for the selected item in this rebate. The original cost is the cost used to determine the rebate cost if the original cost is not a fixed amount. <ul style="list-style-type: none"> <li>• <b>F</b> - use a fixed cost amount.</li> <li>• <b>V</b> - use the vendor/item cost as defined for this vendor and item through Vendor/Item Information Maintenance (MENU POFI).</li> <li>• <b>O</b> - use the original cost from the order.</li> </ul> <p>NOTE: For original cost basis of lot/serial items, the rebate will be based off the item's average cost, not the original lot/serial cost, even if the Warehouse Management Options (MENU WMFILE) to <b>Use Average Cost for Lot Items</b> and <b>Use Average Cost for Serial Items</b> are set to <b>N</b>.</p> <ul style="list-style-type: none"> <li>• <b>A</b> - use the average cost as defined for the item and warehouse through Item Balance Maintenance (MENU IAFI)</li> <li>• <b>U</b> - use the user cost defined for the item and warehouse</li> <li>• <b>S</b> - use the standard cost defined for the item and warehouse</li> <li>• <b>L</b> - use the last cost defined for the item and warehouse</li> </ul> Display
Currency	This field only displays when International Currency is installed. The currency code of the vendor for which this extract was created. Display
Sel	The reference selection number to identify the items for review or maintenance. Display
Invoice	The invoice number assigned to the sales order for this rebate. Display
Original Cost	The original cost of the sales order. Display
Rebate Cost	The rebate cost of the sales order. Display
Rebate Amount	The amount of the rebate based on the specified set up values. Display

---

**Rebate Extract Maintenance Order List Screen Fields and Function Keys**

Field/Function Key	Description
Rbt Pct	<p>This field is a calculation intended to show the value of the rebate amount as a percentage of the original cost.</p> <p>Calculation: Rebate Amount divided by the Original Cost</p> <p>Display</p>
Sel	<p>Use this field to specify the line number, displayed in the <i>Sel</i> column, of the invoice you want to review or maintain.</p> <p>(A 1) Optional</p>
F12=Return	<p>Press the F12=RETURN function key to return to the Rebate Extract Maintenance Item Screen (p. 10-19).</p>
F14=Comments	<p>The F14=COMMENTS function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press the F14=COMMENTS function key to review open and closed general order comments for the rebate extract and item. The Rebate Maintenance Comment Review Screen (p. 2-54) appears. If you need to add comments, you can do so from that screen.</p>
Enter	<p>After keying a selection number in the <b>Sel</b> field, press the ENTER key. The Rebate Extract Maintenance Order Detail Screen (p. 10-26) appears.</p>

## Rebate Extract Maintenance Order Detail Screen

REBATE EXTRACT MAINTENANCE ORDER DETAIL		
Extract:	1	Ref Vendor: 1500 ZEUS MEDICAL WHOLESALERS
Rebate ID:	SUPPLIES	Vendor 1500 Supplies Rebate Invoice: 12067
History Seq:	1350	Order/Gn: 02802 / 00 Order Seq: 2 Company: 01
Item Number:	M001	Alka Seltzer tablets
Rebate:	1.00000 \$ (F,C,%)	Bottle of 60
Original:	V (F,V,O,A,U,S,L)	Invoice Date: 7/26/10
Currency:	USD US\$ US Dollars	
U/M:	EA Qty Shipped: 100.000	
		<u>History</u> <u>Extracted</u>
Original Cost:	1.83000	1.83000
Rebated Cost:	.83000	.83000
Rebate Amount:	1.00000	1.00000
Extended Original Cost:	183.00	183.00
Extended Rebated Cost:	83.00	83.00
Extended Rebate Amount:	100.00	100.00
Current Average Cost/CGS:	.83000	.83000
Inventory Cost:	1.83000	1.83000
Invoice Cost/Extended CGS:	83.00	83.00
Extended Inventory Cost:	183.00	183.00
F4=Order Header		F12=Return    F14=Comments

This screen appears after you select an invoice and press **ENTER** on the Rebate Extract Maintenance Order List Screen (p. 10-23). Use this screen to maintain the extracted order information.

The top portion of the screen displays the rebate information provided when the rebate was created through Rebate Master Maintenance (MENU OERMAIN) and extracted through Rebate Extract (MENU OERMAIN), as well as order information associated with the item's order, such as the invoice date, item unit of measure, and quantity shipped.

**NOTE:** The currency of the rebate is presented on the top portion of this screen. All values presented on the lower portion of this screen are presented in the company's local currency.

### Rebate Extract Maintenance Order Detail Screen Fields and Function Keys

Field/Function Keys	Description
Extract	The Extract ID included in this reporting group. Display
Ref Vendor	The vendor selected to be included in the extract. Display
Rebate ID	The specific rebate associated with the vendor. Display
Invoice	The invoice number assigned to the sales order when the invoice was printed. Display

---

**Rebate Extract Maintenance Order Detail Screen Fields and Function Keys**

Field/Function Keys	Description
History Seq	Unique identifier assigned to the sales order during Day-End Processing when the order was moved to order history. Display
Order/Gn	The order number and generation number that contains an item that has been qualified for this rebate. Display
Order Seq	The line sequence number of this item in the sales order. Display
Company	The company in which this sales order occurred. Display
Item	The item number and description of the selected item for this rebate extract. Display
Rebate	<p>These fields identify the rebate cost basis for this item in this rebate. The rebate cost is the unit cost of the item used in order entry when the item is subject to this rebate. The rebate cost code identifies if this rebate cost amount is a fixed amount, a dollar amount off the original cost, or a percentage off the original cost.</p> <ul style="list-style-type: none"> <li>• <b>F</b> (fixed) indicates the rebate amount will be the actual rebate cost.</li> <li>• <b>\$</b> (monetary amount) indicates the amount will be a monetary amount off the original cost.</li> <li>• <b>%</b> (percent) indicates the amount will be a percentage amount off the original cost.</li> </ul> <p>Display</p>

---

**Rebate Extract Maintenance Order Detail Screen Fields and Function Keys**

Field/Function Keys	Description
Original	<p>The original cost and the original cost code for the selected item in this rebate. The original cost is the cost used to determine the rebate cost if the original cost is not a fixed amount.</p> <ul style="list-style-type: none"> <li>• <b>F</b> - use a fixed cost amount.</li> <li>• <b>V</b> - use the vendor/item cost as defined for this vendor and item through Vendor/Item Information Maintenance (MENU POFILE).</li> <li>• <b>O</b> - use the original cost from the order.</li> </ul> <hr/> <p>NOTE: For original cost basis of lot/serial items, the rebate will be based off the item's average cost, not the original lot/serial cost, even if the Warehouse Management Options (MENU WMFILE) to <b>Use Average Cost for Lot Items</b> and <b>Use Average Cost for Serial Items</b> are set to <b>N</b>.</p> <hr/> <ul style="list-style-type: none"> <li>• <b>A</b> - use the average cost as defined for the item and warehouse through Item Balance Maintenance (MENU IAFILE)</li> <li>• <b>U</b> - use the user cost defined for the item and warehouse</li> <li>• <b>S</b> - use the standard cost defined for the item and warehouse</li> <li>• <b>L</b> - use the last cost defined for the item and warehouse</li> </ul> <p>Display</p>
Invoice Date	<p>The date of the invoice for the sales order.</p> <p>Display</p>
Currency	<p>This field only displays when International Currency is installed.</p> <p>The currency code of the vendor for which this extract was created.</p> <p>Display</p>
U/M	<p>The unit of measure for the quantity of the item shipped to the customer.</p> <p>Display</p>
Qty Shipped	<p>The quantity of the item shipped to the customer in this order.</p> <p>Display</p>
Original Cost	<p>The <b>History</b> column displays the original cost of the item when the order was invoiced and sent to history.</p> <p>The <b>Extracted</b> column displays the original cost to use for the extracted rebate. By default, the history value displays in this field. Use this field to change the original cost for the rebate for this extract.</p> <p>Display / (N 15,5) Required</p>



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**Rebate Extract Maintenance Order Detail Screen Fields and Function Keys**

Field/Function Keys	Description
Rebated Cost	<p>The <b>History</b> column displays the rebated cost of the item when the order was invoiced and sent to history.</p> <p>The <b>Extracted</b> column displays the rebated cost to use for the extracted rebate. By default, the history value displays in this field. Use this field to change the rebated cost for the rebate.</p> <p>Display / (N 15,5) Required</p>
Rebate Amount	<p>The rebate amount equals: Original Cost - Rebate Cost</p> <p>The <b>History</b> column displays the rebate amount for the item when the order was invoiced and sent to history.</p> <p>The <b>Extracted</b> column displays the rebate amount for the extracted rebate.</p> <p>Display</p>
Extended Original Cost	<p>The extended original cost equals: Original Cost x Quantity Shipped</p> <p>The <b>History</b> column displays the extended original cost for the item at the time of the rebate extract.</p> <p>The <b>Extracted</b> column displays the extended original cost for the extracted rebate.</p> <p>Display</p>
Extended Rebated Cost	<p>The extended rebated cost equals: Rebated Cost x Quantity Shipped</p> <p>The <b>History</b> column displays the extended rebated cost for the item when the order was invoiced and sent to history.</p> <p>The <b>Extracted</b> column displays the extended rebated cost for the extracted rebate.</p> <p>Display</p>
Extended Rebate Amount	<p>The extended rebate amount equals: Rebate Amount x Quantity Shipped</p> <p>The <b>History</b> column displays the extended rebate amount for the item when the order was invoiced and sent to history.</p> <p>The <b>Extracted</b> column displays the extended rebate amount for the extracted rebate.</p> <p>Display</p>

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### Rebate Extract Maintenance Order Detail Screen Fields and Function Keys

Field/Function Keys	Description
Current Average Cost/ CGS	<p>The <b>History</b> column displays the current average cost/cost of goods sold for the item when the order was invoiced and sent to history.</p> <p>The <b>Extracted</b> column displays the current average cost/cost of goods sold for the extracted rebate.</p> <p>Display</p>
Inventory Cost	<p>The <b>History</b> column displays the inventory cost for the item when the order was invoiced and sent to history.</p> <p>The <b>Extracted</b> column displays the inventory cost for the extracted rebate.</p> <p>Display</p>
Inventory Cost/ Extended CGS	<p>The inventory cost/extended cost of goods equals: Current Average Cost/Cost of Goods Sold X Quantity Shipped</p> <p>The <b>History</b> column displays the inventory cost/extended cost of goods sold for the item when the order was invoiced and sent to history.</p> <p>The <b>Extracted</b> column displays the inventory cost/extended cost of goods sold for the extracted rebate.</p> <p>Display</p>
Extended Inventory Cost	<p>The extended inventory cost equals: Inventory Cost x Quantity Shipped</p> <p>The <b>History</b> column displays the extended inventory cost for the item when the order was invoiced and sent to history.</p> <p>The <b>Extracted</b> column displays the extended inventory cost for the extracted rebate.</p> <p>Display</p>
F4=Order Header	Press the <b>F4=ORDER HEADER</b> function key to review order header information for this item's order. The Rebate Extract Maintenance Order Header Screen (p. 10-32) appears.
F12=Return	Press the <b>F12=RETURN</b> function key to return to the previous screen.
F14=Comments	<p>The <b>F14=COMMENTS</b> function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press the <b>F14=COMMENTS</b> function key to review open and closed order detail comments for the rebate extract, order, and item. The Rebate Maintenance Comment Review Screen (p. 2-54) appears. If you need to add comments, you can do so from that screen.</p>
Enter	Press the <b>ENTER</b> key to save your entries. When no changes need to be saved pressing the <b>ENTER</b> key returns you to the Rebate Extract Maintenance Order List Screen (p. 10-23).



## Rebate Extract Maintenance Order Header Screen

```

REBATE EXTRACT MAINTENANCE ORDER HEADER

Extract:                1  Ref Vendor: 1500  ZEUS MEDICAL WHOLESALERS
Rebate ID:  SUPPLIES  Vendor 1500 Supplies Rebate
History Seq:  1350  Order/Gn: 02802 / 00  Company: 01
Invoice Number:  12067  Invoice Date: 7/26/10  End User: _.....@

Customer Number:       10  Customer Name: Bon Secour School Department...
Customer Addr1:  P.O., Box 60.....
Customer Addr2:  .....
Customer Addr3:  .....
Customer Addr4:  .....
Customer City:  Bon Secour..... St/Prov? AL.....
                               Zip/Pstl: 36511-0060 Country? USA.....

Ship-To Number:       Ship-To Name: Bon Secour School Department...
Ship-To Addr1:  P.O., Box 60.....
Ship-To Addr2:  .....
Ship-To Addr3:  .....
Ship-To Addr4:  .....
Ship-To City:  Bon Secour..... St/Prov? AL.....
                               Zip/Pstl: 36511-0060 Country? USA.....

F12=Return  F14=Comments
    
```

This screen appears after you press **F4=ORDER HEADER** on the Rebate Extract Maintenance Order Detail Screen (p. 10-26). Use this screen to review and change the customer and ship to address for this rebate order.

The top portion of the screen displays the rebate information provided when the rebate was created through Rebate Master Maintenance (MENU OERMAIN) and extracted through Rebate Extract (MENU OERMAIN), as well as order information, such as the history sequence number, order number/generation, company, invoice number and date, and end user.

### Rebate Extract Maintenance Order Header Screen Fields and Function Key

Field/Function Keys	Description
Extract	The Extract ID included in this reporting group. Display
Ref Vendor	The vendor selected to be included in the extract. Display
Rebate ID	The specific rebate associated with the vendor. Display
History Seq	Unique identifier assigned to the sales order during Day-End Processing when the order was moved to order history. Display

### Rebate Extract Maintenance Order Header Screen Fields and Function Key

Field/Function Keys	Description
Order/Gn	The order number and generation number that contains an item that has been qualified for this rebate. Display
Company	The company in which this sales order occurred. Display
Invoice Number	The invoice number assigned to the sales order when the invoice was printed. Display
Invoice Date	The date of the invoice for the sales order. Display
End User	Use this field to provide the customer's end user number for rebate processing. <i>Default Value:</i> The end user number provided through Customer/Ship to Maintenance (MENU ARFILE) for the order's customer or customer ship to address. (N 8,0) Optional
Customer Number	This field displays the number of the customer associated with the order. Display
Customer Name	Use this field to provide the customer's name. <i>Default Value:</i> The name specified for the selected order when it was invoiced and sent to history. (A 30) Required
Customer Addr 1-4	Use this field to provide the customer's street address, post office box number, or other address information except for the city, state/province, country, and zip/postal code.  NOTE: You can use the <b>Addr 4</b> field only if <b>Form Type</b> is <b>2</b> in System Options Maintenance (MENU XAFILE).  <i>Default Value:</i> The address specified for the selected order when it was invoiced and sent to history. (4 @ A 30) Optional
Customer City	Use this field to provide the customer's city. <i>Default Value:</i> The city specified for the selected order when it was invoiced and sent to history. (A 20) Optional

## Rebate Extract Maintenance Order Header Screen Fields and Function Key

Field/Function Keys	Description
St/Prov	<p>Use this field to provide the customer's state or province.</p> <p><i>Default Value:</i> The state or province specified for the order when it was invoiced and sent to history.</p> <p><i>Valid Values:</i> A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if <b>Validate State/Province</b> is <b>Y</b> in Systems Options Maintenance (MENU XAFILE).</p> <p>(A 30) Optional</p>
Zip/Pstl	<p>Use this field to provide the customer's zip or postal code.</p> <p><i>Default Value:</i> The zip or postal code specified for the selected order when it was invoiced and sent to history.</p> <p>(A 10) Optional</p>
Country	<p>Use this field to provide the customer's country.</p> <p><i>Default Value:</i> The country code specified for the selected order when it was invoiced and sent to history.</p> <p><i>Valid Values:</i> A country code defined through Country Name Maintenance (MENU ARFIL2).</p> <p>(A 3) Optional</p>
Ship-To Name	<p>This field displays the name of the ship to address associated with the order when it was invoiced and sent to history.</p> <p>Display</p>
Ship-To Number	<p>Use this field to provide the ship to address's number.</p> <p><i>Default Value:</i> The number specified for the selected order when it was invoiced and sent to history.</p> <p>(A 7) Required</p>
Ship-To Addr 1-4	<p>Use this field to provide the ship to address's street address, post office box number, or other address information except for the city, state/province, country, and zip/postal code.</p> <hr/> <p style="text-align: center;">NOTE: You can use the <b>Addr 4</b> field only if <b>Form Type</b> is <b>2</b> in System Options Maintenance (MENU XAFILE).</p> <hr/> <p><i>Default Value:</i> The address specified for the selected order when it was invoiced and sent to history.</p> <p>(4 @ A 30) Optional</p>
Ship-To City	<p>Use this field to provide the ship to address's city.</p> <p><i>Default Value:</i> The city specified for the selected order when it was invoiced and sent to history.</p> <p>(A 20) Optional</p>

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**Rebate Extract Maintenance Order Header Screen Fields and Function Key**


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Field/Function Keys	Description
St/Prov	<p>Use this field to provide the ship to address's state or province.</p> <p><i>Default Value:</i> The state or province specified for the order when it was invoiced and sent to history.</p> <p><i>Valid Values:</i> A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if <b>Validate State/Province</b> is <b>Y</b> in Systems Options Maintenance (MENU XAFIL2).</p> <p>(A 30) Optional</p>
Zip/Pstl	<p>Use this field to provide the ship to address's zip or postal code.</p> <p><i>Default Value:</i> The zip or postal code specified for the selected order when it was invoiced and sent to history.</p> <p>(A 10) Optional</p>
Country	<p>Use this field to provide the ship to address's country.</p> <p><i>Default Value:</i> The country code specified for the selected order when it was invoiced and sent to history.</p> <p><i>Valid Values:</i> A country code defined through Country Name Maintenance (MENU ARFIL2).</p> <p>(A 3) Optional</p>
F12=Return	<p>Press the <b>F12=RETURN</b> function key to return to the Rebate Extract Maintenance Order Detail Screen (p. 10-26).</p>
F14=Comments	<p>The <b>F14=COMMENTS</b> function key appears only if you are authorized to maintain rebate comments through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press the <b>F14=COMMENTS</b> function key to review open and closed order header comments for the rebate extract and order. The Rebate Maintenance Comment Review Screen (p. 2-54) appears. If you need to add comments, you can do so from that screen.</p>
Enter	<p>Press the <b>ENTER</b> key to save your changes.</p>





Use the Rebate Extract Reporting option on the Order Entry Rebate Main Menu (MENU OERMAIN) to generate reports. Use these reports to verify that customers with rebates in the extract group received the rebates and to review the rebated amounts. If you need to correct any information in the extract, you can use the Extract Maintenance option (MENU OERMAIN).

## Rebate Extract Reporting

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Rebate Extract Reporting Group Screen	Use this screen to specify the group for reporting.
Rebate Extract Reporting Group Status Screen	Use this screen to review a list of existing reporting groups and their statuses.
Rebate Extract Reporting Screen	Use to specify criteria for printing the rebate extract report.
Rebate Extract Selection Screen	Use to select rebate extracts for an action (such as maintenance, reporting, filing, or posting).
Rebate Extract Reporting Selection Review Screen	Use to review the extracts included in this reporting group.
Rebate Extract Reporting - Summary Report	Prints a summary (based on your selections) of the rebates included in the rebate extracts selected for the group.
Rebate Extract Reporting - Detail Report	Prints a detail version (based on your selections) of the items included in the rebate extracts selected for the group.

<b>Title</b>	<b>Purpose</b>
Rebate Extract Reporting - Recap Report	Prints a recap report of the rebates included in the rebate extracts selected for the reporting group.
Reporting Group Edit Report	The edit report only prints when there are errors detected in the reporting group.

---

## Rebate Extract Reporting Group Screen

REBATE EXTRACT REPORTING GROUP

Function:            -

Group Number:       AB

F3=Exit    F9=Group Search

This screen appears after selecting option **3** - Rebate Extract Reporting from the Order Entry Rebate Main Menu (MENU OERMAIN). Use this screen to specify the rebate reporting group number for processing.

### Rebate Extract Reporting Group Screen Fields and Function Keys

Field/Function Keys	Description
Function	Use this field to determine the function to be performed. Key <b>A</b> to add a rebate extract reporting group. Key <b>C</b> to change an existing rebate extract reporting group. Key <b>D</b> to delete an existing rebate extract reporting group. <i>Valid Values:</i> A, C, D (A 1) Required
Group Number	Use this field to specify the filing group you want to maintain. To select an existing group from a list, use the <b>F9=GROUP SEARCH</b> function key. (A 2) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F9=Group Search	Press <b>F9=GROUP SEARCH</b> to review a list of existing rebate reporting groups and their statuses. The Rebate Extract Reporting Group Status Screen (p. 11-5) appears.

### Rebate Extract Reporting Group Screen Fields and Function Keys

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Field/Function Keys	Description
Enter	Press <b>ENTER</b> to confirm your entry. The Rebate Extract Reporting Screen (p. 11-7) appears.

---

## Rebate Extract Reporting Group Status Screen

REBATE EXTRACT REPORTING GROUP STATUS										Change
Ref	Group Number	Status	User	*----- Original -----*		User	*----- Last -----*			
				WS	Date		WS	Date		
01	AB	A	APDEMO	AB	5/27/10	APDEMO	AB	5/27/10		
									Last	
Select Ref No: _ .										
										F3=Exit
										F12=Return

This screen appears after you press **F9=GROUP SEARCH** on the Rebate Extract Reporting Group Screen (p. 11-3). Use this screen to review the status of existing reporting groups and select a group to maintain.

### Rebate Extract Reporting Group Status Screen Fields and Function Keys

Field/Function Keys	Description
Ref	This is a reference number assigned to each rebate extract reporting group displayed on this screen. Key this number in the <b>Select Ref No</b> field to select a rebate extract reporting group. Display
Group Number	The two character group code assigned to each rebate extract reporting group. Rebate extract reporting groups are displayed in sequence on this screen by this group code. Display
Status	The current status of each rebate extract reporting group. The group status may be one of the following: <ul style="list-style-type: none"> <li><b>A</b>: Active - The group has been created through Rebate Extract (MENU OERMAIN).</li> <li><b>E</b>: Edited - The group has been edited through Rebate Extract Maintenance (MENU OERMAIN).</li> <li><b>U</b>: In Use - The group is in use at another work station.</li> </ul> Display

### Rebate Extract Reporting Group Status Screen Fields and Function Keys

Field/Function Keys	Description
Original	<p>The following information regarding the original creation of each rebate extract reporting group is displayed:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the user who added the group.</li> <li>• <b>WS:</b> The internal Device ID of the workstation used when the group was added.</li> <li>• <b>Date:</b> The date that the group was added (system date).</li> </ul> <p>Display</p>
Last	<p>Information regarding the previous time that each rebate extract reporting group was changed is displayed. If no changes have been made to an rebate extract reporting group, each of these columns are blank:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the last user to change the group through this option.</li> <li>• <b>WS:</b> The internal Device ID of the last workstation used to change the group.</li> <li>• <b>Date:</b> The last date that the group was changed (system date).</li> </ul> <p>Display</p>
Select Ref No	<p>Key the number in the <b>Ref</b> column that corresponds to the group you want to select.</p> <p>(N 2,0) Optional.</p>
F3=Exit	<p>Press <b>F3=EXIT</b> to exit the option without making a selection.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the previous screen without making a selection.</p>
Enter	<p>After keying a reference number in the <b>Select Ref No</b> field, press <b>ENTER</b> to select the associated group.</p>

## Rebate Extract Reporting Screen

REBATE EXTRACT REPORTING		Change
Group Number: BD		
Extract: _		
Selected Vendor Count:	2	
Selected Rebate Count:	3	
Selected Extract Count:	4	
F3=Cancel      F4=Extract Selection      F10=Process F5=Review Selections      F12=Return		

This screen appears after you press **ENTER** on the Rebate Extract Reporting Group Screen (p. 11-3) or the Rebate Extract Reporting Group Status Screen (p. 11-5). Use this screen to specify the rebate extracts to use to generate the rebate reports.

### Rebate Extract Reporting Screen Fields and Function Keys

Field/Function Keys	Description
Extract	<p>Use this field to specify the ID of the rebate extract to add it to the group. Reports will be generated for all extracts in the group.</p> <p>To select from a list of extracts, use the <b>F4=EXTRACT SELECTION</b> function key. If you use the list, you can select more than one rebate extract for reporting. Leave this field blank if you make selections from the list.</p> <p>(N 15,0) Required/Blank</p>
Selected Vendor Count	<p>This field tracks the total number of vendors included in this report group. The system updates this field with the total number of vendors in the group after you key an extract and press <b>ENTER</b> or select an extract from the list and press <b>F2=ADD EXTRACTED</b>.</p> <p>Display</p>
Selected Rebate Count	<p>This field tracks the total number of rebates included in this report group. The system updates this field with the total number of rebates in the group after you key an extract and press <b>ENTER</b> or select an extract from the list and press <b>F2=ADD EXTRACTED</b>.</p> <p>Display</p>

### Rebate Extract Reporting Screen Fields and Function Keys

Field/Function Keys	Description
Selected Extract Count	This field tracks the total number of extracts included in this report group. The system updates this field with the total number of extracts in the group after you key an extract and press <b>ENTER</b> or select an extract from the list and press <b>F2=ADD EXTRACTED</b> .  Display
F2=Add Extracted	Press <b>F2=ADD EXTRACTED</b> to add an extract selected from the Rebate Extract Reporting Group Status Screen (p. 11-5). The <b>Selected Vendor Count</b> , <b>Selected Rebate Count</b> , and <b>Selected Extract Count</b> fields will be updated with the new totals for the group.
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
F4=Extract Selection	Press <b>F4=EXTRACT SELECTION</b> to review and select additional rebate extracts for reporting. The Rebate Extract Selection Screen (p. 11-9) appears in selection mode.
F5=Review Selections	Press <b>F5=REVIEW SELECTIONS</b> to review the list of rebate extracts selected for the rebate report. The Rebate Extract Reporting Selection Review Screen (p. 11-13) appears in selection review mode.
F10=Process	Press <b>F10=PROCESS</b> to continue. The Rebate Extract Reporting Options Screen (p. 11-17) appears.
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen without generating the reports.
Enter	Press <b>ENTER</b> to confirm your entries. The <b>Selected Vendor Count</b> , <b>Selected Rebate Count</b> , and <b>Selected Extract Count</b> fields will be updated with the new totals for the group.





### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Extract ID	The Extract ID included in this reporting group. Display
Vendor	The vendor selected to be included in the extract. Display
Rebate ID	The specific rebate associated with the vendor. Display
Bid No	The bid number, if any, associated with the rebate. Display
Co	The company associated with the extracted rebates. Display
From Inv Date	The beginning invoice date range for the selection of order data. Display
To Inv Date	The ending invoice date range for the selection of order data. Display
Extract Date	The date on which the rebate extract group was created.
Vendor	Use this field to limit the list of rebate extracts by the reference vendor associated with the rebate. <i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE). (A 6) Optional
Rebate ID	Use this field to limit the list of rebate extracts by the rebate ID. <i>Valid Values:</i> The ID for a rebate created through Rebates Maintenance (MENU OERFILE). (A 10) Optional
Bid No	Use this field to limit the list of rebate extracts by the bid number. <i>Valid Values:</i> A valid bid number defined through Enter, Change, Delete Bids (MENU BQMAIN). (A 10) Optional

### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Co	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to limit the list of rebate extracts by company number.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Optional</p>
From Invoice Date	<p>Use this field to limit the list of rebate extracts by the from invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
To Invoice Date	<p>Use this field to limit the list of rebate extracts by the to invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Extract Date	<p>Use this field to limit the list of rebate extracts by the date on which the extract was performed.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Filing Freq	<p>Use this field to limit the list of rebate extracts by filing frequency.</p> <p>Key an asterisk ( * ) to include all filing frequencies.</p> <p><i>Default Value:</i> * (asterisk)</p> <p><i>Valid Values:</i> A filing frequency defined through Filing Frequency Maintenance (MENU OERFILE) or an asterisk (*).</p> <p>(A 1) Optional</p>

### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Rebate Contract	Use this field to limit the list of rebate extracts by rebate contract number associated with the rebate. (A 20) Optional
F2=Reported / F2=Not Reported / F2=All	Use the <b>F2=REPORTED</b> / <b>F2=NOT REPORTED</b> / <b>F2=ALL</b> function key to toggle between displaying rebate extracts that have been reported, rebate extracts that have not been reported, and all rebate extracts. The status of the list displays in reverse image in the upper right.
F4=Contract/Filing Freq / F4=Invoice/Extract Dates	Use the <b>F4=CONTRACT/FILING FREQ</b> / <b>F4=INVOICE/EXTRACT DATES</b> function key to toggle between displaying the rebate contract number and filing frequency or the from and to invoice date and the extract date.
F9=Review	Use the <b>F9=REVIEW</b> function key to display the Rebate Extract Reporting Selection Review Screen (p. 11-13) where you can choose review the selected extracts to be included in this maintenance group
F10=End	Press the <b>F10=END</b> function key to process the selected rebates.
F11=Select All	Press the <b>F11=SELECT ALL</b> function key to select all of the rebate extracts currently listed on the screen. Once selected, you may press the <b>F9=REVIEW</b> function key to review the extracts before pressing the <b>F10=END</b> function key to process the rebates; or immediately choose to process the extracts.
Enter	After keying <b>S</b> in the <b>Opt</b> field for one or more rebate extracts, press this key to select the rebate extract. These rebate extracts will be added to the list of selected extracts.

## Rebate Extract Reporting Selection Review Screen

```

* All *      REBATE EXTRACT REPORTING SELECTION REVIEW  Change
Group Number: FF
Opt  Extract Id Vendor Rebate Id Bid No Co From Inv To Inv Extract
-    1 1500 SUPPLIES      01    Date   Date   Date
8/19/11

Last

Vendor: ..... Rebate ID: ..... Bid No: ..... Co? ...
From Invoice Date: ..... To Invoice Date: ..... Extract Date: .....
Filing Freq? *: Rebate Contract: .....

F2=Not Reported      F11=Unselect All
F4=Contract/Filing Freq      F12=Return

```

This screen displays after selecting **F5=REVIEW SELECTIONS** on the Rebate Extract Reporting Screen (p. 11-7). Use this screen to review the extracts selected for this reporting group.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACF1G), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAF1LE).

### Rebate Extract Reporting Selection Review Screen

Field/Function Key	Description
(Mode)	The mode of the data displayed is either <b>*All*</b> , <b>* Not Reported*</b> , or <b>*Reported*</b> as toggled with the <b>F2=REPORTED / F2=NOT REPORTED / F2=ALL</b> function key.
Opt	Use this field to remove a rebate extract from the list of selected rebate extracts. Key <b>R</b> to remove the rebate extract from the list of selected rebates. <i>Valid Values:</i> blank or R (A 1) Optional
Extract ID	The Extract ID included in this reporting group. Display
Vendor	The vendor selected to be included in the extract. Display

### Rebate Extract Reporting Selection Review Screen

Field/Function Key	Description
Rebate ID	The specific rebate associated with the vendor. Display
Bid No	The bid number, if any, associated with the rebate. Display
Co	The company associated with the extracted rebates. Display
From Inv Date	The beginning invoice date range for the selection of order data. Display
To Inv Date	The ending invoice date range for the selection of order data. Display
Extract Date	The date on which the rebate extract group was created.
Vendor	Use this field to limit the list of rebate extracts by the reference vendor associated with the rebate.  <i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE). (A 6) Optional
Rebate ID	Use this field to limit the list of rebate extracts by the rebate ID.  <i>Valid Values:</i> The ID for a rebate created through Rebates Maintenance (MENU OERFILE). (A 10) Optional
Bid No	Use this field to limit the list of rebate extracts by the bid number.  <i>Valid Values:</i> A valid bid number defined through Enter, Change, Delete Bids (MENU BQMAIN). (A 10) Optional
Co	This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).  Use this field to limit the list of rebate extracts by company number.  <i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional

### Rebate Extract Reporting Selection Review Screen

Field/Function Key	Description
From Invoice Date	<p>Use this field to limit the list of rebate extracts by the from invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
To Invoice Date	<p>Use this field to limit the list of rebate extracts by the to invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Extract Date	<p>Use this field to limit the list of rebate extracts by the date on which the extract was performed.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Filing Freq	<p>Use this field to limit the list of rebate extracts by filing frequency.</p> <p>Key an asterisk (*) to include all filing frequencies.</p> <p><i>Default Value:</i> * (asterisk)</p> <p><i>Valid Values:</i> A filing frequency defined through Filing Frequency Maintenance (MENU OERFILE) or an asterisk (*).</p> <p>(A 1) Optional</p>
Rebate Contract	<p>Use this field to limit the list of rebate extracts by rebate contract number associated with the rebate.</p> <p>(A 20) Optional</p>
F2=Reported / F2=Not Reported / F2=All	<p>Use the F2=REPORTED / F2=NOT REPORTED / F2=ALL function key to toggle between displaying rebate extracts that have been reported, rebate extracts that have not been reported, and all rebate extracts. The status of the list displays in reverse image in the upper right.</p>
F4=Contract/Filing Freq / F4=Invoice/Extract Dates	<p>Use the F4=CONTRACT/FILING FREQ / F4=INVOICE/EXTRACT DATES function key to toggle between displaying the rebate contract number and filing frequency or the from and to invoice date and the extract date.</p>

### Rebate Extract Reporting Selection Review Screen

Field/Function Key	Description
F11=UnSelect All	Press the F11=UNSELECT ALL function key to remove all of the selected extracts from this reporting group.
Enter	After keying R in the Opt field for one or more rebate extracts, press the ENTER key to remove those rebate extracts from the list of selected rebate extracts for this reporting group.

---



## Rebate Extract Reporting Options Screen

```

REBATE EXTRACT REPORTING OPTIONS
Group Number: DC

Detail/Summary:  D
Recap Report:    N

F3=Cancel  F12=Return
  
```

This screen appears after you press **F10=PROCESS** on the Rebate Extract Reporting Screen (p. 11-7). Use this screen to specify the printing options for the report.

### Rebate Extract Reporting Options Screen Fields and Function Keys

Field/Function Keys	Description
Detail/Summary	<p>Use this field to indicate whether the report will include items and order information for the extract (detail) or only item totals for the extract (summary).</p> <p>Key <b>D</b> to include items and order information in the rebate extract report.</p> <p>Key <b>S</b> to include only item totals in the rebate extract report.</p> <p><i>Default Value:</i> D</p> <p><i>Valid Values:</i> D, S</p> <p>(A 1) Required</p>
Recap Report	<p>Use this field to indicate whether the Rebate Reporting Recap Report should be printed.</p> <p>Key <b>Y</b> to print the Rebate Recap Report.</p> <p>Key <b>N</b> not to print the Rebate Recap Report.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to return to the menu without printing the report.

### Rebate Extract Reporting Options Screen Fields and Function Keys

---

Field/Function Keys	Description
F12=Return	Press F12=RETURN to return to the Rebate Extract Reporting Screen (p. 11-7) without generating the report.
Enter	Press ENTER to process the reports for the extracts in this group. The Report Options Screen appears. Refer to the Cross Applications User Guide for a description of this screen.

---

## Rebate Extract Reporting - Summary Report

Original Cost		Rebate Cost	Rebate Amount	Qty	Ship U/M	Ord
Item: M001	Alka Seltzer tablets	Bottle of 60				Prc U/M: EA
	183.00	83.00	100.00	100.000	EA	
Item: M002	One-A-Day Vitamins	Bottle of 100 tablets				Prc U/M: EA
	110.00	107.80	2.20	110.000	EA	
Item: M003	Extra Strength Tylenol Gel-Caps	Bottle of 100				Prc U/M: EA
	360.00	45.00	315.00	60.000	EA	
REBATE TOTALS:		653.00	235.80	417.20	270.000	

This reports print after you press **ENTER** on the Report Options Screen when you select **Detail/Summary** field value of **S** on the Rebate Extract Reporting Options Screen (p. 11-17). The summary report prints a list of rebates in the group.

**NOTE:** All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFIILE).

### Rebate Extract Reporting - Summary Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.  Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Company	The <b>Company</b> number and name for the selected group.
Currency	When International Currency is installed, the currency symbol and currency description fields print indicating the currency for the cost and amount fields
Vendor	The <b>Vendor</b> number and name for the selected group.
Rebate ID	The <b>Rebate ID</b> number and name for the selected group.
Item	The item number and item description for the items sold as part of the selected rebate.

### Rebate Extract Reporting - Summary Report

Report/Listing Fields	Description
Original Cost	<p>The original cost of the rebate as specified through Rebate Maintenance. This value could represent a fixed cost, the vendor/item cost, order cost, average cost, user cost, standard cost, or last cost.</p> <p>When International Currency is installed, this value displays in the company's local currency.</p>
Rebate Cost	<p>The rebate cost is the unit cost of the item used in order entry when the item is subject to this rebate.</p>
Rebate Amount	<p>The calculated amount based on the original cost and the rebate cost using the rebate cost code as specified through Rebate Maintenance (MENU OERFILE).</p> <p>When International Currency is installed, this value displays in the company's local currency.</p>
Qty Ship	<p>The total quantity shipped to customers against this rebate.</p>
Ord U/M	<p>The ordering unit of measure used to process the orders</p>
Rebate Totals	<p>Totals are provided at 3 levels, unit of measure, item number, and rebate ID, for the following fields:</p> <ul style="list-style-type: none"> <li>• Original cost</li> <li>• Rebate Cost</li> <li>• Rebate Amount</li> <li>• Qty Ship</li> </ul>



**Rebate Extract Reporting - Detail Report**

<b>Report/Listing Fields</b>	<b>Description</b>
Prc U/M	The pricing unit of measure for the item as assigned in the Item Master File (ITMST).
Invoice	The invoice number assigned to this order in order entry.
Order/Gen	The order and generation number for this order.
Customer	The customer number of the customer that placed the order.
M	An <b>M</b> in this column indicates the rebate has been maintained.
P	An <b>P</b> in this column indicates the rebate has been posted.
Original Cost	The original cost of the rebate as specified through Rebate Maintenance. This value could represent a fixed cost, the vendor/item cost, order cost, average cost, user cost, standard cost, or last cost.
Rebate Cost	The rebate cost is the fixed cost or adjustment amount to be used to create the rebate cost.
Rebate Amount	The calculated amount based on the original cost and the rebate cost using the rebate cost code as specified through Rebate Maintenance (MENU OERFILE).
Qty Ship	The total quantity shipped to customers against this rebate by order.
Ord U/M	The ordering unit of measure used to process the orders for each order.
Invoice Date	The date the order was invoiced.
Extract	The rebate extract ID that will be used for filing this rebate with the vendor.
Unit of Measure Totals	Totals are provided for each item based on the unit of measure in which the item was sold for the following fields: <ul style="list-style-type: none"> <li>• Original cost</li> <li>• Rebate Cost</li> <li>• Rebate Amount</li> <li>• Qty Ship</li> </ul>
Rebate Totals	Totals are provided for each rebate ID based on the unit of measure in which the item was sold for the following fields. <ul style="list-style-type: none"> <li>• Original cost</li> <li>• Rebate Cost</li> <li>• Rebate Amount</li> <li>• Qty Ship</li> </ul>



## Rebate Extract Reporting - Recap Report

OER147	07/26/10	10:16:59	REBATE REPORT RECAP	AF/APDEMO	PAGE: 1	
Company: 01 A & C Office Supply		Group ID: DC		Currency: US\$ US Dollars		
Rebate ID	Bid No	Rebate Description	Vendor Name	Original Cost	Rebate Cost	Rebate Amount
SUPPLIES		Vendor 1500 Supplies Rebate	ZEUS MEDICAL WHOLESALERS	653.00	235.80	417.20

This reports print after you press **ENTER** on the Report Options Screen and the field value specified in the **Recap Report** field is **Y** on the Rebate Extract Reporting Screen (p. 11-7). The recap report prints a summary of the rebate costs and the rebate amount.

**NOTE:** All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFIILE).

### Rebate Extract Reporting - Recap Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.  Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Company	The <b>Company</b> number and name for the selected group.
Vendor	The <b>Vendor</b> number and name for the selected group.
Currency	When International Currency is installed, the currency symbol and currency description fields print indicating the currency for the cost and amount fields
Rebate ID	The <b>Rebate ID</b> number and name for the selected group.
Bid No	The item number and item description for the items sold as part of the selected rebate.
Rebate Description	The description of this rebate.
Vendor Name	The name of the vendor specified for this rebate.



---

**Rebate Extract Reporting - Recap Report**

<b>Report/Listing Fields</b>	<b>Description</b>
Original Cost	<p>The original cost of the rebate as specified through Rebate Maintenance. This value could represent a fixed cost, the vendor/item cost, order cost, average cost, user cost, standard cost, or last cost.</p> <p>When International Currency is installed, this value is displayed in the local currency displayed in the headings of this report.</p>
Rebate Cost	<p>The calculated rebate cost as specified through Rebate Maintenance.</p>
Rebate Amount	<p>The calculated amount based on the original cost and the rebate cost using the rebate cost code as specified through Rebate Maintenance (MENU OERFILE).</p> <p>When International Currency is installed, this value is displayed in the local currency displayed in the headings of this report.</p>

---

## Reporting Group Edit Report

OER146B 07/26/10 10:45:55	REPORTING GROUP EDIT	HC/APDEMO	PAGE: 1
Company: 01 A & C Office Supply	Vendor: 100	Group ID: AI	SHARP INTERNATIONAL, INC.
-----			
Extract ID Error			
-----			
10 Extract has already been Posted			

This report prints with the summary or detail rebate report. This report prints a list of any errors detected in the reporting group. If there are no errors, this report does not print.

### Reporting Group Edit Report

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The <b>Company</b> number and name with the <b>Vendor</b> number and name for the selected group are also displayed.</p>
Extract ID	The extract ID selected to be included in this group.
Error	The errors associated with this <b>Extract ID</b> .

---

Use the Rebate Extract Filing option on the Order Entry Rebate Main Menu (MENU OERMAIN) to generate the reports for filing rebates with your vendors. You can print filing reports to submit your vendors, but you also have the option of generating the reports to a file so that you can file rebates electronically. To file electronically, you must

1. Provide an FTP path for each company through Rebate Options Maintenance (MENU OERFILE). This path indicates where electronic filing report files will be placed.
2. Through Vendors Maintenance (MENU POFILE), assign a filing format to each vendor that wants to receive reports electronically. You can choose an XML or flat file format specific to the paper industry, or a general industry XML or flat file format. For a complete description of each file layout, refer to “Electronic Filing Data File Formats” on page 12-24.
3. Leave the **Electronic Filing** field set to **Y** on the Rebate Extract Filing Options Screen (p. 12-17) for the extract filing group.

Once files are generated, you are responsible for submitting the electronic files to the vendor and maintaining the FTP directory. For information about the electronic file format, refer to “Electronic Filing Data File Formats” on page 12-24.

---

## Rebate Extract Filing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Rebate Extract Filing Group Screen	Use this screen to specify the group for filing.
Rebate Extract Filing Group Status Screen	Use this screen to review a list of existing filing groups and their statuses.
Rebate Extract Filing Screen	Use to specify criteria for printing the rebate filing report.

---

<b>Title</b>	<b>Purpose</b>
Rebate Extract Filing Selection Review Screen	Use to review the extracts included in this filing group.
Rebate Extract Filing Options Screen	Use to specify the filing options for the report.
Rebate Filing Report - Summary	Prints a summary version (based on your selections) of the rebates included in the rebate extracts selected for the group.
Rebate Filing Report - Detail	Prints a detail version (based on your selections) of the items included in the rebate extracts selected for the group.
Rebate Filing Report Recap	Prints a recap report of the of the rebates included in the rebate extracts selected for the group.

## Rebate Extract Filing Group Screen

REBATE EXTRACT FILING GROUP

Function:            -

Group Number:     AH

F3=Exit    F9=Group Search

This screen appears after selecting option **4** -Rebate Extract Filing from the Order Entry Rebate Main Menu (MENU OERMAIN). Use this screen to specify the rebate extract group number for processing.

### Rebate Extract Filing Group Screen Fields and Function Keys

Field/Function Keys	Description
Function	Use this field to determine the function to be performed. Key <b>A</b> to add a rebate extract processing group. Key <b>C</b> to change an existing rebate extract filing group. Key <b>D</b> to delete an existing rebate extract filing group. <i>Valid Values:</i> A, C, D (A 1) Required
Group Number	Use this field to specify the filing group you want to maintain. To select an existing group from a list, use the <b>F9=GROUP SEARCH</b> function key. (A 2) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F9=Group Search	Press <b>F9=GROUP SEARCH</b> to review a list of existing rebate extract filing groups and their statuses. The Rebate Extract Filing Group Status Screen (p. 12-5) appears.
Enter	Press <b>ENTER</b> to confirm your entry. The Rebate Extract Filing Screen (p. 12-7) appears.



## Rebate Extract Filing Group Status Screen

REBATE EXTRACT FILING GROUP STATUS										Change
Ref	Group Number	Status	*----- Original -----*			*----- Last -----*				
			User	WS	Date	User	WS	Date		
01	AG	A	BBONNEAU	DS	8/30/06	KMAGUIRE	BE	2/25/09		
02	AI	A	KMAGUIRE	AI	11/29/07	KMAGUIRE	AI	11/29/07		
03	BD	A	ALEBRUN	BD	5/17/07	ALEBRUN	BD	5/17/07		
04	BE	A	ALEBRUN	BE	4/04/07	ALEBRUN	BE	4/04/07		
05	DS	A	AFALCONE	DS	2/20/09	AFALCONE	HC	2/23/09		
06	GS	A	KMAGUIRE	GS	3/05/09	KMAGUIRE	GS	3/05/09		
07	KM	A	KMAGUIRE	GS	3/05/09	KMAGUIRE	GS	3/05/09		

Last

---

Select Ref No:

F3=Exit      F12=Return

This screen appears after you press F9=GROUP SEARCH on the Rebate Extract Filing Group Screen (p. 12-3). Use this screen to review the status of existing filing groups and select a group to maintain.

### Rebate Extract Filing Group Status Screen Fields and Function Keys

Field/Function Keys	Description
Ref	This is a reference number assigned to each rebate extract filing group displayed on this screen. Key this number in the <b>Select Ref No</b> field to select a rebate extract filing group. Display
Group Number	The two character group code assigned to each rebate extract filing group. Rebate extract filing groups are displayed in sequence on this screen by this group code. Display
Status	The current status of each rebate extract filing group. The group status may be one of the following: <ul style="list-style-type: none"> <li><b>A:</b> Active - The group has been created through Rebate Extract (MENU OERMAIN).</li> <li><b>E:</b> Edited - The group has been edited through Rebate Extract Maintenance (MENU OERMAIN).</li> <li><b>U:</b> In Use - The group is in use at another work station.</li> </ul> Display

### Rebate Extract Filing Group Status Screen Fields and Function Keys

Field/Function Keys	Description
Original	<p>The following information regarding the original creation of each rebate extract filing group is displayed:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the user who added the group.</li> <li>• <b>WS:</b> The internal Device ID of the workstation used when the group was added.</li> <li>• <b>Date:</b> The date that the group was added (system date).</li> </ul> <p>Display</p>
Last	<p>Information regarding the previous time that each rebate extract filing group was changed is displayed. If no changes have been made to an rebate extract filing group, each of these columns are blank:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the last user to change the group through this option.</li> <li>• <b>WS:</b> The internal Device ID of the last workstation used to change the group.</li> <li>• <b>Date:</b> The last date that the group was changed (system date).</li> </ul> <p>Display</p>
Select Ref No	<p>Key the number in the <b>Ref</b> column that corresponds to the group you want to select</p> <p>(A 2) Optional.</p>
F3=Exit	<p>Press <b>F3=EXIT</b> to exit the option without making a selection.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the Rebate Extract Filing Group Screen (p. 12-3) without making a selection.</p>
Enter	<p>After keying a reference number in the <b>Select Ref No</b> field, press <b>ENTER</b> to select the associated group.</p>



## Rebate Extract Filing Screen

```

REBATE EXTRACT FILING
Group Number: KM

Extract: _

Selected Vendor Count:      1
Selected Rebate Count:     1
Selected Extract Count:    1

F3=Cancel      F4=Extract Selection  F10=Process
                F5=Review Selections  F12=Return

```

This screen appears after you press **ENTER** on the Rebate Extract Filing Group Screen (p. 12-3) or the Rebate Extract Filing Group Status Screen (p. 12-5). Use this screen to specify information for generating the rebate filing report.

### Rebate Extract Filing Screen Fields and Function Keys

Field/Function Keys	Description
Extract	<p>Use this field to specify the ID of the rebate extract to add it to the group. Filing reports will be generated for all extracts in the group.</p> <p>To select from a list of extracts, use the <b>F4=EXTRACT SELECTION</b> function key. If you use the list, you can select more than one rebate extract for filing. Leave this field blank if you make selections from the list.</p> <p>(N 15,0) Required/Blank</p>
Selected Vendor Count	<p>This field tracks the total number of vendors included in this filing group. The system updates this field with the total number of vendors in the group after you key an extract and press <b>ENTER</b> or select an extract from the list and press <b>F2=ADD EXTRACTED</b>.</p> <p>Display</p>
Selected Rebate Count	<p>This field tracks the total number of rebates included in this filing group. The system updates this field with the total number of rebates in the group after you key an extract and press <b>ENTER</b> or select an extract from the list and press <b>F2=ADD EXTRACTED</b>.</p> <p>Display</p>

### Rebate Extract Filing Screen Fields and Function Keys

Field/Function Keys	Description
Selected Extract Count	This field tracks the total number of extracts included in this filing group. The system updates this field with the total number of extracts in the group after you key an extract and press <b>ENTER</b> or select an extract from the list and press <b>F2=ADD EXTRACTED</b> . Display
F2=Add Extracted	This function key displays only after you have selected an extract via the <b>F4=EXTRACT SELECTION</b> function key.  Press the <b>F2=ADD EXTRACTED</b> function key to add an extract selected from the Rebate Extract Filing Group Status Screen (p. 12-5). The <b>Selected Vendor Count</b> , <b>Selected Rebate Count</b> , and <b>Selected Extract Count</b> fields will be updated with the new totals for the group.
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
F4=Extract Selection	Press <b>F4=EXTRACT SELECTION</b> to review and select additional rebate extracts for filing. The Rebate Extract Selection Screen (p. 12-9) appears in selection mode.
F5=Review Selections	Press <b>F5=REVIEW SELECTIONS</b> to review the list of rebate extracts selected for filing. The Rebate Extract Filing Selection Review Screen (p. 12-13) appears in selection review mode.
F10=Process	Press <b>F10=PROCESS</b> to process the rebate filing reports for the extracts in this group. The Rebate Extract Filing Options Screen (p. 12-17) appears.
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen without generating the reports.
Enter	Press <b>ENTER</b> to confirm your entries. The <b>Selected Vendor Count</b> , <b>Selected Rebate Count</b> , and <b>Selected Extract Count</b> fields will be updated with the new totals for the group.



### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Extract ID	The Extract ID included in this reporting group. Display
Vendor	The vendor selected to be included in the extract. Display
Rebate ID	The specific rebate associated with the vendor. Display
Bid No	The bid number, if any, associated with the rebate. Display
Co	The company associated with the extracted rebates. Display
From Inv Date	The beginning invoice date range for the selection of order data. Display
To Inv Date	The ending invoice date range for the selection of order data. Display
Extract Date	The date on which the rebate extract group was created.
Vendor	Use this field to limit the list of rebate extracts by the reference vendor associated with the rebate. <i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE). (A 6) Optional
Rebate ID	Use this field to limit the list of rebate extracts by the rebate ID. <i>Valid Values:</i> The ID for a rebate created through Rebates Maintenance (MENU OERFILE). (A 10) Optional
Bid No	Use this field to limit the list of rebate extracts by the bid number. <i>Valid Values:</i> A valid bid number defined through Enter, Change, Delete Bids (MENU BQMAIN). (A 10) Optional

## Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Co	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to limit the list of rebate extracts by company number.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Optional</p>
From Invoice Date	<p>Use this field to limit the list of rebate extracts by the from invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
To Invoice Date	<p>Use this field to limit the list of rebate extracts by the to invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Extract Date	<p>Use this field to limit the list of rebate extracts by the date on which the extract was performed.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Filing Freq	<p>Use this field to limit the list of rebate extracts by filing frequency.</p> <p>Key an asterisk ( * ) to include all filing frequencies.</p> <p><i>Default Value:</i> * (asterisk)</p> <p><i>Valid Values:</i> A filing frequency defined through Filing Frequency Maintenance (MENU OERFILE) or an asterisk (*).</p> <p>(A 1) Optional</p>

### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Rebate Contract	Use this field to limit the list of rebate extracts by rebate contract number associated with the rebate. (A 20) Optional
F2=Filed / F2=Not Filed / F2=All	Use the F2=FILED / F2=NOT FILED / F2=ALL function key to toggle between displaying rebate extracts that have been filed, rebate extracts that have not been filed, and all rebate extracts. The status of the list displays in reverse image in the upper right.
F4=Contract/Filing Freq / F4=Invoice/ Extract Dates	Use the F4=CONTRACT/FILING FREQ / F4=INVOICE/EXTRACT DATES function key to toggle between displaying the rebate contract number and filing frequency or the from and to invoice date and the extract date.
F9=Review	Use the F9=REVIEW function key to display the Rebate Extract Filing Selection Review Screen (p. 12-13) where you can choose review the selected extracts to be included in this maintenance group
F10=End	Press the F10=END function key to process the selected rebates.
F11=Select All	Press the F11=SELECT ALL function key to select all of the rebate extracts currently listed on the screen. Once selected, you may press the F9=REVIEW function key to review the extracts before pressing the F10=END function key to process the rebates; or immediately choose to process the extracts.
Enter	After keying <b>S</b> in the <b>Opt</b> field for one or more rebate extracts, press this key to select the rebate extract. These rebate extracts will be added to the list of selected extracts.

## Rebate Extract Filing Selection Review Screen

```

* All *      REBATE EXTRACT FILING SELECTION REVIEW      Change
Group Number: ZC
Opt  Extract Id Vendor Rebate Id Bid No Co From Inv To Inv Extract
..   1 1500 SUPPLIES          01   Date   Date   Date
                                         8/19/11

Last

Vendor: ..... Rebate ID: ..... Bid No: ..... Co? ...
From Invoice Date: ..... To Invoice Date: ..... Extract Date: .....
Filing Freq? *: Rebate Contract: .....

F2=Not Filed          F11=Unselect All
F4=Contract/Filing Freq F12=Return
    
```

This screen displays after selecting F5=REVIEW SELECTIONS on the Rebate Extract Filing Screen (p. 12-7). Use this screen to review the extracts selected for this filing group.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

### Rebate Extract Filing Selection Review Screen

Field/Function Key	Description
(Mode)	The mode of the data displayed is either <b>*All*</b> , <b>* Not Filed*</b> , or <b>*Filed*</b> as toggled with the F2=FILED / F2=NOT FILED / F2=ALL function key.
Opt	Use this field to remove a rebate extract from the list of selected rebate extracts. Key <b>R</b> to remove the rebate extract from the list of selected rebates. <i>Valid Values:</i> blank or R (A 1) Optional
Extract ID	The Extract ID included in this filing group. Display
Vendor	The vendor selected to be included in the extract. Display

**Rebate Extract Filing Selection Review Screen**

Field/Function Key	Description
Rebate ID	The specific rebate associated with the vendor. Display
Bid No	The bid number, if any, associated with the rebate. Display
Co	The company associated with the extracted rebates. Display
From Inv Date	The beginning invoice date range for the selection of order data. Display
To Inv Date	The ending invoice date range for the selection of order data. Display
Extract Date	The date on which the rebate extract group was created.
Vendor	Use this field to limit the list of rebate extracts by the reference vendor associated with the rebate.  <i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE).  (A 6) Optional
Rebate ID	Use this field to limit the list of rebate extracts by the rebate ID.  <i>Valid Values:</i> The ID for a rebate created through Rebates Maintenance (MENU OERFILE).  (A 10) Optional
Bid No	Use this field to limit the list of rebate extracts by the bid number.  <i>Valid Values:</i> A valid bid number defined through Enter, Change, Delete Bids (MENU BQMAIN).  (A 10) Optional
Co	This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).  Use this field to limit the list of rebate extracts by company number.  <i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFILE).  (N 2,0) Optional



### Rebate Extract Filing Selection Review Screen

Field/Function Key	Description
From Invoice Date	<p>Use this field to limit the list of rebate extracts by the from invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
To Invoice Date	<p>Use this field to limit the list of rebate extracts by the to invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Extract Date	<p>Use this field to limit the list of rebate extracts by the date on which the extract was performed.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Filing Freq	<p>Use this field to limit the list of rebate extracts by filing frequency.</p> <p>Key an asterisk (*) to include all filing frequencies.</p> <p><i>Default Value:</i> * (asterisk)</p> <p><i>Valid Values:</i> A filing frequency defined through Filing Frequency Maintenance (MENU OERFILE) or an asterisk (*).</p> <p>(A 1) Optional</p>
Rebate Contract	<p>Use this field to limit the list of rebate extracts by rebate contract number associated with the rebate.</p> <p>(A 20) Optional</p>
F2=Filed / F2=Not Filed / F2=All	<p>Use the F2=FILED / F2=NOT FILED / F2=ALL function key to toggle between displaying rebate extracts that have been filed, rebate extracts that have not been filed, and all rebate extracts. The status of the list displays in reverse image in the upper right.</p>
F4=Contract/Filing Freq / F4=Invoice/Extract Dates	<p>Use the F4=CONTRACT/FILING FREQ / F4=INVOICE/EXTRACT DATES function key to toggle between displaying the rebate contract number and filing frequency or the from and to invoice date and the extract date.</p>

### Rebate Extract Filing Selection Review Screen

Field/Function Key	Description
F11=UnSelect All	Press the F11=UNSELECT ALL function key to remove all of the selected extracts from this filing group.
Enter	After keying R in the Opt field for one or more rebate extracts, press the ENTER key to remove those rebate extracts from the list of selected rebate extracts for this filing group.

---

## Rebate Extract Filing Options Screen

```

REBATE EXTRACT FILING OPTIONS
Group Number: ZC

Detail/Summary:  D
Recap Report:    N
Electronic Filing: Y
Currency:        Y

F3=Cancel  F12=Return
  
```

This screen appears after you press **F10=PROCESS** on the Rebate Extract Filing Screen (p. 12-7). Use this screen to specify the filing options for the report.

### Rebate Extract Filing Options Screen Fields and Function Keys

Field/Function Keys	Description
Detail/Summary	<p>Use this field to indicate whether the filing report will include items and order information for the extract (detail) or only item totals for the extract (summary).</p> <p>Key <b>D</b> to include items and order information in the rebate filing report.</p> <p>Key <b>S</b> to include only item totals in the rebate filing report.</p> <p><i>Default Value:</i> D</p> <p><i>Valid Values:</i> D, S</p> <p>(A 1) Required</p>
Recap Report	<p>Use this field to indicate whether the Rebate Filing Report Recap should be printed.</p> <p>Key <b>Y</b> to print the Rebate Recap Report.</p> <p>Key <b>N</b> not to print the Rebate Recap Report.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>

## Rebate Extract Filing Options Screen Fields and Function Keys

Field/Function Keys	Description
Electronic Filing	<p>Use this field to indicate whether you want to generate files for electronic filing.</p> <p>Key <b>Y</b> to file electronically.</p> <p>Key <b>N</b> to file with printed reports.</p> <p>Refer to Electronic Filing Data File Formats (p. 12-24) for further details.</p> <hr/> <p>NOTE: Electronic Filings will only be submitted for vendors that are coded with <b>A, B, C,</b> or <b>D</b> in the <b>Vendor Master Electronic Rebate Type</b> field.</p> <hr/> <p><i>Default Value: Y</i></p> <p>(A 1) Required</p>
Currency	<p>This field appears only if International Currency is installed and activated.</p> <p>Use this field to specify which currency to use when printing the filing report, either the local currency or the vendor's currency.</p> <p>Key <b>L</b> to print currency values in the local currency.</p> <p>Key <b>V</b> to print currency values in the vendor's currency.</p> <p><i>Default Value: V</i></p> <p><i>Valid Values: V, L</i></p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to return to the menu without printing the report.
F12=Return	Press <b>F12=RETURN</b> to return to the Rebate Extract Filing Screen (p. 12-7) without generating the reports.
Enter	Press <b>ENTER</b> to process the reports for the extracts in this group. The Report Options Screen appears. Refer to the Cross Applications User Guide for a description of this screen.

## Rebate Filing Report - Summary

OER152 08/18/10 9:52:36	Vendor: 1500	ZEUS MEDICAL WHOLESALERS	AB/APDEMO	PAGE: 1
Rebate ID: SUPPLIES		200 Hillside Road	Currency: US\$ US Dollars	
Group ID: ZC		Pittsburgh, PA 06225-1237	Company: 01 A & C Office Supply	
		UNITED STATES OF AMERICA		

---

Item Number	Original Cost	Rebate Cost	Rebate Amount	Qty Ship	Ord U/M
Item: ASZT456-3	Alka Seltzer tablets	Bottle of 60			Prc U/M: EA
	183.00	83.00	100.00	100.000	EA
Item: KLRTS874-3	One-A-Day Vitamins	Bottle of 100 tablets			Prc U/M: EA
	110.00	107.80	2.20	110.000	EA
Item: TYLG87554	Extra Strength Tylenol Gel-Caps	Bottle of 100			Prc U/M: EA
	360.00	45.00	315.00	60.000	EA
REBATE TOTALS:	653.00	235.80	417.20	270.000	

This report print after you key **S** in the **Detail/Summary** field on the Rebate Extract Filing Options Screen (p. 12-17) and press **ENTER** on the Report Options Screen. The summary report prints a list of rebates in the group.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFIL).

### Rebate Filing Report - Summary

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.  Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Vendor	The vendor number, name and address associated with this rebate.
Rebate ID	The <b>Rebate ID</b> number and description for the selected group.
Currency	When International Currency is installed, the currency symbol and currency description fields print indicating the currency for the cost and amount fields
Group ID	The Group ID assigned to the collection of rebates on the Rebate Extract Filing Group Screen (p. 12-3).

### Rebate Filing Report - Summary

Report/Listing Fields	Description
Company	The <b>Company</b> number and name for the selected group.
Item Number	The item number or item rebate class associated with this rebate.
Original Cost	The original cost of the rebate as specified through Rebate Maintenance. This value could represent a fixed cost, the vendor/item cost, order cost, average cost, user cost, standard cost, or last cost.  When International Currency is installed, this value is displayed in the local currency displayed in the headings of this report.
Rebate Cost	The calculated rebate cost as specified through Rebate Maintenance.
Rebate Amount	The calculated rebate amount is the difference between the original cost and the rebate cost as specified through Rebate Maintenance.  When International Currency is installed, this value is displayed in the local currency displayed in the headings of this report.
Qty Ship	The total quantity shipped to customers against this rebate.
Ord U/M	The ordering unit of measure used to process the orders
Prc U/M	The pricing unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) that also identifies the U/M for the cost.
Rebate Totals	Totals are provided at 3 levels, unit of measure, item number, and rebate ID, for the following fields: <ul style="list-style-type: none"> <li>• Original cost</li> <li>• Rebate Cost</li> <li>• Rebate Amount</li> <li>• Qty Ship</li> </ul>

## Rebate Filing Report - Detail

OER152 08/18/10 9:51:03	Vendor: 1500	ZEUS MEDICAL WHOLESALERS 200 Hillside Road Pittsburgh, PA 06225-1237 UNITED STATES OF AMERICA		AB/APDEMO	PAGE: 1
Rebate ID: SUPPLIES				Currency: US\$ US Dollars	
Group ID: ZC				Company: 01 A & C Office Supply	

Item Number	Original Cost	Rebate Cost	Rebate Amount	Qty Ship	Ord U/M	Inv Date
Item: ASZT456-3	Alka Seltzer tablets	Bottle of 60			Prc U/M: EA	
	183.00	83.00	100.00	100.000	EA	07/26/10
UNIT OF MEASURE: EA	183.00	83.00	100.00	100.000		
Item: KLRTS874-3	One-A-Day Vitamins	Bottle of 100 tablets			Prc U/M: EA	
	110.00	107.80	2.20	110.000	EA	07/26/10
UNIT OF MEASURE: EA	110.00	107.80	2.20	110.000		
Item: TYLG87554	Extra Strength Tylenol Gel-Caps	Bottle of 100			Prc U/M: EA	
	360.00	45.00	315.00	60.000	EA	07/26/10
UNIT OF MEASURE: EA	360.00	45.00	315.00	60.000		
REBATE TOTALS:	653.00	235.80	417.20	270.000		

This report prints after you key **D** in the **Detail/Summary** field on the Rebate Extract Filing Options Screen (p. 12-17) and press **ENTER** on the Report Options Screen. The detail report prints a list of items included in rebates contained in the rebate extract group. Items are listed in order by rebate ID and the report page breaks for each new rebate ID.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFIELD).

### Rebate Filing Report - Detail

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.  Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Vendor	The vendor number, name and address associated with this rebate.
Rebate ID	The <b>Rebate ID</b> number and description for the selected group.
Currency	When International Currency is installed, the currency symbol and currency description fields print indicating the currency for the cost and amount fields

### Rebate Filing Report - Detail

Report/Listing Fields	Description
Group ID	The Group ID assigned to the collection of rebates on the Rebate Extract Filing Group Screen (p. 12-3).
Company	The <b>Company</b> number and name for the selected group.
Item Number	The item number or item rebate class associated with this rebate.
Original Cost	The original cost of the rebate as specified through Rebate Maintenance. This value could represent a fixed cost, the vendor/item cost, order cost, average cost, user cost, standard cost, or last cost.  When International Currency is installed, this value is displayed in the local currency displayed in the headings of this report.
Rebate Cost	The calculated rebate cost as specified through Rebate Maintenance.
Rebate Amount	The calculated rebate amount is the difference between the original cost and the rebate cost as specified through Rebate Maintenance.  When International Currency is installed, this value is displayed in the local currency displayed in the headings of this report.
Qty Ship	The total quantity shipped to customers against this rebate by order.
Ord U/M	The ordering unit of measure used to process the orders for each order.
Prc U/M	The pricing unit of measure defined for the item through Item Master Maintenance (MENU IAFILE) that also identifies the U/M for the cost.
Invoice Date	The date the invoice was printed for the specific order for this rebate.
Rebate Totals	Totals are provided at 3 levels, unit of measure, item number, and rebate ID, for the following fields: <ul style="list-style-type: none"> <li>• Original cost</li> <li>• Rebate Cost</li> <li>• Rebate Amount</li> <li>• Qty Ship</li> </ul>



## Rebate Filing Report Recap

OER152	07/27/10	6:16:27	REBATE FILING REPORT RECAP		AF/APDEMO	PAGE: 1
Company: 01 A & C Office Supply			Group ID: ZC		REPORT CURRENCY: VENDOR	
Rebate ID	Bid No	Rebate Description	Vendor Name	Original Cost	Rebate Cost	Rebate Amount
SUPPLIES		Vendor 1500 Supplies Rebate	ZEUS MEDICAL WHOLESALERS	653.00 US\$	235.80	417.20

This reports print after you press **ENTER** on the Report Options Screen and the field value specified in the **Recap Report** field is **Y** on the Rebate Extract Filing Options Screen (p. 12-17). The recap report prints a summary of the rebate costs and the rebate amount.

**NOTE:** All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFIELD).

### Rebate Filing Report Recap

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.  Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Company	The <b>Company</b> number and name for the selected group.
Report Currency	When International Currency is installed, the currency symbol and currency description fields print indicating the currency for the cost and amount fields
Rebate ID	The <b>Rebate ID</b> number and name for the selected group.
Bid No	The item number and item description for the items sold as part of the selected rebate.
Rebate Description	The description of this rebate.
Vendor Name	The name of the vendor specified for this rebate.

### Rebate Filing Report Recap

Report/Listing Fields	Description
Original Cost	The original cost of the rebate as specified through Rebate Maintenance. This value could represent a fixed cost, the vendor/item cost, order cost, average cost, user cost, standard cost, or last cost.  When International Currency is installed, this value is displayed in the local currency displayed in the headings of this report.
Rebate Cost	The calculated rebate cost as specified through Rebate Maintenance.
Rebate Amount	The calculated rebate amount is the difference between the original cost and the rebate cost as specified through Rebate Maintenance.  When International Currency is installed, this value is displayed in the local currency displayed in the headings of this report.

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## Electronic Filing Data File Formats

If you select electronic filing, one of four file formats may be generated for a vendor, based on the setting in the **Elec Rbt Typ** field in Vendors Maintenance (MENU POFILE). A vendor may opt to receive the report in one of the following available formats:

- generic flat file
- generic XML file
- paper industry flat file
- paper industry XML file

If the **Electronic Filing** field is set to **Y** for the filing group and the vendor has an electronic rebate file type assigned through Vendors Maintenance (MENU POFILE), when the group is processed a file in the assigned format is created and placed in the FTP directory specified for the company. The file name is constructed from the following elements, separated by an underscore: RBEF identifier, vendor number, and filing date. Flat files use the file extension .EXP; XML files use the extension .XML. For example, a flat file report generated for vendor number 150 on November 30, 2014 would be named: RBEF\_150\_11302014.exp. This section explains the data included in each electronic file format.

### Generic Flat File Format

This file format contains data elements for generic, non-industry specific rebate filing requirements. The data elements are provided in a comma delimited format for the flat file or with XML tags in the XML file format.

**Generic Data File Format**

<b>Column Name</b>	<b>Data Element</b>	<b>Data Element Field Information</b>
REF_NUM	Reference Number	Extract ID from the Rebate Extract Header file. (N 15,0)
CUSTLOC	Customer Name	Company name from Order Record Control File for the company associated with the invoice. (A 30)
D_BRANCH	Distributor Branch	Shipping warehouse ID for the invoice generating the rebate from Rebate Extract Order Detail file. (A 2)
BRANCHNM	Branch Name	Shipping warehouse name. (A 25)
BRANCHST	Branch State	State for the shipping warehouse, if one exists. (A 2)
SHTO_NBR	Ship to Number	Concatenation of company, customer, and ship to number from the customer invoice that generated the rebate, only first 3 positions of ship-to number are used. (A 15)
SHTO_NME	Ship to Name	Ship to name on the invoice from the Rebate Extract Order Header file. (A 30)
SHTO_AD1	Ship to Address 1	Ship to address line 1 on the sales invoice from the Rebate Extract Order Header file. (A 30)
SHTO_AD2	Ship to Address 2	Ship to address line 2 on the sales invoice from the Rebate Extract Order Header file. (A 30)
SHTO_AD3	Ship to Address 3	Ship to address line 3 on the sales invoice from the Rebate Extract Order Header file. (A 30)
SHTO_AD4	Ship to Address 4	Ship to address line 4 on the sales invoice from the Rebate Extract Order Header file. (A 30)
SHTO_CTY	Ship to City	Ship to city on the sales invoice from the Rebate Extract Order Header file. (A 20)

**Generic Data File Format**

<b>Column Name</b>	<b>Data Element</b>	<b>Data Element Field Information</b>
SHTO_ST	Ship to State	Ship to state on the sales invoice from the Rebate Extract Order Header file. (A 30)
SHTO_ZIP	Ship to Zip	Ship to zip code on the sales invoice from the Rebate Extract Order Header file. (A 10)
SHTO_COUN	Ship To Country	Ship to country code on the sales invoice from the Rebate Extract Order Header file. (A 3)
SHTO_PH	Ship to Phone	Ship to phone number on the sales invoice from the Order History Name file. (A 20)
PROD_ID	Product ID	Manufacturer item number on the sales invoice from the Rebate Extract Detail file. (A 27)
D_PROD	Distributor Product Code	Item number on the sales invoice from the Rebate Extract Detail file. (A 27)
INVC_DTE	Invoice Date	Invoice date from the Rebate Extract Order Header file in CCYYMMDD format. (N 8,0)
INVC_NBR	Invoice Number	Invoice number from the Rebate Extract Order Detail Header file. (N 8,0)
QTY_SHIP	Quantity	The quantity shipped on the invoice detail from the Rebate Extract Order Detail file. (N 8,1)
UNT_MSR	Unit of Measure	The unit of measure field from the Rebate Extract Order Detail file. (A 3)
ITW_PRC	Into-Stock Price Local Value	Original cost in local currency with 5 decimal positions from the Rebate Extract Order Detail file. (A 16)
PA_PRC	Authorized Price Local Value	Rebate cost in local currency with 5 decimal positions from the Rebate Extract Order Detail file. (A 16)

**Generic Data File Format**

Column Name	Data Element	Data Element Field Information
EXT_RBT	Extended Rebate Local Value	Extended rebate amount with 2 decimal positions in local currency from the Rebate Extract Order Detail file. (A 14)
ITW_PRCT	Into-Stock Price Trading Value	Original cost with 5 decimal positions in trading (vendor) currency from the Rebate Extract Order Detail file. (A 16)
PA_PRCT	Authorized Price Trading Value	Rebate cost with 5 decimal positions in trading (vendor) currency from the Rebate Extract Order Detail file. (A 16)
EXT_RBTT	Extended Rebate Trading Value	Extended rebate amount with 2 decimal positions in trading (vendor) currency from the Rebate Extract Order Detail file. (A 14)
PA_NBR	Price Authorization Number	<b>Flat:</b> The word <b>CONTRACT</b> concatenated with the <b>Rebate ID</b> from the Rebate Extract Header file. <b>XML:</b> Rebate contract number from the Rebate Extract Header file. (A 20)

**Paper Industry File Format**

This file format contains data elements specific to specific paper industry rebate filing requirements. The data elements are provided in a comma delimited format for the flat file or with XML tags in the XML file format.

NOTE: The Address 3 and Address 4 fields from the Customer or Ship-To Master Files are not included in this format.

**Paper Industry Data File Format**

Column Name	Data Element	Data Element Field Information
REF_NUM	Reference Number	Extract ID from the Rebate Extract Header file. (A 16)

**Paper Industry Data File Format**

<b>Column Name</b>	<b>Data Element</b>	<b>Data Element Field Information</b>
CUSTLOC	Distributor Branch Number	Branch number assigned to the branch that sold the inventory. The branch number is assigned in the Vendor Rebate Options Maintenance option (MENU OERFILE). (A 10)
D_BRANCH	Distributor Branch	Shipping warehouse ID for the invoice generating the rebate from Rebate Extract Order Detail file. (A 15)
BRANCHNM	Branch Name	Shipping warehouse name, first 25 positions only. (A 25)
BRANCHST	Branch State	State ID for the shipping warehouse, if one exists, first 2 positions only. (A 2)
KC_ENDU	End User Number	Number assigned to a customer that purchases inventory. The <b>End User</b> field will identify the Customer/Ship-To combination specified on the Customer Maintenance Screen 1 or the Ship-To File Maintenance Screen 1 of Customer/Ship-To Master Maintenance (MENU ARFILE) that is recorded to order history to be used for processing rebates to the vendor. This line is only included when not blank. (A 20)
SHTO_NBR	Ship to Number	Concatenation of company, customer, and ship to number from the customer invoice that generated the rebate, only first 3 positions of ship-to number are used. (A 15)
SHTO_NME	Ship to Name	Ship to name on the invoice from the Rebate Extract Order Header file. (A 30)
SHTO_AD1	Ship to Address 1	Invoice's ship to address line 1 from the Rebate Extract Order Header file. (A 30)
SHTO_AD2	Ship to Address 2	Invoice's ship to address line 2 from the Rebate Extract Order Header file. (A 35)
SHTO_CTY	Ship to City	Invoice's ship to city from the Rebate Extract Order Header file; only the first 19 positions are used. (A 19)

## Paper Industry Data File Format

Column Name	Data Element	Data Element Field Information
SHTO_ST	Ship to State	Invoice's ship to state from the Rebate Extract Order Header file; only the first two positions are used. (A 2)
SHTO_ZIP	Ship to Zip	Invoice's ship to zip code from the Rebate Extract Order Header file; 9 positions are used excluding special characters. (N 9,0)
SHTO_PH	Ship to Phone	Invoice's ship to phone from the History Name file; only the first 15 positions are used. (A 15)
PROD_ID	Product ID	Invoice's manufacturer item number from the Rebate Extract Detail file. This line is only included when not blank and the manufacturer's item number is numeric only; the first 8 positions are used. (N 8,0)
D_PROD	Distributor Product Code	Invoice's item number from the Rebate Extract Detail file; the first 15 positions are used. (A 15)
INVC_DTE	Invoice Date	Invoice date from the Rebate Extract Order Header file in CCYYMMDD format. (N 8,0)
INVC_NBR	Invoice Number	Invoice number from the Rebate Extract Order Detail Header file. (N 20,0)
CASES	Quantity	The quantity, rounded to a whole number, on the ship quantity of the invoice detail. From the Rebate Extract Order Detail file. (N 8.1)
UNT_MSR	Unit of Measure	The first character of the unit of measure field from the Rebate Extract Order Detail file. If the first character is not C or E, then C will be used. (A 2)
ITW_PRC	Into-Stock Price	Original cost from the Rebate Extract Order Detail file including the decimal point. (N 6,2)

**Paper Industry Data File Format**

<b>Column Name</b>	<b>Data Element</b>	<b>Data Element Field Information</b>
PA_PRC	Authorized Price	Rebated cost from the Rebate Extract Order Detail file including the decimal point. (N 12,2)
EXT_RBT	Extended Rebate	Extended rebate amount from the Rebate Extract Order Detail file including the decimal point. (N 9,2)
PA_NBR	Price Authorization Number	The rebate contract number from the Rebate Extract Header file. (N 10,0)



---

Use the Rebate Extract Posting option on the Order Entry Rebate Main Menu (MENU OERMAIN) to post rebates. Posting rebates updates the pending rebates to Accounts Receivable or Accounts Payable (depending on the rebate method) and General Ledger. Rebated item detail is then marked as posted so it cannot be selected again.

---

## Rebate Extract Posting

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

<b>Title</b>	<b>Purpose</b>
Rebate Extract Posting Group Screen	Use this screen to specify the group for posting.
Rebate Extract Posting Group Status Screen	Use this screen to review a list of existing posting groups and their statuses.
Rebate Extract Posting Screen	Use to specify criteria for posting the rebate extract group.
Rebate Extract Selection Screen	Use to select rebate extracts for an action (such as maintenance, reporting, filing, or posting).
Rebate Extract Posting Selection Review Screen	Use to review the extracts included in this posting group.
Rebate Extract Posting Options Screen	Use to specify the posting options for the rebate extracts.
Rebate Posting Report	Prints a list of the rebates posted.

---

## Rebate Extract Posting Group Screen

REBATE EXTRACT POSTING GROUP	
Function:	-
Group Number:	AH
F3=Exit    F9=Group Search	

This screen appears after selecting option **5** - Rebate Extract Posting from the Order Entry Rebate Main Menu (MENU OERMAIN). Use this screen to specify the rebate extract group number for posting.

### Rebate Extract Posting Group Screen Fields and Function Keys

Field/Function Keys	Description
Function	Use this field to determine the function to be performed. Key <b>A</b> to add a rebate extract posting group. Key <b>C</b> to change an existing rebate extract posting group. Key <b>D</b> to delete an existing rebate extract posting group. <i>Valid Values:</i> A, C, D (A 1) Required
Group Number	Use this field to specify the posting group you want to maintain. To select an existing group from a list, use the <b>F9=GROUP SEARCH</b> function key. (A 2) Required
F3=Exit	Press <b>F3=EXIT</b> to cancel this option and return to the menu.
F9=Group Search	Press <b>F9=GROUP SEARCH</b> review a list of existing rebate extract posting groups and their statuses. The Rebate Extract Posting Group Status Screen (p. 13-4) appears.

**Rebate Extract Posting Group Screen Fields and Function Keys**

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<b>Field/Function Keys</b>	<b>Description</b>
Enter	Press <b>ENTER</b> to confirm your entry. The Rebate Extract Posting Screen (p. 13-6) appears.

---

## Rebate Extract Posting Group Status Screen

REBATE EXTRACT POSTING GROUP STATUS										Change
Ref	Group Number	Status	*----- Original -----*			*----- Last -----*			Errors	
			User	WS	Date	User	WS	Date		
01	BI	A	AFALCONE	BI	11/11/08	DFAMIGLIET	IS	8/18/09	Y	

\_\_\_\_\_ Last

Select Ref No: \_

F3=Exit      F12=Return

This screen appears after you press F9=GROUP SEARCH on the Rebate Extract Posting Group Screen (p. 13-2). Use this screen to review the status of existing posting groups and select a group to maintain.

### Rebate Extract Posting Group Status Screen Fields and Function Keys

Field/Function Keys	Description
Ref	This is a reference number assigned to each rebate extract posting group displayed on this screen. Key this number in the <b>Select Ref No</b> field to select a rebate extract posting group. Display
Group Number	The two character group code assigned to each rebate extract posting group. Rebate extract posting groups are displayed in sequence on this screen by this group code. Display
Status	The current status of each rebate extract posting group. The group status may be one of the following: <ul style="list-style-type: none"> <li><b>A:</b> Active - The group has been created through Rebate Extract (MENU OERMAIN).</li> <li><b>E:</b> Edited - The group has been edited through Rebate Extract Maintenance (MENU OERMAIN).</li> <li><b>U:</b> In Use - The group is in use at another work station.</li> </ul> Display

---

**Rebate Extract Posting Group Status Screen Fields and Function Keys**


---

Field/Function Keys	Description
Original	<p>The following information regarding the original creation of each rebate extract posting group is displayed:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the user who added the group.</li> <li>• <b>WS:</b> The internal Device ID of the workstation used when the group was added.</li> <li>• <b>Date:</b> The date that the group was added (system date).</li> </ul> <p>Display</p>
Last	<p>Information regarding the previous time that each rebate extract posting group was changed is displayed. If no changes have been made to an rebate extract posting group, each of these columns are blank:</p> <ul style="list-style-type: none"> <li>• <b>User:</b> The User ID of the last user to change the group through this option.</li> <li>• <b>WS:</b> The internal Device ID of the last workstation used to change the group.</li> <li>• <b>Date:</b> The last date that the group was changed (system date).</li> </ul> <p>Display</p>
Select Ref No	<p>Key the number in the <b>Ref</b> column that corresponds to the group you want to select.</p> <p>(A 2) Optional.</p>
F3=Exit	<p>Press <b>F3=EXIT</b> to exit the option without making a selection.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the previous screen without making a selection.</p>
Enter	<p>After keying a reference number in the <b>Select Ref No</b> field, press <b>ENTER</b> to select the associated group.</p>

---

## Rebate Extract Posting Screen

```

REBATE EXTRACT POSTING
Group Number: BI
Extract: _

Selected Vendor Count:      1
Selected Rebate Count:     1
Selected Extract Count:    1

F3=Cancel      F4=Extract Selection  F10=Process
                F5=Review Selections  F12=Return
    
```

This screen appears after you press **ENTER** on the Rebate Extract Posting Screen (p. 13-6) or the Rebate Extract Posting Group Status Screen (p. 13-4). Use this screen to specify information for posting the rebates in the rebate extract group.

### Rebate Extract Posting Screen Fields and Function Keys

Field/Function Keys	Description
Extract	<p>Use this field to specify the ID of the rebate extract to add it to the group. All rebate extracts included in the group will be posted.</p> <p>To select from a list of extracts, use <b>F4=EXTRACT SELECTION</b>. If you use the list, you can select more than one rebate extract for posting. Leave this field blank if you make selections from the list.</p> <p>(N 15,0) Required/Blank</p>
Selected Vendor Count	<p>This field tracks the total number of vendors included in this posting group. The system updates this field with the total number of vendors in the group after you key an extract and press <b>ENTER</b> or select an extract from the list and press <b>F2=ADD EXTRACTED</b>.</p> <p>Display</p>
Selected Rebate Count	<p>This field tracks the total number of rebates included in this posting group. The system updates this field with the total number of rebates in the group after you key an extract and press <b>ENTER</b> or select an extract from the list and press <b>F2=ADD EXTRACTED</b>.</p> <p>Display</p>

---

**Rebate Extract Posting Screen Fields and Function Keys**

Field/Function Keys	Description
Selected Extract Count	<p>This field tracks the total number of extracts included in this posting group. The system updates this field with the total number of extracts in the group after you key an extract and press <b>ENTER</b> or select an extract from the list and press <b>F2=ADD EXTRACTED</b>.</p> <p>Display</p>
F2=Add Extracted	<p>Press <b>F2=ADD EXTRACTED</b> to add an extract selected from the Rebate Extract Posting Group Status Screen (p. 13-4). The <b>Selected Vendor Count</b>, <b>Selected Rebate Count</b>, and <b>Selected Extract Count</b> fields will be updated with the new totals for the group.</p>
F3=Cancel	<p>Press <b>F3=CANCEL</b> to cancel this option and return to the menu.</p>
F4=Extract Selection	<p>Press <b>F4=EXTRACT SELECTION</b> to review and select additional rebate extracts for posting. The Rebate Extract Selection Screen (p. 13-8) appears in selection mode.</p>
F5=Review Selections	<p>Press <b>F5=REVIEW SELECTIONS</b> to review the list of rebate extracts selected for posting. The Rebate Extract Posting Selection Review Screen (p. 13-12) appears in selection review mode.</p>
F10=Process	<p>Press <b>F10=PROCESS</b> to continue. The Rebate Extract Posting Options Screen (p. 13-16) appears.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to the previous screen without posting the group.</p>
Enter	<p>Press <b>ENTER</b> to confirm your entries. The <b>Selected Vendor Count</b>, <b>Selected Rebate Count</b>, and <b>Selected Extract Count</b> fields will be updated with the new totals for the group.</p>

---

## Rebate Extract Selection Screen

```

REBATE EXTRACT SELECTION          * Not Posted *
      * POSTING *
Opt  Extract Vendor Rebate ID Bid No Co From Inv To Inv Extract
     1 1500 SUPPLIES          01   Date   Date   Date
-    2 1500 SUPPLIES          01
..
Last
Vendor: ..... Rebate ID: ..... Bid No: ..... Co? ...
From Invoice Date: ..... To Invoice Date: ..... Extract Date: .....
Filing Freq? *: Rebate Contract: .....

F4=Contract/Filing Freq          F9=Review
                                  F10=End
                                  F11=Select All
    
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is OE165FM\_SELECT.

You can access this screen from the

- Rebate Extract Selection Review Screen (p. 10-8) by pressing the F9=ENTER/SELECT key
- Rebate Extract Reporting Screen (p. 11-7) by pressing the F4=EXTRACT SELECTION key
- Rebate Extract Filing Screen (p. 12-7) by pressing the F4=EXTRACT SELECTION key
- Rebate Extract Posting Screen (p. 13-6) by pressing the F4=EXTRACT SELECTION key.

Use this screen to select a rebate extract for posting. The heading **POSTING** displays below the screen title so you know that you are making selections for posting.

### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
(Mode)	The mode of the data displayed as <b>* Not Posted*</b> .
Opt	Use this field to select a rebate extract to be included in a group for further processing. Key <b>S</b> to select the rebate extract. <i>Valid Values:</i> S or blank. (A 1) Optional
Extract ID	The Extract ID included in this reporting group. Display



---

**Rebate Extract Selection Screen Fields and Function Keys**

<b>Field/Function Keys</b>	<b>Description</b>
Vendor	The vendor selected to be included in the extract. Display
Rebate ID	The specific rebate associated with the vendor. Display
Bid No	The bid number, if any, associated with the rebate. Display
Co	The company associated with the extracted rebates. Display
From Inv Date	The beginning invoice date range for the selection of order data. Display
To Inv Date	The ending invoice date range for the selection of order data. Display
Extract Date	The date on which the rebate extract group was created.
Vendor	Use this field to limit the list of rebate extracts by the reference vendor associated with the rebate. <i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE). (A 6) Optional
Rebate ID	Use this field to limit the list of rebate extracts by the rebate ID. <i>Valid Values:</i> The ID for a rebate created through Rebates Maintenance (MENU OERFILE). (A 10) Optional
Bid No	Use this field to limit the list of rebate extracts by the bid number. <i>Valid Values:</i> A valid bid number defined through Enter, Change, Delete Bids (MENU BQMAIN). (A 10) Optional

---

## Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Co	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to limit the list of rebate extracts by company number.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Optional</p>
From Invoice Date	<p>Use this field to limit the list of rebate extracts by the from invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
To Invoice Date	<p>Use this field to limit the list of rebate extracts by the to invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Extract Date	<p>Use this field to limit the list of rebate extracts by the date on which the extract was performed.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Filing Freq	<p>Use this field to limit the list of rebate extracts by filing frequency.</p> <p>Key an asterisk (*) to include all filing frequencies.</p> <p><i>Default Value:</i> * (asterisk)</p> <p><i>Valid Values:</i> A filing frequency defined through Filing Frequency Maintenance (MENU OERFILE) or an asterisk (*).</p> <p>(A 1) Optional</p>

### Rebate Extract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Rebate Contract	Use this field to limit the list of rebate extracts by rebate contract number associated with the rebate. (A 20) Optional
F4=Contract/Filing Freq / F4=Invoice/ Extract Dates	Use the <b>F4=CONTRACT/FILING FREQ / F4=INVOICE/EXTRACT DATES</b> function key to toggle between displaying the rebate contract number and filing frequency or the from and to invoice date and the extract date.
F9=Review	Use the <b>F9=REVIEW</b> function key to display the Rebate Extract Posting Selection Review Screen (p. 13-12) where you can choose review the selected extracts to be included in this maintenance group
F10=End	Press the <b>F10=END</b> function key to process the selected rebates.
F11=Select All	Press the <b>F11=SELECT ALL</b> function key to select all of the rebate extracts currently listed on the screen. Once selected, you may press the <b>F9=REVIEW</b> function key to review the extracts before pressing the <b>F10=END</b> function key to process the rebates; or immediately choose to process the extracts.
Enter	After keying <b>S</b> in the <b>Opt</b> field for one or more rebate extracts, press this key to select the rebate extract. These rebate extracts will be added to the list of selected extracts.

## Rebate Extract Posting Selection Review Screen

```

* Not Posted *      REBATE EXTRACT POSTING SELECTION REVIEW      Add
                                Group Number: ER
Opt  Extract Id Vendor Rebate Id Bid No   Co   From Inv  To Inv  Extract
-    1 1500  SUPPLIES          01      Date    Date    Date
                                         8/19/11
                                         Last
Vendor: ..... Rebate ID: ..... Bid No: ..... Co? ...
From Invoice Date: ..... To Invoice Date: ..... Extract Date: .....
Filing Freq? *: Rebate Contract: .....
F4=Contract/Filing Freq          F11=Unselect All
                                   F12=Return
    
```

This screen displays after selecting **F5=REVIEW SELECTIONS** on the Rebate Extract Posting Screen (p. 13-6). Use this screen to review the extracts selected for this filing group.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

### Rebate Extract Posting Selection Review Screen

Field/Function Key	Description
(Mode)	The mode of the data displayed as <b>* Not Posted*</b> .
Group Number	The group number selected for review displays below the screen title. Display
Opt	Use this field to remove a rebate extract from the list of selected rebate extracts.  Key <b>R</b> to remove the rebate extract from the list of selected rebates. <i>Valid Values:</i> blank or R (A 1) Optional
Extract ID	The Extract ID included in this posting group. Display
Vendor	The vendor selected to be included in the extract. Display

---

**Rebate Extract Posting Selection Review Screen**

Field/Function Key	Description
Rebate ID	The specific rebate associated with the vendor. Display
Bid No	The bid number, if any, associated with the rebate. Display
Co	The company associated with the extracted rebates. Display
From Inv Date	The beginning invoice date range for the selection of order data. Display
To Inv Date	The ending invoice date range for the selection of order data. Display
Extract Date	The date on which the rebate extract group was created.
Vendor	Use this field to limit the list of rebate extracts by the reference vendor associated with the rebate.  <i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE).  (A 6) Optional
Rebate ID	Use this field to limit the list of rebate extracts by the rebate ID.  <i>Valid Values:</i> The ID for a rebate created through Rebates Maintenance (MENU OERFILE).  (A 10) Optional
Bid No	Use this field to limit the list of rebate extracts by the bid number.  <i>Valid Values:</i> A valid bid number defined through Enter, Change, Delete Bids (MENU BQMAIN).  (A 10) Optional
Co	This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> through System Options Maintenance (MENU XAFILE).  Use this field to limit the list of rebate extracts by company number.  <i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFILE).  (N 2,0) Optional

### Rebate Extract Posting Selection Review Screen

Field/Function Key	Description
From Invoice Date	<p>Use this field to limit the list of rebate extracts by the from invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
To Invoice Date	<p>Use this field to limit the list of rebate extracts by the to invoice date keyed on the extract.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Extract Date	<p>Use this field to limit the list of rebate extracts by the date on which the extract was performed.</p> <p><i>Valid Values:</i> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Filing Freq	<p>Use this field to limit the list of rebate extracts by filing frequency.</p> <p>Key an asterisk ( * ) to include all filing frequencies.</p> <p><i>Default Value:</i> * (asterisk)</p> <p><i>Valid Values:</i> A filing frequency defined through Filing Frequency Maintenance (MENU OERFILE) or an asterisk (*).</p> <p>(A 1) Optional</p>
Rebate Contract	<p>Use this field to limit the list of rebate extracts by rebate contract number associated with the rebate.</p> <p>(A 20) Optional</p>
F4=Contract/Filing Freq / F4=Invoice/Extract Dates	<p>Use the F4=CONTRACT/FILING FREQ / F4=INVOICE/EXTRACT DATES function key to toggle between displaying the rebate contract number and filing frequency or the from and to invoice date and the extract date.</p>
F11=UnSelect All	<p>Press the F11=UNSELECT ALL function key to remove all of the selected extracts from this posting group.</p>
Enter	<p>After keying <b>R</b> in the <b>Opt</b> field for one or more rebate extracts, press the <b>ENTER</b> key to remove those rebate extracts from the list of selected rebate extracts for this posting group.</p>



## Rebate Extract Posting Options Screen

```
REBATE EXTRACT POSTING OPTIONS          Change
      Group Number: BI

Job Template:  -          Modify Selections:  N
      G/L Posting Date:  81809

F3=Cancel   F4=Job Template List   F12=Return
```

This screen appears after you press **F10=PROCESS** on the Rebate Extract Posting Screen (p. 13-6). Use this screen to specify the posting options for the rebate extracts. You also have the option to select the job template to be used for the Vendor Rebate Extract Post.



---

**Rebate Extract Posting Options Screen Fields and Function Keys**

Field/Function Key	Description
Job Template	<p>Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.</p> <p>For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.</p> <p>If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key <b>N</b> in the <b>Modify Selections</b> field. You will then bypass all the output parameter screens.</p> <p>If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key <b>Y</b> in the <b>Modify Selections</b> field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.</p> <p>If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.</p>
	<hr/> <p>NOTE: To review a list of existing job templates that have been created for the Vendor Rebate Extract Post job, press <b>F4=JOB TEMPLATE LIST</b>.</p> <hr/>
	<p><i>Valid Values:</i> A job template defined for Vendor Rebate Extract Post jobs (that is, OER155PQ) through Job Template Maintenance (MENU XAFILE). (A 10) Optional</p>

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### Rebate Extract Posting Options Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	<p>If using a job template (you keyed a job template name in the <b>Job Template</b> field on this screen or select one via F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.</p> <p>Key <b>Y</b> if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key <b>Y</b>, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.</p> <p>Key <b>N</b> if you want to use the template as-is and you do not want to make any modifications. If you key <b>N</b>, a series of selections screens will not be displayed.</p> <p><i>Valid Values:</i> Y or N; cannot be Y if the <b>Job Template</b> field is blank.</p> <p>(A 1) Optional</p>
G/L Posting Date	<p>Use this field to specify the date that will be used for posting the rebates in the group to General Ledger.</p> <p><i>Default Value:</i> The current date.</p> <p><i>Valid Values:</i> A valid G/L date, as created through the General Ledger Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional</p>
F3=Cancel	Press F3=CANCEL to return to the menu without printing the report.
F4=Job Template List	<p>Press F4=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Vendor Rebate Extract Post.</p> <p>Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.</p>
F12=Return	Press F12=RETURN to return to the Rebate Extract Posting Screen (p. 13-6) without posting the extracts.
Enter	Press ENTER to post the rebate extracts in this group and submit the Accounts Receivable, Accounts Payable, and General Ledger entries and print the AR and GL posting reports. The Report Options Screen appears. Refer to the Cross Applications User Guide for a description of this screen.

## Rebate Posting Report

Rebate ID	Bid No	Rebate Description	Vendor Name	Original Cost	Rebate Cost	Rebate Amount
BR-REBATE3		Office Machines	SHARP INTERNATIONAL	5.41	4.41	1.00
PSREBATE		Paper Supplies	SHARP INTERNATIONAL	20.00	4.00	16.00

This report prints following rebate posting as a record of the rebates posted in the group.

### Rebate Posting Report

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The company number and name are printed. When International Currency is installed, the company's Currency Symbol and description are also printed.</p>
Rebate ID	The specific rebate associated with the vendor.
Bid No	The bid number, if any, associated with the rebate.
Rebate Description	The description assigned to the Rebate ID.
Vendor Name	The vendor for whom this rebate was created.
Original Cost	The original cost of the item.
Rebate Cost	The rebate cost of the item.
Rebate Amount	The amount of the rebate expected to be reimbursed from the vendor.



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Use the Qualify/Re-Qualify Rebates option on the Order Entry Rebate Main Menu (MENU OERMAIN) to review invoice history records to determine if a rebate applies to them. Orders with a rebate currently assigned may be assigned a different rebate; orders without a rebate may qualify for a rebate. Component items included in kit bills of material are included in qualification/re-qualification processing. Rebate cost for components will be rolled up to the kit parent item cost. Limiting criteria lets you control which orders are reviewed and which rebates are available. Once rebated orders in history are marked as extracted, they are no longer available for qualification/re-qualification. Items will be bypassed if

- it has a cost override
- the quantity shipped is zero or negative
- it is marked to bypass rebates
- it is a consignment order
- it has passed the expiration date
- the rebate cost is greater than the inventory cost on the order.

Additionally, for orders in history that have already been qualified, the original rebate applied to the order in history will not be replaced with a higher cost rebate when the original rebate has since been suspended; a new rebate will only be used if it is better than the original. For orders in history that have never been qualified, suspended rebates will not be considered.

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## Qualify/Re-Qualify Rebates

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

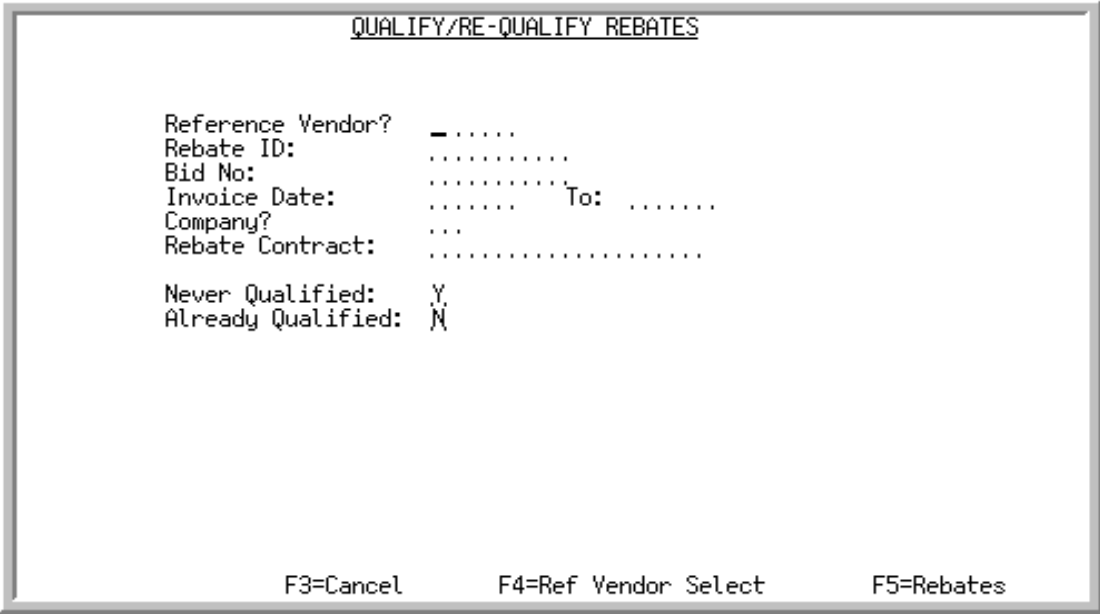
Title	Purpose
Qualify/Re-Qualify Rebates Screen	Use to specify limits for the qualification/re-qualification of orders.

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<b>Title</b>	<b>Purpose</b>
Qualify/Re-Qualify Rebates Vendor Selections Screen	Use to provide a list of up to 20 vendors for the rebate qualification/re-qualification.

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## Qualify/Re-Qualify Rebates Screen



This screen appears after selecting option 6 - Qualify/Re-Qualify Rebates from the Order Entry Rebate Main Menu (MENU OERMAIN). Use this screen to specify criteria to limit the orders/invoice history that will be reviewed for rebate qualification/re-qualification.

### Qualify Rebates Screen Fields and Function Keys

Field/Function Keys	Description
Reference Vendor	<p>Use this field to limit the rebates available to apply to orders to those rebates assigned a specific reference vendor number. The reference vendor is assigned to a rebate on the Rebate Information Screen (p. 2-8).</p> <p>If you want to include rebates for more than one reference vendor, leave this field blank and use the F4=REF VENDOR SELECT function key to provide a list of up to 20 vendors.</p> <p>To include all vendors, leave this field and the vendors on the Qualify/Re-Qualify Rebates Vendor Selections Screen (p. 14-6) blank.</p> <p><i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE).</p> <p>(A 6) Optional</p>

### Qualify Rebates Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	<p>Use this field to specify the rebate ID to limit the qualification/re-qualification of orders to rebates with a particular rebate ID. Rebate IDs are specified on the Rebate Maintenance Selection Screen (p. 2-3) or assigned by the system when rebates are created from a bid.</p> <p>Leave this field blank to include all rebates, regardless of rebate ID.</p> <p>To select from a list of rebates, use the F5=REBATES function key.</p> <p>(A 10) Optional</p>
Bid No	<p>Use this field to specify a bid number to limit the qualification/re-qualification of orders to rebates created by a particular bid number.</p> <p>Leave this field blank to include all rebates, regardless of bid number.</p> <p>(A 10) Optional</p>
Invoice Date	<p>Use this field to specify an invoice date or range of invoice dates to limit the orders reviewed to orders with an invoice date that matched the range.</p> <p><i>Valid Values:</i> A date keyed in your <b>Default Date Format</b> specified through Register A+ User IDs (MENU XACFIG), or if that is not defined, the system's <b>Default Date Format</b> defined through System Options Maintenance (MENU XAFIELD).</p> <p>(N 6,0) Optional</p>
Company	<p>This field appears only if the <b>Multi Company</b> field is set to Y in System Options Maintenance (MENU XAFIELD).</p> <p>Use this field to specify a company number to limit the orders reviewed to orders for a specific company.</p> <p>Leave this field blank to include orders for all companies.</p> <p><i>Valid Values:</i> A company number defined through Company Names Maintenance (MENU XAFIELD).</p> <p>(N 2,0) Optional</p>
Rebate Contract	<p>Use this field to specify a rebate contract number to limit the qualification/re-qualification of orders to rebates with a particular rebate contract number. Rebate contract numbers are assigned on the Rebate Maintenance Selection Screen (p. 2-3).</p> <p>Leave this field blank to include all rebates, regardless of rebate contract numbers.</p> <p>(A 20) Optional</p>



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**Qualify Rebates Screen Fields and Function Keys**

Field/Function Keys	Description
Never Qualified	<p>Use this field to specify whether you want to include orders without a rebate ID currently assigned.</p> <p>Key <b>Y</b> to include orders that are not currently qualified.</p> <p>Key <b>N</b> to exclude orders that are not currently qualified.</p> <p><i>Default Value:</i> Y</p> <p>(A 1) Required</p>
Already Qualified	<p>Use this field to specify whether you want to include orders with a rebate currently assigned. These orders will be reviewed and may be assigned a different rebate if they qualify.</p> <p>Key <b>Y</b> to include orders that are currently qualified.</p> <hr/> <p>NOTE: Set this field to <b>Y</b> only if the <b>Use Best Rebate Cost</b> field is set to <b>Y</b> on the Rebate Options - Selling Screen (p. 6-4).</p> <hr/> <p>Key <b>N</b> to exclude orders that are currently qualified.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
F3=Cancel	Press <b>F3=CANCEL</b> to cancel this option and return to the menu.
F4=Ref Vendor Select	Press <b>F4=REF VENDOR SELECT</b> if you want to include rebates for more than one reference vendor in the extract limits. The Qualify/Re-Qualify Rebates Vendor Selections Screen (p. 14-6) appears.
F5=Rebates	Press <b>F5=REBATES</b> to display a list of rebates. The Rebate List Screen (p. 2-5) appears.
Enter	Press <b>ENTER</b> to confirm your entries. The Report Options Screen appears. Refer to the Cross Applications User Guide for a description of this screen.

## Qualify/Re-Qualify Rebates Vendor Selections Screen

This screen appears after you press **F4=REF VENDOR SELECT** on the Qualify/Re-Qualify Rebates Screen (p. 14-3). Use this screen to specify up to 20 reference vendors to include in the limits of the rebate qualification/re-qualification.

### Qualify/Re-Qualify Rebate Selections Screen Fields and Function Keys

Field/Function Keys	Description
Vendor	<p>Use these fields to specify the vendors whose rebates you want to include in the qualification/re-qualification. Rebates assigned a reference vendor that matches the vendors in this list will be included in the review of orders/invoice history. The reference vendor is assigned to a rebate on the Rebate Information Screen (p. 2-8). If you do not know the vendor number, use the <b>Find</b> and <b>City</b> fields.</p> <p><i>Valid Values:</i> A vendor defined through Vendors Maintenance (MENU PROFILE).</p> <p>(20 @ A 6) Optional</p>
Find	<p>Use this field either alone or with the <b>City</b> field to search for a specific vendor using the vendor name.</p> <p>Key up to 10 characters (the first 10) of one or more words in the vendor's name. Key the words in any order and separate each word with one blank space.</p> <p>(A 40) Optional</p>

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**Qualify/Re-Qualify Rebate Selections Screen Fields and Function Keys**

Field/Function Keys	Description
City	Use this field together with the <b>Find</b> field to search for a vendor in a particular city. Key up to 8 characters (the first 8) of the vendor’s city. (A 8) Optional
F12=Return	Press <b>F12=RETURN</b> to return to the Qualify/Re-Qualify Rebates Screen (p. 14-3) without saving your entries.
Enter	Press <b>ENTER</b> to confirm your selections. The Qualify/Re-Qualify Rebates Screen (p. 14-3) appears.



Use the Rebate Inquiry option on the Order Entry Rebate Main Menu (MENU OERMAIN) to review rebates and rebate activity. You can limit the inquiry to rebates associated with an item, item rebate class, customer, customer rebate class, or review rebate sales for a specific time period.

## Rebate Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Rebate Inquiry Selection Screen	Use to specify criteria to limit the inquiry.
Rebate Sales Inquiry Screen	Displays a list of orders with items that qualified for a rebate that matches the limiting criteria you specified
Rebate Inquiry Selection Criteria Screen	Displays the selection criteria you specified for the inquiry.
Rebate Inquiry by Item or Customer Variables Screen	Displays a list of items, item rebate classes, customer, or customer rebate classes that match the limiting criteria you specified (which also completes the screen title).
Rebate Customers Inquiry Screen	Displays a list of customers associated with the rebated item or item rebate class.
Rebate Inquiry Display Screen	Displays information about the rebate and the selected item or item rebate class.
Rebate Activity Inquiry - Master Activity Inquiry Screen	Displays the rebate activity information for rebate setup data.

<b>Title</b>	<b>Purpose</b>
Rebate Activity Inquiry - Master Activity Detail Screen	Displays the rebate activity detail information for rebate setup field change data.
Rebate Activity Inquiry - Vendor Activity Inquiry Screen	Displays the rebate vendor activity information for rebate vendor include and exclude data.
Rebate Activity Inquiry - Ship-To Activity Inquiry Screen	Displays the rebate ship-to activity information for rebate ship-to include and exclude data.
Rebate Activity Inquiry - Item Activity Inquiry Screen	Displays the rebate item activity information for rebate item data.
Rebate Activity Inquiry - Item Activity Detail Inquiry Screen	Displays the rebate item detail activity information for rebate item field change data.
Rebate Activity Inquiry - Customer Activity Inquiry Screen	Displays the rebate customer activity information for rebate customer include and exclude data.
Rebate Activity Inquiry - Company Activity Inquiry Screen	Displays the rebate company activity information for rebate company data.
Rebate Activity Inquiry - Contract Activity Inquiry Screen	Displays the rebate contract activity information for rebate contract pricing.
Rebate Activity Inquiry - Contract Activity Detail Inquiry Screen	Displays the rebate contract detail activity information for rebate contract pricing field change data.

## Rebate Inquiry Selection Screen

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          REBATE INQUIRY

Reference Vendor? _ .....      Rebate ID: .....
Rebate Contract: .....      Bid: .....
Vendor Group? .....      Owner: .....

Item: .....      Item Rebate Class? .....
Find: .....
Item: .....      Class: .....

Company? 01
Customer: .....      Customer Rebate Class? .....
Find: .....
City: .....      St/Prov: .....

Ship-To: .....      End User: .....

Salesrep? .....
Invoice Date: .....      To: .....

F3=Exit      F4=Rebate List      F6=Rebate Sales
              F5=Ship-To Search      F8=Where Used      F18=Rebate Act
  
```

This screen appears after you select option **10** - Rebate Inquiry from the Order Entry Rebate Main Menu (MENU OERMAIN). Use this screen to specify criteria to limit the rebates or the rebate sales that will be shown in the inquiry or to select a rebate to view rebate activity.

### Rebate Inquiry Selection Screen Fields and Function Keys

Field/Function Keys	Description
Reference Vendor	<p>Use this field to limit the inquiry to rebates assigned a specific reference vendor number. The reference vendor is assigned to a rebate on the Rebate Information Screen (p. 2-8) in Rebate Master Maintenance (MENU OERFILE).</p> <p>Key the vendor number.</p> <p><i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU POFILE).</p> <p>(A 6) Optional</p>
Rebate ID	<p>Use this field to specify the rebate ID to limit the inquiry to rebates with a particular rebate ID. Rebate IDs are specified on the Rebate Maintenance Selection Screen (p. 2-3) in Rebate Master Maintenance (MENU OERFILE) or assigned by the system when rebates are created from a bid.</p> <p>Leave this field blank to include all rebates, regardless of rebate ID.</p> <p>To select from a list of rebates, use the <b>F4=REBATE LIST</b> function key.</p> <p>(A 10) Optional</p>

### Rebate Inquiry Selection Screen Fields and Function Keys

Field/Function Keys	Description
Rebate Contract	<p>Use this field to specify a rebate contract number to limit the inquiry by contact number. Rebate contract numbers are assigned on the Rebate Maintenance Selection Screen (p. 2-3).</p> <p>Leave this field blank to include all rebates, regardless of contract numbers.</p> <p>(A 20) Optional</p>
Bid	<p>Use this field to specify a bid number to limit the inquiry to rebates created by a particular bid number.</p> <p>Leave this field blank to include all rebates, regardless of bid number.</p> <p>(A 10) Optional</p>
Vendor Group	<p>Use this field to specify the ID of a vendor group to limit the inquiry to rebates created for a particular vendor group.</p> <p><i>Valid Values:</i> A vendor group defined through Vendor Groups Maintenance (MENU POFIL2).</p> <p>(A 10) Optional</p>
Owner	<p>Use this field to specify a rebate owner to limit the inquiry to rebates created for a particular owner.</p> <p>(A10) Optional</p>
Item	<p>Use this field to specify an item number to limit the inquiry to rebates created for a particular item number.</p> <p>If you do not know the item number, you can use the <b>Find</b>, <b>Item</b>, and <b>Class</b> fields to search for the item.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFIL2).</p> <p>(A 27) Optional</p>
Item Rebate Class	<p>Use this field to limit the inquiry to rebates created for a particular item rebate class.</p> <p><i>Valid Values:</i> An item rebate class defined through Item Rebate Classes Maintenance (MENU OERFILE).</p> <p>(A 5) Optional</p>
Find	<p>Use this field alone or with the <b>Item No</b> and <b>Class</b> fields to search for an item.</p> <p>If you do not recall the complete item number, key item description search criteria to activate the item search.</p> <p>(A 40) Optional</p>



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**Rebate Inquiry Selection Screen Fields and Function Keys**

Field/Function Keys	Description
Item	<p>Use this field in addition to, or instead of, the <b>Find</b> and <b>Class</b> fields to further limit the item for which you want to search.</p> <p>Key a partial item number.</p> <p>(A 27) Optional</p>
Class	<p>Use this field alone or with the <b>Find</b> and <b>Item No</b> fields to search for an item.</p> <p>Enter the class of the item to search for items in that class. You can also enter a sub-class to further limit the search. For example, to search for items in class 50, you would enter 50. To search for items in class 50 and sub-class 10, you would enter 5010, with no spaces or characters separating the class and sub-class. If you do not enter a sub-class, all sub-classes will be included in the search results.</p> <p>(A 4) Optional</p>
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFIELD).</p> <p>Use this field to specify a company number to limit the inquiry to orders and rebates for a specific company.</p> <p><i>Valid Values:</i> A company number defined through Company Name Maintenance (MENU XAFIELD).</p> <p>(N 2,0) Required</p>
Customer	<p>Use this field to limit the inquiry to rebates created for a particular customer.</p> <p><i>Valid Values:</i> A customer defined through Customer/Ship To Maintenance (MENU ARFIELD)</p> <p>(N 10,0) Optional</p>
Customer Rebate Class	<p>Use this field to limit the inquiry to rebates created for a particular customer rebate class.</p> <p><i>Valid Values:</i> A customer rebate class defined through Customer Rebate Classes Maintenance (MENU OERFIELD).</p> <p>(A 5) Optional</p>
Find	<p>Use this field either alone or with the <b>City</b> and <b>St/Prov</b> fields to search for the customer by name, phone number, and zip/postal code.</p> <p>Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> <li>• up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order.</li> <li>• up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters</li> <li>• up to 5 characters (the first 5) of the customer's zip/postal code</li> </ul> <p>(A 40) Optional</p>

### Rebate Inquiry Selection Screen Fields and Function Keys

Field/Function Keys	Description
City	<p>Use this field either alone or with the <b>Find</b> and <b>St/Prov</b> fields to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>(A 8) Optional</p>
St/Prov	<p>Use this field with one or both of the <b>Find</b> and <b>City</b> fields to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>(A 10) Optional</p>
Ship-To	<p>Use this field to specify a ship to address number to limit the sales information (if you press <b>F6=REBATE SALES</b>) or the where used information (if you press <b>F8=WHERE USED</b>) that displays to a particular ship to address.</p> <p>If you specify a ship to number, you must also specify a customer number.</p> <p>If you do not know the ship to number for the customer, enter the customer number in the <b>Customer</b> field and use the <b>F5=SHIP-TO SEARCH</b> function key to search for ship to addresses.</p> <p><i>Valid Values:</i> A ship to number defined for the customer through Customer/Ship To Maintenance (MENU ARFILE).</p> <p>(A 7) Optional</p>
End User	<p>Use this field to specify an end user to limit the sales information that displays for a rebate to orders associated with a particular end user. The End User field will identify the Customer/Ship-To combination specified on the Customer Maintenance Screen 1 or the Ship-To File Maintenance Screen 1 of Customer/Ship-To Maintenance (MENU ARFILE) that is recorded to order history to be used for processing rebates to the vendor. For Kimberly-Clark rebates, this value is assigned by Kimberly-Clark to customers that purchase their items.</p> <p>(N 8,0) Optional</p>
Salesrep	<p>Use this field to specify a sales rep to limit the sales information that displays for a rebate to orders associated with a particular primary sales rep for the orders.</p> <p><i>Valid Values:</i> A sales rep defined through Salesreps Maintenance (MENU SAFILE).</p> <p>(N 5,0) Optional</p>

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**Rebate Inquiry Selection Screen Fields and Function Keys**

Field/Function Keys	Description
Invoice Date	<p>Use this field to specify an invoice date, or date range, to limit the inquiry to rebate orders invoiced within the range. This field will reflect the <b>Invoice Print Date</b> field from the Order History Header File (HSHED).</p> <p>Leave this field blank to include all rebates, regardless of the order's invoice date.</p> <p><i>Valid Values:</i> A date keyed in your <b>Default Date Format</b> specified through Register A+ User IDs (MENU XACFIG), or if that is not defined, the system's <b>Default Date Format</b> defined through System Options Maintenance (MENU XAFILE).</p> <p>(2 @ N 6,0) Optional</p>
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
F4=Rebate List	Press F4=REBATE LIST to display a list of rebates. The Rebate List Screen (p. 2-5) appears.
F5=Ship-To Search	Press F5=SHIP-TO SEARCH to display a list of ship to addresses defined for the customer specified in the <b>Customer</b> field.
F6=Rebate Sales	Press F6=REBATE SALES to display sales orders that match the limiting criteria you specified. The Rebate Sales Inquiry Screen (p. 15-8) appears.
F8=Where Used	Press F8=WHERE USED to display the rebates that match the limiting criteria you specified. The Rebate Inquiry by Item or Customer Variables Screen (p. 15-14) appears.
F18=Rebate Act	<p>Press F18=REBATE ACT to display the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) and view the rebate activity information.</p> <hr/> <p>NOTE: Rebate Activity will exist until the rebate is deleted.</p>

## Rebate Sales Inquiry Screen

REBATE SALES INQUIRY										
Sl	Co	Order/Gn	Invoice	Inv Date	I	A	Qty Shipped	U/M	Rebate Amount	U/M
1	3	10154/00	200	7/03/08	0	Y	1.000	EA	105.48523	EA
2	3	10189/00	3	5/11/10	0	Y	3.000	EA	300.00000	EA

Last

Select: \_ .

F4=Original/Rebate Cost      F6=Kit Sales      F10=Criteria  
F12=Return

This screen appears after you press **F6=REBATE SALES** on the Rebate Inquiry Selection Screen (p. 15-3). This screen displays a list of orders with items that qualified for a rebate that matches the limiting criteria you specified for rebates on the Rebate Inquiry Selection Screen (p. 15-3). The orders shown are invoiced orders that have been moved to order history. Use this screen to review sales information. You can select an order to review the item detail.

### Rebate Sales Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
Sl	The line number associated with the order. This number is keyed in the <b>Select</b> field to select this order for further review. Display
Co	The company number associated with the order. Display
Order/Gn	The order number and generation number that contains an item that has been qualified for this rebate. Display
Invoice	The invoice number assigned to the order for this qualification. Display
Inv Date	The invoice date assigned when the invoice was printed. Display

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**Rebate Sales Inquiry Screen Fields and Function Keys**

Field/Function Keys	Description
T	<p>The order type; possible types consist of:</p> <ul style="list-style-type: none"> <li>• I - invoice</li> <li>• O - order</li> <li>• R - return</li> </ul> <p>Display</p>
A	<p>The A represents the allocate code. The data in the field be <b>Y</b> that inventory was allocated to this order; or <b>N</b> that inventory was not allocated to this order.</p> <p>This column toggles to <b>Original Cost</b> with the F4=ORIGINAL/REBATE COST / F4=ALLOC/SHIPPED/RBTAMT function key.</p> <p>Display</p>
Qty Shipped U/M	<p>The quantity shipped and unit of measure for the quantity shipped for this specific shipment to the customer.</p> <p>These columns toggle to <b>Original Cost</b> with the F4=ORIGINAL/REBATE COST / F4=ALLOC/SHIPPED/RBTAMT function key.</p> <p>Display</p>
Rebate Amount	<p>The rebate amount that will be rebated by the vendor.</p> <p>If the item has been extracted, the Extracted Rebate Amount from the Rebate Extract Order Detail File (RBEXTOD) displays. Otherwise, this value is calculated from the Order History Detail File (HSDDET) as Rebate Cost Basis minus GL Cost.</p> <p>This column toggles to <b>Rebate Cost</b> with the F4=ORIGINAL/REBATE COST / F4=ALLOC/SHIPPED/RBTAMT function key.</p> <p>Display</p>
Original Cost	<p>The original cost of the item as identified in the rebate and recorded as the Rebate Cost Basis in the Order History Detail File (HSDDET). If the item has been extracted, the Original Extracted Cost from the Rebate Extract Order Detail File (RBEXTOD) displays.</p> <p>This column toggle to <b>A</b>, <b>Qty Shipped</b>, and <b>U/M</b> with the F4=ORIGINAL/REBATE COST / F4=ALLOC/SHIPPED/RBTAMT function key.</p> <p>Display</p>
Rebate Cost	<p>The rebated cost of the item. If the item has been extracted, the Rebate Extracted Cost from Rebate Extract Order Detail file displays (RBEXTOD). Otherwise, use GL Cost from the Order History Detail File (HSDDET) displays.</p> <p>This column toggles to <b>Rebate Amount</b> with the F4=ORIGINAL/REBATE COST / F4=ALLOC/SHIPPED/RBTAMT function key.</p> <p>Display</p>

### Rebate Sales Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
U/M	The pricing/cost unit of measure for the rebated item. Display
Select	Key the number in the <b>SI</b> column that corresponds to the order you want to select. (N 2,0) Optional.
F4=Original/Rebate Cost / F4=Alloc/Shipped/ RbtAmt	Press F4=ORIGINAL/REBATE COST / F4=ALLOC/SHIPPED/RBTAMT to toggle between displaying the <b>Allocate, Qty Shipped, U/M, and Rebate Amount</b> columns or the <b>Original Cost and Rebate Cost</b> columns.
F6=Kit Sales/ F6=Regular Sales	Press F6=KIT SALES / F6=REGULAR SALES to toggle between displaying regular sales (actual rebate line items in an order) or kit sales (for rebate items issued as part of a kit).
F10=Criteria	Press F10=CRITERIA to review the limiting criteria you specified on the Rebate Inquiry Selection Screen (p. 15-3). The Rebate Inquiry Selection Criteria Screen (p. 15-11) appears, showing the entries that you made.
F12=Return	Press F12=RETURN to return to the previous screen without making a selection.
Enter	After keying a reference number in the <b>Select</b> field, press ENTER to select the associated order. The Item Detail Screen appears. Refer to the Order Entry User Guide for a description of this screen.

## Rebate Inquiry Selection Criteria Screen

REBATE INQUIRY SELECTION CRITERIA	
Reference Vendor:	1500 ZEUS MEDICAL WHOLESALERS
Rebate ID:	SUPPLIES OTC Medical Supplies Rebate
Rebate Contract:	
Vendor Group:	
Bid:	
Item:	M001 Alka-Seltzer Effervescent Tablet Antacid & Pain Relief 36 tabs
Item Rebate Class:	
Company:	01 A & C Office Supply
Customer:	
Customer Rebate Class:	
Ship-To:	
End User:	
Salesrep:	
Invoice Date:	To:
F12=Return	

This screen appears after you press F10=CRITERIA from the inquiry to review the inquiry criteria specified on the Rebate Inquiry Selection Screen (p. 15-3). The limits entered on that screen display here for review. You cannot change the inquiry criteria on this screen. To change the limits, return to the Rebate Inquiry Selection Screen (p. 15-3).

All the fields on this screen are display only and cannot be changed.

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NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

---

### Rebate Inquiry Selection Criteria Screen Fields and Function Keys

Field/Function Keys	Description
Reference Vendor	This field limits the inquiry to rebates assigned a specific reference vendor number. The reference vendor is assigned to a rebate on the Rebate Information Screen (p. 2-8) in Rebate Master Maintenance (MENU OERFILE).
Rebate ID	The <b>Rebate ID</b> limits the inquiry to rebates with a particular rebate ID. Rebate IDs are specified on the Rebate Maintenance Selection Screen (p. 2-3) in Rebate Master Maintenance (MENU OERFILE) or assigned by the system when rebates are created from a bid. A blank field will include all rebates, regardless of rebate ID.

### Rebate Inquiry Selection Criteria Screen Fields and Function Keys

Field/Function Keys	Description
Rebate Contract	Specifies a rebate contract number to limit the inquiry by contact number. Rebate contract numbers are assigned on the Rebate Maintenance Selection Screen (p. 2-3). Blank will include all rebates, regardless of contract numbers.
Vendor Group	Specifies the ID of a vendor group to limit the inquiry to rebates created for a particular vendor group.
Bid	The bid field limits the inquiry to rebates created by a particular bid number. A blank will to include all rebates, regardless of bid number.
Item	The item number and item description selected to limit the inquiry to rebates created for a particular item number.
Item Rebate Class	This field limits the inquiry to rebates created for a particular item rebate class. Item rebate classes are assigned to items through Item Master Maintenance (MENU IAFILE).
Company	This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFILE). Use this field to specify a company number to limit the inquiry to orders and rebates for a specific company.
Customer	This field will limit the inquiry to rebates created for a particular customer.
Customer Rebate Class	This field limits the inquiry to rebates created for a particular customer rebate class. Customer rebate classes are assigned to customers through Customer Master Maintenance (MENU ARFILE).
Ship-To	This field limits the information that displays to a particular ship to address for the selected customer number.
End User	This field is used to specify an end user to limit the sales information that displays for a rebate to orders associated with a particular end user. The End User field will identify the Customer/Ship-To combination specified on the Customer Maintenance Screen 1 or the Ship-To File Maintenance Screen 1 of Customer/Ship-To Maintenance (MENU ARFILE) that is recorded to order history to be used for processing rebates to the vendor. For Kimberly-Clark rebates, this value is assigned by Kimberly-Clark to customers that purchase their items.
Salesrep	Sales rep will limit the sales information that displays for a rebate to orders associated with a particular sales rep.
Invoice Date	The <b>Invoice Date</b> will limit the inquiry to rebate orders invoiced within the specified range or to that specific invoice date. Leave this field blank to include all rebates, regardless of the order's invoice date.



**Rebate Inquiry Selection Criteria Screen Fields and Function Keys**

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<b>Field/Function Keys</b>	<b>Description</b>
F12=Return	Press F12=RETURN to return to the Rebate Sales Inquiry Screen (p. 15-8).

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## Rebate Inquiry by Item or Customer Variables Screen

REBATE INQUIRY BY CUSTOMER							* ALL *	
Co/Customer: 01/0000000010 Bon Secour School Department								
Sl	Rebate ID	Rebate Description	Rb Cl	Str Dte	End Dte	WH	S	
1	IC	Desktop Supplies		2/02/02	12/12/12			
2	IC	Desktop Supplies		2/02/02	12/12/12			
3	IC	Desktop Supplies		2/02/02	12/12/12			
4	IC2000	IC2000		1/01/01	12/12/12			
5	QUALITYMGT	quality management rebate test		1/01/01	12/12/12			
6	SUPPLIES	Vendor 1500 Supplies Rebate		1/10/10	12/31/11	1		
7	SUPPLIES	Vendor 1500 Supplies Rebate		1/10/10	12/31/11	1		
8	SUPPLIES	Vendor 1500 Supplies Rebate		1/10/10	12/31/11	1	S	
9	SUPPLIES	Vendor 1500 Supplies Rebate		1/10/10	12/31/11	1		
10	SUPPLIES	Vendor 1500 Supplies Rebate		1/10/10	12/31/11	1		
11	SUPPLIES	Vendor 1500 Supplies Rebate		12/01/09	12/01/12	1		
								Last
Select: _								
F2=Vendor Name			F5=Show Active			F10=Criteria		
F4=Rebate Cost						F12=Return		

This screen appears after you press **F8=WHERE USED** on the Rebate Inquiry Selection Screen (p. 15-3). The screen title changes to indicate whether the inquiry displays rebates for the item, item rebate class, customer, or customer rebate class you specified displays at the top of the screen.

Use this screen to review a list of rebates associated with the specified item, item rebate class, customer, or customer rebate class.

**NOTE:** The **Rebate Cost** that displays with **F4=REBATE COST** is a calculated value. Therefore, when this screen is displayed for a customer or a customer rebate class, the item rebate class detail lines are omitted because the calculated rebate costs cannot be calculated and displayed on the Rebate Inquiry Display Screen (p. 15-20).

### Rebate Inquiry by Item or Customer Variables Screen Fields and Function Keys

Field/Function Keys	Description
(Mode)	Identifies the type of data being displayed based on the <b>F5=SHOW ACTIVE</b> / <b>F5=SHOW SUSPENDED</b> / <b>F5=SHOW ALL</b> toggle key. <ul style="list-style-type: none"> <li>• <b>All</b> - all rebates matching the selection criteria are displayed</li> <li>• <b>Active</b> - only active rebates matching the selection criteria are displayed</li> <li>• <b>Suspended</b> - only suspended rebates matching the selection criteria are displayed</li> </ul>
	Display

### Rebate Inquiry by Item or Customer Variables Screen Fields and Function Keys

Field/Function Keys	Description
(Heading)	<p>The heading shows the selected criteria for the selected data:</p> <ul style="list-style-type: none"> <li>• <b>Co/Customer Number</b> - displays the company number, customer number and customer name data filtered to rebates for all customers or assigned customers</li> <li>• <b>Customer Rebate Class</b> - displays the customer rebate class code and description</li> <li>• <b>Item Number</b> - displays the item number and description</li> <li>• <b>Item Rebate Class</b> - displays the item customer rebate class code and description</li> </ul> <p>Display</p>
Sl	<p>The line number associated with the rebate. This number is keyed in the Select field on the lower portion of the screen to select a rebate for more information.</p> <p>Display</p>
Rebate ID Rebate Description Rb Cl	<p>The rebate ID and description of the rebate selected on the previous screen display depending on your selection with the F2=VENDOR NAME / F2=ITEM / F2=DESC/RBT CLS function key.</p> <p>The <b>Rb Cl</b> field only displays when inquiring by customer. A rebate class displays in the <b>Rb Cl</b> column only if the rebate includes the item because the item's rebate class was included in the rebate.</p> <p>Display</p>
Vendor Vendor Name	<p>The vendor ID and vendor name display depending on your selection with the F2=VENDOR NAME / F2=ITEM / F2=DESC/RBT CLS function key.</p> <p>Display</p>
Item/Description	<p>The item number and description columns only display when viewing rebate information by Customer or Customer Rebate Class and toggle with the F2=VENDOR NAME / F2=ITEM / F2=DESC/RBT CLS function key.</p>
Str Dte End Dte	<p>The rebate start and end dates, warehouse, status (<b>S</b> for suspended) or the rebate cost and cost code, depending on your selection with the F4=REBATE COST / F4=DATES/WH/SUSP function key.</p> <p>These fields display the start date and end dates for the specific item from the Item Rebate Master File (ITRBT).</p>
WH	<p>When blank, this item rebate applies to all warehouses. If filled, the item rebate is limited to the selected warehouse.</p>
S	<p>This column will display an <b>S</b> to indicate an item is currently suspended in the specific rebate. The column is blank for active items.</p>

**Rebate Inquiry by Item or Customer Variables Screen Fields and Function Keys**

Field/Function Keys	Description
Rebate Cost Cd	<p>The rebate cost is the unit cost of the item used in order entry when the item is subject to this rebate. The rebate cost code identifies if this rebate cost amount is a fixed amount, a monetary amount off the original cost, or a percentage off the original cost.</p> <ul style="list-style-type: none"> <li>• <b>F</b> - Fixed indicates the amount in the <b>Rebate Cost</b> field is the actual rebate cost.</li> <li>• <b>\$</b> - Monetary indicates the amount in the <b>Rebate Cost</b> field is a monetary amount off the original cost.</li> <li>• <b>%</b> - Percent indicates the amount in the <b>Rebate Cost</b> field is a percentage amount off the original cost.</li> </ul>
Select	<p>Key the reference number in the <b>SI</b> column to select the rebate to review it in detail.</p> <p>(N 2,0) Optional</p>
<p>F2=Vendor Name / F2=Item / F2=Rbt Desc</p> <p>or</p> <p>F2=Vendor Name / F2=Desc/Rbt Cls</p>	<p>F2=VENDOR NAME / F2=ITEM / F2=RBT DESC appears only when the inquiry displays for a customer or customer rebate class, or an item rebate class in expanded mode (refer to F8=EXPAND RBT CLS / F8=COLLAPSE RBT CLS).</p> <p>Press F2=VENDOR NAME / F2=ITEM / F2=DESC/RBT CLS to toggle between displaying the rebate description and rebate class, the vendor ID and name, or the item number and description.</p> <p>When viewing by item, press F2=VENDOR NAME / F2=DESC/RBT CLS to toggle between displaying the rebate description and rebate class, or the vendor number and name.</p>
<p>F4=Rebate Cost / F4=Dates/WH/Susp</p>	<p>Press F4=REBATE COST / F4=DATES/WH/SUSP to toggle between displaying the rebate cost and cost code or the start and end dates, warehouse and suspend code.</p>
<p>F5=Show Active / F5=Show Suspended / F5=Show All</p>	<p>Press F5=SHOW ACTIVE / F5=SHOW SUSPENDED / F5=SHOW ALL to limit the rebates shown in the list by rebated status. You can toggle between displaying only active rebates, displaying only suspended rebates, or displaying all rebates.</p>
F6=Rebated Customers	<p>The F6=REBATED CUSTOMERS function key appears only when the inquiry displays rebates for an item or an item rebate class.</p> <p>Press F6=REBATED CUSTOMERS to review a list of customers that qualified for the rebate. The Rebate Customers Inquiry Screen (p. 15-18) appears. However, if the rebate is defined for all customers, you will not be permitted to use this function key.</p>

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**Rebate Inquiry by Item or Customer Variables Screen Fields and Function Keys**


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Field/Function Keys	Description
F8=Expand Rbt Cls / Collapse Rbt Cls	<p>The F8=EXPAND RBT CLS / F8=COLLAPSE RBT CLS function key appears only when the inquiry displays rebates for an item rebate class.</p> <p>Press F8=EXPAND RBT CLS / F8=COLLAPSE RBT CLS to expand or collapse the item rebate class. If you select to expand the item rebate class, then all items that belong to the item rebate class that have not been excluded from the rebate will be listed in the inquiry. If you select to collapse the item rebate class, only the first item found for the item rebate class for the selected rebate will not be shown.</p>
F10=Criteria	<p>Press F10=CRITERIA to review the limiting criteria you specified on the Rebate Inquiry Selection Screen (p. 15-3). The Rebate Inquiry Selection Criteria Screen (p. 15-11) appears.</p>
F12=Return	<p>Press F12=RETURN to return to the previous screen without making a selection.</p>
Enter	<p>Press ENTER after keying a reference number in the <b>Select</b> field to select the line. The Rebate Inquiry Display Screen (p. 15-20) appears.</p>

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## Rebate Customers Inquiry Screen

REBATE CUSTOMERS INQUIRY				
Item Number: M001 ALKA Seltzer tablets Bottle of 60				
Sl	Rebate ID	Co	Customer	Customer Name
1	SUPPLIES	1	10	Bon Secour School Department
2	SUPPLIES	1	20	Lithonia School Department
3	SUPPLIES	1	30	Lebanon School Department
4	SUPPLIES	1	70	CBM Insurance Company
5	SUPPLIES	1	80	Niagara Insurance
6	SUPPLIES	1	90	Newman Insurance Agency
7	SUPPLIES	1	230	Insurance Corp. of Fort Worth
8	SUPPLIES	1	240	Insurance Software
9	SUPPLIES	1	603	Stein Distributors
10	SUPPLIES	1	604	Gualalupe Travel Service
11	SUPPLIES	1	605	Canadian Flag Works
12	SUPPLIES	1	606	French Wine Exporters
				More...
F2=Rebate Desc				F10=Criteria F12=Return

This screen appears after you press F6=REBATED CUSTOMERS on the Rebate Inquiry by Item or Customer Variables Screen (p. 15-14). This screen displays a list of customers who qualified for the rebated item.

All the fields on this screen are display only and cannot be changed.

### Rebate Customers Inquiry Screen Fields and Function Keys

Field/Function Keys	Description
Item Number	The item number and item description purchased by the list of customers.
Sl	The reference line number associated with the rebate.
Rebate ID	The rebate ID used for the item and customer.
Co	The company number that the customer is associated with.
Customer	The customer number that purchased the rebate item.
Customer Name	The name of the customer that purchased the rebate item displays based on the F2=REBATE DESC / F2=CUSTOMER NAME toggle key.
Rebate Description	The description of the Rebate ID as defined through Rebate Master Maintenance (MENU OERFILE) displays based on the F2=REBATE DESC / F2=CUSTOMER NAME toggle key.
F2=Rebate Desc / Customer Name	Press F2=REBATE DESC / F2=CUSTOMER NAME to toggle between displaying the <b>Customer Name</b> and <b>Rebate Description</b> columns.

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**Rebate Customers Inquiry Screen Fields and Function Keys**

Field/Function Keys	Description
F10=Criteria	Press F10=CRITERIA to review the limiting criteria you specified on the Rebate Inquiry Selection Screen (p. 15-3). The Rebate Inquiry Selection Criteria Screen (p. 15-11) appears.
F12=Return	Press F12=RETURN to return to the previous screen.

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## Rebate Inquiry Display Screen

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                REBATE DISPLAY

Rebate ID: SUPPLIES   OTC Medical Supplies Rebate   Owner: APDEMO
Rebate Contract:                               Bid No:
Ref Vendor: 1500    ZEUS MEDICAL WHOLESALERS       Warehouse: All
Filing Frequency: 3 Quarterly                   Apply: Y
Companies: All      Customers: All                Ship-Tos: All
Currency: USD US Dollars

Item Number: M001 Alka-Seltzer Effervescent Tablet Antacid & Pain Relief 36 tab

Rebate Cost:                1.00000 $   Override Price:                .00000
Original Cost:              .00000 Y   Discount %:
Commission Cost:           .00000      Quantity Limit:                .000
Start Date: 1/07/13   End Date: 15/07/13   Review Date: 30/06/13

Calculated Costs
Original:                2.31580      Rebate Amount:                1.00000
Rebate:                  1.31580
Commission:              2.63105

                F12=Return
    
```

This screen appears after you press **ENTER** on the Rebate Inquiry by Item or Customer Variables Screen (p. 15-14). Information about the rebate displays on this screen.

All the fields on this screen are display only and cannot be changed.

**NOTE:** All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFIL).

### Rebate Inquiry Display Screen Fields and Function Keys

Field/Function Keys	Description
Rebate ID	The ID and description assigned to the rebate when it was created through Rebate Master Maintenance (MENU OERFILE).
Owner	The user ID assigned as the of the rebate owner.
Rebate Contract	The contract number associated with the rebate.
Bid No	The rebate's bid number displays if this rebate was created from Bid & Quote.
Ref Vendor	The number and name of the reference vendor associated with the rebate.



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**Rebate Inquiry Display Screen Fields and Function Keys**

Field/Function Keys	Description
Warehouse	The warehouse associated with the rebate displays in this field. <b>ALL</b> displays if a warehouse was not assigned to the rebate on the Rebate Information Screen (p. 2-8).
Filing Frequency	The filing frequency code and description associated with the rebate.
Apply	This field indicates whether the rebate is to be requested from the vendor, or if the rebate has already been incorporated into the costing of the items. <b>Y</b> displays if the rebate must be applied for; <b>N</b> displays if it does not.
Companies	<p>This field indicates whether this rebate applies to all or some companies.</p> <p><b>All</b> displays if the rebate applies to all companies and no companies were excluded on the Rebate Companies Include/Exclude Screen (p. 2-52).</p> <p><b>All w/Excl</b> displays if the rebate applies to all companies, but one or more companies were excluded on the Rebate Companies Include/Exclude Screen (p. 2-52).</p> <p><b>Some</b> displays if the rebate applies to certain companies, meaning that some companies may have been excluded and some included on the Rebate Companies Include/Exclude Screen (p. 2-52).</p>
Customers	<p>This field indicates whether this rebate applies to all or some customers.</p> <p><b>All</b> displays if the rebate applies to all customers and no customers were excluded on the Rebate Customers Exclude Screen (p. 2-49).</p> <p><b>All w/Excl</b> displays if the rebate applies to all customers, but one or more customers were excluded on the Rebate Customers Exclude Screen (p. 2-49).</p> <p><b>Some</b> displays if the rebate applies to certain customers, meaning that some customers may have been excluded on the Rebate Customers Exclude Screen (p. 2-49) and some customers may be included on the Rebate Customers Include Screen (p. 2-45).</p>
Ship-Tos	<p>This field indicates whether this rebate applies to all or some customer ship to addresses.</p> <p><b>All</b> displays if the rebate applies to all customer ship- to addresses and no customer ship to addresses were excluded on the Rebate Ship-Tos Include/Exclude Screen (p. 2-20).</p> <p><b>All w/Excl</b> displays if the rebate applies to all customer ship- to addresses, but one or more customer ship- to addresses were excluded on the Rebate Ship-Tos Include/Exclude Screen (p. 2-20).</p> <p><b>Some</b> displays if the rebate applies to certain customer ship to addresses, meaning that some customer ship to addresses may have been excluded and some included on the Rebate Ship-Tos Include/Exclude Screen (p. 2-20).</p>

### Rebate Inquiry Display Screen Fields and Function Keys

Field/Function Keys	Description
Currency	The <b>Currency</b> field only displays when International Currency is installed. The currency code and description associated with the rebate. The costs displayed are shown in this currency.
Item Number	The <b>Item Number</b> field appears only when you select a line for an item on the Rebate Inquiry by Item or Customer Variables Screen (p. 15-14) and displays the selected item number and description.
Item Rebate Class	The <b>Item Rebate Class</b> field appears only when you select a line for an item rebate class on the Rebate Inquiry by Item or Customer Variables Screen (p. 15-14) and displays the selected item rebate class and description.
Rebate Cost	The cost of the item after the rebate is applied and the rebate cost code specified for this item's rebate from the Item Rebate File display in this field.  NOTE: When the rebate cost is more than the Cost to be Used for GL, the inventory GL cost becomes the rebate cost.
Override Price	The override price for the item, if one was specified, from the Item Rebate File.
Original Cost	The original cost for the item, to which the rebate is applied, and the original cost code specified for this item's rebate from the Item Rebate File display in this field.
Discount %	The discount percent that will be applied to the override price of the item, if one was specified, from the Item Rebate File.
Commission Cost	The commission cost for the item and the commission cost code, if they were specified, from the Item Rebate File.
Quantity Limit	The total quantity that can be sold for the item in this rebate.
Start Date	The date on which the rebate items costs and prices become effective. If this rebate is from a rebate contract, this field is the date the rebate contract begins.
End Date	The date on which the rebate items costs and prices end. If this rebate is from a rebate contract, this field, this field is the date the rebate contract ends.
Review Date	The date on which the costs and prices for the items in this rebate should be reviewed.
Calculated Costs: Original	This field appears unless you select a line for an item rebate class on the Rebate Inquiry by Item or Customer Variables Screen (p. 15-14) and the F8=EXPAND RBT CLS / F8=COLLAPSE RBT CLS displays as F8=EXPAND RBT CLS. The item's calculated original cost.

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**Rebate Inquiry Display Screen Fields and Function Keys**

Field/Function Keys	Description
Calculated Costs: Rebate Amount	<p>This field appears unless you select a line for an item rebate class on the Rebate Inquiry by Item or Customer Variables Screen (p. 15-14) and the F8=EXPAND RBT CLS / F8=COLLAPSE RBT CLS displays as F8=EXPAND RBT CLS.</p> <p>The amount of the rebate for the item (the calculated original cost minus the calculated rebate cost).</p>
Calculated Costs: Rebate	<p>This field appears unless you select a line for an item rebate class on the Rebate Inquiry by Item or Customer Variables Screen (p. 15-14) and the F8=EXPAND RBT CLS / F8=COLLAPSE RBT CLS displays as F8=EXPAND RBT CLS.</p> <p>The item's calculated rebate cost.</p>
Calculated Costs: Commission Cost	<p>This field appears unless you select a line for an item rebate class on the Rebate Inquiry by Item or Customer Variables Screen (p. 15-14) and the F8=EXPAND RBT CLS / F8=COLLAPSE RBT CLS displays as F8=EXPAND RBT CLS.</p> <p>The item's calculated commission cost.</p>
F12=Return	Press F12=RETURN to return to the previous screen.

## Rebate Activity Inquiry - Master Activity Inquiry Screen

REBATE ACTIVITY INQUIRY - MASTER ACTIVITY INQUIRY				
Rebate ID: SUPPLIES      OTC Medical Supplies Rebate				
Sel	Function	User ID	Date	User Time
1	Change	APDEMO	8/14/13	13:32:00 EST
2	Change	APDEMO	8/14/13	13:29:13 EST
3	Change	APDEMO	8/14/13	13:26:17 EST
4	Change	APDEMO	8/14/13	13:25:29 EST
5	Change	APDEMO	8/13/13	12:31:46 EST
6	Change	APDEMO	7/30/13	14:55:51 EST
7	Change	APDEMO	7/26/13	11:09:15 EST
Selection: ...      From System Activity Date: ..... To: .....				Last
F2=Vendor Act    F5=Item Act      F7=Company Act    F12=Return F4=Ship-To Act   F6=Customer Act   F8=Actual Time   F13=Contract Act				

This screen displays after pressing F18=REBATE ACT on the Rebate Inquiry Selection Screen (p. 15-3), the Rebate Maintenance Selection Screen (p. 2-3), the Rebate Information Screen (p. 2-8), the Rebate Vendors Include/Exclude Screen (p. 2-16), the Rebate Ship-Tos Include/Exclude Screen (p. 2-20), the Rebate Items Include Screen (p. 2-24), the Rebate Items Maintenance Screen (p. 2-33), the Rebate Items Exclude Screen (p. 2-42), the Rebate Customers Include Screen (p. 2-45), the Rebate Customers Exclude Screen (p. 2-49), the Rebate Companies Include/Exclude Screen (p. 2-52) or the Contract Prices Maintenance screens (MENU OEPRCE) of the Order Entry module.

NOTE: Rebate Activity will exist until the rebate is deleted.

### Rebate Activity Inquiry - Master Activity Inquiry Screen

Field/Function Keys	Description
Rebate ID	The ID and the rebate description assigned to the rebate and when it was created through Rebate Master Maintenance (MENU OERFILE). Display
Sel	The reference number for the activity displayed. Use this number in the <b>Selection</b> field to select an activity for more detail. Display
Function	The type of activity performed to the rebate: <b>Add, Change, Suspend, Reinstate.</b> Display

---

**Rebate Activity Inquiry - Master Activity Inquiry Screen**

Field/Function Keys	Description
User ID	<p>The user that performed the activity.</p> <p>Display</p>
Date	<p>The date that the activity occurred displays based on the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL3). The display of this field may change depending on the corresponding <b>Time</b> field and what time is shown with the F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME toggle key.</p> <p>The <b>Date</b> that displays with <b>User Time</b> is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Date</b> that displays with <b>Actual Time</b> is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity.</p> <p>The <b>Date</b> that displays with <b>System Time</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to a rebate your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The User Time and Date will display as 1:00 a.m., March 25th. The Actual Time and Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the view user date and actual user date.</p> <p>Display</p>

---

**Rebate Activity Inquiry - Master Activity Inquiry Screen**

Field/Function Keys	Description
User Time/Actual Time/System Time	<p>The time and time zone when the activity occurred displays based on the <b>Default Inq/Rpt Time Zone</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's time zone. Use the <b>F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME</b> to toggle between the time displayed in the actual time zone based on the user that created the activity, the system's time zone, and the time zone of the user viewing the inquiry. When this field is toggled, the corresponding date field also changes accordingly.</p> <p>The <b>User Time</b> is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Actual Time</b> is the time in which the activity occurred shown in the time zone of the user who performed the activity.</p> <p>The <b>System Time</b> is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to a rebate at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity).</p> <p>Display</p>
Selection	<p>Key the reference number in the <b>Sel</b> column to select the rebate activity to review it in detail. Detail information is only available for <b>Change</b> activity types. Pressing <b>ENTER</b> with a valid reference number display the Rebate Activity Inquiry - Master Activity Detail Screen (p. 15-28).</p> <p>(N 2,0) Optional</p>
From System Activity Date	<p>Use this from and to range field to limit the rebate master activity records to display based on a date range.</p> <p>Key the system date range in the <b>Default Date Format</b> specified for your user ID through Register A+ User IDs (MENU XACFIG).</p> <p>Leave this field blank to display all existing rebate master activity records for this item.</p> <p>(2 @ N 6,0) Optional</p>
F2=Vendor Act	<p>Press <b>F2=VENDOR ACT</b> to display the activity specifically for vendors in this rebate. The Rebate Activity Inquiry - Vendor Activity Inquiry Screen (p. 15-30) appears.</p>

---

**Rebate Activity Inquiry - Master Activity Inquiry Screen**

Field/Function Keys	Description
F4=Ship-To Act	Press <b>F4=SHIP-TO ACT</b> to display the activity specifically for customer ship-to's in this rebate. the Rebate Activity Inquiry - Ship-To Activity Inquiry Screen (p. 15-34) appears.
F5=Item Act	Press <b>F5=ITEM ACT</b> to display the activity specifically for the items in this rebate. The Rebate Activity Inquiry - Item Activity Inquiry Screen (p. 15-38) appears.
F6=Customer Act	Press <b>F6=CUSTOMER ACT</b> to display the activity specifically for customers in this rebate. The Rebate Activity Inquiry - Customer Activity Inquiry Screen (p. 15-45) appears.
F7=Company Act	Press <b>F7=COMPANY ACT</b> to display the activity specifically for companies in this rebate. The Rebate Activity Inquiry - Company Activity Inquiry Screen (p. 15-49) appears.
F8=Actual Time/User Time/System Time	Press the <b>F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME</b> toggle function key to display the time as the User Time, Actual Time, or System Time, including the time zone.
F12=Return	Press <b>F12=RETURN</b> to return to the previous screen.
F13=Contract Act	Press <b>F13=CONTRACT ACT</b> to display the Rebate Activity Inquiry - Contract Activity Inquiry Screen (p. 15-53).
Enter	Press <b>ENTER</b> to: <ul style="list-style-type: none"> <li>• with a reference number keyed in the <b>Sel</b> field, display the Rebate Activity Inquiry - Master Activity Detail Screen (p. 15-28)</li> <li>• with a <b>From/To System Activity Date</b> field date or date range to refresh the screen and display the rebate activity based on the filter.</li> </ul>

---

## Rebate Activity Inquiry - Master Activity Detail Screen

```

REBATE ACTIVITY INQUIRY - MASTER ACTIVITY DETAIL

Rebate ID:  SUPPLIES      Vendor 1500 Supplies Rebate
User ID:    APDEMO        System Date:  7/26/10

Field Changed
-----
Old Value      New Value
-----
Rebate Customer Code
      A                S
Rebate Ship-To Code
      A                S

Last

F12=Return
    
```

This screen displays after keying a reference number in the **Sel** field and pressing **ENTER** on the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24). Use this screen to review specific item change information about the activity you selected. All changes made to the Rebate Master File (RBMST) will be shown in this screen, including the previous value and the new value.

All the fields on this screen are display only and cannot be changed.

### Rebate Activity Inquiry - Master Activity Detail Screen

Field/Function Keys	Description
Rebate ID	The ID and the rebate description assigned to the rebate and when it was created through Rebate Master Maintenance (MENU OERFILE).
User ID	The user that performed the activity.
System Date	The <b>System Date</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).
Field Changed	The field name for the actual field that was changed on the Rebate Information Screen (p. 2-8) (for example: <b>Description</b> ).
Old Value	The value of the field before the change was made.
New Value	The value of the field after the change was made.



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**Rebate Activity Inquiry - Master Activity Detail Screen**

Field/Function Keys	Description
F12=Return	Press F12=RETURN to return to the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24).

---

## Rebate Activity Inquiry - Vendor Activity Inquiry Screen

```

REBATE ACTIVITY INQUIRY - VENDOR ACTIVITY INQUIRY
Rebate ID:  SUPPLIES   Vendor 1500 Supplies Rebate

  Function      User ID      Date      User Time      Notes
  -----      -
  Add           C/Vendor      Name/Description
           1500      APDEMO      7/26/10      7:22:45 EST
                        ZEUS MEDICAL WHOLESALERS

-----
Vendor? .....      From System Activity Date: _..... To: .....
Include/Exclude: I, Vendor Group? .....
                        F8=Actual Time      F12=Return
    
```

This screen displays after pressing F2=VENDOR ACT on the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) or F18=REBATE ACT on the Rebate Vendors Include/Exclude Screen (p. 2-16).

### Rebate Activity Inquiry - Vendor Activity Inquiry Screen

Field/Function Keys	Description
Rebate ID	The ID and the rebate description assigned to the rebate and when it was created through Rebate Master Maintenance (MENU OERFILE). Display
Function	The type of activity performed to the rebate: <a href="#">Add</a> , <a href="#">Delete</a> . Display
User ID	The user that performed the activity. Display

---

**Rebate Activity Inquiry - Vendor Activity Inquiry Screen**

Field/Function Keys	Description
Date	<p>The date that the activity occurred displays based on the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL3). The display of this field may change depending on the corresponding <b>Time</b> field and what time is shown with the F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME toggle key.</p> <p>The <b>Date</b> that displays with <b>User Time</b> is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Date</b> that displays with <b>Actual Time</b> is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity.</p> <p>The <b>Date</b> that displays with <b>System Time</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to a rebate your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The User Time and Date will display as 1:00 a.m., March 25th. The Actual Time and Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the view user date and actual user date.</p> <p>Display</p>

---

## Rebate Activity Inquiry - Vendor Activity Inquiry Screen

Field/Function Keys	Description
User Time/Actual Time/System Time	<p>The time and time zone when the activity occurred displays based on the <b>Default Inq/Rpt Time Zone</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's time zone. Use the <b>F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME</b> to toggle between the time displayed in the actual time zone based on the user that created the activity, the system's time zone, and the time zone of the user viewing the inquiry. When this field is toggled, the corresponding date field also changes accordingly.</p> <p>The <b>User Time</b> is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Actual Time</b> is the time in which the activity occurred shown in the time zone of the user who performed the activity.</p> <p>The <b>System Time</b> is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to an item at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity).</p> <p>Display</p>
Notes	<p>The <b>Notes</b> field will show <b>*Exclude</b> if the vendor has been excluded from this rebate.</p> <p>Display</p>
C/Vendor	<p>A <b>G</b> in the <b>C</b> field indicates that the value in the <b>Vendor</b> column is a Vendor Group. If the <b>C</b> field is blank, the value in the <b>Vendor</b> column is any vendor included on/excluded from the rebate.</p> <p>Display</p>
Name/Description	<p>If the value in the <b>Vendor</b> column is the Reference Vendor assigned to the rebate, this field is the vendor name. If the value in the <b>Vendor</b> column is a <b>Vendor Group</b>, this field is the description for that group.</p> <p>Display</p>

---

**Rebate Activity Inquiry - Vendor Activity Inquiry Screen**

Field/Function Keys	Description
From/To System Activity Date	<p>Use this from and to range field to limit the vendor activity records to display based on a date range.</p> <p>Key the system date range in the <b>Default Date Format</b> specified for your user ID through Register A+ User IDs (MENU XACFIG).</p> <p>Leave this field blank to display all existing vendor activity records for this item.</p> <p>(2 @ N 6,0) Optional</p>
Vendor	<p>Use this field to specify a vendor for reviewing rebate vendor activity changes for the rebate.</p> <p><i>Valid Values:</i> A vendor number defined through Vendors Maintenance (MENU APFILE/POFILE).</p> <p>(A 6) Optional</p>
Vendor Group	<p>Use this field to specify a vendor group for reviewing rebate vendor activity changes for the rebate.</p> <p><i>Valid Values:</i> A vendor group defined through Vendor Group Maintenance (MENU POFIL2).</p> <p>(A 10) Optional</p>
Include/Exclude	<p>Use this field to filter the display to show all vendors, only vendors that are included in this rebate or only vendors that are excluded from this rebate.</p> <p>Key <b>I</b> to show the vendors that are included in this rebate.</p> <p>Key <b>E</b> to show the vendors that are excluded in this rebate.</p> <p>Leave this field blank to show all vendor activity.</p> <p>(A 1) Optional</p>
F8=Actual Time/User Time/System Time	<p>Press the <b>F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME</b> toggle function key to display the time as the User Time, Actual Time, or System Time, including the time zone.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to either the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) or the Rebate Vendors Include/Exclude Screen (p. 2-16).</p>
Enter	<p>Press <b>ENTER</b> with a <b>From/To System Activity Date</b> field date or date range to refresh the screen and display the rebate activity based on the filter fields.</p>

## Rebate Activity Inquiry - Ship-To Activity Inquiry Screen

```

REBATE ACTIVITY INQUIRY - SHIP-TO ACTIVITY INQUIRY

Rebate ID: INTL      International company 03

  Function   User ID   Date   User Time   Notes
  ---      -
  Add      Co Customer  Ship-To  Ship-To Name
          3      DFAM    2      9/09/16  12:26:00 EST
          3      602    2      Little Chopstick Food/Beverage

-----
                                Last
                                From System Activity Date: ..... To: .....
Co? ... Customer? ..... Ship-To? .....
Include/Exclude: ..
                                F8=Actual Time      F9=Customer Name
                                F12=Return
    
```

This screen displays after pressing F4=SHIP-TO ACT on the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) and F18=REBATE ACT the Rebate Ship-Tos Include/Exclude Screen (p. 2-20).

### Rebate Activity Inquiry - Ship-To Activity Inquiry Screen

Field/Function Keys	Description
Rebate ID	The ID and the rebate description assigned to the rebate and when it was created through Rebate Master Maintenance (MENU OERFILE). Display
Function	The type of activity performed to the rebate: <b>Add, Delete</b> . Display
User ID	The user that performed the activity. Display

---

**Rebate Activity Inquiry - Ship-To Activity Inquiry Screen**

Field/Function Keys	Description
Date	<p>The date that the activity occurred displays based on the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL3). The display of this field may change depending on the corresponding <b>Time</b> field and what time is shown with the F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME toggle key.</p> <p>The <b>Date</b> that displays with <b>User Time</b> is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Date</b> that displays with <b>Actual Time</b> is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity.</p> <p>The <b>Date</b> that displays with <b>System Time</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to a rebate your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The User Time and Date will display as 1:00 a.m., March 25th. The Actual Time and Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the view user date and actual user date.</p> <p>Display</p>

---

## Rebate Activity Inquiry - Ship-To Activity Inquiry Screen

Field/Function Keys	Description
User Time/Actual Time/System Time	<p>The time and time zone when the activity occurred displays based on the <b>Default Inq/Rpt Time Zone</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's time zone. Use the <b>F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME</b> to toggle between the time displayed in the actual time zone based on the user that created the activity, the system's time zone, and the time zone of the user viewing the inquiry. When this field is toggled, the corresponding date field also changes accordingly.</p> <p>The <b>User Time</b> is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Actual Time</b> is the time in which the activity occurred shown in the time zone of the user who performed the activity.</p> <p>The <b>System Time</b> is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to an item at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity).</p> <p>Display</p>
Notes	<p>The <b>Notes</b> field will show <b>*Exclude</b> if the ship-to has been excluded from this rebate.</p> <p>Display</p>
Co/Customer/Ship-To	<p>These fields designate the company, customer, and ship-to that has been included or excluded in this rebate.</p> <p>Display</p>
Ship-To Name	<p>The name of the customer as specified for this ship-to address through Customer/Ship To Master Maintenance (MENU ARFILE).</p> <p>Display</p>
From/To System Activity Date	<p>Use this from and to range field to limit the ship-to activity records to display based on a date range.</p> <p>Key the system date range in the <b>Default Date Format</b> specified for your user ID through Register A+ User IDs (MENU XACFIG).</p> <p>Leave this field blank to display all existing ship-to activity records for this item.</p> <p>(2 @ N 6,0) Optional</p>



---

**Rebate Activity Inquiry - Ship-To Activity Inquiry Screen**

Field/Function Keys	Description
Co	<p>Use this field to limit the activity changes to those for ship-to's of a specific company for this rebate.</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Optional</p>
Customer	<p>Use this field to specify a customer for reviewing rebate ship-to activity changes for the rebate. The <b>Company</b> field is required if you key or search for a <b>Customer</b>.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship To Master Maintenance (MENU ARFILE).</p> <p>(N 10,0) Optional</p>
Ship-To	<p>Use this field to specify a ship-to for reviewing rebate ship-to activity changes for the rebate. The <b>Company</b> and <b>Customer</b> fields are required if you key a <b>Ship-To</b>.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship To Master Maintenance (MENU ARFILE).</p> <p>(A 7) Optional</p>
Include/Exclude	<p>Use this field to filter the display to show all ship-to's, only ship-to's that are included in this rebate or only ship-to's that are excluded from this rebate.</p> <p>Key <b>I</b> to show the ship-to's that are included in this rebate.</p> <p>Key <b>E</b> to show the ship-to's that are excluded in this rebate.</p> <p>Leave this field blank to show all ship-to activity.</p> <p>(A 1) Optional</p>
F8=Actual Time/User Time/System Time	<p>Press the <b>F8=ACTUAL TIME</b> / <b>F8=SYSTEM TIME</b> / <b>F8=USER TIME</b> toggle function key to display the time as the User Time, Actual Time, or System Time, including the time zone.</p>
F9=Customer Name/Ship-To Name	<p>Press <b>F9=CUSTOMER NAME</b> / <b>F9=SHIP-TO NAME</b> to toggle the Ship-To Name column data to display the Customer Name.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to either the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) or the Rebate Ship-Tos Include/Exclude Screen (p. 2-20).</p>
Enter	<p>Press <b>ENTER</b> with a <b>From/To System Activity Date</b> field date or date range to refresh the screen and display the rebate activity based on the filter fields.</p>

## Rebate Activity Inquiry - Item Activity Inquiry Screen

REBATE ACTIVITY INQUIRY - ITEM ACTIVITY INQUIRY					
Rebate ID: REBATE#2		Clock Discounts		Start Date: 6/15/12	
Sel	Function	User ID	Date	User Time	Notes
	C/Item			Description	
1	Change	APDEMO	9/03/13	12:19:32 EST	Seth Thomas Des< Clock
	C130				
2	Change	APDEMO	9/03/13	11:50:47 EST	Seth Thomas Des< Clock
	C130				
3	Add	APDEMO	8/13/13	18:36:25 EST	Seth Thomas Des< Clock
	C130				

Last

Selection:  From System Activity Date: ..... To: .....  
 Item? C130, ..... Item Rebate Class? .....  
 Include/Exclude: I, F9=Desc Right  
 F8=Actual Time F12=Return

This screen displays after pressing F5=ITEM ACT on the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24), the F18=REBATE ACT on the Rebate Items Include Screen (p. 2-24), or the F18=REBATE ACT on the Rebate Items Maintenance Screen (p. 2-33)

### Rebate Activity Inquiry - Item Activity Inquiry Screen

Field/Function Keys	Description
Rebate ID	The ID and the rebate description assigned to the rebate and when it was created through Rebate Master Maintenance (MENU OERFILE). Display
Start Date	This field only displays when this screen is accessed from Rebate Items Include Screen (p. 2-24) or the Rebate Items Maintenance Screen (p. 2-33). The start date represents the start date for an item when an item exists multiple times in a single rebate. Display
Sel	The reference number for the activity displayed. Use this number in the <b>Selection</b> field to select an item activity for more detail. Display
Function	The type of activity performed to the rebate: <b>Add, Change, Delete</b> . Display
User ID	The user that performed the activity. Display

---

**Rebate Activity Inquiry - Item Activity Inquiry Screen**


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Field/Function Keys	Description
Date	<p>The date that the activity occurred displays based on the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL3). The display of this field may change depending on the corresponding <b>Time</b> field and what time is shown with the F8=ACTUAL. The <b>Date</b> that displays with <b>User Time</b> is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Date</b> that displays with <b>Actual Time</b> is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity.</p> <p>The <b>Date</b> that displays with <b>System Time</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to a rebate your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The User Time and Date will display as 1:00 a.m., March 25th. The Actual Time and Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the view user date and actual user date.</p> <p>Display</p>

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## Rebate Activity Inquiry - Item Activity Inquiry Screen

Field/Function Keys	Description
User Time/Actual Time/System Time	<p>The time and time zone when the activity occurred displays based on the <b>Default Inq/Rpt Time Zone</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's time zone. Use the <b>F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME</b> to toggle between the time displayed in the actual time zone based on the user that created the activity, the system's time zone, and the time zone of the user viewing the inquiry. When this field is toggled, the corresponding date field also changes accordingly.</p> <p>The <b>User Time</b> is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Actual Time</b> is the time in which the activity occurred shown in the time zone of the user who performed the activity.</p> <p>The <b>System Time</b> is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to an item at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity).</p> <p>Display</p>
Notes	<p>The <b>Notes</b> field will show <b>*Exclude</b> if the item has been excluded from this rebate.</p> <p>Display</p>
C/Item	<p>A <b>C</b> in the <b>C</b> field indicates that the value in the <b>Item</b> column is an Item Rebate Class. If the <b>C</b> field is blank, value in the <b>Item</b> column is the item number included/excluded in the rebate.</p> <p>Display</p>
Description	<p>If the value in the <b>Item</b> column is the item number assigned to the rebate, this field is the item description fields that can be toggled with the <b>F9=DESC RIGHT / F9=DESC LEFT</b> function key. If the value in the <b>Item</b> column is an <b>Item Rebate Class</b>, this field is the description for that item rebate class.</p> <p>Display</p>
Selection	<p>Key the reference number in the <b>Sel</b> column to select the rebate activity to review it in detail.</p> <p>(N 2,0) Optional</p>

### Rebate Activity Inquiry - Item Activity Inquiry Screen

Field/Function Keys	Description
From/To System Activity Date	<p>Use this from and to range field to limit the item activity records to display based on a date range.</p> <p>Key the system date range in the <b>Default Date Format</b> specified for your user ID through Register A+ User IDs (MENU XACFIG).</p> <p>Leave this field blank to display all existing item activity records for this item.</p> <p>(2 @ N 6,0) Optional</p>
Item	<p>Use this field to specify an item for reviewing rebate item activity changes for the rebate. The filter by <b>Item</b> number will only check for items added to the rebate using the item number field.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE).</p> <p>(A 27) Optional</p>
Item Rebate Class	<p>Use this field to specify an item rebate class for reviewing rebate item activity changes for the rebate. The filter by <b>Item Rebate Class</b> will only check those lines added by the item rebate class. It will not display items assigned to that item rebate class.</p> <p><i>Valid Values:</i> An item rebate class defined through Item Rebate Classes Maintenance (MENU OERFILE).</p> <p>(A 5) Optional</p>
Include/Exclude	<p>Use this field to filter the display to only show all items, items that are included in this rebate or items that are excluded from this rebate.</p> <p>Key <b>I</b> to show the items that are included in this rebate.</p> <p>Key <b>E</b> to show the items that are excluded in this rebate.</p> <p>Leave this field blank to show all item activity.</p> <p>(A 1) Optional</p>
F8=Actual Time/User Time/System Time	<p>Press the <b>F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME</b> toggle function key to display the time as the User Time, Actual Time, or System Time, including the time zone.</p>
F9=Desc Right/Desc Left	<p>Press <b>F9=DESC RIGHT / F9=DESC LEFT</b> to toggle the Description column to display the first or second item description field.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to either the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) or the Rebate Items Include Screen (p. 2-24).</p>

### Rebate Activity Inquiry - Item Activity Inquiry Screen

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Field/Function Keys	Description
Enter	<p>Press <b>ENTER</b> to:</p> <ul style="list-style-type: none"><li>• with a reference number keyed in the <b>Sel</b> field, display the Rebate Activity Inquiry - Item Activity Detail Inquiry Screen (p. 15-43)</li><li>• with a <b>From/To System Activity Date</b> field date or date range to refresh the screen and display the rebate activity based on the filter fields.</li></ul>

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## Rebate Activity Inquiry - Item Activity Detail Inquiry Screen

REBATE ACTIVITY INQUIRY - ITEM ACTIVITY DETAIL	
Rebate ID: SUPPLIES	OTC Medical Supplies Rebate
User ID: APDEMO	System Date: 12/08/13
Item or Item Rebate Class: M001	Alka-Seltzer Effervescent Tablet Antacid & Pain Relief 36 tabs
<u>Field Changed</u>	
<u>Old Value</u>	<u>New Value</u>
Rebate Code	F
Rebate Cost	
.30000 US\$	.80000 US\$
Original Cost Code	
F	Y
Original Cost	
2.92347 US\$	.00000 US\$
Start Date	
02/07/15	01/08/13
	More...
	F12=Return

This screen displays after selecting an item and pressing **ENTER** on the Rebate Activity Inquiry - Item Activity Inquiry Screen (p. 15-38). Use this screen to review specific item change information about the activity you selected. All changes made to the Rebate Item Include File (ITRBT) and Rebate Item Exclude Master File (RBIEX) will be shown in this screen, including the previous value and the new value.

All the fields on this screen are display only and cannot be changed.

### Rebate Activity Inquiry - Item Activity Detail Inquiry Screen

Field/Function Keys	Description
Rebate ID	The ID and the rebate description assigned to the rebate and when it was created through Rebate Master Maintenance (MENU OERFILE). Display
User ID	The user that performed the activity. Display
System Date	The <b>System Date</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). Display
Item or Item Rebate Class	The item number and description or the item rebate class and its description selected for detail review on the Rebate Activity Inquiry - Item Activity Inquiry Screen (p. 15-38).

### Rebate Activity Inquiry - Item Activity Detail Inquiry Screen

Field/Function Keys	Description
Field Changed	The field name for the actual field that was changed on the Rebate Items Maintenance Screen (p. 2-33) or the Rebate Items Exclude Screen (p. 2-42). Display
Old Value	The value of the field before the change was made. Display
New Value	The value of the field after the change was made. Display
F12=Return	Press <b>F12=RETURN</b> to return to the Rebate Activity Inquiry - Item Activity Inquiry Screen (p. 15-38).



## Rebate Activity Inquiry - Customer Activity Inquiry Screen

```

REBATE ACTIVITY INQUIRY - CUSTOMER ACTIVITY INQUIRY
Rebate ID:  SUPPLIES   Vendor 1500 Supplies Rebate

  Function      User ID      Date      User Time   Notes
  Co  C/Customer  Name/Description
Add  1          APDEMO      7/26/10   7:22:45 EST
Add  1          APDEMO      7/26/10   7:22:45 EST
     1          10  Bon Secour School Department

-----
                                Last
Co? ... Customer? ..... From System Activity Date: _ . . . . . To: . . . . .
Include/Exclude: ..      Customer Rebate Class? .....
                                F8=Actual Time          F12=Return

```

This screen displays after pressing F6=CUSTOMER ACT on the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) and F18=REBATE ACT the Rebate Customers Include Screen (p. 2-45) or the Rebate Customers Exclude Screen (p. 2-49).

### Rebate Activity Inquiry - Customer Activity Inquiry Screen

Field/Function Keys	Description
Rebate ID	The ID and the rebate description assigned to the rebate and when it was created through Rebate Master Maintenance (MENU OERFILE). Display
Function	The type of activity performed to the rebate: <b>Add, Delete</b> . Display
User ID	The user that performed the activity. Display

### Rebate Activity Inquiry - Customer Activity Inquiry Screen

Field/Function Keys	Description
Date	<p>The date that the activity occurred displays based on the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL3). The display of this field may change depending on the corresponding <b>Time</b> field and what time is shown with the F8=ACTUAL. The <b>Date</b> that displays with <b>User Time</b> is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Date</b> that displays with <b>Actual Time</b> is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity.</p> <p>The <b>Date</b> that displays with <b>System Time</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to a rebate your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The User Time and Date will display as 1:00 a.m., March 25th. The Actual Time and Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the view user date and actual user date.</p> <p>Display</p>

## Rebate Activity Inquiry - Customer Activity Inquiry Screen

Field/Function Keys	Description
User Time/Actual Time/System Time	<p>The time and time zone when the activity occurred displays based on the <b>Default Inq/Rpt Time Zone</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's time zone. Use the <b>F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME</b> to toggle between the time displayed in the actual time zone based on the user that created the activity, the system's time zone, and the time zone of the user viewing the inquiry. When this field is toggled, the corresponding date field also changes accordingly.</p> <p>The <b>User Time</b> is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Actual Time</b> is the time in which the activity occurred shown in the time zone of the user who performed the activity.</p> <p>The <b>System Time</b> is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to an item at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity). Additionally, you can view the activity in the system's time zone.</p> <p>Display</p>
Notes	<p>The <b>Notes</b> field will show <b>*Exclude</b> if the customer has been excluded from this rebate.</p> <p>Display</p>
Co	<p>This field designates the company for the customer that has been included or excluded in this rebate.</p> <p>Display</p>
C/Customer	<p>A <b>C</b> in the <b>C</b> field indicates that the value in the <b>Customer</b> column is a <b>Customer Rebate Class</b>. If the <b>C</b> field is blank, value in the <b>Customer</b> column is the <b>Customer Number</b> assigned to the rebate.</p> <p>Display</p>
Name/Description	<p>If the value in the <b>Customer</b> column is the <b>Customer Number</b> assigned to the rebate, this field is the customer name as specified for this ship-to address through Customer/Ship To Master Maintenance (MENU ARFILE). If the value in the <b>Customer</b> column is an <b>Customer Rebate Class</b>, this field is the description for that rebate class.</p> <p>Display</p>

## Rebate Activity Inquiry - Customer Activity Inquiry Screen

Field/Function Keys	Description
From/To System Activity Date	<p>Use this from and to range field to limit the customer activity records to display based on a date range.</p> <p>Key the system date range in the <b>Default Date Format</b> specified for your user ID through Register A+ User IDs (MENU XACFIG).</p> <p>Leave this field blank to display all existing ship-to activity records for this item.</p> <p>(2 @ N 6,0) Optional</p>
Co	<p>Use this field to limit the activity changes to those for the customers of a specific company for this rebate.</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Optional</p>
Customer	<p>Use this field to specify a customer for reviewing rebate customer activity changes for the rebate. The <b>Company</b> field is required if you key or search for a <b>Customer</b>.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship To Master Maintenance (MENU ARFILE).</p> <p>(N 10,0) Optional</p>
Customer Rebate Class	<p>Use this field to specify a customer rebate class for reviewing rebate customer activity changes for the rebate.</p> <p><i>Valid Values:</i> A customer rebate class defined through Customer Rebate Class Maintenance (MENU OERFILE).</p> <p>(A 5) Optional</p>
Include/Exclude	<p>Use this field to filter the display to only show all customers, customers that are included in this rebate or customers that are excluded from this rebate.</p> <p>Key <b>I</b> to show the customers that are included in this rebate.</p> <p>Key <b>E</b> to show the customers that are excluded in this rebate.</p> <p>Leave this field blank to show all customer activity.</p> <p>(A 1) Optional</p>
F8=Actual Time/User Time/System Time	<p>Press the <b>F8=ACTUAL TIME</b> / <b>F8=SYSTEM TIME</b> / <b>F8=USER TIME</b> toggle function key to display the time as the User Time, Actual Time, or System Time, including the time zone.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to either the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24), the Rebate Customers Include Screen (p. 2-45), or the Rebate Customers Exclude Screen (p. 2-49).</p>

## Rebate Activity Inquiry - Company Activity Inquiry Screen

REBATE ACTIVITY INQUIRY - COMPANY ACTIVITY INQUIRY					
Rebate ID: SUPPLIES Vendor 1500 Supplies Rebate					
Function	User ID	Date	User Time	Notes	
Co	Name				
Add	2 APDEMO	7/27/10	5:23:46 EST	*Exclude*	
	B & B Office Supply				
Delete	2 APDEMO	7/27/10	5:23:46 EST		
	B & B Office Supply				
Add	3 APDEMO	7/26/10	9:20:50 EST	*Exclude*	
	The Office Connection				
Add	2 APDEMO	7/26/10	9:20:50 EST		
	B & B Office Supply				
Add	1 APDEMO	7/26/10	9:20:50 EST		
	A & C Office Supply				

More...

From System Activity Date: \_ ..... To: .....

Co? ...  
Include/Exclude: ..

F8=Actual Time                      F12=Return

This screen displays after pressing **F7=COMPANY ACT** on the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) and **F18=REBATE ACT** the Rebate Customers Include Screen (p. 2-45) or the Rebate Customers Exclude Screen (p. 2-49).

### Rebate Activity Inquiry - Company Activity Inquiry Screen

Field/Function Keys	Description
Rebate ID	The ID and the rebate description assigned to the rebate and when it was created through Rebate Master Maintenance (MENU OERFILE). Display
Function	The type of activity performed to the rebate: <b>Add, Delete</b> . Display
User ID	The user that performed the activity. Display

## Rebate Activity Inquiry - Company Activity Inquiry Screen

Field/Function Keys	Description
Date	<p>The date that the activity occurred displays based on the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL3). The display of this field may change depending on the corresponding <b>Time</b> field and what time is shown with the F8=ACTUAL. The <b>Date</b> that displays with <b>User Time</b> is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Date</b> that displays with <b>Actual Time</b> is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity.</p> <p>The <b>Date</b> that displays with <b>System Time</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to a rebate your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The User Time and Date will display as 1:00 a.m., March 25th. The Actual Time and Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the view user date and actual user date.</p> <p>Display</p>

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**Rebate Activity Inquiry - Company Activity Inquiry Screen**


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Field/Function Keys	Description
User Time/Actual Time/System Time	<p>The time and time zone when the activity occurred displays based on the <b>Default Inq/Rpt Time Zone</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's time zone. Use the <b>F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME</b> to toggle between the time displayed in the actual time zone based on the user that created the activity, the system's time zone, and the time zone of the user viewing the inquiry. When this field is toggled, the corresponding date field also changes accordingly.</p> <p>The <b>User Time</b> is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Actual Time</b> is the time in which the activity occurred shown in the time zone of the user who performed the activity.</p> <p>The <b>System Time</b> is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to an item at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity). Additionally, you can view the activity in the system's time zone.</p> <p>Display</p>
Notes	<p>The <b>Notes</b> field will show <b>*Exclude</b> if the company has been excluded from this rebate.</p> <p>Display</p>
Co	<p>This field designates the company that has been included or excluded in this rebate.</p> <p>Display</p>
Name	<p>The name of the company as defined through Company Name Maintenance (MENU XAFIL3).</p> <p>Display</p>
From/To System Activity Date	<p>Use this from and to range field to limit the company activity records to display based on a date range.</p> <p>Key the system date range in the <b>Default Date Format</b> specified for your user ID through Register A+ User IDs (MENU XACFIG).</p> <p>Leave this field blank to display all existing company activity records for this item.</p> <p>(2 @ N 6,0) Optional</p>

### Rebate Activity Inquiry - Company Activity Inquiry Screen

Field/Function Keys	Description
Co	<p>Use this field to limit the activity changes to those for a specific company for this rebate.</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Optional</p>
Include/Exclude	<p>Use this field to filter the display to only show all companies, companies that are included in this rebate or companies that are excluded from this rebate.</p> <p>Key <b>I</b> to show the companies that are included in this rebate.</p> <p>Key <b>E</b> to show the companies that are excluded in this rebate.</p> <p>Leave this field blank to show all company activity.</p> <p>(A 1) Optional</p>
F8=Actual Time/User Time/System Time	<p>Press the <b>F8=ACTUAL TIME</b> / <b>F8=SYSTEM TIME</b> / <b>F8=USER TIME</b> toggle function key to display the time as the User Time, Actual Time, or System Time, including the time zone.</p>
F12=Return	<p>Press <b>F12=RETURN</b> to return to either the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24), or the Rebate Companies Include/Exclude Screen (p. 2-52).</p>



## Rebate Activity Inquiry - Contract Activity Inquiry Screen

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      REBATE ACTIVITY INQUIRY - CONTRACT ACTIVITY INQUIRY
Rebate ID: WS85-123   Semi-annual Sentry Rebate

Sel  Function   User ID   Date   User Time
  Contr Co C/Customer  Ship-To C/Item   Entry Curr

-----
Selection:          From System Activity Date:      To:      Last
Contr:  'Co?      Country Cd?      Currency Cd?
Customer' Contr Cd? .. Customer Number?      Ship-To? ..
Item Contr Cd? .. Item Cls? .. / .. / ..
Item? ..

F8=Actual Time          F12=Return
  
```

This screen displays after pressing F13=CONTRACT ACT on the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) and F18=REBATE ACT on the Contract File Maintenance Screens (MENU OEPRCE).

### Rebate Activity Inquiry - Contract Activity Inquiry Screen

Field/Function Keys	Description
Rebate ID	The ID and the rebate description assigned to the rebate and when it was created through Rebate Master Maintenance (MENU OERFILE). Display
Sel	The reference number for the activity displayed. Use this number in the <b>Selection</b> field to select a contract activity for more detail. Display
Function	The type of activity performed to the rebate: <b>Add, Change, Delete</b> . Display
User ID	The user that performed the activity. Display

### Rebate Activity Inquiry - Contract Activity Inquiry Screen

Field/Function Keys	Description
Date	<p>The date that the activity occurred displays based on the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL3). The display of this field may change depending on the corresponding <b>Time</b> field and what time is shown with the F8=ACTUAL. The <b>Date</b> that displays with <b>User Time</b> is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Date</b> that displays with <b>Actual Time</b> is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity.</p> <p>The <b>Date</b> that displays with <b>System Time</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to a rebate your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The User Time and Date will display as 1:00 a.m., March 25th. The Actual Time and Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the view user date and actual user date.</p> <p>Display</p>

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**Rebate Activity Inquiry - Contract Activity Inquiry Screen**


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Field/Function Keys	Description
User Time	<p>The time and time zone when the activity occurred displays based on the <b>Default Inq/Rpt Time Zone</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the system's time zone. Use the <b>F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME</b> to toggle between the time displayed in the actual time zone based on the user that created the activity, the system's time zone, and the time zone of the user viewing the inquiry. When this field is toggled, the corresponding date field also changes accordingly.</p> <p>The <b>User Time</b> is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).</p> <p>The <b>Actual Time</b> is the time in which the activity occurred shown in the time zone of the user who performed the activity.</p> <p>The <b>System Time</b> is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).</p> <p>For example, a change was made to an item at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity). Additionally, you can view the activity in the system's time zone.</p> <p>Display</p>
Contr	<p>The <b>Contr</b> field will show the name of the contract, if one exists, for the contract created for this rebate. The field will be blank for unnamed contracts.</p> <p>Display</p>
Co	<p>This field designates the company for the customer that has been included or excluded in this rebate.</p> <p>Display</p>
C/Customer	<p>A <b>G</b> in the <b>C</b> field indicates that the value in the <b>Customer</b> column is a <b>Customer Rebate Class</b>. If the <b>C</b> field is blank, value in the <b>Customer</b> column is the <b>Customer Number</b> assigned to the rebate.</p> <p>Display</p>
Ship-To	<p>This field designates the ship-to, if any, for the customer that has been included or excluded in this rebate.</p> <p>Display</p>

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**Rebate Activity Inquiry - Contract Activity Inquiry Screen**

Field/Function Keys	Description
C/Item	<p>A <b>G</b> in the <b>C</b> field indicates that the value in the <b>Item</b> column is an <b>Item Rebate Class</b>. If the <b>C</b> field is blank, value in the <b>Item</b> column is the <b>Item Number</b> assigned to the rebate.</p> <p>Display</p>
Cntry	<p>This field displays the country code used to create the contract.</p> <p>The value is only available when International Currency is installed and live, the International Currency Options - System Options (MENU ICFILE) <b>Use Multiple Country/Currency Pricing</b> is set to <b>Y</b>, and International Currency Options - Company Options <b>Use Multiple Country/Currency: Contracts</b> is set to <b>Y</b>.</p> <p>Display</p>
Curr	<p>This field displays the currency code used to create the contract.</p> <p>The value is only available when International Currency is installed and live, the International Currency Options - System Options (MENU ICFILE) <b>Use Multiple Country/Currency Pricing</b> is set to <b>Y</b>, and International Currency Options - Company Options <b>Use Multiple Country/Currency: Contracts</b> is set to <b>Y</b>.</p> <p>Display</p>
Selection	<p>Key the reference number in the <b>Sel</b> column to select the rebate activity to review it in detail.</p> <p>(N 1,0) Optional</p>
From System Activity Date / To System Activity Date	<p>Use this from and to range field to limit the contract activity records to display based on a date range.</p> <p>Key the system date range in the <b>Default Date Format</b> specified for your user ID through Register A+ User IDs (MENU XACFIG).</p> <p>Leave this field blank to display all existing contract activity records for this item.</p> <p>(2 @ N 6,0) Optional</p>
Contr	<p>Use this field to limit the activity changes to those for a specific named contract for this rebate.</p> <p><i>Valid Values:</i> A valid contract defined through Contract Name Maintenance (MENU OEPRCE).</p> <p>(A 5) Optional</p>
Co	<p>Use this field to limit the activity changes to those for contracts for a specific company for this rebate.</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFIL).</p> <p>(N 2,0) Optional</p>

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**Rebate Activity Inquiry - Contract Activity Inquiry Screen**

Field/Function Keys	Description
Country Cd	<p>The <b>Country Cd</b> is only available when International Currency is installed and live, the International Currency Options - System Options (MENU ICFILE) <b>Use Multiple Country/Currency Pricing</b> is set to <b>Y</b>, and International Currency Options - Company Options <b>Use Multiple Country/Currency: Contracts</b> is set to <b>Y</b>.</p> <p>Use this field to specify a country code reviewing rebate contract activity changes for the rebate.</p> <p><i>Valid Values:</i> A currency code defined through Country Names Maintenance (MENU ARFIL2).</p> <p>(A 3) Optional</p>
Currency Cd	<p>The <b>Currency Cd</b> is only available when International Currency is installed and live, the International Currency Options - System Options (MENU ICFILE) <b>Use Multiple Country/Currency Pricing</b> is set to <b>Y</b>, and International Currency Options - Company Options <b>Use Multiple Country/Currency: Contracts</b> is set to <b>Y</b>.</p> <p>Use this field to specify a currency code reviewing rebate contract activity changes for the rebate.</p> <p><i>Valid Values:</i> A currency code defined through Currency Code Maintenance (MENU ICFILE).</p> <p>(A 3) Optional</p>
Customer Contr Cd	<p>Use this field to limit the activity changes to those for a specific customer contract code for this rebate.</p> <p><i>Valid Values:</i> A valid contract defined through Customer Contract Code Maintenance (MENU OEPRCE).</p> <p>(N 2,0) Optional</p>
Customer Number	<p>Use this field to specify a customer for reviewing rebate contract activity changes for the rebate. The <b>Co</b> field is required if you key a <b>Cust Number</b>.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship To Master Maintenance (MENU ARFILE).</p> <p>(N 10,0) Optional</p>
Ship-To	<p>Use this field to specify a ship-to for reviewing rebate contract activity changes for the rebate. The <b>Customer Number</b> field is required if you key a <b>Ship-To</b>.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(A 7) Optional</p>

### Rebate Activity Inquiry - Contract Activity Inquiry Screen

Field/Function Keys	Description
Item Contr Cd	<p>Use this field to limit the activity changes to those for a specific item contract code for this rebate.</p> <p><i>Valid Values:</i> A valid contract defined through Item Contract Code Maintenance (MENU OEPRCE).</p> <p>(N 2,0) Optional</p>
Item Cls	<p>Use this field to specify an item class, item class/sub-class, item category for reviewing rebate activity changes for the rebate.</p> <p><i>Valid Values:</i> An item class/sub-class/category defined through Item Class Maintenance (MENU IAFILE).</p> <p>(A 2 / A2 / A2) Optional</p>
Item	<p>Use this field to specify an item for reviewing rebate item activity changes for the rebate.</p> <p><i>Valid Values:</i> An item number defined through Item Master Maintenance (MENU IAFILE).</p> <p>(A 27) Optional</p>
F8=Actual Time/User Time/System Time	<p>Press the F8=ACTUAL TIME / F8=SYSTEM TIME / F8=USER TIME toggle function key to display the time as the User Time, Actual Time, or System Time, including the time zone.</p>
F12=Return	<p>Press F12=RETURN to return to the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24) or the Contract File Maintenance Screens (MENU OEPRCE).</p>

## Rebate Activity Inquiry - Contract Activity Detail Inquiry Screen

REBATE ACTIVITY INQUIRY - CONTRACT ACTIVITY DETAIL			
Rebate ID:	Medical Supplies	OTC supplies	
User ID:	aodemo	System Date:	6/14/16
Contr: 7175	Co: 1	Customer Contr Cd:	Customer Number: 200
Item Contr Cd:	Item Cls: 10 / 1	Ship-To Number:	
Country Cd:	Currency Cd:	Item:	
<u>Field Changed</u>			
	<u>Old Value</u>		<u>New Value</u>
Negotiated Price	2.20000 %		2.50000 %
			Last
			F12=Return

This screen displays after selecting an item and pressing **ENTER** on the Rebate Activity Inquiry - Item Activity Inquiry Screen (p. 15-38).

Use this screen to review specific item change information about the activity you selected. All changes made to the Rebate Item Include File (ITRBT) and Rebate Item Exclude Master File (RBIEX) will be shown in this screen, including the previous value and the new value.

All the fields on this screen are display only and cannot be changed.

### Rebate Activity Inquiry - Contract Activity Detail Inquiry Screen

Field/Function Keys	Description
Rebate ID	The ID and description assigned to the rebate when it was created through Rebate Master Maintenance (MENU OERFILE).
User ID	The user that performed the activity.
System Date	The <b>System Date</b> is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).
Contr	The contract name assigned to the contract for this rebate. Blank indicated this is an unnamed contract.
Co	The specific company for this rebate contract.
Customer Contr Cd	The customer contract code for this rebate contract.

### Rebate Activity Inquiry - Contract Activity Detail Inquiry Screen

Field/Function Keys	Description
Customer Number	The customer number for this rebate contract.
Item Contr Cd	The item contract code for this rebate contract.
Item Cls	The item class/sub-class/category for this rebate contract.
Ship-To Number	The ship-to number for this rebate contract.
Country Cd	<p>The <b>Currency Cd</b> is only available when International Currency is installed and live, the International Currency Options - System Options (MENU ICFILE) <b>Use Multiple Country/Currency Pricing</b> is set to <b>Y</b>, and International Currency Options - Company Options <b>Use Multiple Country/Currency: Contracts</b> is set to <b>Y</b>.</p> <p>The country code associated with the rebate contract.</p>
Currency Code	<p>The <b>Currency Cd</b> is only available when International Currency is installed and live, the International Currency Options - System Options (MENU ICFILE) <b>Use Multiple Country/Currency Pricing</b> is set to <b>Y</b>, and International Currency Options - Company Options <b>Use Multiple Country/Currency: Contracts</b> is set to <b>Y</b>.</p> <p>The currency code associated with this rebate contract.</p>
Item	The item number for this rebate contract.
Field Changed	The field name for the actual field that was changed in Contract Maintenance (MENU OEPRCE) when accessed from Rebate Master Maintenance (MENU OERFILE).
Old Value	The value of the field before a the change was made.
New Value	The value of the field after a the change was made.
F12=Return	Press <b>F12=RETURN</b> to return to the Rebate Activity Inquiry - Master Activity Inquiry Screen (p. 15-24).



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## Glossary



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Commission Cost	Indicates the cost of the item to use when calculating sales commissions. The commission cost in a rebate can be set up as a fixed amount, a monetary amount off the original cost, or a percentage off the original cost. If no commission cost values are defined, the existing commission cost calculations based on the Order Entry Options (MENU XAFIELD) field <b>Commission Cost Flag</b> and the Warehouse Numbers Maintenance (MENU IAFIELD) field <b>Comm Cost Load Fctr %</b> are used.
Customer Rebate Class	Identifies a class of customers who qualify for a rebate. Customer rebate classes are defined through Customer Rebate Classes Maintenance (MENU OERFIELD) and assigned to a customer through Customer/Ship to Master Maintenance (MENU ARFIELD). If a rebate includes a particular customer class, rebate costs and prices will apply to orders for customers assigned the included rebate class. You can exclude one or more customers assigned an included customer rebate class to exclude those particular customers in the class from the rebate, even though the rebate applies to their customer rebate class.
Document Code	Indicates the type of document that will be produced by a rebate transaction. P indicates an Accounts Payable transaction that generates a credit memo. R indicated an Accounts Receivable transaction that generates an open invoice. The Rebate Method determines type of document produced by a rebate transaction.
Document Number	The voucher number assigned when a rebate creates an Accounts Payable credit memo or the invoice number assigned when a rebate creates an Accounts Receivable open invoice. The Rebate Method determines type of document produced by a rebate transaction.
End User Number	A number assigned to a customer or customer ship to address through Customer/Ship to Maintenance (MENU ARFIELD) that identifies the customer or customer ship to for processing rebates to the vendor.
Extract	An entity created for invoiced items with rebates. Rebate extracts are created by running the Rebate Extract option on the Order Entry Rebate Main Menu (MENU OERMAIN) which submits a job that searches for

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invoiced items with rebates in order history based on the selection criteria you provide. The extract job builds a file of invoiced items with rebates. One rebate extract is created per vendor, rebate, extract date, company, and apply for rebate setting. Extracts can be maintained, reported, filed, and posted using the options on the Order Entry Rebate Main Menu (MENU OERMAIN).

<b>Filing Frequency</b>	A one-character code that indicates how often a rebate needs to be filed with the vendor. Filing frequency codes are defined through the Filing Frequency Maintenance option (MENU OERFILE) and assigned to a rebate through the Rebate Master Maintenance option (MENU OERMAIN). The filing frequency can also be used as a limit when extracting rebates for maintenance, reporting, filing, or posting.
<b>Item Rebate Class</b>	Identifies a class of items that qualify for a rebate. Item rebate classes are defined through Item Rebate Classes Maintenance (MENU OERFILE) and assigned to an item through Item to Master Maintenance (MENU IAFILE). If a rebate includes a item rebate class, rebate costs and prices will apply to items assigned the included rebate class. You can exclude one or more items assigned an included item rebate class to exclude those particular items in the class from the rebate, even though the rebate applies to their item rebate class.
<b>Quantity Limit</b>	A limit set by the vendor that limits the number of items for which a rebate can apply. If a vendor sets a quantity limit for a rebate item, that quantity can be specified for the rebated item through Rebate Master Maintenance (MENU OERFILE). When the quantity of the item ordered within the starting and ending date range of the rebate exceeds the quantity limit, items will no longer qualify for the rebate.
<b>Rebate</b>	A discount provided to the distributor by the vendor. Rebates can be used to provide discounts to particular customers or to encourage the distributor to sell certain items.
<b>Rebate ID</b>	The identifying number assigned to a rebate by a user, if the rebate is created through the Rebate Master Maintenance option (MENU OERMAIN), or assigned by the system if the rebate is generated from a bid.
<b>Rebate Method</b>	Determines what type of transaction is created in the system when applying to the vendor for the rebate. The rebate may create either an open invoice in Accounts Receivable or a credit memo in Accounts Payable. A rebate method is assigned to a vendor through Vendors Maintenance (MENU POFILE) and by default, a rebate will use the rebate method associated with its assigned reference vendor. You can change the rebate method when maintaining rebate extracts through the Rebate Extract Maintenance option (MENU OERMAIN).
<b>Reference Vendor</b>	The primary vendor associated with a rebate. The reference vendor is assigned to the rebate through the Rebate Master Maintenance option (MENU

OERMAIN). The reference vendor can be used as a limit when extracting rebates for maintenance, reporting, filing, or posting.

**Vendor Group** A group of vendors associated together for rebate processing. Vendor groups are created through the Vendor Groups Maintenance option (MENU POFIL2) and can be included in or excluded from a rebate through the Rebate Master Maintenance option (MENU OERMAIN).



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