



Infor System21 Retrospective Discounts

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the Retrospective Discounts Module.

Intended audience

The guide is intended for any users of the RD Retrospective Discounts business module.

Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 7.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://conciierge.infor.com/> and create a support incident.

The latest documentation is available from docs.infor.com or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

Introduction

[Retrospective discounts](#) are discounts given to a customer or third party based upon sales of an item (or group of items) to a customer (or group of customers) over a defined period of time. Typically, provisions are made in General Ledger ahead of final redemption. Redemption may be in the form of an invoice/credit note/payment and may be raised by the customer or the supplier.

Note: *This function is provided in addition to the existing [Retrospective Discounts](#) function available via menu OED. It does not replace it*

The following features are included:

- **Scheme Creation**
Creation of a retrospective discount scheme, including the terms of the retrospective discount, and the customers and items associated with it
- **Scheme Provisions**
Ability to create provisions for discounts, since many months may elapse between sales and redemption
- **Scheme Redemptions**
Ability to calculate redemptions due and make any adjustments to them before posting
Redemptions may be in the form of credit note/invoice/payment.
The calculation of [retrospective discounts](#) is based on invoiced sales; credit notes are netted off against invoiced values, but documents with selected reason codes may be excluded.
- **Scheme Interfaces**
An AFI (Advanced Financial Integrator) interface allows analysis of the provisions and derivation of the GL accounts posted to, based upon metadata rules relating to transactions and their related database entities.

Information is also available for use in Business Intelligence (BI) tools used to analyse sales, as ultimately the redemption is either a reduction in sales value or a cost of sale, as well as being the subject of analysis in its own right.

Note: The RD menu must be entered directly; the OE main menu [Retrospective Discounts](#) function will go to menu OED with the existing retro discount function.

Note: The following assumptions/constraints apply:

Only OE invoices and credits are considered in the calculations. This means that Service Management or Equipment Servicing invoicing is excluded.

Note: [Retrospective discounts](#) do not behave differently for promotional items; i.e. the invoice lines have the same logic applied if two of an item are sold as if the offer is a 'buy one get one free'. It is assumed that retrospective discount schemes and promotions will be set up in such a way that they do not clash in an undesirable fashion.

Note: Where buying group logic applies, a scheme can only apply to one buying group. The copy scheme facility can be used to set up similar schemes rapidly and easily for other buying groups if required.

Note: The current on-invoice discounting is not controlled by schemes and does not have authorisation workflow.

Note: Archiving of schemes is not addressed.

Note: Inbound [retrospective discounts](#) are not addressed.

Note: Production of supplier invoices is limited to the ability to post AP invoices/credits and manual payments for redemptions. No documentation is produced. The creation of documents at redemption will only be possible where OE invoices/credits are being generated

Note: A work management business process may be created for the authorisation of [retrospective discounts](#) schemes.

Chapter 2 Maintenance

Retrospective Maintenance Functions

Retrospective discount schemes require maintenance of both company-level parameters and scheme details.

Note: *Audit records are written for all additions, changes and deletions throughout retrospective discount maintenance.*

Maintain Company Profile [1/RD]

This task contains details of settings covering all schemes in a given company. There are many flags that must be set here, and these will be used as defaults in scheme set up. In order to reduce the complexity of scheme maintenance to a minimum, unless it is necessary to amend the flags for different schemes, the flags will not be visible for amendment during scheme maintenance.

Maintain Retrospective Discounts OE Company Profile First Parameters Window

To display this window, select the Maintain Company Profile task and then select an existing company or enter the code of the company you want to set up or maintain and then press Enter.

Note: *You are advised to study this section carefully and ensure you understand the consequences of each of these flag settings and whether they need to be displayed when each scheme is configured.*

Note: *Company profile details may be changed but changes will not affect any existing schemes, including those that are not yet active.*

Fields

The following fields are for output only:

Last AR Session

This field displays the last AR session for which invoices have been extracted and included in the retrospective discount schemes.

Last Audit Date

This field displays the last date on which changes to customers and items were applied to the retrospective discount schemes.

Last Scheme Number

This field displays the last retrospective discount scheme number assigned.

Last Provision Run Number

This field displays the last retrospective discount scheme provision run.

Input Fields

Overridable (Ovr)

The fields against each parameter are used to determine which are company defaults only and which may be overridden at scheme level.

Use these fields as follows:

Blank (default) - If the parameter will not be displayed for amendment in the Maintain Scheme task. In this case, the default value set on the company will always apply.

1 - If the parameter will be displayed and be maintainable in the Maintain Scheme task so that each scheme can have a different setting

Customer Added

This field displays the action required when a new customer is created. New customers will be processed when audit file changes are applied (see the Apply Audit File Changes section).

Select one of the following:

Exclude (default) - To exclude new customers from existing schemes

Include - To add new customers to all relevant schemes based on their attributes

Customer Changed

This field displays the action required when an existing customer is amended. Amendments to customers will be processed when audit file changes are applied (see the Apply Audit File Changes section).

Select one of the following:

Ignore change (default) - To ignore customer amendments

Apply change from start of scheme - To process customer amendments retrospectively, i.e. as if the change had been made at the start of the scheme

Apply change from date of change - To process customer amendments from the date of the change. In this case, previous transactions will remain in their previous schemes.

Transactions from the date of change will be applied according to the current attributes.

Calendar Code

Enter a valid GL calendar code.

Alternatively, use the prompt facility to select from the CLND Calendar Code pop-up.

The calendar code is used for date validation.

The default value is 0001.

Over Redemption Policy

This field is used where the calculated redemption is less than the value already redeemed. It will determine what the treatment is for such an over redemption.

Select one of the following:

Negative credit (default) - For the normal customer redemption method type document to be created with a line of the opposite sign, for example, a credit note with a negative line value

Invoice - For a separate document of the opposite type to be created. For example, where a credit note is normally issued for redemption, an invoice will be produced.

Where there are many over redemptions for the same customer, these will be written to a single document; i.e. the most you will have is one invoice or one credit per customer per run.

Reverse Provision on Redemption

This field indicates whether provisions will be reversed on redemption.

Use this checkbox as follows:

Unchecked (default) - For the system to assume that the AFI journal for the redemption will credit the Balance Sheet Provisions account (i.e. the account to which the previous provisions have been posted)

Checked - For the system to create reverse postings in the current period. This will mean that previous provisions will be reversed out automatically.

GL Contra Account

You must enter a valid GL contra account. This is the default for all schemes

Alternatively, use the prompt facility to select from the Select Suspense Account for Contras pop-up.

This will typically act as a suspense account for provisions, and represent the account to which any subsequent invoice or credit note should be posted, whether system generated or provided by the customer.

An extension code can be entered if applicable.

Scheme Level Tax

This field is used to determine the tax code to be used on the redemption.

Use this checkbox as follows:

Unchecked (default) - If the tax code used will be the tax code of the originating invoice

Checked - If a scheme tax code is to be used

Tax Code

Enter a valid GL Tax code if the Scheme Level Tax field is **checked**.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

Press Enter to display the [Retrospective Discounts](#) OE Company Profile Second Parameters window.

Maintain Retrospective Discounts OE Company Profile Second Parameters Window

To display this window, press Enter on the Retrospective Discount OE Company Profile First Parameters window.

Fields

Overridable (Ovr)

The fields against each parameter are used to determine which are company defaults only and which may be overridden at scheme level.

Use these fields as follows:

Blank (default) - If the parameter will not be displayed for amendment in the Maintain Scheme task

In this case, the default value set on the company will always apply.

1 - If the parameter will be displayed and be maintainable in the Maintain Scheme task so that each scheme can have a different setting

Scheme Volume Basis

This field defines whether volumes accumulated for discounts rate determination are to be values or quantities.

Select one of the following:

Value - To use values

Quantity - To use quantities

Note: Where the scheme volume basis is set to Value and is not available for override at scheme level, the unit of measure type below should not be set to Scheme Unit as this applies to quantity-based schemes only.

Discount Rate Basis

This field indicates the way in which the discount is calculated.

Select one of the following:

Price - For a price discount (e.g. 0.01 pence per unit)

Percent - For a percentage discount (e.g. 1.7%)

Fixed period - For a fixed value for scheme period (e.g. £100)

Fixed provision - For a fixed value for each provision date (e.g. £100)

Aggregation Basis

This field determines whether the rate is applied cumulatively or by segment within each range i.e. it indicates whether a rate that applies at a break point is cumulative for all sales or only applies to sales in that band.

Use this checkbox as follows:

Unchecked - To apply the appropriate rate to the total accumulated

Checked - To apply each rate for each band

Example:

Discount	Volumes
5p	up to 10000
6p	10001 to 20000
8p	20001+

If sales are 25000:

If the rate is applied cumulatively (i.e. the field is left **unchecked**), the discount will be:

$$25000 * 0.08 = 2000p$$

If the rate is applied for each band (i.e. the field is **checked**), the discount will be:

$$(10000 * 0.05) + (10000 * 0.06) + (5000 * 0.08) = 1500p$$

Catch-up Basis

This field is used to determine how previous invoices will be provided for when a scheme is set up late or a customer or item is added in late.

Select one of the following:

Current period - If the catch-up provision will be posted to the current period

Spread - If the catch-up provision will be spread across the remaining life of the scheme

Extrapolation Basis

This field is used to determine the rate calculation for predicted sales over the life of the scheme. Either the quantity or value can be extrapolated depending on the value of the Scheme Volume Basis field.

Select one of the following:

Seasonal - If seasonality applies, in which case a default spread code will be mandatory

Fixed - If a fixed run volume will be used (manually defined on the Scheme Item Categories)

Note: *If spread codes have not yet been defined, set this field to Fixed and re-visit when spread codes have been created.*

For a provision based on actual un-weighted sales, define a uniform spread code.

Default Spread Code

Enter a valid spread code if the Extrapolation Basis field is set to **Seasonal**.

Alternatively, use the prompt facility to select from the Spread Code Selection pop-up.

Leave this field blank if the Extrapolation Basis field is set to **Fixed**.

Note: *Spread codes are maintained separately.*

Unit of Measure Type

The setting of this field is used to determine the unit of measure to be used for quantities in a scheme.

Select one of the following:

Issue unit

Stock unit

Scheme unit

Equivalent unit

Optimum unit

In this case, a scheme unit of measure will be defined against the schemes.

Catchweight - For a Catchweight secondary unit of measure

This option is only available for Catchweight companies.

Include Trade Discount

This field is used to determine whether or not invoiced line values will be applied net of trade discount when calculating [retrospective discounts](#).

Use this checkbox as follows:

Unchecked - For trade discounts to be ignored

Checked (default) - For trade discount to be deducted before accumulating values for [retrospective discounts](#) (i.e. the calculated invoice line value is to be used)

This field will be ignored if a retail price type is specified.

Provision Percentage

The percentage value is the proportion of the calculated discount to be provided.

The default value is 100%.

Note: *This may be appropriate where the customers have to claim redemptions themselves and where a proportion of customers normally fail to do so.*

Foreign Currency Schemes

This field is used to determine whether schemes may be set up in currencies other than base.

Use this checkbox as follows:

Unchecked (default) - For base currency schemes only

Checked - For schemes to be allowed in other currencies

Provision Exchange Rate Code

Enter a valid provision exchange rate code if the Foreign Currency Schemes field is **checked**. This is used to translate calculated provisions into base.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Leave this field blank if the Foreign Currency Schemes field is left **unchecked**.

Exclude promotional items

This field is used to determine whether or not promotional item invoice lines will be included in scheme values

Exclude free of charge items

This field is used to determine whether or not free of charge item invoice lines will be included in scheme values

Press Enter to display the [Retrospective Discounts](#) OE Company Profile Third Parameters window.

Maintain Retrospective Discounts OE Company Profile Third Parameters Window

To display this window, press Enter on the Retrospective Discount OE Company Profile Second Parameters window.

Fields

Overridable (Ovr)

The fields against each parameter are used to determine which are company defaults only and which may be overridden at scheme level.

Use these fields as follows:

Blank (default) - If the parameter will not be displayed for amendment in the Maintain Scheme task

In this case, the default value set on the company will always apply.

1 - If the parameter will be displayed and be maintainable in the Maintain Scheme task so that each scheme can have a different setting

Customer Accumulation

This field is used to determine the level at which discount rates will be calculated, i.e. the level at which sales volumes will be accumulated in order to determine the rate.

For example, it may be desirable to determine the retrospective discount rate for Company A based on the purchases made by all Company A branches, rather than each branch individually.

Select one of the following:

Del Pt - For invoices to be accumulated by customer and delivery point (i.e. no accumulation)

A/c code - For invoices to be accumulated by customer account (i.e. all delivery points for a customer are accumulated)

Attr. - For invoices to be accumulated by an attribute defined in the Customer Accumulation Attribute field

Hierarchy - For invoices to be accumulated by customer hierarchy top level code

Customer Accumulation Attr

Enter a valid attribute code if the Customer Accumulation field is set to **Attr.** Amounts are accumulated for each value within the selected parameter. For example, if **Division** is selected as the attribute here, and divisions A, B and C are defined, volumes are accumulated for those divisions.

You can use the prompt facility on this field to select from the Customer Search Attributes pop-up.

This attribute must be one of the customer attributes 1 to 6 defined on the next window.

If Customer Accumulation field is not set to **Attr.**, this field must be left blank.

Customer Redemption Point

This field is used to determine to whom the redemption will be paid.

Select one of the following:

Del pt - If the redemption is to be paid to the customer and delivery point (based on the sales at that level)

A/c code - If the redemption is to be paid to the customer account (based on sales at that level)

Redem a/c - If the redemption is to be paid a specified customer redemption account on the scheme

Ratio - If the redemption is to be paid a list of accounts defined in a customer redemption list (based on ratios defined in the list)

Customer Redemption Method

This field is used to determine the way in which the redemption will be paid.

Select one of the following:

AR cr - If an OE credit note is to be raised by the system

AP inv - If an AP invoice is to be raised by the system

Cash bk - If a Cash Book miscellaneous payment is to be raised by the system

User def - For a user-generated redemption

Customer Redemption Type

Enter a valid customer redemption type.

Alternatively, use the prompt facility to select from the CRDT Customer Redemption Type pop-up.

This field is used in analysis in AFI or BI tools to indicate the type of redemption required. It can also be used in conjunction with user-generated redemptions to specify a particular type of user-generated redemption.

Rate Item Category

An item attribute may be specified here if discount rates are to be defined for an item category rather than for individual items.

Leave this field blank for rates to be defined for each item in the scheme.

Enter an item attribute to enter the rate to be defined at this item attribute level.

You can use the prompt facility on this field to select from the Item Search Attributes pop-up.

For example, PGMJ (item major group) may be specified and rates defined for each item major group. This attribute must be one of the item attributes 1 to 6 defined on the next window.

Caution: It may be possible for items to have a blank value for the chosen attribute defined; therefore it may be advisable to establish a rate for a value of Blank.

Enter or select **** for a rate to be defined to apply to all items.

Accumulate Item Category

This field is used to indicate whether all items in each selected rate category are accumulated or not.

Use this checkbox as follows:

Unchecked - If items are not accumulated

Checked - If items are accumulated

For example, if PGMJ is specified in the Rate Item Category field and this field is **checked**, the volume of items within each item major group will be accumulated rather than the volume of individual items. Discount is then applied at the rate for the total volume of each item major group.

Retail Price Type in Use

This field indicates whether specific price type is to be used when calculating discount values.

Use this checkbox as follows:

Unchecked - If discounts are to be based on the line value of invoices

Checked - If discounts are to be based on invoice values calculated from the retail price type

In this case, all other discounts will be ignored. This field cannot be **checked** if the Scheme Volume Basis field is set to **Quantity**.

If standard pricing is in use, this field will set retail price list in use, and a price list rather than a price type will need to be specified against schemes if required.

Retro Billing Reason Code

Enter a valid reason code that will be used to identify credits notes for retrospective discount redemptions.

Alternatively, use the prompt facility to select from the RFCR Invoice/Credit Reasons Codes pop-up.

AP Company Code

Enter a valid AP company code. This is the company used for any redemptions made as AP invoices/credit notes.

AP Reason Code

Enter a valid reason code used for any redemptions made as AP invoices/credit notes.

Alternatively, use the prompt facility to select from the Select Reason Code pop-up.

AP Location Code

Enter a valid location code. This is used for any redemptions made as AP invoices/credit notes.

Alternatively, use the prompt facility to select from the Select Location Code pop-up.

Press Enter to display the [Retrospective Discounts](#) OE Company Profile Fourth Parameters window.

Maintain Retrospective Discounts OE Company Profile Fourth Parameters Window

To display this window, press Enter on the Retrospective Discount OE Company Profile Third Parameters window.

Fields

Customer Attributes

Select at least one and up to six customer attributes that will be used to select customers for schemes.

You can use the prompt facility on these fields to select from the Customer Search Attributes pop-up.

The list of possible attributes is given below and this list is displayed if the prompt is used on these fields. Those chosen can be a mixture of OE and AR attributes. Only those selected will be displayed when users select customers for schemes.

AR Attributes

Attribute Name	Short Code	Parameter Type
Group 1	CGP105	CGP1
Group 2	CGP205	CGP2
Group 3	CGP305	CGP3
Group 4	CGP405	CGP4
AR salesman	SLMN05	SLMN
AR region	REGN05	REGN
Credit controller	CRSP05	CRSP

Note: AR parameters are held in the GL Parameter file.

OE Attributes

Attribute Name	Short Code	Parameter Type
Division	DIVN20	DN
Sub-division	SDIV20	SV
OE region	REGN20	SN
State	STTE20	ST
Territory	TRTY20	TR

OE salesman	SLMN20	TN
Customer class	CCCC20	CCCC
Agent	AGNT20	AN
Sub-agent	SAGT20	AN
Customer pricing group	CUSG	CUSG
Corporation	CORP20	
Promotion discount type	PMDT20	
Trade price type	TRPT20	

Note: OE parameters are held in the Inventory Descriptions file.

Note: Customer pricing group is only available if Advanced Pricing is in use.

In addition to the attributes defined above, customers may be included by selecting a range of customer codes.

Item Attributes

Select at least one and up to six item attributes that will be used to select items for schemes.

You can use the prompt facility on these fields to select from the Item Search Attributes pop-up.

The list of possible attributes is given below and this list is displayed if the prompt is used on these fields. Only those selected will be displayed when users select items for schemes.

Item Attributes

Attribute Name	Short Code	Parameter Type
Item type	PTYP35	PTYP
Item class	PCLS35	PCLS
Item major group	PGMJ35	PGMJ
Item minor group	PGMN35	PGMN
Division	DIVN35	DIVN
Sub-division	SDIV35	SDIV
Commodity code	TARC35	TAR
Price regulator code	PREG35	PRC
Inventory Company	CONO	CONO

Item Pricing Group	ITMG	ITMG
--------------------	------	------

Note: Parameters are held in the Inventory Descriptions file.

In addition to the attributes above, items may also be included in a scheme by selecting a range of item codes.

Select **Update (F8)** to update the company profile.

Maintain Spread Code [2/RD]

Spread codes are required if they are to be used to extrapolate sales volumes for the calculation of discount rates.

Spread Code Maintenance Selection Window

To display this window, select the Maintain Spread Code task.

Fields

Spread Code

Enter a new or existing spread code.

Alternatively, use the prompt facility to select from the Spread Code Selection pop-up.

Description

Enter the spread code description.

Press Enter to display the Spread Code Maintenance window.

Spread Code Maintenance Window

To display this window, press Enter on the Spread Code Maintenance Selection window.

Fields

Period

This field displays the period numbers. The number of periods shown is always 12.

Spread Ratio

Enter or amend the spread ratio for each period. This is the ratio of predicted values for each period.

Functions

Delete (F11)

Use this to delete spread profiles. A confirmation pop-up is displayed.

Note: *Deletion is not allowed if the profile is in use on any scheme or is set as a default in the company profile.*

Select **Update (F8)** to update the data and then select **Exit (F3)** to leave the task.

Maintain Excluded Reason Code [3/RD]

The maintenance of excluded reason codes means that any invoices/credit notes with these reason codes are excluded from retrospective discount calculations.

Excluded Reason Code Maintenance Window

To display this window, select the Maintain Excluded Reason Code task.

Fields

Code

Enter a valid code to be excluded from schemes.

Alternatively, use the prompt facility to select from the RFCR Invoice/Credit Reason Codes pop-up.

Options

Delete

Use this to remove a code from the list. A confirmation pop-up will be displayed.

Press Enter to update the data and then select **Exit (F3)** to leave the task.

Maintain Analysis Attribute [4/RD]

Analysis attributes will be available for use in AFI or BI tools to analyse schemes. They are taken from the Inventory Descriptions file.

Analysis Attributes Maintenance Window

To display this window, select the Maintain Analysis Attribute task.

Fields

Attribute

Enter a valid attribute.

Alternatively, use the prompt facility to select from the Type AC Terminology Definitions pop-up.

Options

Delete

Use this to remove a code from the list. A confirmation pop-up will be displayed.

Press Enter to update the data and then select **Exit (F3)** to leave the task.

Maintain Scheme Authoriser [5/RD]

The creator of a scheme becomes the scheme owner; for each scheme owner a list of authorisers can be maintained. This list is used to assign the authorisers required for schemes owned by this user.

Each authoriser will have to approve the scheme before the scheme can be processed.

Scheme Authoriser Maintenance Selection Window

To display this window, select the Maintain Scheme Authoriser task.

Fields

Scheme Owner

Enter the user profile of a scheme owner.

Alternatively, use the prompt facility to select from a list of all valid System21 user profiles on the Scheme Owner Selection pop-up.

Functions

Existing (F6)

Use this to see all user profiles that are currently assigned as scheme owners.

Press Enter to display the Scheme Authoriser Maintenance Window.

Scheme Authoriser Maintenance Window

To display this window, press Enter on the Scheme Authoriser Maintenance Selection window.

Use this window to enter scheme authorisers.

Fields

Seq

Enter or amend the sequence for the authoriser. This sequence number must be unique. Authorisation will be carried out in sequence number order.

Authoriser

Enter or amend the System21 user profile of the person who will authorise the scheme.

Alternatively, use the prompt facility to select from a list of all valid System21 user profiles on the Scheme Owner Selection pop-up.

The name will be displayed.

Note: *The same sequence of authorisers will be used for all schemes for which the selected user is the scheme owner.*

Email

Enter or amend the authoriser's email address.

Options

Amend

Use this to maintain an entry.

Delete

Use this to delete an entry. A confirmation pop-up will be displayed.

Press Enter to add the authoriser's details to the list.

Maintain Excluded Item [6/RD]

Use this task to exclude items globally from schemes.

Items can be excluded between ranges of dates.

Excluded Item Maintenance Window

To display this window, select the Maintain Excluded Item task.

This window displays a list of items for which some exclusion dates currently apply. It is possible to add new items into global exclusion, remove items from exclusion, or amend the dates between which exclusion applies.

Fields

Item Code

Enter a valid Item number.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

The item code must not already exist in the list as an excluded item.

Options

Amend

Use this to amend the dates between which an item is excluded.

Delete

Use this to remove an item totally from exclusion. A confirmation pop-up will be displayed.

***Note:** If excluded items are added or exclusion dates amended after the creation of schemes, existing schemes will need to be reviewed manually to allow for these amendments.*

Enter or select an item or select an item with Amend to display the Excluded Item Maintenance Dates window.

Excluded Item Maintenance Dates Window

To display this window, enter or select an item or select an item with **Amend** on the Excluded Item Maintenance window.

Use this window to define the range of dates for exclusion.

Options

Amend

Use this to amend the dates between which an item is excluded. The Excluded Item Maintenance Add/Amend Dates pop-up will be displayed.

Delete

Use this to remove a date range. A confirmation pop-up will be displayed.

Functions

Add (F10)

Use this to add a range of exclusion dates for the item.

Select a date range with **Amend** or select **Add (F10)** to display the Excluded Item Maintenance Add/Amend Dates pop-up.

Excluded Item Maintenance Add/Amend Dates Pop-up

To display this window, select a date range with **Amend** or select **Add (F10)** on the Excluded Item Dates window.

Fields

Start Date/End Date

Enter or select a range of dates between which this item should be globally excluded from all schemes.

***Note:** Dates will be displayed in start date sequence. The date ranges must not overlap.*

Select **Update (F8)** to update the date range and return to the Excluded Item Maintenance Dates window.

Maintain Scheme [7/RD]

Use this task to create, amend or copy a scheme.

It includes the setting of any parameters that do not take non-overridable default values from the company profile, creating rules for the inclusion of customers and items and setting up discount rates for the items selected.

When scheme maintenance is complete and all details set up, the scheme owner must first authorise the scheme via the Authorise Scheme task (8/RD); this will then start the authorisation process. The scheme will need to be authorised by each of the authorisers defined in the scheme owner's authorisation list. Only when the scheme is authorised will it be included in the processing options.

When an already authorised scheme is maintained, the authorisation process is re-started and whilst the scheme will be included in catch-up, invoice extract and discount calculation, no redemptions will be possible until the scheme is re-authorised.

Maintain Scheme Selection Window

To display this window, select the Maintain Scheme task.

Fields

Scheme Number

Enter a valid scheme number for the scheme you wish to maintain.

Alternatively, use the prompt facility to select from the Schemes by Scheme Number pop-up.

The External Reference and Base on Scheme Number fields must be left blank if a value is entered in this field.

External Reference

Enter a valid external reference for the scheme you wish to maintain.

Alternatively, use the prompt facility to select from the Schemes by External Reference pop-up.

The Scheme Number and Base on Scheme Number fields must be left blank if a value is entered in this field.

Base on Scheme Number

Enter a valid scheme number in this field and then select **Add (F10)** to set up a new scheme.

You can use the prompt facility on this field to select from the Schemes by Scheme Number pop-up.

All values except fixed costs from the base on scheme will be copied to a new scheme; customer and item rules will be copied and batch jobs submitted for their application.

The Scheme Number and External Reference fields must be left blank if a value is entered in this field.

Functions

Add (F10)

Use this to set up a new scheme.

For a new scheme, the Scheme Number and External Reference fields must be left blank.

For a new scheme based on an existing one, the Scheme Number and External Reference fields must be left blank and a value entered in the Base on Scheme Number field.

New schemes will be assigned the next available scheme number from the company profile on update, starting from 0000001.

Press Enter to display the Scheme Header Maintenance window.

Scheme Header Maintenance Window

To display this window, press Enter on the Maintain Scheme Selection window.

Fields

External Reference

Enter or amend the external reference for the scheme.

Description

Enter or amend the description for the scheme.

Scheme Owner

Enter a valid System21 user profile for the scheme owner.

Alternatively, use the prompt facility to select from a list of all valid System21 user profiles on the Scheme Owner Selection pop-up.

Start Date

Enter or select a valid start date for the scheme. This can be any date, including past or future dates. It must be earlier than the end date.

The start date can be amended unless more than one scheme period has been defined, in which case all but one of these must be deleted first. If only one scheme period has been defined, the start date of the scheme period will be automatically set to the start date of the scheme if it is amended. The start date cannot be amended if there are records in the Scheme Customer/Item file.

End Date

Enter or select a valid end date for the scheme or leave this field as 99/99/99 for open schemes. If a date is entered, it must be greater than the start date.

The end date can be amended unless more than one scheme periods have been defined, in which case all but one of these must be deleted first. If only one scheme period has been defined, the end date of the scheme period will be automatically set to the end date of the scheme if it is amended.

The end date must be greater than or equal to the highest invoice date in the Scheme Invoice Line file.

Note: All the fields above are mandatory although the End Date field may be deliberately left as 99/99/99.

Functions

Delete (F11)

Use this to delete a scheme. Schemes may be deleted at any time. The scheme is then flagged as deleted and any redemptions and provisions will be reversed. All included customers, items, fixed costs etc. will also be flagged as deleted and catch-up flags will be set. The scheme will not be physically removed until Archiving is run and may be viewed in enquiries until then. The end date of the scheme will be set to current system date.

Scheme Parameters (F13)

Use this to take default values from the company profile unless there is a specific requirement to override the defaults on a particular scheme.

Caution: Parameters may not be maintained for an active scheme; that is, one where an extract has been run and data is therefore held in the Scheme Customer/Item file.

Customers (F14)

Use this to maintain the customer rules. This allows you to define the customers that will be included in this scheme.

It will not be valid for schemes set to include all customers.

Items (F15)

Use this to maintain the item rules. This allows you to define the items that will be included in this scheme.

It will be not be valid for schemes set to include all items.

Rates (F16)

Use this to maintain the rates applicable. As rates may vary during the course of the scheme, rates are defined for a specified period.

Analysis (F18)

Use this to set up analysis values associated with the scheme.

As many analysis codes as required can be defined in the Inventory Descriptions file and created at company level. These can be used in AFI and BI tools. This allows the particular instance values of these analysis codes to be associated with a scheme.

Text (F21)

Use this to add or amend text for a scheme.

Text entered against a Retro Scheme (V) External (E) text is automatically copied onto the invoice/credit as Invoice/Credit (I) External (E) text.

This will print on the external document at header or trailer level if that text is selected for printing via the relevant Inventory Document Text Profile.

The Retro External text will always be copied onto the external document.

Select **Scheme Parameters (F13)** to display the Scheme Header Maintenance First Parameters window.

Scheme Header Maintenance First Parameters Window

To display this window, select **Scheme Parameters (F13)** on the Scheme Header Maintenance window.

Fields

Over Redemption Policy

This is used where the calculated redemption is less than the value already redeemed.

Select one of the following:

Negative credit - If the normal customer redemption method type document will be created with a line of the opposite sign, for example, a credit note with a negative line value

Invoice - If a separate document of the opposite type will be created

For example, where a credit note is normally issued for a redemption, an invoice will be produced.

Reverse Provision on Redemption

This field indicates whether provisions will be reversed on redemption.

Use this checkbox as follows:

Unchecked (default) - For the system to assume that the AFI journal for the redemption will credit the Balance Sheet Provisions account (i.e. the account to which the previous provisions have been posted)

Checked - For the system to create reverse postings in the current period

This will mean that previous provisions will be reversed out automatically.

GL Contra Account

Enter a valid GL contra account.

Alternatively, use the prompt facility to select from the Select Suspense Account for Contras pop-up.

Note: *The GL contra account may be defaulted from the company profile and be non-overridable. This will typically act as a suspense account for provisions, and represent the account to which any subsequent invoice or credit note should be posted, whether system-generated or provided by the customer.*

An extension code may be entered if applicable.

Scheme Level Tax

This field will be used to determine the tax code to be used on the redemption.

Use this checkbox as follows:

Unchecked - To use the tax code of the originating invoice

Checked - To use a defined scheme tax code

Tax Code

If the Scheme Level Tax field is **checked**, a valid scheme tax code must be entered in this field. This must be a valid GL tax code.

You can use the prompt facility on this field to select from the Select Tax Code pop-up.

Press Enter to display the Scheme Header Maintenance Second Parameters window.

Scheme Header Maintenance Second Parameters Window

To display this window, press Enter on Scheme Header Maintenance First Parameters window.

Fields

Scheme Volume Basis

This field defines whether volumes accumulated for discounts rate determination are to be values or quantities.

Select one of the following:

Value - To use values

Quantity - To use quantities

Discount Rate Basis

This field indicates the way in which the discount is calculated.

Select one of the following:

Price - For a price discount (e.g. 0.01 pence per unit)

Percent - For a percentage discount (e.g. 1.7%)

Fixed Period - For a fixed value for scheme period (e.g. £100)

Fixed Provision - For a fixed value for each provision date (e.g. £100)

Aggregation Basis

This field will determine whether the rate is applied cumulatively or by segment within each range; i.e. it will indicate whether a rate that applies at a break point is cumulative for all sales or only applies to sales in that band.

Use this checkbox as follows:

Unchecked - To apply the appropriate rate to the total accumulated

Checked - To apply each rate for each band

An example is given in the Maintain [Retrospective Discounts](#) OE Company Profile Second Parameters Window section.

Catch-up Basis

This field is used to determine how previous invoices will be provided for when a scheme is set up late or a customer or item is added in late.

Select one of the following:

Current period - If the catch-up provision will be posted to the current period

Spread - If the catch-up provision will be spread across the remaining life of the scheme

Extrapolation Basis

This field is used to determine the rate calculation for predicted sales over the life of the scheme. Either the quantity or value can be extrapolated depending on the value of the Scheme Volume Basis field.

Select one of the following:

Seasonal - If seasonality applies, in which case a default spread code will be mandatory

Fixed - If a fixed run volume will be used (manually defined on the Scheme Item Categories)

Note: *If spread codes have not yet been defined, set this field to Fixed and re-visit it when spread codes have been created.*

For a provision based on actual unweighted sales, define a uniform spread code.

Spread Code

Enter a valid spread code if the Extrapolation Basis field is set to **Seasonal**.

Alternatively, use the prompt facility to select from the Spread Code Selection pop-up.

Leave this field blank if the Extrapolation Basis field is set to **Fixed**.

Unit of Measure Type

The setting of this field is used to determine the unit of measure to be used for quantities in a scheme.

Select one of the following:

Issue unit

Stock unit

Scheme Unit - Scheme unit of measure

Catchweight - Catchweight secondary unit of measure

This option is only available for Catchweight companies.

Equivalent unit

Optimum unit

Caution: If this setting is used, the system will assume that all items in the scheme have this unit defined. Any items which do not have this unit defined will be excluded from the scheme and a record will be written to the Invalid Scheme Items file.

Scheme Unit of Measure

Enter the unit of measure in which all quantities for the scheme will be calculated if the Unit of Measure Type field is set to **Scheme Unit**.

Include Trade Discount

This field is used to determine whether or not invoiced line values will be applied net of trade discount when calculating [retrospective discounts](#).

Use this checkbox as follows:

Unchecked - If trade discounts are to be ignored

Checked - If trade discount is to be deducted before accumulating values for [retrospective discounts](#) (i.e. the calculated invoice line value is to be used)

This field will be ignored if a retail price type is specified.

Provision Percentage

This percentage value is the proportion of the calculated discount to be provided.

Note: *This may be appropriate where the customers have to claim redemptions themselves and where a proportion of customers normally fail to do so.*

Provision Frequency

Select one of the following to indicate the interval at which provisions will be generated:

Daily

Weekly

Company Period

Never

Scheme Currency

This field holds the scheme currency and defaults to the base currency.

If the Foreign Currency Scheme field in the company profile is **checked**, this field can be overridden. If foreign currency schemes are not allowed, it will be for display only.

Note: *Setting the Scheme Currency field means that only invoices in the currency specified are included for the calculation of discounts. Redemptions will be made in the scheme currency.*

Provision Exchange Rate Code

If the Foreign Currency Schemes field is **checked** in the company profile, this field is used to translate calculated provisions into base. It is mandatory for non-base currency schemes. It must be a valid GL exchange rate code.

Exclude promotional items

This field is used to determine whether or not promotional item invoice lines will be included in scheme values

Exclude free of charge items

This field is used to determine whether or not free of charge item invoice lines will be included in scheme values

Press Enter to display the Scheme Header Maintenance Third Parameters window.

Scheme Header Maintenance Third Parameters Window

To display this window, press Enter on the Scheme Header Maintenance Second Parameters window.

Fields

Customer Accumulation

This field is used to determine the level at which discount rates will be calculated; i.e. the level at which sales volumes will be accumulated in order to determine the rate.

For example, it may be desirable to determine the retrospective discount rate for Company A based on the purchases made by all Company A branches, rather than each branch individually.

Select one of the following:

Del Pt - For invoices to be accumulated by customer and delivery point (i.e. no accumulation)

A/c code - For invoices to be accumulated by customer account (i.e. all delivery points for a customer are accumulated)

Attr. - For invoices to be accumulated by an attribute defined in the Customer Accumulation Attribute field

Hierarchy - For invoices to be accumulated by customer hierarchy top level code

Customer Accumulation Attr

Enter a valid attribute code if the Customer Accumulation field is set to **Attr.** Amounts are accumulated for each value within the selected parameter.

This attribute must be one of the customer attributes 1 to 6 defined in the company profile.

For example, if **Division** is selected as the attribute here and divisions A, B and C are defined, amounts are accumulated for those divisions.

If the Customer Accumulation field is not set to Attr., this field must be left blank.

Customer Redemption Point

This field is used to determine to whom the redemption will be paid.

Select one of the following:

Del pt - If the redemption is to be paid to the customer and delivery point (based on the sales at that level)

A/c code - If the redemption is to be paid to the customer account (based on sales at that level)

Redem a/c - If the redemption is to be paid a specified Customer Redemption Account on the scheme

Ratio - If the redemption is to be paid a list of accounts defined in a Customer Redemption List (based on ratios defined in the list)

Customer Redemption Account

If the Customer Redemption Point field is set to **Redem A/c** and the Customer Redemption Method field is set to **AR cr** (OE credit), a valid account code and delivery point must be entered in this field. All redemptions for this scheme will be paid to the specified account.

If the Customer Redemption Point field is set to **Redem A/c** and the Customer Redemption Method field is set to **AP inv** (AP invoice), a valid supplier account code must be entered in this field. All redemptions for this scheme will be paid to the specified supplier.

If the Customer Redemption Point field is set to **Redem A/c** and the Customer Redemption Method field is set to **Cash bk** (CS miscellaneous payment), a valid sundry creditor must be entered in this field. All redemptions for this scheme will be paid to the specified sundry creditor.

If the Customer Redemption Point field is not set to **Redem A/c**, this field must be left blank.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Customer Redemption Method

This field indicates the way in which the redemption will be paid.

Select one of the following:

AR cr - For an OE credit note to be raised by the system

AP inv - For an AP invoice to be raised by the system

Cash bk - For a Cash Book miscellaneous payment to be raised by the system

User def - For a user-generated redemption

Customer Redemption Type

Enter a valid customer redemption type.

Alternatively, use the prompt facility to select from the CRDT Customer Redemption Type pop-up.

The parameter values within this type indicate to the user and AFI the type of redemption required. It is required because there may be many types of user-generated redemptions.

Scheme for All Customers

This field is used if this scheme operates for all customers.

Use this checkbox as follows:

Unchecked - If this scheme is not for all customers

In this case, rules must be set up to select the required customers.

Checked - If this scheme applies to all customers

In this case, maintenance of customer rules is not allowed.

Rate Item Category

An item attribute may be specified here if discount rates are to be defined for an item category rather than for individual items.

Leave this field blank for rates to be defined for each item in the scheme.

Enter an item attribute to enter the rate to be defined at this item attribute level.

You can use the prompt facility on this field to select from the Item Search Attributes pop-up.

For example, PGMJ (item major group) may be specified and rates defined for each item major group. This attribute must be one of the item attributes 1 to 6 defined on the next window.

Note. It is not possible for ITMG to be used as the rate item category. An item may belong to multiple groups.

*Note. It is not possible for CONO to be used as the rate item category. Use the **** All items to defined company-wide rates.*

Caution: It may be possible for items to have a blank value for the chosen attribute defined; therefore it may be advisable to establish a rate for a value of Blank.

Enter or select **** for a rate to be defined to apply to all items.

Accumulate Item Category

Use this field to indicate whether all items in each selected rate category are accumulated or not.

Use this checkbox as follows:

Unchecked - If items are not accumulated

Checked - If items are accumulated

For example, if PGMJ is selected in the Rate Item Category field and this field is **checked**, the volume of items within each item major group will be accumulated rather than the volume of individual items. Discount is then applied at the rate for the total volume of each item major group.

Scheme for All Items

This field may be used if this scheme operates for all items.

Use this checkbox as follows:

Unchecked - If this scheme is not for all items

In this case, rules must be set up to select the required items.

Checked - If this scheme applies to all items

In this case, rules may not be maintained.

Retail Price Type

Note: If the Retail Price Type in Use field is checked in the company profile, this field will not be displayed.

If Retail Price Type in Use field is checked for this scheme, a price type must be specified here and discount values will be calculated as if this price type had been used to calculate line values.

If the Retail Price Type in Use field is left **unchecked** for this scheme, this field must be left blank.

If standard pricing is in use, this field will be labelled Retail Price List and a price list rather than a price type may be specified.

Caution: Items not defined to this price list will use the line invoice value when provisioning is run. An error report (Retail Price List Exceptions) will be produced detailing such exceptions.

Redemption Frequency

Enter the interval at which redemptions will be suggested.

Alternatively, use the prompt facility to select from the RFRQ Redemption Frequency pop-up.

The values are as follows:

- 01 Daily
- 02 Weekly
- 03 Monthly (i.e. same date each month)
- 04 Quarterly (i.e. same date each quarter)
- 05 Bi-annually (i.e. same date each bi-year)
- 06 Annually (i.e. same date each year)
- 07 Company period
- 08 Customer period
- 09 Scheme end
- 13 Last day in month
- 14 Last day in quarter
- 15 Last day in bi-annual
- 16 Last day in year

Caution: The first redemption review date will be set from the scheme start date. When using redemption frequency settings 03 to 05, ensure that this will result in a sensible date i.e. 25th of each month rather than 30th.

Redemption Review Date

If the Redemption Frequency field is set to **08** (Customer Period), the redemption review date must be explicitly set using this field. For other types of redemption frequency, this field is calculated by the system (for Ad hoc redemptions this will be set to 99/99/99)

Warning: The first redemption review date will be set from the scheme start date. When using redemption frequency settings 03 to 05, ensure that this will result in a sensible date i.e. 25th of each month rather than 30th. For Ad hoc redemptions, no redemption date is applicable and this field should be set to 99/99/99. Redemptions will only be calculated in menu option Ad hoc Redemption Calculation for such schemes

Functions

Percentages (F14)

Use this to maintain a list of accounts and the ratios of payments to those accounts if the Customer Redemption Point field is set to **Ratio**.

Select **Update (F8)** to update the scheme.

Redemption Accounts and Percentages Window

To display this window, select **Percentages (F14)** on the Scheme Header Maintenance Third Parameters window.

Fields

Account

Enter or amend the account code and delivery point to which redemption will be paid. The total redemption will be distributed to these accounts in the ratios defined below.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Name

This field displays the customer name for any entered account codes.

Percent

Enter or amend the percentages into which the redemption will be split. Any value is permitted but it must be greater than zero. The total must be 100.00%.

Select **Update (F8)** to update the data and return to the Scheme Header Maintenance window.

Maintain Scheme Customers Window

To display this window, select **Customers (F14)** on the Scheme Header Maintenance window.

Use this window to allow the entry of rules used for the selection of ranges of customers to be included or excluded from the scheme.

Options

Amend

Use this to amend a rule.

Delete

Use this to delete a rule. A confirmation pop-up will be displayed.

Functions

Apply Rules (F8)

Use this to apply the rules and generate the customer list.

Add Rule (F10)

Use this to add a new rule.

Customer List (F14)

Use this to display a list of customers currently included by the rules.

***Note:** The rules will need to have been applied to the customers first and therefore if there are pending updates, this function will not be available.*

Select a rule with **Amend** or select **Add Rule (F10)** to display the Scheme Customers - Rule Maintenance window.

Scheme Customers - Rule Maintenance Window

To display this window, select a rule with **Amend** or select **Add Rule (F10)** on the Maintain Scheme Customers window.

Use this window to enter ranges of values for customers that will be included in or excluded from the scheme. All customers with attribute values within any of the ranges will be included or excluded depending on the rule type setting.

Fields

Rule Number/Rule Description

Enter or amend the rule number and description as required.

Rule Type

Select one of the following:

Included - If customers are to be included by this rule

Excluded - If customers are to be excluded by this rule

The default value is **Included** unless this is a scheme for all customers, in which case only **Excluded** is available.

Note: *In all the ranges selected below, the From values must be less than or equal to the To values. If the To value is blank, only customers with the From value will be selected.*

Customer From/To

Enter a valid range of customers, optionally including delivery sequences. If the From and To customers are different, delivery sequences must be blank and all delivery sequences will be included. If the From and To customers are the same, the From delivery sequence must be less than or equal to the To delivery sequence.

You can use the prompt facility on these fields to select from the Customer Scan pop-up.

The customer may be a top-level hierarchy code, in which case, all customers in the hierarchy will be included.

Customer Attributes 1-6 From/To

The values entered must all be valid within the ranges selected.

Up to 6 attributes may be displayed here, depending on the number of attributes selected in the company profile. Enter valid ranges of parameters as required. Customers with parameters within any of the ranges will be included in the scheme.

You can use the prompt facility on these fields to select from the relevant pop-up.

Note: *Include rules must always be defined before exclude rules. The exclusions will then apply to all the customers included by the include rules.*

Select **Update (F8)** to update the rules.

Scheme Customers - Customer List Window

To display this window, select **Customer List (F14)** on the Maintain Scheme Customers window.

Use this window to display a list of customers and maintain the start and end dates for individual customer delivery points which can be different from the main scheme start and end dates.

Note: *Customer start and end dates are applicable at the scheme level and not the scheme period level.*

Fields

Start

The current value of the start date from the scheme customer file can be amended. The date must be a valid date within the start and end date of the scheme.

End

The current value of the end date from the scheme customer file can be amended. The date must be a valid date within the start and end date of the scheme. It must not be less than the start date.

Position To

Enter a customer code and delivery sequence from which to start viewing customers.

Select **Update (F8)** to update the changes and return to the Maintain Scheme Customers window. The catch up flag on the customer will be set.

Maintain Scheme Items Window

To display this window, select **Items (F15)** on the Scheme Header Maintenance window.

Use this window to allow the entry of rules for ranges of items to be included or excluded from the scheme.

Options**Amend**

Use this to amend a rule. The rule type cannot be amended.

Delete

Use this to delete a rule. A confirmation pop-up will be displayed.

Add Rule (F10)

Use this to add a new rule.

Item List (F14)

Use this to display a list of items currently included by the rules.

Note: *The rules will need to have been applied to the items first and therefore if there are pending updates, this function will be not be available.*

Select **Apply Rules (F8)** when all required rules have been created to apply the rules and create the item list.

Scheme Items - Rule Maintenance Window

To display this window, select **Amend** against a rule or select **Add Rule (F10)** on the Maintain Scheme Items window.

Use this window to enter ranges of values for items that will be included in or excluded from the scheme. All items with attribute values within any of the ranges will be included or excluded depending on the rule type setting.

Fields

Rule Number/Rule Description

Enter or amend the rule number and description as required.

Rule Type

Enter one of the following:

Included - If items are to be included by this rule

Excluded - If items are to be excluded by this rule

The default value is **Included** unless this is a scheme for all items, in which case, only **Excluded** will be allowed.

Note: *In all the ranges selected below, the From values must be less than or equal to the To values. If the To value is blank, only items with the From parameter will be selected.*

Item From/To

Enter a valid range of items.

Alternatively, use the prompt facility to select from Item Master Scan pop-up

Item Attributes 1-6 From/To

The values entered must all be valid within the ranges selected.

Up to 6 attributes may be displayed here, depending on the number of attributes selected in the company profile. Enter valid ranges of parameters as required. Items with parameters within any of the ranges will be included in the scheme.

You can use the prompt facility on these fields to select from the relevant pop-up.

Note: *Include rules must always be defined before exclude rules. The exclusions will then apply to all the items included by the include rules.*

Select **Update (F8)** to update the rules.

Scheme Items - Item List Window

To display this window, select **Item List (F14)** on the Maintain Scheme Items window.

Use this window to display a list of items and maintain the start and end dates for individual items, which can be different from the main scheme start and end dates.

Note: *Item start and end dates are applicable at the scheme level and not the scheme period level.*

Fields

Start

The current value of the start date from the scheme item file may be amended. The date must be a valid date within the start and end date of the scheme.

End

The current value of the end date from the scheme item file may be amended. The date must be a valid date within the start and end date of the scheme. It must not be less than the start date.

Position To

Enter an item code from which to start viewing items.

Select **Update (F8)** to update the changes and return to the Maintain Scheme Items window. The catch up flag on the item will be set.

Maintain Scheme Periods and Rates Window

To display this window, select **Rates (F16)** on the Scheme Header Maintenance window.

Different rates may apply at different times during the life of the scheme, so a period for which the rates apply is established first.

***Note:** The most common types of scheme will only have one period, starting and ending on the scheme start and end dates.*

Fields

Select

Select one of the following:

Amend - To amend a period

If this is selected, the Scheme Periods and Rates - Add/Amend Period pop-up is displayed. The dates and rates will already have been entered but may be amended.

Delete - To delete a period

A confirmation pop-up will be displayed. Scheme periods cannot be deleted if an extract has been run during that period, i.e. there are records in the Scheme Customer/Item file for the scheme period.

Fixed Costs - To enter or amend the fixed costs for a scheme period

Functions

Add (F10)

Use this to add a new period.

Select **Add (F10)** to display the Scheme Periods and Rates - Add Period pop-up.

Scheme Periods and Rates - Add/Amend Period Pop-up

To display this pop-up, select **Amend** against a line or select **Add (F10)** on the Maintain Scheme Periods and Rates window.

Fields

Period Start Date

This field is only displayed if you are amending a period.

You can amend the start date.

Period End Date

When a period is being added, the end date will default to the end date of the scheme. For open-ended schemes, this is 99/99/99.

This value must be greater than the end date of a previous scheme period.

***Note:** The start date is held in the Scheme Period file as well for ease of data access. This is either the start date of the scheme for the first period, or the day after the end date of the last period.*

The end date must be greater than or equal to the highest invoice date in the Scheme Invoice Line file for the period.

Press Enter to display the Scheme Periods and Rates - Item Categories window.

Scheme Periods and Rates - Item Categories

To display this window, press Enter on the Scheme Periods and Rates - Add/Amend Period pop-up.

Use this window to display all the item categories against which rates can be defined.

Fields

Rate Item Category (Variable Heading/Content)

This field displays the item categories against which rates will be maintained as defined on the scheme.

If rates are to be defined per item, the field will be labelled 'Item' and contain the list of scheme items. If rates are to be defined for all items the field will be labelled '****' and contain one record ****. If rates are defined by item category, the column will be labelled as that category, e.g. 'PGMJ', and contain the entries for that category in the Inventory Descriptions file.

Rate Item Category Description (Variable Heading/Content)

This field displays the descriptions of item categories against which rates will be maintained.

If rates are to be defined per item, the field will be labelled 'Item Description' and contain the list of items descriptions. If rates are to be defined for all items, the field will be labelled 'All Items'

and contain one record **All Items**. If rates are defined by item category, the field will be labelled as that category description e.g. 'Product Group Major' and contain the descriptions for the entries for that category in the Inventory Descriptions file.

Rates

Where entries already exist in the Scheme Item Categories file for a particular item category, this field displays an asterisk (*).

Options

Amend Rates

Use this to amend the rates for an item category. The Scheme Periods and Rates - Rate Amendment window will be displayed with the current entries.

Select Amend Rates against a line to display the Scheme Periods and Rates - Rate Amendment window.

Scheme Periods and Rates - Rate Amendment Window

To display this window, select **Amend Rates** against a line on the Item Categories window.

Fields

Unit of Measure Type

This field displays 'Issue Unit', 'Stock Unit', 'Catchweight' or the scheme unit of measure and description depending on the unit of measure type defined in the scheme header or defaulted from the company profile.

Spread Code

The spread code defaults from the scheme header if the extrapolation basis is Seasonal. This field must be left blank otherwise.

Excluded Volume

You can optionally enter an amount which will be excluded from discount calculations. For example, if this is set at 1000, only sales above 1000 would qualify for retrospective discount. This could be a value or a quantity depending on the scheme basis.

This does not affect the breakpoint levels defined below. If the first breakpoint is at 800, with rate 5%, and the second breakpoint is at 2000 with rate 6%, with excluded amount of 1000, only 500 of sales of 1500 will qualify for discount at a rate of 5%.

Fixed Run Volume

This field will only be displayed if the extrapolation basis is Fixed. In this case, a number greater than zero must be entered in this field. This will be a value or a quantity (depending on the scheme basis) used to calculate the rate for provisions, rather than extrapolating the actual sales volumes made.

Scheme Basis (Variable Heading)

This field displays either 'Value' or 'Quantity' depending on the scheme basis defined in the scheme header or defaulted from the company profile.

Discount Basis (Variable Heading)

This field displays the discount basis as defined in the scheme header or defaulted from the company profile.

The words 'Price', 'Percent' or 'Fixed Period' or 'Fixed Provision' will be displayed.

Breakpoint (Column Value)

Enter an amount up to and including which the discount will apply. The last value should normally be all 9s. This is not mandatory but if a value higher than the last value is found, it will not attract any discount.

Discount (Column Value)

Enter the discount value corresponding to the breakpoint. This can be price, percent or value depending upon the discount basis.

Select **Update (F8)** when all required entries have been made. The Scheme Periods and Rates - Item Categories window will be re-displayed, allowing you to continue entering rates for other categories.

Scheme Fixed Costs Window

To display this window, select **Fixed Costs** against a line on the Maintain Scheme Period and Rates window.

Use this to maintain fixed costs for a scheme period.

Fields**Seq**

This field displays the existing sequence number.

Input Fields**Description**

Enter or amend the description for the cost.

Value

Enter a value for this cost.

Currency

The currency code is only displayed if the currency code of this scheme is non-base. It defaults to the currency of the scheme. If it is different from the base, the base equivalent of the fixed cost's currency value is calculated and stored in the Scheme Fixed Costs file, using the scheme rate code and the start date of the scheme period.

Reason

Enter a reason code for this cost of type.

Alternatively, use the prompt facility to select from the FCRC Fixed Cost Reason Code pop-up.

Amort

Use this field to indicate the way this cost will be amortised for provisions.

Enter one of the following:

0 - If the cost is to be taken at the start of the period

1 - If the cost is to be amortised over the life of the scheme period

When you are adding a new cost, this field is blank and a value must be entered.

Options**Amend**

Use to amend an existing fixed cost. The existing values will be displayed for amendment.

Delete

Use to delete a fixed cost. A confirmation pop-up will be displayed.

Functions

Select **Update (F8)** when all required costs have been entered to update the data and return to the Maintain Scheme Period and Rates window.

***Note:** A provision will be written but will require the running of the AFI Scheme Fixed Cost Extract - Live Mode task (45/RD) to extract the details to General Ledger using AFI.*

Scheme Analysis Attributes Window

To display this window, select **Analysis Attributes (F18)** on the Scheme Header Maintenance window.

Use this window to display the analysis attributes defined at company level and specify an instance value for each attributes.

Fields**Value**

Enter a valid Inventory Descriptions file sub-type against each company level attribute.

Alternatively, use the prompt facility to select from the SCHM Scheme Analysis Code pop-up.

Select **Update (F8)** when all required costs have been entered to update the data and return to the Scheme Header Maintenance window.

Authorise Scheme [8/RD]

Use this task to see a list of schemes which need the current user's authorisation.

Schemes Awaiting Authorisation Pop-up

Options

Select

Use this to select the scheme for authorisation.

Use Select to display the Scheme Authorisation window.

Scheme Authorisation Window

To display this window, use **Select** on the Schemes Awaiting Authorisation pop-up.

Fields

The fields on this window are the same as those described in the Maintain Scheme task but all fields are for display only.

Functions

Authorisation (F7)

Use this to authorise or reject the scheme.

***Note:** When the scheme is created, a flag is set against all authorisers with status Not Approved. The status of the scheme is also set to Not Approved. When **Authorisation (F7)** is selected, the status of the first authoriser and the scheme itself is set to Awaiting Approval (no pop-up displayed).*

Authorisation Pop-up

To display this pop-up, select **Authorisation (F7)** on the Scheme Authorisation window.

Fields

Authorise

Select one of the following:

Reject - To reject the scheme

Authorise - To authorise the scheme.

Authorisation No

This is a count of the number of times that the current user has authorised this scheme.

Functions**Update (F8)**

Use this to update.

If authorised, the status for that authoriser is set to Approved and the status of the next authoriser in the list is set to Awaiting Approval.

When the last authoriser approves the scheme, the status of the scheme is also set to Approved. Once a scheme is approved, it will be included in processing runs and provisions and redemptions calculated.

If at any stage either the scheme is rejected by an authoriser or the scheme is amended, the scheme and all authorisers are set to a status of Not Approved. Provisions and redemptions will be backed out. The scheme owner and all authorisers must again approve the scheme as above.

Note: *System Manager may be amended to hold a user's e-mail address. If not, it may be held in the Authorisers file. Wherever the e-mail address is actually held, an @ctive process may be set up to inform users when they need to authorise a scheme. If a scheme is rejected or amended, the scheme owner would need to be notified that they need to re-authorise the scheme.*

Select **Update (F8)** to update the data.

Chapter 3 Processing

Retrospective Discount Processing

The process flow for Discount Schemes is:

- Apply audit file changes for customer/items
- Extract invoices
- Calculate provisions and post them
- Maintain redemptions

To make the provisions calculation more efficient, it presumes that both 1 and 2 are up to date.

Posting of redemptions will be done via the Redemption Maintenance task which will allow maintenance of redemptions at:

- Item category
- Item
- Delivery point
- Delivery point/item

Apply Audit File Changes [20/RD]

Use this task to apply audit file changes.

This task submits a batch job to apply any amendments to customer and item records to retrospective discount schemes.

Select **Confirm Submit (F8)** to submit the batch job.

Extract Invoices [21/RD]

This task submits a batch job to extract all invoices posted for the calculation of [retrospective discounts](#) and update the Customer/Item Billed Balances file.

Invoice extraction excludes promotion and FOC invoice lines from scheme values if applicable for a scheme

Caution: Any source types not generated from Sales Order Processing will be ignored.

Select **Confirm Submit (F8)** to submit the batch job.

Catch-up Processing [22/RD]

This task submits a batch job to extract all invoices requiring catch-up for the update of either new schemes or amended customers/items.

Catch-up processing excludes promotion and FOC invoice lines from scheme values if applicable for a scheme

Select **Confirm Submit (F8)** to submit the batch job.

Calculate Retrospective Discounts [23/RD]

Fields

Provision run date

Enter the date to which discount provisions are to be calculated. The AFI extract must be run manually via the Scheme Provision Extract - Live Mode task (42/RD) to post these to the General Ledger via AFI.

Select **Confirm Submit (F8)** to submit the batch job.

Introduction to Redemption Maintenance

Suggested redemptions, as calculated by the system, may be reviewed or amended.

Redemptions may be reviewed at the following levels:

- Scheme

- Customer
- Customer and item
- Customer delivery point
- Customer delivery point and item

It is possible to view the lower levels from each of the higher levels.

Redemptions are always ultimately credited at the customer/delivery point and item level. If maintenance is carried out at any other level and the redemption values changed, the new value will be apportioned back at the customer/delivery point and item level in the ratio of the current suggested redemptions of the contributing components.

Example

A scheme has 3 items sold to 2 customers giving a total redemption of 130. The redemption for this scheme is amended to 117.

The redemptions before and after at customer/delivery sequence and item level are shown below:

		Before	After
Customer A	Item 1	10	9
	Item 2	40	36
	Item 3	20	18
Customer B	Item 1	20	18
	Item 2	10	9
	Item 3	30	27

Authorisation

Only authorised users can increase the current actual redemption, although anyone can decrease it. Authorisation is maintained using the GL Field Level Security Maintenance task. Users need to be defined to one or both of two security objects. They are:

REDEMVAL To define a specific maximum value by which a user may increase the current actual redemption over the current suggested redemption

REDEMPER To define a maximum percentage increase over the suggested redemption that the user will be allowed

The minimum of the two values is the maximum increase allowed, so if the maximum value increase is 100 and the maximum percent increase is 9%, a suggested redemption of 1000 may be increased by 90 (9%) but a suggested redemption of 2000 may be increased by 100 (value).

For currency schemes, the maximum value defined in REDEMVAL is converted from base to prime using the provision exchange rate code defined in the scheme.

The check on authorisation variances is at the total scheme level.

Maintain Redemption [24/RD]

Use this task to maintain a redemption scheme. Redemptions are calculated using the overridden redemption method details if applicable.

Schemes are highlighted where the scheme has rates that have been amended or invoices added since the redemption was calculated that may affect the redemption. Such schemes can have the redemption recalculated when the redemption is selected.

Schemes Awaiting Redemption Window

To display this window, select the Maintain Redemption task.

Schemes are displayed in numerical sequence.

Fields

Position To

Enter a value in this field to start the display of scheme numbers from the entered value.

Options

Select

Use this to select the scheme required.

Note: *The Calculate Discounts function extracts and creates redemption details for a scheme once the next redemption date for that scheme is reached.*

Select a scheme to display the Redemption by Scheme window.

Redemption by Scheme Window

To display this window, select a scheme on the Schemes Awaiting Redemption window.

Fields

Redemption Review Date

This field displays the date of the current redemption. This is normally calculated by the system from the start date of the scheme using the redemption frequency as defined in the scheme (or defaulted from the company profile), except for type 08 (Customer Period), where the user defines the date of the next review.

You can also maintain the next redemption date through the Maintain Scheme task. This date is also updated when payment is released.

Total Suggested Redemption

This field displays the total the system has calculated at the selected level since the scheme start date.

Redeemed So Far

This field displays the actual total of redemptions made so far, i.e. actual credit notes, payments etc.

Current Suggested Redemption

This field displays the difference between the total suggested redemption and amount redeemed so far. It is the system-generated suggested amount.

Current Actual Redemption

This field displays the amount you are currently proposing to offer. Initially, this is the same as the current suggested redemption.

This field can be amended if necessary. It can be decreased to any value. It can be increased above the current suggested redemption provided you are authorised to do so (see the Authorisation section below). It may have been amended because of amendments to the redemption at lower levels, e.g. for specific customers.

Functions**Customer (F14)**

Use this to view and maintain the redemptions at customer level.

Customer/Delivery Sequence (F15)

Use this to view and maintain the redemptions at customer and delivery sequence level.

Redemption Attributes (F18)

Use this to review various redemption attributes.

Update & Release (F20)

Use this when the scheme is ready for payments to be made. For redemption review frequency type 08 (Customer Period), a window is displayed, on which the date of the next redemption review must be entered.

A batch job will then be submitted to create the actual redemption details.

Depending upon the scheme these can be of type:

- OE Credit Note/Invoice
- AP Invoice/Credit Note
- Manual Payment

Note: A scheme may include accounts on Credit Stop or with various status settings e.g. Litigation Stop etc. Accounts flagged for deletion will not be included in any redemption calculation. If a scheme has accounts with any other non-blank status or with customers on credit stop, or if there are customers over their credit limits, a warning message will be displayed when the scheme is

released for payment and you can return to the scheme and amend the payment to those customers or set it to zero.

View Details (F21)

Use this to display details of the redemption.

Select **Update (F8)** when the actual redemption figure is satisfactory. Any changes will be apportioned back to the customer/delivery sequence/item level.

To display this window, select a scheme on the Schemes Awaiting Redemption window.

System i Home [Maintain redemption](#)

Redemption Maintenance

Actions | [Icons: List, Copy, Paste, Print, Edit, Check, Mail, Refresh, Help]

Scheme number: 0000013 Scheme to test RD log

External reference: SCHEME20

Period start date: 1/04/13 Period end date: 30/06/13

Redemption review date: 2/04/13

Total suggested redemption: 21989.00

Redeemed so far: .00

Current suggested redemption: 21989.00

Current actual redemption: 21989.00

[View Details](#) [Recalculate](#) [More Keys](#)

Functions

Update & Release (F20)

Note. If the scheme has rates that have been amended or invoices added since the redemption was calculated that may affect this redemption a warning will be displayed.

Recalculate (F23)

Use this to recalculate the redemption based on current data. This will recalculate the redemption to include invoices extracted after the existing redemption was calculated and apply existing redemption rates.

This will display the Recalculate Redemption Pop-up.

Recalculate Redemption Pop-up

To display this pop-up, select **Recalculate (F23)** on the Redemption by Scheme window.

Next Redemption Review Date Pop-up

To display this pop-up, select **Update & Release (F20)** on the Redemption by Scheme window.

Fields

Next Redemption Review Date

Enter or select a date in the future for the next redemption review.

When a satisfactory date has been entered, select **Update (F8)** to complete the redemption update and release.

The date can be changed within the Maintain Scheme task.

Redemption Detail Window

To display this window, select **View Details (F21)** on the Redemption by Scheme window.

Fields

Customer

The customer and delivery sequence are not displayed if these details are viewed at scheme level.

The delivery sequence is not displayed if these details are viewed at customer level.

Item

This field is only displayed if these details are viewed at the customer/item or customer/delivery sequence/item level.

All other fields are totals at the selected levels.

All values are in prime currency for foreign currency schemes.

Functions

Breakdown (F22)

Use this to view the detailed breakdown for the figures displayed above.

Select **Breakdown (F22)** to display the Detailed Breakdown window.

Detailed Breakdown Window

To display this window, select **Breakdown (F22)** on the Redemption Detail window.

The detailed breakdown of the way in which the totals were accumulated is shown here. The lines are viewed in invoice date sequence and within that by invoice number and invoice line number. Invoices are only shown for the level of detail appropriate, i.e. they may be for:

- Whole scheme
- Customer
- Customer delivery sequence
- Customer/item
- Customer delivery sequence/item

Fields

Customer

The customer and delivery sequence are not displayed if these details are viewed at scheme level.

The delivery sequence is not displayed if these details are viewed at customer level.

Item

This field is only displayed if these details are viewed at the customer/delivery sequence/item level.

Inv. Date

This field displays the date of the invoice.

Tp

This field displays the type of transaction (IN - invoice or CR - credit).

Invoice

This field displays the invoice number.

Ln.

This field displays the invoice line number.

Ext. Date

This field displays the date on which this line was extracted to the retrospective discount scheme.

Quantity

This field displays the quantity for this invoice line.

Value

This field displays the value for this invoice line.

Position To

Enter a date to display details from that point forwards.

Note: All values are in prime currency for foreign currency schemes.

Options**Enquire**

Use this to view the invoice line enquiry for this invoice and line number.

Select **Previous (F12)** to return to the previous window.

Redemption by Customer Window

To display this window, select **Customer (F14)** on the Redemption by Scheme window.

Use this window to review redemption values by customer. The redemption value displayed is the total for all items for all delivery sequences for that customer.

Fields**Select**

Select one of the following:

Details - To select the customer and view totals values

Amend - To amend the redemption for this customer

Delivery Points - To view and maintain the redemptions for this customer at the delivery point level

Items - To view and maintain the redemptions for this customer at the item level

Amend

This field indicates lines where the suggested redemption is not equal to the actual redemption.

One of the following is displayed:

* - If the suggested and actual redemption are not equal, i.e. lines that have already been amended

Blank - If the suggested and actual redemption are the same

Status

This field displays the status of the account.

One of the following is displayed:

Suspend - If the Account Status field is **S**

Legal - If the Account Status field is **L**

Unknown - If the Account Status field is **U**

Cr Stop - If the Account Stop field is **1**

Cr Limit - If the total outstanding exceeds the credit limit

Position To

Enter a customer code from which to start viewing customers.

When the actual redemption figures are satisfactory, select **Update (F8)**. Changes will be apportioned back to the customer/delivery sequence/item level.

Actual Redemption by Customer Window

To display this window, select **Amend** against a line on the Redemption by Customer window.

Use this to enter an actual redemption value different from the suggested level.

Fields

Customer

This field displays the customer (000 sequence) for the redemption being maintained at this time.

Other fields are as described in the Redemption by Scheme Window section.

Functions

View Details (F21)

Use this to display details of the redemption.

Select **Previous (F12)** to return to the previous window.

Redemption by Customer and Delivery Sequence Window

To display this window, select **Customer/Delivery Sequence (F15)** on the Redemption by Scheme window.

If you drill down from the customer level to the customer/delivery sequence level, the redemption values may be reviewed for all the delivery sequences for that selected customer.

Fields

Select

Select one of the following:

Details - To select the customer and delivery sequence and view the various total values

Amend - To amend the redemption for this customer/delivery sequence

Items - To view and maintain the redemptions for this customer delivery point at the lowest level, i.e. at the customer/delivery sequence/item level

Amend

This field indicates lines where the suggested redemption is not equal to the actual redemption.

One of the following is displayed:

* - If the suggested and actual redemption are not equal, i.e. lines that have already been amended

Blank - If the suggested and actual redemption figures are the same

Position To

Enter a customer code and delivery sequence from which to start viewing customers.

When the actual redemption figures are satisfactory, select **Update (F8)**. Changes will be apportioned back to the customer/delivery sequence/item level.

Actual Redemption by Customer and Delivery Sequence Window

To display this window, select **Amend** against a line on the Redemption by Customer and Delivery Sequence window.

Use this to enter an actual redemption value different from the suggested level.

Fields

Customer/Delivery Sequence

This field displays the customer and delivery sequence for the redemption being maintained at this time.

Other fields are as described in the Redemption by Scheme Window section.

Functions

View Details (F21)

Use this to display details of the redemption.

Select **Previous (F12)** to return to the previous window.

Redemptions by Customer and Item Window

To display this window, select **Items** against a line on the Redemption by Customer and Delivery Sequence window.

If you drill down from the customer level to the customer/item level, the redemption values may be reviewed for all the items for that selected customer.

Fields

Select

Select one of the following:

Detail - To select the customer/item and view various totals

Amend - To amend the redemption for this customer/item

Amend

This field indicates lines where the suggested redemption is not equal to the actual redemption.

One of the following is displayed:

* - If the suggested and actual redemption are not equal, i.e. lines that have already been amended

Blank - If the suggested and actual redemption figures are the same

Position To

Enter an item code from which to start viewing items.

When the actual redemption figures are satisfactory, select **Update (F8)**. Changes will be apportioned back to the customer/delivery sequence/item level.

Actual Redemption by Customer and Item Window

To display this window, select **Amend** against a line on the Redemption by Customer and Item window.

Use this window to enter an actual redemption value different from the suggested level.

Fields

Customer

This field displays the customer for the redemption being maintained at this time.

Item

This field displays the item for the redemption being maintained at this time.

Functions

View Details (F21)

Use this to display details of the redemption.

Select **Previous (F12)** to return to the previous window.

Redemptions by Customer Delivery Sequence and Item Window

To display this window, select **Items** against a line on the Redemption by Customer/Delivery Sequence and Item window.

If you drill down from the customer delivery sequence level to the customer delivery sequence/item level, the redemption values may be reviewed for all the items for that selected customer and delivery sequence.

Fields

Select

Select one of the following:

Detail - To select the customer delivery point/item and view various totals

Amend - To amend the redemption for this customer delivery point/item

Amend

This field indicates lines where the suggested redemption is not equal to the actual redemption.

One of the following is displayed:

* - If the suggested and actual redemption are not equal, i.e. lines that have already been amended

Blank - If the suggested and actual redemption figures are the same

Position To

Enter an item code from which to start viewing items.

When the actual redemption figures are satisfactory, select **Complete (F8)**. No apportionment is required in this instance, as you are already maintaining redemptions at the lowest level.

Actual Redemption by Customer Delivery Sequence and Item Window

To display this window, select **Amend** against a line on the Redemption by Customer Delivery Sequence and Item window.

Use this window to enter an actual redemption value different from the suggested level.

Fields

Customer/Delivery Sequence

These fields display the customer and delivery sequence for the redemption being maintained at this time.

Item

This field displays the item for the redemption being maintained at this time.

Functions**View Details (F21)**

Use this to display details of the redemption.

Select **Previous (F12)** to return to the previous window.

Redemption Attributes Window

To display this window, select **Redemption Attributes (F18)** on the Redemption by Scheme window.

Use this window to review various redemption attributes. This window is for information purposes and all fields are for display only.

Fields**Redemption Frequency**

These fields display the redemption frequency code and its description:

One of the following is displayed:

- 01 - Daily
- 02 - Weekly
- 03 - Monthly (i.e. same date each month)
- 04 - Quarterly (i.e. same date each quarter)
- 05 - Bi-annually (i.e. same date each half-year)
- 06 - Annually (i.e. same date each year)
- 07 - Company period
- 08 - Customer period
- 09 - Scheme end
- 13 - Last day in month
- 14 - Last day in quarter
- 15 - Last day in half-year
- 16 - Last day in year
- 99 - Ad hoc

Next Review Date

This field displays the date of the next redemption review.

Redemption Method

These fields display the redemption method code and its description.

One of the following is displayed:

- 1 - OE credit note to be raised by the system
- 2 - AP invoice to be raised by the system
- 3 - Cash Book miscellaneous payment to be raised by the system
- 4 - User-generated redemption

Redemption Type

This field displays the Inventory Descriptions file redemption type specified in the scheme if the redemption method is 4.

Customer Accumulation

This field indicates the way in which invoice values have been accumulated when calculating discounts.

One of the following is displayed:

- 1 - Customer/delivery point
- 2 - Customer
- 3 - Attribute
- 4 - Hierarchy

Customer Accumulation Attr

If the customer accumulation is by attributes, this field displays the selected attribute.

Currency

This field displays the currency code of the scheme if this is not base.

Exchange Rate Code

This field displays the scheme exchange rate code for provision if the scheme is not in base currency.

Redemption Point

This field indicates to whom the redemption will be paid.

One of the following is displayed:

- 1 - Customer/del seq
- 2 - Customer account
- 3 - Redemption account
- 4 - Ratios

Redemption Account

This field displays the account to which payment will be made if the Redemption Point field is set to **3**.

Account

This field displays a list of accounts to be paid in the ratios specified if the Redemption Point field is set to **4**.

Ratio

This field displays the ratios in which the total payment will be split when payment is to be made to multiple accounts if the Redemption Point field is set to **4**.

Select **Previous (F12)** to return to the previous window.

Functions**Override Redemption Method (F16)**

Use this to override the redemption method details.

Override Redemption Method Window

This window is displayed when **Override Redemption Method (F16)** on the Redemption Attributes window is selected

Fields**Redemption Method**

Enter one of the following:

- 1 – for an OE credit note to be raised by the system
- 2 – for an AP invoice to be raised by the system
- 3 – for a Cash Book miscellaneous payment to be raised by the system
- 4 – for a user generated redemption.

Customer redemption type

This is only required for a user generated redemption method. Enter a parameter from the Inventory Descriptions file type CRDT. The parameter values within this type indicate to the user and AFI the type of redemption required. It is required because there may be many types of user generated redemptions.

Redemption point

This field is used to determine to whom the redemption will be paid.

Enter one of the following:

- 1 - Del pt – for the redemption to be paid to the customer and delivery point

- 2 - A/c code - for the redemption to be paid to the customer account
- 3 - Redemption a/c - for the redemption to be paid a specified customer
- 4 - Ratio - for the redemption to be paid a list of accounts defined in a customer redemption list (based on ratios defined in the list)

Redemption account

This is only used where the Redemption Point is '3' – Redemption a/c.

For a redemption method of OE credit note (1) this will be a customer

For a redemption method of AP invoice (2) this will be a supplier

For a redemption method of CS miscellaneous payment this will be a miscellaneous creditor

Functions

Percentages (F14)

Use this to enter the ratios for the customer redemption list where the Redemption Point is Ratio (4) The Redemption Accounts and Percentages Overrides Window will be displayed.

Redemption Accounts and Percentages Overrides Window

This window is displayed when **Override Redemption Method (F16)** on the Redemption Attributes window is selected.

Use this window to override the redemption accounts and percentages for this redemption

Generate Ad Hoc Redemption (25/RD)

Use this option to calculate a redemption for schemes with redemption frequency Ad Hoc. The task can also be used to generate a redemption for any scheme frequency on an ad hoc basis.

In both cases no outstanding redemption should exist for the chosen scheme/period

Ad Hoc Schemes Window

To display this window, select the Generate Ad Hoc Redemption task

Schemes are displayed in numerical sequence

Fields

Position To

Enter a value in this field to start the display of scheme numbers from the entered value.

Options

Select

Use this to select the scheme required and display the Ad Hoc Redemption Date window.

Functions

All schemes (F14)

Use this function key to display all schemes

Note. Ensure that the latest invoices have been extracted, audit file changes applied and provisions calculated before the redemption is calculated to ensure it reflects the latest balances.

Ad Hoc Redemption Date Window

Field

Redemption Date

Enter the date for which the redemption should be made. It may not precede the last provision date or redemption date.

For schemes which do not have an Ad Hoc redemption frequency, this date must also be less than the next redemption date.

Ensure all audit file changes have been applied and invoices extracted and provisions calculated so that the redemption is based on current data only. This task will NOT apply outstanding changes.

Chapter 4 Enquiries

Enquire on Scheme [15/RD]

Use this task to display the scheme details as they have been set up via the Maintain Scheme task.

Scheme Enquiry Selection Window

To display this window, select the Enquire on Scheme task.

Fields

Scheme Number

Enter the scheme number for the scheme on which you wish to enquire.

Alternatively, use the prompt facility to select from the Schemes by Scheme Number pop-up.

External Reference

Enter the external reference for the scheme on which you wish to enquire.

Alternatively, use the prompt facility to select from the Schemes by External Reference pop-up.

Press Enter to display the Scheme Header Enquiry window.

Scheme Header Enquiry Window

To display this window, press Enter on the Scheme Enquiry Selection window.

Functions

Scheme Parameters (F13)

Use this to display the Scheme Header Enquiry First Parameters window.

Customers (F14)

Use this to display the Scheme Customers window.

Items (F15)

Use this to display the Scheme Items window.

Rates (F16)

Use this to display the Scheme Periods and Rates window.

Analysis (F18)

Use this to display the scheme analysis details.

Text (F21)

Use this to display the scheme text.

Scheme Values (F22)

Use this to view values for the whole scheme in the Scheme Value Details by Accounting Period Window

Select **Scheme Parameters (F13)** to display the Scheme Header Enquiry First Parameters window.

Scheme Header Enquiry First Parameters Window

To display this window, select **Scheme Parameters (F13)** on the Scheme Header Enquiry window.

Press Enter to display the Scheme Header Enquiry Second Parameters window.

Scheme Header Enquiry Second Parameters Window

To display this window, press Enter on the Scheme Header Enquiry First Parameters window.

Press Enter to display the Scheme Header Enquiry Third Parameters window.

Scheme Header Enquiry Third Parameters Window

To display this window, press Enter on the Scheme Header Enquiry Second Parameters window.

Functions

Percentages (F14)

Where the Customer Redemption Point field is set to **Ratio**, use this to display the list of accounts and the ratios of payments to those accounts.

Select **Percentages (F14)** to display the Redemption Accounts and Percentages window.

Redemption Accounts and Percentages Window

To display this window, select **Percentages (F14)** on the Scheme Header Enquiry Third Parameters window.

Select **Previous (F12)** to return to the previous window.

Scheme Value Details by Accounting Period Window

To display this window, select **Scheme Values (F22)** on the Scheme Header Enquiry Window, or **Periods (F23)** on the Scheme Value Details Window.

The details shown are the total appropriate to the level of customers and/or delivery points and/or items for the scheme or scheme period selected.

Functions

Sales (F16)

Use this to view scheme sales.

Provisions (F18)

Use this to view scheme provisions.

Redemptions (F20)

Use this to view scheme redemptions.

Rolls forwards/backwards (F21/F22)

Use this to view earlier or later period balances.

Select **Previous (F12)** to return to the previous window

Scheme Customers Window

To display this window, select **Customers (F14)** on the Scheme Enquiry Header window.

This window lists the customer rules for the scheme.

Options

View

Use this to view a rule on the Scheme Customers - Rule Enquiry window.

Functions

Customer List (F14)

Use this to display a list of customers currently included in the scheme.

Select View against a rule to display the Scheme Customers - Rule Enquiry window.

Scheme Customers - Rule Enquiry Window

To display this window, select **View** against a rule on the Scheme Customers window.

Select **Previous (F12)** to return to the previous window.

Customer List Window

To display this window, select **Customer List (F14)** on the Scheme Customers window.

Select **Previous (F12)** to return to the previous window.

Scheme Items Window

To display this window, select **Items (F15)** on the Scheme Header Enquiry window.

Options

View

Use this to view a rule on the Scheme Items - Rule Enquiry window.

Functions

Item List (F14)

Use this to display a list of items currently included in the scheme.

Select **Previous (F12)** to return to the previous window.

Scheme Items - Rule Enquiry Window

To display this window, select **View** against a rule on the Scheme Items window.

Select **Previous (F12)** to return to the previous window.

Item List Window

To display this window, select **Item List (F14)** on the Scheme Items List window.

Select **Previous (F12)** to return to the previous window.

Scheme Periods and Rates Window

To display this window, select **Rates (F16)** on the Scheme Header Enquiry window.

Fields

Select

Select one of the following:

View - To view the rates for a scheme period

Period Values - To view the values for a scheme period

Fixed Costs - To view the fixed costs for a scheme period

Functions

Scheme Values (F22)

Use this to view values for the whole scheme.

Select **Previous (F12)** to return to the previous window.

Scheme Period and Rates Item Categories Window

To display this window, select **View** against a line on the Scheme Periods and Rates window.

Options

View Rates

Use this to view rates for a specific item category.

Select **Previous (F12)** to return to the previous window.

Scheme Fixed Costs Window

To display this window, select **Fixed Costs** against a line on the Scheme Periods and Rates window.

Select **Previous (F12)** to return to the previous window.

Scheme Customers Sales Window

To display this window, select **Period Values** against a line or select **Scheme Values (F22)** on the Scheme Periods and Rates window.

The details shown against a customer are either for a specific period, or the whole scheme, as appropriate.

It is possible to toggle between pairs of values for sales, provisions and redemptions. Initially the sales values are displayed.

It is possible to see overall details of the values posted, either at the specific customer level or for all customers (and then from there see the actual postings).

It is possible to drill down to a list of delivery sequences for an individual customer or to a list of items for the customer.

Note: *Period start and end dates are only displayed if a selection was made against a scheme period.*

Fields**Position To**

Enter a customer code from which to start viewing customers.

Options**Details**

Use this to view the scheme value details.

Delivery Points

Use this to view the list of delivery points for this customer.

Items

Use this to view the list of items for this customer.

Functions**Provisions (F18)**

Use this to view scheme provisions.

Redemptions (F20)

Use this to view scheme redemptions.

Details (F22)

Use this to view scheme value details.

Select **Previous (F12)** to return to the previous window.

Scheme Value Details Window

To display this window, select **Details** against a line or select **Details (F22)** on the Scheme Customers Sales window.

The details shown are the total appropriate to the level of customers and/or delivery points and/or items for the scheme or scheme period selected.

Fields**Period Start and End Dates**

These fields display the period start and end dates if a selection was made against a scheme period.

Customer

These fields display the customer code, delivery address and name if selection against a customer or customer delivery sequence was made.

Item

These fields display the item and description if selection against an item was made. If these fields are displayed, the unit of measure will be displayed against the quantity as well.

Sales**Value**

This field displays the total value of the sales billed at the level of the enquiry.

Quantity

This field displays the total quantity of items billed at the level of the enquiry. This may mean that quantities of different items are added together.

Discount

This field displays the total discount that was included in the original sales value.

Provisions**Calculated**

This field displays the total amount of provision calculated as of the last provision run.

Provided

This field displays the total amount of provision posted to the General Ledger as of the last provision run. This may differ from the provisions calculated for a number of reasons, for instance because only a percentage of the calculated provision is to be provided, or because provision values are replaced by redeemed values.

Redemptions**Details**

This field displays the value of redemptions made.

Functions**Sales (F16)**

Use this to view invoiced sales appropriate to the level of enquiry.

Provisions (F18)

Use this to view the provision postings appropriate to the level of enquiry.

Redemptions (F20)

Use this to view the redemption postings appropriate to the level of enquiry.

Select **Previous (F12)** to return to the previous window.

Scheme Sales Window

To display this window, select **Sales (F16)** on the Scheme Value Details window.

The invoice lines appropriate to the level of customer and/or delivery point and/or item are displayed in ascending invoice date. If for a specific scheme period, only invoice lines relating to that scheme period are displayed.

Fields

Period Start Date/Period End Date

These fields display the start and end date of the period if a selection was made against a scheme period.

Customer

These fields display the customer code, delivery address and name if selection against a customer or customer delivery sequence was made.

Item

These fields display the item and description if selection against an item was made. If these fields are displayed, the unit of measure will be displayed against the quantity as well.

Position To

Enter or select an invoice date from which to start viewing invoice lines.

Options

View

Use this to view the invoice details.

Note: *The UOM is the unit of measure applicable to the scheme (not the unit of measure on the invoice line, as the quantity has been converted into the appropriate scheme unit of measure).*

Select **Previous (F12)** to return to the previous window.

Scheme Provisions Window

To display this window, select **Provisions (F18)** on the Scheme Value Details window.

The provision lines appropriate to the level of customer and/or delivery point and/or item are displayed in ascending provision date. If for a specific scheme period, only provision lines relating to that scheme period are displayed.

Fields

Period Start Date/Period End Date

These fields display the start and end date of the period if a selection was made against a scheme period.

Customer

These fields display the customer code, delivery address and name if selection against a customer or customer delivery sequence was made.

Item

These fields display the item and description if selection against an item was made. If these fields are displayed, the unit of measure will be displayed against the quantity as well.

Position To

Enter or select a provision date from which to start viewing provision lines.

Options

View

Use this to view provision details.

Select **Previous (F12)** to return to the previous window.

Scheme Provisions Details

To display this window, select **View** against a line on the Scheme Provisions window.

This window shows further details of the provision line, including a list of the GL postings.

Fields

Period Start Date/Period End Date

These fields display the start and end date of the period if a selection was made against a scheme period.

Customer

These fields display the customer code, delivery address and name if selection against a customer or customer delivery sequence was made.

Item

These fields display the item and description if selection against an item was made. If these fields are displayed, the unit of measure will be displayed against the quantity as well.

Note: The unit of measure is the unit of measure applicable to the scheme, not the unit of measure on the invoice line, as the quantity has been converted into the appropriate scheme unit of measure.

Functions

Description (F22)

On initial display, the delimited account extension is shown. Use this to toggle between this and the account code description.

Select **Previous (F12)** to return to the previous window.

Scheme Redemptions Window

To display this window, select **Redemptions (F20)** on the Scheme Value Details window.

The invoices appropriate to this level of customer and/or delivery point are displayed in ascending invoice date. If for a specific scheme period, only invoices relating to that scheme period are displayed.

Fields

Period Start Date/Period End Date

These fields display the start and end date of the period if a selection was made against a scheme period.

Customer

These fields display the customer code, delivery address and name if selection against a customer or customer delivery sequence was made.

Item

These fields display the item and description if selection against an item was made. If these fields are displayed, the unit of measure will be displayed against the quantity as well.

Position To

Enter or select an invoice date from which to start viewing invoice lines.

Options

Details

Use this to view scheme redemption details.

OE Enquiry

Whether this option is displayed, the text displayed against it and the enquiry displayed, depends upon the scheme redemption method as follows:

Redemption method = 1	OE enquiry
Redemption method = 2	AP enquiry
Redemption method = 3	CM enquiry
Redemption method = 4	Option not available

Select **Previous (F12)** to return to the previous window.

Scheme Redemption Details Window

To display this window, select **Details** against a line on the Scheme Redemptions window.

Fields

Period Start Date/Period End Date

These fields display the start and end date of the period if a selection was made against a scheme period.

Note: *The external document type and reference may be blank depending upon the redemption method*

Note: *The unit of measure is the unit of measure applicable to the scheme*

Select **Previous (F12)** to return to the previous window.

Function

Redemption Overrides (F16)

This is displayed if the Redemption Attributes have been overridden at Redemption. Use this to display the Redemption Overrides window

Redemption Method Overrides Window

This window is displayed when **Redemption Overrides (F16)** on the Scheme Redemption Details window is selected

Function

Percentages (F14)

Where the customer redemption point field is set to **Ratio** use this to display the Redemption Accounts and Percentages Overrides window.

Redemption Accounts and Percentages Overrides Window

This window is displayed when **Redemption Accounts and Percentage Overrides (F14)** on the Redemption Method Overrides window is selected.

Values by Customer and Delivery Point Window

To display this window, select **Delivery Points** on the Scheme Customers Sales window.

Note: *Period start and end dates are only displayed if a selection was made against a scheme period*

Fields

Select

Select one of the following:

Details - To view the value details

Items - To view the list of items for this customer

Position To

Enter a customer code and delivery sequence from which to start viewing customers.

Functions

Provisions (F18)

Use this to view scheme provisions.

Redemptions (F20)

Use this to view scheme redemptions.

Details (F22)

Use this to view scheme value details.

Select **Previous (F12)** to return to the previous window.

Values by Customer and Item Window

To view this window, select **Items** against a line on either the Scheme Customers Sales window or the Values by Customer and Delivery Point window.

Note: *Period start and end dates are only displayed if a selection was made against a scheme period.*

Fields

Position To

Enter an item code from which to start viewing items.

Options

Details

Use this to view the value details.

Functions

Provisions (F18)

Use this to view scheme provisions.

Redemptions (F20)

Use this to view scheme redemptions.

Details (F22)

Use this to view scheme value details.

Select **Previous (F12)** to return to the previous window.

Scheme Period and Rates - Item Categories Window

To display this window, select **View Rates** against a line on the Scheme Periods and Rates Item Categories window.

Select **Previous (F12)** to return to the previous window.

Scheme Analysis Attributes Window

To display this window, select **Analysis Attributes (F18)** on the Scheme Header Enquiry window.

Select **Previous (F12)** to return to the previous window.

Chapter 5 Reports

List of Invalid Scheme Items

Note: *This report is potentially produced when a scheme is created/maintained (7/RD) or the audit file changes are applied (20/RD).*

This report is produced when items are being added to a scheme and the unit of measure required by the scheme has no conversion route from the item.

Such items will be excluded from the scheme.

Retail Price List Exceptions Report

Note: *This report is potentially produced when invoices are included in scheme balances (21/RD and 22/RD).*

This report is produced when invoices are being extracted and a retail price is required by the scheme but none is found for the customer/item

Such invoices will be extracted and the retail price values set as the invoice values.

Chapter 6 Advanced Financial Integrator

The AFI Interface

The posting of the provisions and the fixed cost element of a retrospective discount scheme is done using AFI.

There are two AFI applications:

- RD - [Retrospective Discounts](#) Provisions
- RF - [Retrospective Discounts](#) Fixed Costs

Each has:

- A data dictionary
- An extract program
- A test extract
- An activate link program

Transactions are not extracted into AFI automatically and must be extracted using the tasks.

When an AFI extract is run and it has been flagged to update the General Ledger automatically, only the transactions in that AFI session are processed by the AFI-GL update program, which then generates the General Ledger postings.

If the AFI extract has been invoked manually from a menu option, only transactions associated with a completed session are processed by the AFI-GL update program.

The AFI transactions created will have a source of **G**, as they are strictly only General Ledger transactions/journals. There is no supporting external document.

Install Link to AFI (Provisions) [40/RD]

Use this task to activate the Scheme Provisions link to AFI.

Select **Confirm Submit (F8)** to submit the batch job.

Maintain Journal Conditions (Scheme Provisions) [1/FIM]

Use this task to create an AFI journal for scheme provisions.

Note: See the AFI product guide for more detailed information.

Select RD [Retrospective Discounts](#) Provisions to continue with the task.

Maintain Application [1/FIU]

Use this task to create suspense account details and posting settings for the RD application. On completion, activate the link (this will require a LIVE journal to have been defined via the task described above).

Note: See the AFI product guide for more detailed information.

Select RD [Retrospective Discounts](#) Provisions to continue with the task.

Install Link to AFI (Fixed Costs) [43/RD]

Use this task to activate the scheme fixed costs link to AFI.

Select **Confirm Submit (F8)** to submit the batch job.

Maintain Journal Conditions (Scheme Fixed Costs Provisions) [1/FIM]

Use this task to create an AFI journal for scheme fixed costs provisions.

Note: See the AFI product guide for more detailed information.

Select RF - [Retrospective Discounts](#) Fixed Costs to continue with the task.

Maintain Application (Scheme Fixed Costs Provisions) [1/FIU]

Use this task to create suspense account details and posting settings for the RF application. On completion, activate the link (this will require a LIVE journal to have been defined via the task described above).

Note: See the AFI product guide for more detailed information.

Select RF - [Retrospective Discounts](#) Fixed Costs to continue with the task.

Scheme Provision Extract - Test Mode [41/RD]

Use this task to run a trial extract for a selected company.

Prompt for RD Provisions Trial Extract and Update Window

To display this window, select the Scheme Provision Extract - Test Mode task.

Fields

Source Company

Enter the Sales Order Processing company from which the provisions are to be extracted.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Work with Provision Movements Not Yet Processed

Use this checkbox as follows:

Unchecked - To specify a range of dates on which you wish to base the trial

Checked - To extract the data that has not been extracted in live operation mode by AFI

Work with Provision Movements From/To

These fields are only relevant if the previous field is left **unchecked**.

Enter or select a range of dates between which provisions in the source company are extracted for this trial.

Type of Journal Definition to Use

Select one of the following:

Under Test - To use journals that are specified as being under test

LIVE - To use journal definitions that are specified as being live

Both - To use both test and live journal definitions

Consolidate Postings

Use this checkbox as follows:

Unchecked - For no consolidation to take place, even though there may be journal postings defined as able to be consolidated

Checked - For consolidation to take place on those journal postings defined as able to be consolidated

Select **Proceed (F8)** to submit the trial extract.

Scheme Provision Extract - Live Mode [42/RD]

Use this task to extract scheme provisions for a selected company. A window will be displayed, on which you can specify an OE company from which data should be extracted.

Select **Confirm Submit (F8)** to submit the batch job.

Scheme Fixed Cost Extract - Test Mode [44/RD]

Use this task to run a trial extract for a selected company.

Prompt for RD Fixed Cost Provisions Trial Extract and Update Window

To display this window, select the Scheme Fixed Cost Extract - Test Mode task.

Fields

Source Company

Enter the Sales Order Processing company from which the fixed costs provisions are to be extracted.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Include Only Movements for Schemes Not Already Extracted

Use this checkbox as follows:

Unchecked - To specify a range of schemes on which you wish to base the trial

Checked - To extract the data that has not been extracted in live operation mode by AFI

Include Movements for Schemes From/To

These fields are only relevant if the previous field is left **unchecked**.

Enter a range of schemes from which provisions in the source company are extracted for this trial.

You can use the prompt facility on these fields to select from the Select Scheme pop-up.

Type of Journal Definition to Use

Select one of the following:

Under Test - To use journals that are specified as being under test

LIVE - To use journal definitions that are specified as being live

Both - To use both test and live journal definitions

Consolidate Postings

Use this checkbox as follows:

Unchecked - For no consolidation to take place, even though there may be journal postings defined as able to be consolidated

Checked - For consolidation to take place on those journal postings defined as able to be consolidated

Select **Proceed (F8)** to submit the trial extract.

Scheme Fixed Cost Extract - Live Mode [45/RD]

Use this task to extract scheme fixed costs provisions for a selected company. A window will be displayed, on which you can specify an OE company from which data should be extracted.

Select **Confirm Submit (F8)** to submit the batch job.

Appendix A Glossary

Retrospective Discounts

Retrospective discounts are discounts given to a customer or third party based upon sales of an item (or group of items) to a customer (or group of customers) over a defined period of time.