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Introduction – Rebate Tracking

This section of the user's manual will provide an overview of the Rebate tracking program. The Rebate software gives the user the ability to track specific part numbers within a product line whenever they are sold to the customer numbers setup within rebating.

The following information is tracked and reported:

- ◆ Invoice Number
- ◆ Part Number
- ◆ Quantity Sold
- ◆ Cost Total
- ◆ Sell Total
- ◆ Invoice Date
- ◆ Return Code (If One)
- ◆ Cost Each
- ◆ Sell Each
- ◆ Profit Dollars (Excluding The Rebate Amount)
- ◆ Maximum Sell Price (Calculated)
- ◆ Profit Dollars (Including The Rebate Amount)
- ◆ Gross Profit Percent (Excluding The Rebate Amount)
- ◆ Rebate Amount
- ◆ Gross Profit Percent (Including The Rebate Amount)

A Rebate report will automatically be generated when the month end processing procedure is performed. The user will then give this report to the manufacturer to get the rebate amount owed.

Accessing Rebating

- From the *Autologue Main Menu*, enter **21** and press **<Return>**.
- When the *Utility Menu 1* is displayed, enter **1** (*Select Utility Menu 2*).
- When the *Utility Menu 2* is displayed, enter **1** (*Select Utility Menu 3*).
- When the *Utility Menu 3* is displayed, enter **6** (*Rebate Program*).

The *Rebate Accounting* screen will be displayed as follows:

Rebate Accounting		Function Keys
Product Line: █ - Maximum Profit % Default Rebate % Report Code:		F1:Restart Program F5:Product Line Choices F7:View Last Report F8:Help F11:Exit Program
Cust#	Customer Name	
Rebate%		

Setting Up The Rebate Criteria

- With the cursor positioned at the **Product Line:** field, enter the product line number of the product line which is to be rebated and press **<Return>** or press the **<F5>** (*Product Line Choices*) key and a pop up window will display showing all of the product lines which have tracking history. Use the arrow keys to select the desired product line and press **<Return>**.
- With the cursor positioned at the **Maximum Profit** or **Maximum Markup %** field, enter the maximum profit or markup percentage the manufacturer has specified and press **<Return>**. There is a setup option that enables the Rebate program to use either gross profit or markup percentages. If **Maximum Profit** is displayed, the percentage entered means that parts cannot make a gross profit percentage over this amount! If a part is sold and the gross profit percentage is over the entered maximum profit percentage, the Rebate Report will not report a rebate dollar amount. If **Maximum Markup** is displayed, the percentage entered means that parts cannot be sold for a price above the calculated maximum price. The cost will be multiplied by the markup percentage entered and will come up with a maximum sell price. If a part is sold and the sell price was larger than the calculated maximum selling price, the Rebate Report will not report a rebate dollar amount.
- With the cursor positioned at the **Default Rebate %** field, enter the default rebate percentage in which the majority of the customers to be rebated will be set at and press **<Return>**. The percentage entered means that when a customer is added to the rebate (still to be discussed), the default rebate percentage will automatically be placed into the **Rebate %** field.

- With the cursor positioned at the **Report Code:** field, enter the report code which each rebated part number must have in its *report code* field in order to be tracked for rebating and press **<Return>**. This field *must* have a *report code*!
- With the cursor positioned below the **Cust#** field, enter the customer number of the customer which is to be rebated and press **<Return>** or press the **<F5>** (*Customer Choices*) key and a pop up window will display showing all of the customers which have tracking history. Use the arrow keys to select the desired customer and press **<Return>**.
- With the cursor positioned below the **Rebate%** field, the default rebate percentage will be displayed. If the default rebate percentage is correct, simply press **<Return>**. If the rebate percentage for the customer differs from the default, enter the rebate percentage and press **<Return>**.

Continue this process for all customers that will be tracked for rebating purposes. When all customers have been added, press the **<F10>** key to save the entered information.

Rebate Accounting			Function Keys	
Product Line: 201 - REB ELECTRIC			F1:Restart	
Maximum Profit % 25.00			F2:Insert Blank Line	
Default Rebate % 15.00			F4:Delete Line	
Report Code: R			F5:Customer Choices	
Cust#	Customer Name	Rebate%	F7:View Last Report	
250	AMERICAN ACRYLIC	15.00	F8:Help	
251	CERTIFIED APPLIANCE	15.00	F10:Save	
252	CHUCK & SAMS AUTOMOTIVE	15.00	F11:Exit Program	
255	DATSUN CAR SERVICE	20.00		

Inserting A Blank Line Within The Customer Section Of Rebating

- With the cursor positioned below the **Cust#** field, use the arrow keys to position the cursor on the line where you want a line inserted. Press the **<F2>** (*Insert Blank Line*) key and a new line blank line will be inserted at the current cursor position and push all existing customer number down. Enter the new customer number and rebate percentage information as described earlier and press the **<F10>** key to save the entered information.

Deleting A Line Within The Customer Section Of Rebating

- With the cursor positioned below the **Cust#** field, use the arrow keys to position the cursor on the line which is to be deleted. Press the **<F4>** (*Delete Line*) key and the line will be deleted and all other lines will be repositioned accordingly. Press the **<F10>** key to save the updated information.

Setting Report Codes Within Part Numbers

All rebatable part numbers *must* have a report code that matches the report code specified within the *Rebate Accounting* screen for its matching product line number. There are two ways to enter report codes into part numbers. The first way is to call up the part numbers within *Inventory Update* and entering the desired report code. The second way is to use the *Duplicate Inventory Fields* (#10 within *Miscellaneous Functions Menu*) program to enter the desired report code for a range of part numbers or a complete product line.

- ☞ **Note:** As is true with regular tracking, the **Track** field must be set to **Y** for all parts that are tracked for rebating!!

Sample Rebate Report

MM/DD/YY		Rebate Report for Generic Auto										Page 1		
** Product Line #50 - FRAM FILTERS		Maximum GP: %35.00												
** Customer #1 - T AND A GLASS		Rebate Percent: %25.00												
Date	Inv#	Part Number	CD	Qty	Cost Each	Cost Total	Sell Each	Sell Total	Profit Dollars	Gross Profit	Maximum Sell	Rebate Amount	Profit Dollars	Gross Profit
MM/DD/YY	40749	FRM-PH30		2	3.43	6.86	6.17	12.34	5.48	44.4	10.54	0.00	5.48	44.4
MM/DD/YY	40750	FRM-PH8A		10	3.10	31.00	5.58	55.80	24.80	44.4	47.60	0.00	24.80	44.4
MM/DD/YY	40752	FRM-PH8A		3	3.10	9.30	5.58	16.74	7.44	44.4	14.28	0.00	7.44	44.4
MM/DD/YY	40752	FRM-PH8A		5	3.10	15.50	4.65	23.25	7.75	33.3	23.80	3.88	11.63	50.0
Customer Totals:				Qty	Cost Total		Sell Total		Profit Dollars	Gross Profit	Rebate Amount		Profit Dollars	Gross Profit
				20	62.66		108.13		45.47	42.1	3.88		49.34	45.6
Product Line Totals:				Qty	Cost Total		Sell Total		Profit Dollars	Gross Profit	Rebate Amount		Profit Dollars	Gross Profit
				20	62.66		108.13		45.47	42.1	3.88		49.34	45.6
MM/DD/YY		Rebate Report										Page 2		
** Product Line #51 - FILKO IGN		Maximum GP: %45.00												
** Customer #12 - AAA AUTO REPAIR SERVICE		Rebate Percent: %23.00												
Date	Inv#	Part Number	CD	Qty	Cost Each	Cost Total	Sell Each	Sell Total	Profit Dollars	Gross Profit	Maximum Sell	Rebate Amount	Profit Dollars	Gross Profit
MM/DD/YY	40753	FKO-31-25		1	5.78	5.78	8.74	8.74	2.96	33.9	10.50	1.33	4.29	49.1
Customer Totals:				Qty	Cost Total		Sell Total		Profit Dollars	Gross Profit	Rebate Amount		Profit Dollars	Gross Profit
				1	5.78		8.74		2.96	33.9	1.33		4.29	49.1
Product Line Totals:				Qty	Cost Total		Sell Total		Profit Dollars	Gross Profit	Rebate Amount		Profit Dollars	Gross Profit
				1	5.78		8.74		2.96	33.9	1.33		4.29	49.1
MM/DD/YY		Rebate Report										Page 3		
** Product Line #65 - REB ELECTRIC		Maximum GP: %70.00												
** Customer #25 - BROWNS ENGINE		Rebate Percent: %30.00												
Date	Inv#	Part Number	CD	Qty	Cost Each	Cost Total	Sell Each	Sell Total	Profit Dollars	Gross Profit	Maximum Sell	Rebate Amount	Profit Dollars	Gross Profit
MM/DD/YY	40754	REB-3250		1	10.69	10.69	35.29	35.29	24.60	69.7	35.63	3.21	27.81	78.8
MM/DD/YY	40756	REB-3250	WR	-1	-10.69	-10.69	-35.29	-35.29	-24.60	-69.7	-35.63	-3.21	-27.81	-78.8
MM/DD/YY	40757	REB-3250		3	10.69	32.07	35.29	105.87	73.80	69.7	106.89	9.62	83.42	78.8
MM/DD/YY	40759	REB-3250	IR	-1	-10.69	-10.69	-35.29	-35.29	-24.60	-69.7	-35.63	-3.21	-27.81	-78.8
MM/DD/YY	40760	REB-3250	IR	-2	-10.69	-21.38	-35.29	-70.58	-49.20	-69.7	-71.26	-6.41	-55.61	-78.8
Customer Totals:				Qty	Cost Total		Sell Total		Profit Dollars	Gross Profit	Rebate Amount		Profit Dollars	Gross Profit
				0	0.00		0.00		0.00	0.0	0.00		0.00	0.0
Product Line Totals:				Qty	Cost Total		Sell Total		Profit Dollars	Gross Profit	Rebate Amount		Profit Dollars	Gross Profit
				0	0.00		0.00		0.00	0.0	0.00		0.00	0.0
MM/DD/YY		Rebate Report										Page 4		
Grand Totals:				Qty	Cost Total		Sell Total		Profit Dollars	Gross Profit	Rebate Amount		Profit Dollars	Gross Profit
				21	68.44		116.87		48.43	41.4	5.20		53.63	45.9

Report Fields Of Information

Maximum GP	The maximum gross profit percentage a rebatable part number can make. If the gross profit is above the maximum, the report will not show a rebate dollar amount for the part number.
Rebate Percent	The rebate percentage for the customer number shown.
Date	The sell date of the rebatable part number.
Inv#	The invoice number of the rebatable part number.
Part Number	The rebatable part number within the product line.
CD	The return code of the rebatable part number.
Qty	The quantity sold of the rebatable part number.
Cost Each	The cost (per each) of the rebatable part number.
Cost Total	The cost total (cost each × qty) of the rebatable part number.
Sell Each	The sell price (per each) of the rebatable part number.
Sell Total	The sell total (sell each × qty) of the rebatable part number.
Profit Dollars	The profit dollars (sell total - cost total) of the rebatable part number.
Gross Profit	The gross profit percentage ((profit dollars ÷ sell total) × 100) of the rebatable part number.
Maximum Sell	The calculated maximum sell price of the rebatable part number (cost ÷ ((100.0 - maximum gross profit %) ÷ 100.0)).
Rebate Amount	The calculated rebate amount of the rebatable part number (cost total × (customer rebate % ÷ 100.0)).
Profit Dollars	The after rebate profit dollars (sell total - cost total + rebate amount (if one)) of the rebatable part number.
Gross Profit	The after rebate gross profit percentage ((profit dollars ÷ sell total) × 100) of the rebatable part number.

Function Keys

F1	Used to restart the program
F2	Inserts a blank line within the customer section of the <i>Rebate Accounting</i> screen
F4	Deletes a line within the customer section of the <i>Rebate Accounting</i> screen
F5	Pops up a choice list window for either product lines or customers
F7	Screen displays the Rebate Report from the prior month
F8	Pops up a window with help text information
F10	Saves the entered information
F11	Exits the Rebate program