Pricing Reports

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Pricing Management Overview

Eclipse Pricing Management helps you maintain consistent costing and pricing information. From updating price sheets to reporting on sales outcomes and commissions earned, Pricing Management provides a reliable and accurate way of costing and pricing merchandise.

This section of the documentation discusses standard pricing logic. For information about using the Strategic Pricing companion product, see Eclipse Strategic Pricing Overview.

Price Updates

Vendors supply their price information to you through price sheets or price update files. You can then update your pricing information manually or automatically. The system can also automatically add product records for new products during a price update.

Price Lines

When new products are added to the product file they are assigned to price lines. Price lines are groups of products used for sales performance reporting, unit of measure descriptors, and commission groups. Price lines provide default information for the products within a price line.

Price Sheet Entry

Vendors provide basis names associated with a dollar amount on the vendor's price sheet. Each vendor may use different basis names to define their pricing, so cross-reference vendor basis names with Eclipse basis names to create a standard pricing scheme for each price line.

Pricing Matrix

The system prices items using a pricing matrix. A sell matrix defines the pricing rules for your sales, branch transfers, and adjustments. A buy matrix defines pricing rules involving the costs for products on purchase orders.

Within each matrix cell, a formula and a basis name calculation defines the cost or price on an order. You can include the following price- or cost-determining factors in matrix cells:

- Buy and sell groups that share the same pricing rules.
- Quantity break pricing that offer discounts for buying quantity.
- Combination groups that offer quantity break discounts on the combined total of items.
- Rebate pricing that offers customers discounts directly from your vendors.

You can use the standard pricing matrix hierarchy set up in the Eclipse system, which is not configurable, or you can configure your system to use a pricing procedure designed for your business needs.

Commissions

Set up your salespeople with commission plans that regulate how the system calculates commissions for each salesperson. Set up commission plans to calculate commissions based on one of the following:

- Gross profit dollars
- Sales dollars

- Net sales dollars
- Items sold as members of a product commission group

Quotes

Use Quote Maintenance to offer special pricing to customers during limited periods.

Running the Sell Matrix Proof Report

Run the Sell Matrix Proof Report to review how your sell matrix cells are set up for any sell group and customer class combination.

To run the Sell Matrix Proof Report:

1. From the **Maintenance > Price Maintenance > Reports** menu, select **Sell Matrix Proof** to display the Sell Matrix Proof Report window.

2. In the **Branch/Territory** field, enter the branch to include in the report is to be run. **Multiple** and **All** branches are not options. If you have not set up branch specific matrix cells, the report is identical for every branch.

3. In the **Effective Date** field, enter the date that the matrix cells are in effect.

4. In the **Start Price Class** field, enter the first price class to include in the report.

5. In the **End Price Class** area, enter the range of price classes to include in the report.

    The report prints columns for five price classes in portrait orientation. The following are guidelines for entering price classes in this report:

    - To present the report in a readable form, do not specify more than five price classes.

    - If you enter a starting price class, you must enter an ending price class.

    - If you do not enter a starting price class, you cannot enter an ending price class.

    - If you leave the **From** and **To** fields blank, you must enter one or more customer type.

6. In the **Customer Types** field, do one of the following:

    - Leave this field blank if you entered starting and ending price classes.

    - Select a customer type to restrict the report to one customer type.

    - Enter multiple customer types to include in the report. If you select multiple customer types, **Multiple** displays in this field.

7. Set options, if needed, and generate the report.

What the Report Shows

The report sorts as follows:

- If multiple customer types are selected for the report, the price classes are sorted by customer type.

- If the group has a matrix cell set up for a different class than you ran the report for, the system displays *NF* in the **Type** column.

Column	Description
Branch	The name of the branch on the matrix cell.
Price Group	The sell group associated with the matrix cell.
Description	Name of the sell group and its description.
Cls:	Names the customer price class in the column heading, and lists the basis and formula used by the matrix cell in the column.

Column	Description
Lvl	The status of the sell matrix cell as follows: • b - Branch specific • d - Default (no branch or territory specified) • t - Territory specific • g - Group = All • c - Class = All • a - All Class = All Group • ! - No matrix cell found
Tag Along Comment	Any comment attached to the matrix cell. **Note:** If the price or cost matrix are overridden, the tag-along comment is removed.

Running the Sell Matrix Cost Overrides Proof Report

The Sell Matrix Cost Overrides Proof Report displays sell matrix cell information and any occurrences of cost overrides assigned to a sell matrix cell. If a matrix cell has a cost override, the report shows the normal basis name and formula followed by the basis name and formula defined in the override.

To run the Sell Matrix Cost Overrides Proof Report:

1. From the **Maintenance > Price Maintenance > Reports** menu, select **Sell Matrix Proof** to display the Sell Matrix Cost Override Proof Report window.

2. In the **Branch/Territory** field, enter the branch or territory to include in the report. Enter **ALL** to include all branches and territories.

3. The **Effective Date** field, enter the effective date of the matrix cells to include on the report.

4. The **Customer**, **Customer Type**, and **Price Class** fields include or limit these items on the report. Do one of the following:

   - **Leave any of these fields blank** - Includes all customers, types, or classes associated with the matrix cells.

   - **Enter a customer, customer type, or price class** - Includes each item entered in the report. Include multiple items if necessary.

5. In the **Sales Type** field, enter one of the following:

   - **Inside** - Defines the salesperson as an inside salesperson.

   - **Outside** - Defines the salesperson as an outside salesperson.

6. In the **Salesperson** field, enter the salesperson's user ID to limit the inside or outside salesperson listed in the customer record. You must set the **Sales Type** field to make an entry in the **Salesperson** field.

7. In the **Select By** field, select one of the following from the pull-down menu:

   - **Product**

   - **Price Line**

   - **Sell Group**

   The **Select by** field name changes to your selection.

8. Enter the product, price line or sell group in the specified field.

9. In the **Primary Sort by** field, enter one of the following to determine how the report sorts data:

   - **Customer by Price Line** - Sorts by customer and then by price line. This is the default.

   - **Price Line by Customer** - Sorts by price line and then by customer, based on the **Select by** field in Customer Maintenance.

   - **Salesperson** - Sorts by salesperson. If you selected this option, the following fields become active:

     - **Secondary Sort by** - Enter a secondary sort option, such as a sales group.

     - **Page Break** - Inserts a page break for each salesperson.

- **Customer by Sell Group** -Sorts by customer, based on the **Sort By** field in Customer Maintenance, then by sell group.

- **Sell Group by Customer** - Sorts by sell group and then by customer, based on the **Sort by** field in Customer Maintenance.

10. In the **Cost Override Code** field, do one of the following:

- **Leave the field blank** - Includes all cost override codes in the report.

- **Enter a cost override code** - Narrows the report to one cost override code.

11. In the **All Customers for Home Branch** field, do one of the following:

- **Leave this field blank** - Includes all customers who have a branch assigned as a home branch.

- **Enter a branch ID** - Limits the report to a customer assigned that branch as their home branch.

12. In the **Exclude Expired Overrides** field, select this check box to exclude expired cost overrides in the report. Leaving the check box deselected runs the report including expired cost overrides.

13. In the **Only Cost Overrides** field, enter one **Yes** to include only matrix cells that have a cost override applied to them and meet the other criteria on this report. Entering **No** includes all matrix cells that meet the criteria on this report, including those with cost overrides.

14. Select the **Show GP%** check box to include the gross profit percentage (GP%). The following fields become active:

- **Branch** - Enter the branch for your base gross profit percent.

- **Cost Basis** - Enter the cost basis for your gross profit percent.

15. Set options, if needed, and generate the report.

What the Report Shows

The Sell Matrix Cost Overrides Proof Report shows the following information:

Column	Description
Branch(es)/Territory	The pricing branch associated with each matrix cells.
Customer **Customer Type** **Price Class**	Depending on your selection, the report is based on a single customer, customer type, or price class, or any combination of the three.
Salesperson	Any salesperson who applies overrides to the matrix cells.
Product/Group	The product or group designation on the sell matrix cells. This field displays: • Any cost override codes associated with the matrix cells. • The original product quantity. The **Extend** column, described below, displays the remaining product quantity.
UPC#	UPC code of the products designated on the sell matrix cells.
Basis	Basis name used to price items from each sell matrix cell.
Formula	Formula used to price items from each sell matrix cell.
Extend	The remaining product quantity calculated from the product field, above.

Column	Description
GP%	Gross profit percent of the product or group.
Effective	The date the matrix cells became effective.
Expires	The expiration date of the matrix cells

See Also:

Applying Cost Overrides to Matrix Cells

Running the Sell Matrix Usage Report

Use the Sell Matrix Usage Report to monitor how the system uses the sell matrix for pricing products.

> **Note:** If Velocity Pricing is being used, the system displays an indicator on the window to indicate it is turned on.

To run the Sell Matrix Usage Report:

1. From the **Maintenance > Price Maintenance > Reports** menu, select **Sell Matrix Usage Report** to display the Sell Matrix Usage Report window.

2. In the **Branch** field, enter the branch or territory to include in the report. Enter **ALL** to include all branches and territories.

3. In the **Start Date** and **End Date** fields, enter the earliest and latest dates for the sales order to include in the report.

4. In the **Detail Level** area, enter one of the following to determine the amount of detail in the report:

Detail Level:	Displays the following on the report:

Full Detail	• One line of information for each line item for each sales order.
	• The matrix cell type (Man Ovrd, Cust Spec, or Matrix) used for that order in each sell group/price class or price class/sell group combination.
	• A total line for each sell group or price class, depending on your entry in the **Group by** field.
	• Summary information for any other sell group/price class or price class/sell group combinations.
	• An additional **Ovrd Code** column, which is located between the **Ext Price** column and the **GP$** column. If there was a manual override for the following, the column displays as described:
	  • **Cost** - Displays "C" for cost override
	  • **Price** - Displays "S" for sell price override
	  • **Both** - Displays "B" for both cost the price overrides.

Summary Detail	• One line of information for each product in each sell group/price class or price class/sell group combination. • A total line for each sell group or price class, depending on your entry in the **Group by** field. • Summary information for any other sell group/price class or price class/sell group combinations.
Summary	• One line of information for each sell group/price class or price class/sell group combination • A total line for each sell group or price class, depending on your entry in the **Group by** field. • Summary information for any other sell group/price class or price class/sell group combinations.

6. In the **Select by** field, indicate which lines to include products from: Buy Line or Price Line.

This selection determines the name of the field in which you can specify a specific line.

7. In the **Cutoff Usage %** field, enter a number to include matrix-type cells that were used less than this percent of the time to sell a product.

   Note: Use this field only with summary reports.

8. In the **Cutoff G/P** field, enter a number to ignore all line items with a gross profit percent less than this amount. The gross profit percent on the report corresponds only to the items on the report.

9. In the **Product Status** field, select a product status to restrict the report to that status. Leaving the field blank includes products for all statuses.

10. In the **Group by** field, select which way the report should group and display totals: **Sell Group** or **Price Class**.

11. In the **Directs** area, indicate if you want to include, exclude, or run the report for only with matrix cells used for direct sales.

12. In the **Customer Specific area**, enter one of the following to include usage of customer-specific matrix cells:

    - **Cost** - Includes only items that used a customer-specific matrix cell to determine the cost.

    - **Price** - Includes only items that used a customer-specific matrix cell to determine the price.

    - **Cost & Price** - Includes only items that used a customer-specific matrix cell to determine the cost or price.

14. Set options, if needed, and generate the report.

What the Report Shows

The Sell Matrix Usage Report shows the following information:

Column	Description
Price Class or **Sell Group**	The report organizes products by price class or sell group depending on what you select in the **Group By** field.
Branch	The name of the branch from the sell matrix.
Matrix Type	The matrix type from the sell matrix.
Priced	The type of override, if any, placed on the order.
Quantity	Order quantity for products.
Ext Price	The extended price is the order quantity times the unit price.
Ovrd Code	Overrides for cost (c), sales (s), or both (b).
GP$	Gross profit dollar amount on the product.
GP%	Gross profit percent on the product.
Man Ovrd%	The total percentage of the product sales that occurred using a manual override of the price.
Man GP%	The total average gross profit percentage for items sold using a manual override of the price.
Matrix%	The percent of items that have a matrix cell, divided by the total items.

Column	Description
Matrix GP%	The total matrix gross profit percent, divided by the number of matrix cells. This gives the average gross profit per matrix cell.

See Also:

Creating Sell Matrix Cells

Creating Matrix Cells in Quick Sell Matrix

Pricing Matrix Overview

Running the Buy Matrix Proof Report

Run the Buy Matrix Proof Report to see how the system uses buy matrix cells when purchasing from your vendors. This report shows which cost basis and formulas for each buy matrix cell being used on purchase orders.

To run the Buy Matrix Proof Report:

1. From the **Maintenance > Price Maintenance > Reports** menu, select **Buy Matrix Proof** to display the Buy Matrix Proof Report window.

2. In the **Branch** field, enter the branch to include in the report. Enter **ALL** to include all branches and territories.

3. In the **Effective Date** field, enter the matrix cell effective date to include in the report. The current date is the default.

   The report's **Effective** column displays all matrix cells that include this date as effective.

4. Set options, if needed, and generate the report.

What the Report Shows

The Buy Matrix Proof Report shows the following information for each vendor:

Column	Description
Branches	The branch entered on the matrix cell.
Product/Group	The product or the group of products you purchased from the vendor.
Basis	The basis name from the matrix cell used in the purchase.
Formula	The formula from the matrix cell used in the purchase.
Effective	The matrix cell effective date.
Brch	The purchasing branch.
Tag Along Comment	Any comment attached to the matrix cell. **Note:** If the price or cost matrix are overridden, the tag-along comment is removed.

Running the Customer Pricing Proof Report

The Customer Pricing Proof Report produces a list of a customer's sell matrix pricing rules by branch. You can narrow the report to include only matrix cells for bill-to or ship-to customers.

To run the Customer Pricing Proof Report:

1. From the **Maintenance > Price Maintenance > Reports** menu, select **Customer Pricing Proof** to display the Customer Pricing Proof Report window.

2. In the **Branch** field, enter the branch ID to include in the report.

3. In the **Effective Date** field, enter the matrix cell effective date to include in the report. The current date is the default.

    The report's **Effective** column displays all matrix cells that include this date as effective.

4. In the **Bill-To/Ship-To** field, enter one of the following to determine which customer type to include:

    - **Ship-To** - Includes only ship-to customers. This is the default.

    - **Bill-To** - Includes only bill-to customers.

5. In the **Customer** field, enter the customer's name whose matrix cell pricing you want to include.

6. In the **GP Cost Basis** field, enter the global cost basis to use to determine the cost and gross profit percent amounts on the report.

    If there is no valid cost for a matrix cell, the report's **Cost** column displays 0.000.

7. In the **Print All Price Lines area**, select **Yes** to include all price lines. If you select **No**, only those price lines assigned to the customer record are included.

8. In the **Show GP%** area, select **Yes** to include the gross profit percent for the products using the matrix cells.

    If there is no gross profit percent for a matrix cell, the report's **GP%** column display 0.00%.

9. Set options, if needed, and generate the report.

What the Report Shows

The Customer Pricing Proof Report shows the following information:

Column	Description
Customer	The ship-to or bill-to customer entered in the **Customer** and **Bill-To/Ship-To** fields.
Branch	The pricing branch of each matrix cell.
Product/Group	The reports sorts groups and products as follows: • First by price basis name and formula for customer/group cells in alphabetical order by group. • Secondly by customer/product cells sorted first in alphabetical order by price line and then sorted by product sort code.
Basis	The global basis name used on each matrix cell.
Formula	The formula used on each matrix cell.

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Column	Description
Effect	All matrix cells that include this date as effective.
Expire	The expire date of the matrix cells selected by the report.
Cost	The gross profit percent from the matrix cells. If there is no valid cost for a matrix cell, this column displays 0.000.
GP%	The gross profit percent from the matrix cells. If there is no gross profit percent for a matrix cell, this column display 0.00%.

Running the Sell Matrix GP% Audit Report

The Sell Matrix GP% Audit Report determines the gross profit percent (GP%) for the items in each matrix cell by comparing the sell price on a matrix cell to the global basis cost.

To run this report, you must have the &INDEX&.SGRP index in the product file dictionary. If the system does not find the index, it displays an error message and aborts the report. Contact your system administrator if you get an error message.

To run the Sell Matrix GP% Audit Report:

1. From the **Maintenance > Price Maintenance > Reports** menu, select **Sell Matrix GP% Audit** Report to display the **Sell Matrix GP% Audit** Report window.

2. In the **Branch/Territory** field, enter the branch ID to include in the report.

3. In the **Effective Date** field, enter the matrix cell effective date to include in the report. The current date is the default.

   The report's **Effective** column displays all matrix cells that include this date as effective.

4. The **Customer**, **Price Class**, **Customer Type**, **Price Line**, and **Price Group** fields, enter a combination of customer and product information.

   The following table describes the entries you can make in these fields:

Enter information in this field...	To...	Enter information in this field...
Customer	assign the default customer price class, and limits the report to sell matrix cells assigned to that customer. See Setting Up Customer Pricing Options for more information.	enter a customer type or price class.
Price Class	limit the report to sell matrix cells that contain that customer price class.	enter a customer or customer type.
Customer Type	limit the report to sell matrix cells that contain that specific customer type. **Note:** A customer type is a subset of the customer file that represents customers that have common promotional pricing rules. Use the **Valid Customer Types** control maintenance record to create and maintain customer type lists.	enter a customer or price class.
Price Line	limit the report to sell matrix cells that contain that price line.	enter a price group.

Enter information in this field...	To...	Enter information in this field...
Price Group	limit the report to cell matrix cells that contain that price group. **Note:** Price groups are subsets of the product file that group products with common pricing. These are also called buy groups and sell groups.	enter a price line.

Keep the following statements in mind when setting up this report:

- The report includes all price groups for the customer if you leave the **Customer**, **Price Line**, and **Price Group** fields blank, but enter a customer type.

- If you leave the **Price Group** field blank and do not enter a customer type, you will be returned to the **Price Group** field.

- The system prompts you to enter a customer or price class if you leave the **Customer**, **Price Class**, and **Customer Type** fields blank.

5. In the **Compare To** field, enter the basis name of the global cost to use to calculate the gross profit percentages on the report.

6. In the **Catalog Items** area, indicate if you want to include, exclude or run the report for only catalog items.

7. In the **Show Items with GP%** area, enter the following:

   - **Under** - Limit the report to matrix cells with a gross profit percent below that percentage.

   - **Over** - Limit the report to matrix cells with a gross profit percent above that percentage.

8. Set options, if needed, and generate the report.

What the Report Shows

The Sell Matrix GP% Audit Report shows the following information:

Column	Description
Compr Basis	Cost basis used to calculate the gross profit percentage.
Effective Date	Effective date on the matrix cell.
Branch	Pricing branch from the matrix cell.
Show Items With GP% Under % or Over %	The gross profit percent range selected in the report.

Column	Description
Matrix information: Sell Group Product Price Line Customer Class Customer Name Customer Type	Matrix cell set up from the sell matrix cell. See the **Customer**, **Price Class**, **Customer Type**, **Price Line**, and **Price Group** fields description above to determine what the report shows for these selections.
Hits	Numbers of hits on each product. The system calculates the report's **Hits** column using the equation: **(Raw hits for demand period) x 365** **Note:** A hit is an instance when a product is sold regardless of sell quantity. For example, you can sell a product three times. The first sale you sell a quantity of 25, the second is a quantity of 10 and the third a quantity of 100. You still have just three hits.
Disc Class	Product discount class from the product record.
Catalog	Lists catalog items if selected.

Running the Matrix Cell Expiration Report

Create a report that shows which matrix cells expire in a time period. The report also displays sales summary information over a time period. This information helps you determine which matrix cell expiration dates to change.

To run the Matrix Cell Expiration report:

1. From the **Maintenance > Price Maintenance > Reports** menu, select **Matrix Cell Expiration Report** to display the Matrix Cell Expiration Report window.

2. In the **Branch/Territory** field, enter the branch or territory to include in the report. Enter **ALL** to include all branches and territories.

3. In the **Select by** field, select one of the following: **Customer**, **In Salesperson**, or **Out Salesperson**.

   The **Select by** field name changes to your selection.

4. Enter the customer, inside salesperson, or outside salesperson in the specified field.

5. In the **Cell Expiration** area, enter the following:

   - **Start Date** - The earliest expiration date to include in the report.

   - **End Date** - The latest expiration date to display on the report.

6. In the **Sales Summary** area, enter the following:

   - **Start Date** - The earliest date for the sales summary information to include in the report.

   - **End Date** - The latest date for the sales summary information to include in the report.

7. Set options, if needed, and generate the report.

What the Report Shows

The Product Matrix Cell Expiration Report shows the following information:

Column	Description
Branch	Branch name on the matrix cell.
Customer **In Salesperson** **Out Salesperson**	The criteria displayed depending on what you entered in the **Select by** field.
Product/Group	The product criteria used by the matrix cell, either product or group.
Basis	Basis used by the matrix cell.
Formula	Formula used by the matrix cell.
UM Sales	The amount in the **Qty Brks** field on the matrix cell.
Expired Price	Product list price before matrix cell was used.

Column	Description
Sold Ratio	This field prints only for group matrix cells. The number of products before expired date, divided by the number of products in the sell group.

After viewing the Matrix Cell Expiration Report, you can use Matrix Cell Expire Date Maintenance to change multiple matrix cell expiration dates.

Running the Product Sell Matrix Audit Report

Use the Product Sell Matrix Audit Report to list effective product sell matrix cells and the gross profit percent (GP%) for the sale of items included in those matrix cells, compare the GP% for the items in each matrix cell, and view velocity pricing data.

To run the Product Sell Matrix Audit Report:

1. From the **Maintenance > Price Maintenance > Reports** menu, select **Product Sell Matrix Audit Report** to display the Product Sell Matrix Audit Report window.

2. In the **Branch/Territory** field, enter the branch or territory to include in the report. Enter **ALL** to include all branches and territories.

3. Complete the following fields as needed:

Field	Description
Effective Date	Enter the matrix cell effective date to include in the report. The current date is the default. The report's **Effective** column displays all matrix cells that include this date as effective.
Price Lines	Enter a price line ID to run the report for that price line. Leave the field blank to include all price lines.
Sell Groups	Enter a sell group ID to run the report for that sell group. Leave the field blank to include all sell groups.
Price Classes	Enter a price class ID to run the report for that price class. Leave the field blank to include all price classes.
Customer	Enter a customer's name to run the report for that customer. The system populates the **Price Class** field with that customer's price class. Leave the field blank to include all customers.
Product Rank #	Enter a product rank to run the report for the basis name and multiplier assigned to a product rank for velocity pricing purposes. The rank displays in the **Velocity Code** column of the report, and if there is a velocity formula for that rank, the formula displays in the **Velocity Form** column.
Compare To	Enter the basis name of the global cost to be used to calculate the gross profit percents for the report.
Show Items with GP% Under (Max GP%)	In the **GP Max %** field, enter the upper limit of gross profit percent, to limit the report to matrix cells with a gross profit percent below that percentage. In the **GP Min %** field, enter the lower limit of gross profit percent, to limit the report to matrix cells with a gross profit percent above that percentage. Use both fields to create a range in which to show items.
Show Items with GP% Over (Min GP%)	
Show Only Active Products	Select the check box to limit the products on the report to only those that are active at the selected branches.

4. In the **Customer-Specific** area, select one of the following:

   - **Include** - Includes customer-specific matrix cells.

- **Exclude** - Excludes customer-specific matrix cells.
- **Only** - Includes only customer-specific matrix cells.

5. Set options, if needed, and generate the report.

What the Report Shows

The Product Sell Matrix Audit Report shows the following information:

Column	Description
Branch/Territory	Name of branch entered on the report.
Description	Product description from the product record.
GP Basis	The global basis used to calculate the gross profit percent.
Br	Lists the branches in a territory, if necessary.
Price Class	Customer price class from the product/customer matrix cell.
Sell Group	Sell group from the product sell matrix cell.
Basis	Basis from the product sell matrix cell, or if you entered a rank, from the Product Velocity Pricing screen.
Velocity Code	The product rank from the Product Velocity Pricing window.
Velocity Form	Velocity multiplier from the Product Velocity Pricing window.
Rank	Product rank from the Product Price Maintenance window.
GP%	The gross profit percent for the items in each matrix cell determined by comparing the sell price on the matrix cells to the global basis cost.

Running the Price Variance Report

Use the Price Variance report to check new pricing from vendors or Trade Service to ensure that the system is using your costing and pricing basis as required. Following are two examples of how you can use the report:

- If you use average cost as cost of goods sold, run this report to compare a frozen average cost to the current average cost of an item. This report shows gross differences in the average cost over time. Reviewing these costs periodically can help you determine the cause of abnormal increases or decreases.

- Compare LIST to another price or cost basis to determine how to adjust matrix cells to maximize profits and enhance customer service. For example, compare REP-COST with your list price to determine how much of a discount you can feasibly offer to customers. Then, create or adjust your sell matrix cells based on those results.

To run the Price Variance report:

1. From the **Price Update** menu, select **Price Variance Report** to display the Price Variance Report window.

2. In the **Branch/Territory** field, enter the branch to include in the report. Enter **All** to include all branches.

3. In the **Price Line** field, enter one or more price line IDs for which to run the report. Use the **Multiple** button to select more than one price line.

4. In the **Allow Decrease** and **Allow Increase** fields, do the following:

   - **Allow Decr** - Enter a percentage to limit the report to price changes that have decreased by that percent.

   - **Allow Incr -** Enter a percentage to limit the report to price changes that have increased by that percent.

   The variance percentages, determined by the product's Average Cost and Last Cost, include products that are above or below the percentages entered, and exclude products that are within the range selected.

   For example, to include only products whose prices have increased or decreased by 15 percent, enter **15** in both **Allow Decr** and **Allow Incr** field.

5. In the **Basis #1** field, enter the price or cost basis that you want to compare on this report. Average Cost is the default.

6. In the **Exclude Products with Unit Costs Less Than** field, enter the lowest unit cost to include for the products in the **Basis #1** field.

7. In the and **Basis #2** field, enter the price or cost basis to compare with your entry in the **Basis #1** field. Last Cost is the default.

8. In the **Exclude Products with Unit Costs Less Than** field, enter the lowest unit cost to include for the products in the **Basis #2** field.

9. In the **As of** fields, enter the as of date for the basis named in the **Basis 1** and **Basis 2** fields to include on this report. The default is today's date.

10. In the **Show Product Select Code** area, select Yes to include the product select code.

11. In the **Show Only Products with Onhand** area, select Yes to include only products that are currently on hand.

12. Set options, if needed, and generate the report.

What the Report Shows

The Price Variance Report shows the following information:

Columns	Description
Branches	The branches selected on the report
S	Product status from the product record.
Stk Ohnd	The number of product on hand.
Basis #1 and **Basis #2**	The prices of each product compared by basis names.
Variance%	The difference between the prices listed in the **Basis #1** and **Basis #2** columns. If the first price column on the report equals zero, the report displays ******* in the variance column.
Product Select Code	The product select code from the product record.
BR	The pricing branch of the product.
Prod ID	The product identification number from the product record.

Reporting on Tier Date Range by Commission Group

The Commissions Report sums all gross profit dollars on items on orders for the respective salesperson, by commission group, within the tiered date range. The resulting gross profit dollars are compared with the assigned commission plan to calculate the commission percentage for the salesperson and the resulting commission dollars.

For tier date functionality to be available for a commission plan, the **Pay Commissions On** option must be set to "All" in Commission Plan Maintenance.

The tier date range is separate from the pay commission date range. The tier date calculates which tier the commission is paid from. The pay commission date range calculates the base commission amount. For example, the tier date range is Year-to-Date (January 1st through July 31st) and the current pay commissions date range is April 1st through June 30th (quarterly). You can enter actual dates or define variable dates for date ranges. This allows you to configure the Commissions Report to run quarterly, for example, while the tier date is set Year-To-Date.

> **Note:** Sales order entry does not validate whether commission groups are assigned to products. You must configure and run a Report Writer report prior to running the Commissions Report to identify any products that do not have a commission group assigned.

> *Important:* The Commissions Report respects overrides on the Salesperson Split Commission Percentage screen. The Recalculating Salesman G/L Postings phantom routine ignores overrides on the Salesperson Split Commission Percentage screen.

To report on tier date by commission group:

1. Create a commission plan where the **Pay Commissions On** field is set to "All."

2. Access the Commissions Report screen from one of the following paths:

    - From the **Reports > End of Month Reports > Salesperson & Writer Reports** menu, select **Commissions**.

    - From the **Orders > Reports > Commissions Report**, menu, select **Commissions Report**.

3. Complete the fields as described in Running the Commissions Report.

4. In the **Tier Date** area enter actual dates or define variable dates.

5. Press **Esc** to save your settings and return to the Commissions Report screen.

Running the Commissions Report

The Commissions Report calculates the sales commissions for all or part of your company's sales force. Totals and grand totals are calculated for each salesperson. Because each company can use the Commission Report differently, see the Commissions Report Guidelines for more details about how the report pulls data from the system.

Important: Invoices with a zero ($0.00) A/R open amount are treated the same as a blank amount on the report.

To report on collective, or pooled, commissions, use the Pooled Commission report.

> **Note:** If you run this report frequently, you can save your selections and associate those settings with your user ID. Use the **File > Save Settings** option to use this feature. When you run the report again, the system displays the selections you made the last time. If there is no default or saved setting, the field is blank. For more information, see How the System Saves Settings on Reports.

For a description of the report, see What the Report Shows at the end of the topic.

To select the information for the Commissions Report:

1. Open the Commissions Report window from one of the following paths:

   - From the **Reports > End of Month Reports > Salesperson & Writer Reports** menu, select **Commissions**.

   - From the **Orders > Reports > Commissions Report**, menu, select **Commissions Report**.

2. Use the **General** tab to define the report options you want to use.

Field / Option	Description
Branch/Territory/All	Enter the branches or territories to include in the report.
Commissions Profile	Select if you want to use a commissions profile and, if so, which profile to use when running the report. Using a Commissions Profile limits the report to only those users assigned that profile. The system activates the **Profile** field and the **Commission Posting** area on the **Additional** tab.
Period	Select the profile dates for the commission profile to use. Using a **Commission Profile** and **Period** populates the **Start Date** and **End Date** fields in view only mode. **Skip to Step 5.**
Start Date **End Date**	enter the date range of invoices to include in the report. The system populates the **End Date** field with the date entered in the **Start Date** field, however, you can change the date. Both fields accept variable dating. **Note**: The date here complies with your selection in the **Invoices** field, either invoiced or paid. You can enter an actual date or variable date. When you select **Unpaid**, the **Start Date** and **End Date** fields are *as of* dates. When you select **Paid**, the **Start Date** and **End Date** fields act as a date range. For example, you paid invoices on 02/09/2009, and ran the report from 02/01/09 to 02/28/2009. If you selected **Paid** when you ran the report, the report includes invoices that were paid between the date range you entered. If you

	select **Unpaid**, the report also includes invoices that were not paid as of 02/01/2009.
Unbilled Freight	Select how the system handles unbilled freight charges in the gross profit calculations.
Select Branch	Select **Shipping** or **Pricing** to define the type of branch on which to run the report.
Select and Secondary Sort	Specify how to select and sort the orders below the branch. Select and Sort by Field on Commissions Report (see table below)
Calculate Commission Based on	Select how to determine what criteria the system uses to calculate commissions. **Plan Comm Base** - Uses each salesperson's commission base. This is the default.

Select and Sort by Field on Commissions Report

Option	Selects orders by...	Sorts orders by...	Prints in alphabetical order...
In Salesperson	inside salesperson	commission plan	the inside salesperson, followed by the subtotals for each commission plan assigned to that salesperson and a total for the salesperson.
Out Salesperson	outside salesperson	commission plan	the outside salesperson, followed by the subtotals for each commission plan assigned to that salesperson and a total for the salesperson.
Writer	writer	commission plan	the writer, followed by the subtotals for each commission plan assigned to that writer and a total for the writer.
Plan by Writer	commission plan	writer	the commission plan, followed by the subtotals for each writer assigned to that plan and a total for the plan.
Plan by In Salesperson	commission plan	inside salesperson	the commission plan, followed by the subtotals for each inside salesperson assigned to that plan and a total for the plan.
Plan by Out Salesperson	commission plan	outside salesperson	the commission plan, followed by the subtotals for each outside salesperson assigned to that plan and a total for the plan.

	GP $ - Bases calculations on gross profit dollars. **Sales $** - Bases calculations on sales dollars. **Net Sales $** - Bases calculations on net sales dollars. This option subtracts cash discounts allowed from the sales dollars. **Note:** If you select anything other than Plan Comm Base, that value overrides the value in every included commission plan's **Commission Base** field, normally used to calculate the commissions for the salespeople on this report.
Commission Plan Option	Select which commission plan option to report on.
	The field displays one of the following, depending on the setting in the Assign Commission Plan At Time Of Invoice Process control maintenance record. **Invoiced** is the default if the control maintenance record is set to **Y,** otherwise, only **Salesperson** and **Current** display as options.
	The system calculates commissions over the defined start and end dates for one of the following: **Salesperson** - The report ignores all overrides and Bill-to and Ship-to plans and reports commissions based on the plan currently assigned to the salesperson or writer, depending on how you run the report. **Current** - The report states commissions based on the first plan it finds in the following order: • Line item override. • Order level override. • Currently assigned ship-to plan. • Currently assigned bill-to plan. • Currently assigned salesperson plan. **Invoiced** - The report states commissions based on the first plan it finds in the following order: • Line item override. • Order level override. • Currently assigned ship-to plan. • Currently assigned bill-to plan. • Currently assigned salesperson plan.
Salesperson/Writer ID	enter the user to run the report for. Use the **Multiple** button to select more than one ID. You must be assigned the COMMISSIONS.USER.AUTH authorization key to run the report for other users. **Note:** The transactions selected for a salesperson or writer are based on the salesperson or writer identified in the header of the sales order.
Commission Plan	Enter the commission plan ID for which to run the report. Use the **Multiple** button to select more than one plan.
Forced Commission Plan Override	enter a commission plan to calculate a commission report for people who get paid according to this commission plan without being associated with individual sales orders, such as a sales manager.
	Use the **Multiple** button to run the report with multiple forced commission plan overrides. **Note:** When you select multiple plan overrides, for each override you enter the report runs with the override respected. The report is repeated for each commission plan entered. For example, if you select two overrides, the report

	runs on the first override, and then subtotal. Then the report runs on the next override, and then subtotal. Grand totals display in the report for all commission plans.
Items Over Max Collection Days	Enter one of the following to determine how the system respects the settings on the Commission % by Collection Days in Commission Maintenance: • **Include** - Includes orders that were paid after the maximum collection days. If there is a setting on the Commission % by Collection Days screen, then the percentage paid is based on the number of days to pay. • **Exclude** - Does not include orders that were paid after the maximum collection days. • **Only** - Includes only orders that were paid after the maximum collection days. If there is a setting on the Commission % by Collection Days screen then the percentage paid is based on the number of days to pay.
	This field works only with respect to invoices paid after the maximum collection days, which is set in the Customer Maintenance Additional Customer Credit Data window. **Note:** The **Maximum Collection Day Date** control maintenance record tells the system to calculate the number of days it took for the customer to pay, based on invoice date or due date.
Directs	Indicate if you want to include directs on the report. The default is **Include**.
Rentals	indicate if you want to include rentals on the report. The default for rentals is **Exclude**. Rental rate percentages are defined in the **Default Rental Gross Margin Commission Percentage** control maintenance record. The gross profit percentage to use for calculating commissions on rentals is defined in the **Commission Base Rental GP%** control maintenance record.
Mode	Select the level of report detail: • **Summary** - Omits individual invoice details and lifecycle information. • **Detail** - Includes every invoice for every customer on which a commission is calculated, along with the associated commission information. More The report shows the following in detail format: Salesperson and customer. Invoice number, date, and net amount of commission sales. Commission dollars and commission percentage. Customer override percentage and commission group.
Invoices	Select an invoice type: • **Invoiced** - Selects and calculates commissions for both paid and unpaid invoices. • **Paid** - Selects and calculates commissions for paid invoices. • **Unpaid** - Selects and calculates commissions for unpaid invoices. **Note:** The system uses data from converted A/R invoices. The commission report selects invoices that were paid within the date range specified on the report. The system considers the following scenarios to determine if an invoice is paid: An invoice is considered paid: If it was paid in full within the date range selected on the report. Partly paid invoices are not commissionable until the date that the balance is paid in full.

	If payments are made within and outside of the specified date range, as long as the final payment occurs within the date range selected on the report.
	For an invoice that contributed to a consolidated invoice, if the consolidated invoice was paid within the selected date range. The report shows the invoices that composed the consolidated invoice and not the consolidated invoice itself.
	If all or part of the invoice amount is adjusted to a general ledger account that is not listed in the Exclude Postings To These Accounts control maintenance record. If only part of the invoice amount is adjusted, the remaining balance must be paid before this invoice is considered paid. If an invoice has an amount adjusted to an account listed in the Exclude Postings To These Accounts control maintenance record, the amount is considered paid.

3. Review the **Additional** tab options. See More Options below.

4. Select **Selection > Select Criteria** to include additional options on the report, such as, customer bill-to, customer type, or ship via.

5. If you are running this report multiple times, such as for different branches, use the **Options > Leave Window Open** selection to keep the report driver displayed after starting a report generation.

6. Set options, if needed, and generate the report.

   Note: If prompted for a display cost, select **Generic Cost**, **Cost of Goods Sold**, or **None**.

More Options for the Commissions Report

The following scenarios can be added to your Commissions Report output:

To...	Selection / Description
modify the report column layout	**File > Report Column Selection** You can select different columns to display on the report, rearrange the column order, and adjust the column width. Some of the column selections are listed in "What the Report Shows," below.
To add charge back costs for invoices	**Additional Selection > Charge Back** **D**efine a percentage of a salesperson's calculated commissions to charge back for any invoices within a date range that still have an open A/R balance. For example, when running this report for the month of May, you could charge back a percentage of any salesperson's commissions on orders invoiced during the month of January that have still not been paid. Charge backs are valid only when the Invoiced mode is specified on the report.
To show a salesperson's orders that do not have a commission plan associated.	**Additional Tab > Show Salesperson Without Plan** **Note:** Because these orders do not generate any commission dollars, also set the **Include Zero Commission Sales** field to **Include**. The report also shows gross profit dollars, sales or net sales totals, as defined in the **Calculate Commission Based on** field, but without a calculated commission. The system associates a plan with an order using the following sequence: • Line Item Override

	• Order Level Override • Ship To Override • Bill To Override • Salesperson If you deselect this option, the report shows only orders where a plan is found in the above hierarchy. If the system does not find a plan for that salesperson for a particular order, that order is excluded from the report.
To generate the detailed report, including those sales that did not generate a commission.	**Additional Tab > Include Zero Commission Sales** Deselecting this item generates the summary report version, which still lists all selected salespeople, even those with no commissions due. If you run the report in summary version and deselect this item, the report still includes salespeople with a total commission of 0.00 on the report.
To show totals and subtotals on the report.	**Additional Tab > Display Totals**
To generate the report showing miscellaneous charges, such as rentals and labor charges, in the profits used to calculate commissions.	**Additional Tab > Include Miscellaneous Charges**
To report on invoices that have a zero total and no associated cash receipts as paid invoices.	**Additional Tab > Treat Zero Dollar Order as Paid** To include invoices when this option is selected, the invoice generation must have a total of $0.00 or the accounts receivable balance for the invoice must be zero. The system respects this item only when the report is run for paid commissions. Runtime increases when you enable this option.
To sort the orders by the type of branch specified in the **Select Branch** field.	**Additional Tab > Sort by Branch** If de-selected, the report sorts the orders by order number.
To include the Product Lifecycle Commission Override	**Additional Tab > Include Product Lifecycle Commission Override** If selected, the system checks every product for a product lifecycle value. If the product lifecycle has a commission plan override defined in Product Lifecycle Maintenance, then the system checks the number of days in the lifecycle to select the correct commission plan override. This plan is used instead of the standard commission plan for the writer, inside or outside salesperson. Select **Writer** or **Inside Salesperson** based on how you need to sort the report results. **Note:** When Product Lifecycles are enabled and the Commission Plan Override is set at the line item level for deducting unbilled freight, the system deducts unbilled freight for *each line item* printed for the commission plan.
	If you have the **Commission Plan Option** field set to **Current** or **Invoiced**, then the system uses commission plan hierarchies, if more than one commission plan is found.
	If you have the report set to run to **Deduct at the Line Item Level**, this option is automatically selected. This ensures that commission plan hierarchies are applied if more than one commission plan is found.
	The radio button group below it is disabled when the **Select and Secondary Sort** field has a value, and the entity matches the settings in

	the **Select and Secondary Sort** field.
	The **Lifecycle ID** or **Lifecycle Description** columns do not display in the Summary mode or the default column list, but you can add it in the user-defined columns.
To manage commission postings	**Additional Tab > Commission Posting area** Select how you want to view the commissions: • **Preview** - Displays commissions details as they will be shown in the Salesperson Commissions window. No data is saved or posted to the Salesperson Commissions window. • **Post Commissions** - Displays and posts commissions details for the Salesperson Commissions window. If the posting period has not been reported on previously, the system adds a line item in the Salesperson Commissions window.
	For a period posted previously, if you run this report in **Preview** or **Post Commissions** mode, the system displays any overwritten values in bold text. However, the system will not overwrite any values edited from the Salesperson Commission window, only those posted through the Commission Report run in first-run **Post Commissions** mode. **Note:** These options are only available if a value has been selected in the Commissions Profile field on the **General** tab.

What the Report Shows

Use the Report Column Selection, described in step 6, above to select which of the following fields to display on the report. The Commissions Report can show the following information:

Column	Description
Actual Comm$	The amount retrieved from the Salesperson Commissions window. This amount may be different from the system-calculated Comm$ because it can be overridden in the Salesperson Commissions window.
Adj GP$	The amount on which commissions are calculated, adjusted by gross profit dollars.
Adj GP%	The amount on which commissions are calculated, adjusted by gross profit percent.
Adjusted Cost	The cost on which commissions are calculated, adjusted by options such as split commissions or maximum collection days calculations.
Adjusted Net	The net cost on which commissions are calculated, adjusted by options such as split commissions or maximum collection days calculations.
Branch	The branch identified in the **Select Branch** field on the report, either shipping or pricing.
Comm $'s	Commission dollars earned. Subtotals display for this column.
Comm %	Commission percent earned.
Comm Group	The commission group entered on the report.
Comm Range	The percent or dollar range for which the commissions were calculated, as defined in the commission plan.

Net Comm $'s	Commission dollars earned. This is the commission minus the unbilled freight deduction applied.
Cost	Cost of items on which commissions are calculated.
Cus Ovrd%	Any commission overrides specified for a customer on the Customer Commission Overrides screen in Customer Maintenance.
Draw Amount	The amount retrieved from the **Next Draw Amount** field on the Salesperson Draw Maintenance window.
GP $	Gross profit dollars.
GP%	Gross profit percent.
Lifecycle ID	The lifecycle ID assigned to the product, if any. The lifecycle ID is based on the date and commission plan that applied when the sales order was invoiced and if there were entries in the Product Lifecycle Queue at that time. If entries in the Product Lifecycle Queue exist, then the date and lifecycle ID are saved from that posting. Based on this entry, the system determines which commission plant to use referencing the commission plan details from the **Product Lifecycle Data** tab in Product Lifecycle Maintenance.
Net Amt	Net amount of sales.
Net Sales	Net amount of sales minus any cash discount. **Note:** This column displays only for commission plans that pay on the order level and are based on net sales. For all other combinations of "pay on" and "base" this column will be the same as net amount.
Notes	System generated statement informing of anything causing a commission increase or reduction, such as split commissions or maximum collection days.
Pay Date	Date on which the order was paid.
Pay On	The option selected in the **Calculate Comm Based on** field on the report.
Subtract Frght	The amount of unbilled freight deducted from the commission dollars (**Comm $'s** column) Subtotals display for this column.
YTD Comm$	Fiscal year-to-date from the Salesperson Commissions window.
YTD Draw Amount	Fiscal year-to-date draw amounts from the Salesperson Commissions window.

Running the Customer Sales Rebates Report

Use the Customer Sales Rebates Report to view rebate contracts you have passed along from vendors to your customers and to book letters of credit to your vendors. This report lists product sales *eligible* for vendor rebates, and you can also list the rebate amount due from the vendor for each branch. All detail levels of the report show the total quantity shipped and corresponding rebate amount due.

Using the **Book Letters of Credit** option, you can create a negative purchase order and offsetting journal entries for the amount due and send it with the report to the vendor. More

The detailed version of the report lists each transaction line item for which you are entitled to a rebate. The summary version of the report displays totals for each product. Regardless of which form you choose, the data for each contract prints on a separate page, with the last page displaying Grand Totals for the quantity shipped and rebate extension columns. The system rounds totals to three decimal places to ensure as much accuracy as possible.

Additionally, if you sort by branch, a separate page prints showing the quantity shipped and rebate extension totals for each branch that shipped product subject to a rebate.

> **Note:** After you run the report once, the system saves the selections you made and associates them with your user ID. When you run this report again, the system displays the selections you made the last time. A "Saved Settings" message at the top of the screen indicates that your previous selections are being used. If there is no default or saved setting, the field is blank. For more information, see How the System Saves Settings on Reports.

> **Note:** The system displays an indicator if a rebate purchase order has been created.

If you want the system to select the vendors that are eligible for rebates, see Selecting Vendors with Rebates Automatically for the Rebate Report. If you want to add columns for your Carrier Rebates, see Carrier Rebate Report Options.

To run the Customer Sales Rebates Report:

1. From the **Reports > End of Month Reports > Customer Reports** menu, select **Customer Sales Rebates** to display the Customer Sales Rebates Report window.

2. Define the parameters for the report on the **Rebate Selection** tab.

Field	Description
Branch/Territory	Enter the branch or territory to include in the report.
Start Date	Enter the date range of invoices to include in the report. The system populates the **End Date** field with the date entered in the **Start Date** field. You can enter a calendar date or variable date in these fields.
End Date	
Customer	Enter the end bill-to customer's name for which to run the report. You will not get correct results if you enter a contract rebate customer. **Note:** If you run the report for a customer with a ship-from only account, the system retrieves the pay-to and ship-from information from Vendor Maintenance.

Field	Description
Vendor	Enter the vendor's name for which to run the report. If left blank, the report includes all vendors. Use the **Multiple** button next to the field to select multiple vendors.
	You can also choose to use an auto-selected list of vendors. The automated selection process searches through the pricing matrices in the system to find vendors with rebates that are in effect within the date range you specify. To select an automated lookup list, select **File > Automated Vendor Lookup**, enter an ID in the **Lookup ID** field, and select **File > Select These Vendors**. You can then use the **Multiple** button next to the **Vendor** field to edit the list of vendors.
	To build a vendor list, see Selecting Vendors with Rebates Automatically for the Rebate Report.
	Note: This field must display a pay-to entity, ship-to entity, or vendor lookup ID if booking letters of credit.
Price Line	Enter the price line ID to limit the report to one price line. If left blank, the report includes all price lines. You can select multiple price line IDs.
Buy Line	Enter the buy line ID to limit the report to one buy line. If left blank, the report includes all buy lines. You can select multiple buy line IDs.
Product	Enter the product's name to limit the report to one product. If left blank, the report includes all products.
	Important: If you leave the **Product** field blank and you have the **Include All Sales** check box selected on the **Report Options** tab, the report displays rebates for *all* products. This may take a long time to run. We recommend limiting the selection by using this **Product** field.
Sort By	Select a sort order for the report. To run the report for Book Letters of Credit, you must select a branch selection, such as **Br/Contract/Customer**.
Page Break	Select how to separate items on the report, such as after each line, customer, or branch.
	The default is *** No Page Breaks ***.
Actual Cost Override Branch	This field requires you run the report twice as follows after completing the rest of the fields for the report:
	1. Leave this field blank to calculate how much the distributing branch owes each branch.
	2. Enter the distributing branch to calculate the actual cost amount relative to the distributing branch, as opposed to each invoice's pricing branch.
	The distributing branch displays in the report header.

2. Select how to display costs for rebates on the **Cost Selection** tab.

Field	Selections
Rebate Cost Basis	• **COGS** - Uses cost of goods sold for rebate cost.
	• **Comm Cost** - Uses commission cost for the rebate cost.

Field	Selections
Actual Cost Basis	• **Price Sheet Basis** - Uses the price sheet basis defined in Pricing Management. • **FIFO Cost** - Uses First In/First Out quantity of the product and displays the previous purchase orders received that make up the quantity and the cost. If the purchase order has an override cost associated with it, the system uses that value rather than the override COGS value. This an affect the value listed in this column.
	If the purchase order has a rebate cost greater than the actual cost, then the system uses that value rather than the PO COGS.
Rebate Issued	• **Include** - All items whose rebate amount has been claimed on a prior letter of credit plus all items that have not been claimed are included on the new credit purchase order created. In this case the system overrides the existing purchase order number in the ledger detail record with the new purchase order number created. • **Exclude** - All items whose rebate amount has been claimed on a prior letter of credit are not included on the new credit purchase order created. • **Only** - Only items that have been claimed on a prior letter of credit are included on the new credit purchase order created. In this case the system overrides the existing purchase order number in the ledger detail record with the new purchase order number created. This option reruns the report for items already claimed. When determining if the item should be included on the report and/or on the new credit purchase order created when booking letters of credit is selected, the system checks the status of the purchase order. If a purchase order exists in the ledger detail record and if it has been cancelled for any reason, the system assumes no rebate has been issued.
If Rebate Cost > Actual Cost, Use	• **Rebate Cost** - Displays the rebate cost when the rebate cost is greater than the actual in-stock cost. • **Actual Cost** - Displays the actual cost when the rebate cost is greater than the actual in-stock cost.
Items with Rebate > Actual Cost	• **Include** - Includes items with rebates greater than the actual cost. • **Exclude** - Excludes items with rebates greater than the actual cost. • **Only** - Prints only items with rebates greater than the actual cost. **Note:** The system remembers the setting in this field for your user ID the next time you run the report.
Select Contracts Based On	• **Ship Date** - Selects contracts based on shipping date. • **Price Date** - Selects contracts based on pricing date

Note: For orders with the same product, branch, and receive date, the system uses the cost from the purchase order based on the lowest order ID number first.

4. Define report options for the rebates, such as printing kit components, on the **Report Option**s
   tab.

Field	Description
Print $0 Rebate Items	Prints items with a $0 rebate where the Actual Cost is the same as the Rebate Cost. This is the default. **Note:** Deselect this option when running this report in **Detail** mode.
Print Work Order Components	Select to print individual work order components. This selection activates the **Contract Association** area selections. By default, the system selects this check box. The report does not include the work order components of a finished item on a sales order if the components do not qualify for a rebate.
Subtotal on Products	Select to include subtotals for each product. The default is deselected. This option is available only for reports sorted by product.
Subtotal on Invoice	Select to include subtotals for each invoice. The default is deselected. This option is available only for reports sorted by invoice
Print Kit Components	Select to print individual kit components. This is the default.
Contract Association	Select which types of vendors to report on: **Ship-To** or **Internal Vendors**. **Ship-To** is the default. **Note:** This area activates when the **Print Work Order Components** check box is selected.
Create & Queue EDI Documents	Creates an EDI 844 document from this report and add it to the EDI Outgoing Status Queue. By default, the system leaves this deselected. **Note:** This option can be used if booking letters of credit. The Booking Letter of Credit EDI Queue report that automatically generates details each rebate purchase order and the status of the generation on the EDI Outgoing Status Queue.
Include Credits	Select to include credits in the report. This is the default.
Include Rebates for Contracts Removed from Customer	Include rebate contracts set up at the matrix level where the link between the matrix and the bill-to and/or ship-to customer no longer exists. Selecting this option lets you run the report for last month and include that contract transaction. **Note:** This selection requires a vendor specified to either report on the items that match the criteria or book letters of credit.
Display Only Rebate Cost Not Equal to Recalculated Rebate Cost	Select to include only the orders where the rebate cost is different from the recalculated rebate cost. **Note:** If you select this option, the **Book Letters of Credit** option for the report is not active.

Field	Description
Include All Sales	Select the check box to include all sales for the product selected on the Rebate Selection tab of the report. Select if when you file your rebate claim, you want to see each sale that has occurred for that product on this report. *Important:* If you leave the **Product** field blank on the **Rebate Selection** tab and you have this check box selected, the report displays rebates for all products. This may take a long time to run. We recommend limiting the selection by using the **Product** field.

5. Select display options, such as including direct orders, on the **Display Options** tab.

Area	Description
Directs	Select how to handle direct orders on the report: • **Include** - Includes direct orders in the report. This is the default. • **Exclude** - Excludes direct orders. • **Only** - Includes *only* direct orders. **Note:** The system remembers the setting in this field for your user ID the next time you run the report.
Display Options	• **Detail** - Prints a line on the report for each invoice showing the customer, invoice number, warehouse, ship date, product, UPC/NAED #, quantity shipped, actual cost, rebate cost, difference amount, rebate amount, unit of measure, product type, and contract number. For more information, see What the Report Shows further in this topic. • **Summary** - Prints a line on the report for each subtotal of the invoices according to the selected sort by option, and shows the total quantity shipped and the rebate extension, which is the total rebate amount due for the product. **Note:** The data for each contract prints on a separate page with the last page displaying the grand totals for the quantity shipped and rebate extensions. Additionally, if *Branch* is in the **Sort by** field, a separate page prints showing the quantity shipped and the rebate extension totals for each branch that shipped product subject to a rebate.
Select By	Indicate which invoices to select for the defined data parameters: • **Shipping Branch** - Selects invoices for the report by shipping branch. This is the default. • **Pricing Branch** - Selects invoices for the report by pricing branch. • **GL Branch** - Selects invoices for the report by general ledger branch. • **Home Branch** - When sorting by customer, the report selects invoices for the report by the customer's home branch. The selection hierarchy is ship-to home branch, bill-to home branch, and price branch. **Note:** The system remembers the setting in this field for your user ID the next time you run the report.

Area	Description
Rebate Detail	Select how you want the rebate detail to display: • **Breakdown by Ship-To** - Breaks down the report by printing the rebate for each ship-to within a bill-to. This is the default. • **Consolidate by Bill-To** - Consolidates the report by printing only the total rebate for all the ship-tos within bill-tos.

6. Select **Selection > Selection Criteria** to display the selection criteria. For each category to include on the report, enter an item in the **Selection** column.

7. Select **File > Report Column Selection** to display the Column Setup for Customer Sales Rebates Report window and edit the column layout.

8. Select **File > Cost Ovrd Codes** to select multiple cost override codes for rebates for cost codes that are not on any orders.

9. Select **File > Automatic Vendor Lookup** to search for vendors by Lookup ID.

10. To use booking letters of credit, see below.

11. Set options, if needed, and generate the report.

What the Customer Sales Rebate Report Shows

When running the report in **Detail** mode, these default columns display.

Column	Displays...
Customer Name	the name of the customer to whom the rebate-qualifying product was sold.
Invoice #	the invoice number of the sales transaction on which the product was sold.
Whs	the branch (warehouse) from which the product was sold.
ShipDate	the ship date for the product.
Product	the product description.
UPC/NAED#	the Universal Product Code or NAED number assigned to the product.
Qty Shpd	the quantity of the product shipped.
Actual Cost	the actual cost of the product, as shown on the sales order. When the cost on an order is overridden at the sales level, the report places an asterisk (*) next to the overridden cost in this column.
Rebate Cost	the rebate cost of the product.
Diff Amt	the rebate amount for a single unit of the designated item. The difference between the Actual Cost and Rebate Cost equals the rebate amount for each item.
Rebate Ext	the extended rebate amount for the total quantity sold of the product. The rebate amount for each item (Diff Amt) multiplied by the number of items sold (Qty Shpd) equals the total rebate amount for these items.
UM	the sales default unit of measure.
Typ	the product type.
Contract No	the contract number.
Bill-To ID	the bill-to customer information including the ID and the name as displayed in

Column	Displays...
Bill-To Name	Customer Maintenance.
Ship-To ID	the ship-to customer information including the ID and the name as displayed in Customer Maintenance.
Ship-To Name	

You can use the **File > Report Column Selection** option to select additional columns for your report. The system alerts you if the number of columns exceeds the printable area.

Column	Displays...
Line Number	the purchase order line numbers if set up through Customer Maintenance.
Product Select Code	the product select code as listed in Product Maintenance. Authorized users can define these codes using the Valid Product Select Codes control maintenance record.
Order Date	the creation date of the sales order.
Carrier Company #	For customer selling Carrier products and using the Carrier Rebate program, these columns display the Carrier-specific information. For more information about these column options, see Carrier Rebate Report Options in this documentation.
Carrier Supplier ID	
Carrier Location	
Carrier Order Date	
Carrier Partner ID	

Booking Letters of Credit on the Customer Sales Rebate Report

See Booking Letters of Credit on the Customer Sales Rebate Report in this documentation.

Booking Letters of Credit on the Customer Sales Rebate Report

When you run the Customer Sales Rebate Report and choose to book the letters of credit, the system creates a negative purchase order to the rebate vendor. The quantity on the order is "-1" and the product added to the purchase order is the miscellaneous charge product, such as "Rebate Request" defined in the **Rebate Detail Setup Information** control maintenance record. The amount of the purchase order is the total rebate amount the vendor owes you.

You can post the letters of credit to either one branch, usually the parent branch, or to individual branches based on your company policies. After a purchase order is created from the Customer Sales Rebates Report, the purchase order status is set to **Received** and the system creates a journal entry, if required and the **Create Journal Entries** option is selected. The system records these events in the change log.

> **Note:** If vendor responses are a perfect match to what was claimed, the system to automatically creates the payable and applies it to the rebate purchase order as approved.

About EDI Transmissions for Booking Letters of Credit

To transmit this purchase order to the vendor, enter the letter **E** for EDI in the **Print** field on the **Status** tab of the purchase order. Select an EDI transaction type, such as EDI 844 Rebate Request when prompted. Upon escaping from the purchase order, the system sends the EDI 844 Rebate Request to the vendor. The rebate request can also be faxed or e-mailed. The Customer Sales Rebates Report populates the Rebate Detail File, which you can access through the Rebate Detail Maintenance screen, and is sent with the EDI 844 Rebate Request to the vendor.

> **Note:** You must be assigned the POE.ALLOW and the BOOK.LETTER.CREDIT authorization keys to book a letter of credit using the Customer Sales Rebate Report.

When the system creates a journal entry for the transmission, it posts the amount associated with direct orders to the account set up in the **Rebate G/L Direct Inventory Account** field in the **Rebate Detail Setup Information** control maintenance record. If this field is left blank, users are prompted for a G/L account entry.

In addition, when booking the letters of credit through the Customer Sales Rebate Report the system creates a Customer Sales Rebate Book Letter of Credit Summary Report and sends the report to the Hold file of the user who generated the report. More

The summary report lists the vendors, purchase orders created, and their totals by branch that were generated for the rebates, and the journal entries with their debit and credit amounts that were automatically created if the report was set up to automatically create the journal entries.

If you run this report in Eterm, you can view the first 10 branches on the report and you cannot print more than 10 branches. However, in Solar, you can able to view more than 10 branches and download the report to Excel for viewing and printing purposes.

To book letters of credit:

1. From the **Reports > End of Month Reports > Customer Reports** menu, select **Customer Sales Rebates** to display the Customer Sales Rebates Report window.

2. In the **Branch/Territory** field, enter the branch or territory to include in the report. Enter **All** to include all branches and territories.

3. In the **Vendor** field, you must enter the vendor.

4. In the **Sort by** field, you must enter a branch selection, such as **Br/Contract/Customer**.

5. Select **File > Book Letter of Credit** to display the Book Letters of Credit dialog box.

6. Complete the the fields, as needed:

Field	Description
Book Letters of Credit	Select this check box after you have run and reviewed the Rebate Report internally. Selecting this check box creates the negative purchase orders for the credits, and sends a message to the user who ran the report with the purchase order numbers created. The purchase order information is also summarized in the Customer Sales Rebate Book Letter of Credit Summary Report, which generates automatically when you book letters of credit and is sent to the Hold file of the user who ran the report. Leave this check box deselected to produce a rebate report without creating the negative purchase order. Running the report using this option deselected lets you review the report before creating the purchase orders. This is the default. **Note:** Review the rebate request before booking letters of credit. Consider the following when you are selecting these options:

Scenario	If the EDI 'Book Letter of Credit Vendor' field set to...	and Customer Sales Rebate Report 'Book Letter of Credit' is...	and the 'Create & Queue EDI Document' option is...	Then...
1	Yes	Yes	Yes	The document is created and queued.
2	Yes	No	No	A message displays to the user indicating they must select the Book Letter of Credit option.
3	No	Yes	Yes.	The document is created and queued.
4	No	No	Yes	A warning message displays and only an EDI document is created.

Field	Description
Preview Journal Entries	Select this check box to run the JE Explanation Review Report, which lists the products and their amounts that will contribute to the journal entry amount used to offset inventory for discrepancies due to rebates given.
	If you use landed average cost or average cost as your COGS (cost of goods sold) basis, a journal entry is created along with the claim purchase order for the rebate. The journal entry reconciles the inventory valuation because the inventory was credited at the rebate cost, rather than average cost, because of the sell matrix COGS override.
	Note: If there is no journal entry that will be created, no journal entry preview report is created, regardless of whether is check box is selected.
Create Journal Entries	Select this check box to create the journal entries to offset inventory for discrepancies due to rebates given. To use a specific posting branch and date for the journal entries, use the **Posting Branch** and **Posting Date** fields described below.
	If you prefer to create the journal entries manually, leave this check box deselected.
Purchase Order Creation	Indicate whether the purchase order created is single or split into multiple orders.
	• **Single** - Creates only one purchase order as a collective total of rebate due from the vendor for your entire company, and the general ledger activity is posted at the branch level. You must then specify a general ledger posting branch for the order.
	• **Split** - Creates a separate purchase order for each branch in which rebates are issued.
	Note: This field is only accessible if the **Book Letters of Credit** check box is selected.
Posting Branch	If the **Book Letters of Credit** check box is selected and the **Purchase Order Creation** field is set to **Single**, enter the general branch where the rebate credit is received.
	Note: If the **Purchase Order Creation** is set to **Split**, this field is disabled.
Posting Date	If the **Book Letters of Credit** check box is selected and the **Create Journal Entries** check box is selected, use this field to specify the date the negative purchase order and journal entry post.
	If you leave this field blank, the system posts the purchase order and journal entry the date the Rebate Report is run.

7. Click **OK** to return to the Customer Sales Rebates Report window.

8. Set options, if needed, and generate the report.

   Note: If you e-mail the documents and select the **Split** option, the system consolidates the resulting .csv files. This means you receive a single e-mail with multiple attachments. Each attachment indicates the document type you are receiving in a file name extension, such as -Customer Detail or -Journal Entry detail.

Selecting Vendors with Rebates Automatically for the Rebate Report

When you run the Customer Sales Rebate Report, you can select a list of vendors to include in the report that was automatically generated. The automated selection process searches through the pricing matrices in the system to find vendors with rebate within the date range you specify.

Using the automatic vendor selection process helps to ensure that you include all the vendors in the report who have rebates. Missing vendors that do have rebates can cost you money each time you file for rebates.

To select vendors with rebates automatically for the rebate report:

1. From the **Reports > End of Month Reports > Customer Reports** menu, select **Customer Sales Rebates** to display the Customer Sales Rebates Report window.

2. From the **File** menu, select **Automated Vendor Lookup** to display the Automatic Vendor Rebate Lookup window.

3. In the **Lookup ID** field, select a vendor lookup ID to make changes to an existing template, or click **New** and enter the ID of the new lookup template.

   If the system is currently gathering vendors for the lookup ID you entered, the **Vendor List** at the bottom of the window displays a detailed message.

4. In the **Branches** field, enter the branch, branches, or territories to include in the vendor selection.

5. In the **Start Date** and **End Date** fields, enter the date range to select vendors with rebates that are active between these two dates.

   Use variable dating if you plan to schedule the vendor lookup to run on a regular basis.

6. Do one of the following to run the lookup:

   - From the **Options** menu, select **Schedule** and schedule the lookup to run once at a later time or on a recurring basis. For more information, see Scheduling Phantom Processes in the System Maintenance documentation.

   - From the **File** menu, select **Begin** to run the lookup immediately.

More Options When Selecting Vendors Automatically

Review the view-only information vendor lookup IDs that the system has already run after you enter the ID in the **Lookup ID** field.

Field	Description
Last Run By User	The ID of the user who last ran the vendor lookup to gather vendors with rebates.
Last Run Date	The date the lookup was last run. Use this information to determine if you have the latest list of vendors in the rebate report.
Last Run Time	The time, stated in your user time zone, the lookup was last run. Use this information to determine if you have the latest list of vendors in the rebate report.

Field	Description
Vendor List	The vendors who were automatically selected the last time the lookup was run.
	If this list is empty, the lookup ID has not run, or was stopped before the system finished gathering vendors. Restart the lookup using the **File > Begin** option.
	To edit the list of vendors before running the report, select **File > Select These Vendors** and return to the Customer Sales Rebate Report window. To edit the list of vendors included in the report, click the Multiple button next to the Vendors field and edit the list. These changes only apply to the Customer Sales Rebate Report. The list of vendors associated with the Lookup ID remains unchanged.

You can also use the following additional options when selecting vendors:

To..	Select this menu...
use the vendor list from a lookup ID when it is finished building	**File > Select These Vendors**

Including Cost Override Codes in Rebate Reports

You may want to include a list of cost override codes on your Customer Sales Rebate Report as a way of tracking rebates on line items in sales order entry.

For example, you can create a rebate for a line item on a sales order by assigning the cost override code "Rebate" to that item. When you run the Rebate Report, you can specify that the report includes the Rebate cost override code.

Define cost override codes in the **Valid Cost Override Codes** control maintenance record, and apply them to matrix cells from any Matrix Maintenance screen. You can also manually enter cost override codes in sales order entry, if the **Prompt For Cost Code on Cost Override in SOE** control maintenance record is set to **Yes**.

To include cost override codes in a Customer Sales Rebate Report:

1. From the **Reports > End Of Month Reports > Customer Reports** menu, select **Customer Sales Rebates** to display the Customer Sales Rebates Report window.

2. Set up the report information as described in Running the Customer Sales Rebates Report.

3. Select **File > Cost Ovrd Codes** to display the Cost Override Code Selection dialog box and enter the cost override codes you want to include or exclude from the report.

   - To add a code to the list, select the first blank row, and enter the code.

   - To create a list of cost override codes to exclude from the report, enter a pound sign (#) and select a cost override code, or enter the code, for example #REBATE.

   - To delete an item from the list, press **Alt-Delete**.

   - To clear the entire list, click **Clear Selection**.

   - To save your list, Click **Save** and name the list at the prompt..

   - To recall a previously saved list, click **Recall List**.

Tracking Rebate Amounts

The way you process rebates depends on differences in the purchase order cost and rebate cost, and how the vendor pays the rebate amount.

Process rebates using either the suggested or alternative method described below:

Suggested Method for Rebate Tracking

1. Create a balance sheet account named "Rebates Receivable" in the General Ledger.

2. Define rebate information for customers in Customer Maintenance, and set up sell and cost overrides in Sell Matrix Maintenance. The following guidelines apply to selling and buying rebate products:

   - When purchasing items, enter the purchase orders using the rebate cost (not normal cost).

   - When receiving purchase orders, receive them using the rebate cost (not normal cost).

   - When selling items, use the rebate cost, which is linked to the cost overrides defined in Sell Matrix Maintenance.

3. Post the difference between the normal and rebate cost to the Rebate Receivables G/L account. The debit amount is the difference between the normal cost and the rebated cost of the items.

   For example, if a widget's normal cost and vendor invoice cost is $100.00 and the rebate cost is $80.00, the difference of $20.00 is the adjustment to the Rebates Receivable account.

4. Run the Customer Sales Rebates Report, and submit it to the vendor as a request for rebate payment. We recommend scheduling the report to run once a month.

5. Process the rebate payment from the vendor as follows:

   - If you receive a check for the rebate amount, post a Miscellaneous Cash Receipt. The amount is credited to the Rebates Receivable G/L account. The cash account is debited for the amount.

   - If you receive a credit memo for the rebate amount, enter a payable record in A/P Entry for the amount.

   The Rebates Receivable account will display the pending or outstanding amount of rebates. The sum of the debits is the total rebate amount that has been processed to date.

Alternate Method for Rebate Tracking

1. Create a balance sheet account named "Rebates Receivable" in the General Ledger.

2. Define rebate information for customers in Customer Maintenance, and set up sell and cost overrides in Sell Matrix Maintenance. The following guidelines apply to selling and buying rebate products:

   - When purchasing items, enter the purchase orders using the purchase order cost.

   - When receiving purchase orders, receive them using the normal purchase order cost.

   - When selling items, use the rebate cost, which is linked to the cost overrides defined in Sell Matrix Maintenance.

3. Run the Customer Sales Rebates Report, and submit it to the vendor as a request for rebate payment. We recommend scheduling the report to run once a month.

4. Create a journal entry to adjust the General Ledger and reconcile the difference between the normal and rebated cost in the Inventory G/L account as follows:

- Debit the Rebates Receivable G/L account.

- Credit the Inventory G/L account. This account is defined in Inventory Management.

This records a pending or outstanding amount of rebate to be received from the vendor. The Rebates Receivable account is credited as each rebate amount is received.

5. Process the rebate payment from the vendor.

- If you receive a check for the rebate amount, post a Miscellaneous Cash Receipt. The amount is credited to the Rebates Receivable G/L account. The cash account is debited for the amount.

- If you receive a credit memo for the rebate amount, enter a payable record in A/P Entry for the amount.

The Rebates Receivable account shows the pending or outstanding amount of rebates. The sum of the debits is the total rebate amount that has been processed to date.

Note: If the vendor rebate payment received is for less than the original amount that was posted as a debit to Rebates Receivable, a G/L Journal Entry is required to correct the Inventory-COGS. (Debit Inventory-COGS and Credit Rebates Receivable) This entry clears the open rebate amount and reconciles the Inventory account for costs that were never rebated.

See Also

Running the Customer Sales Rebates Report

Pricing Rebate Overview

Carrier Rebate Report Options: Adding Carrier Rebate Columns to the Customer Sales Rebates Report

For Carrier Distributors, the Customer Sales Rebate Report contains all the options required in filing Carrier rebate claims. Use the Carrier Rebate columns on the Customer Sales Rebates Report to display additional columns of information that you can export and send in the appropriate format to your Carrier distributors.

Use the **Carrier Rebate Setup** control maintenance record to identify the branches and corresponding company and location numbers.

To include Carrier rebate columns:

1. Complete the normal driver fields for the Customer Sales Rebate Report.

2. From the **File** menu, select **Report Column Selection** to display the Column Selection window.

3. In the **Not Used** column select from the following to include the columns for Carrier Rebates that you need to report on:

Column	Description	Default Width
Carrier Company #	Distributor company number for the Carrier company. This number is based on the price branch on the sales order.	10
Carrier Supplier ID	The ID assigned to the Carrier Distributor.	10
Line Number	The position of the product on the sales order generation	5
Carrier Location #	Distributor shipping location number assigned each Carrier distributor branch. This number is based on the shipping branch of the sales order.	10
Order Date	The date from the order **Header** tab: the create date of the sales order.	8
Carrier Order Code	Carrier code to separate sale types: • **SS** - Stock Sales • **DS** - Direct Sales	2
Carrier Partner ID	ID assigned to the Carrier Distributor.	10
Serial #	Serial number of the product on the sales order. Multiple serial numbers: If you are using the carrier rebate setup the system repeats the same information for **Qty Ship**, **Serial#**, and **Rebate Ext**. If you are *not* using the setup then the system displays the serial numbers one after another and sums up the **Qty Ship** and **Rebate Ext** amounts on the first line with the first serial number.	30
Zip	The ZIP code for the bill-to customer as set in Customer Maintenance.	5

4. Click **OK** to save your changes and return to the driver screen.

5. Set options, if needed, and generate the report.

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