

DAC

User Guide

Vendor Receivables

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Working With Vendor Receivables

The Vendor Receivables applications are used to define deals offered to distributors by their vendors, some of which may be passed on to their customers. Unlike buying allowances, users can track vendor deals to monitor the amounts due from vendors, and control which customers are eligible to receive rebates. Refer to Adding Billing-Related Vendor Deals and Adding Purchasing-Related Vendor Deals below for detailed descriptions of the numerous types of vendor deals which users can define.

Before using the Vendor Receivables applications to track vendor deals, enter *YES for the **Vendor Recv/Vendor Deals Active?** field of the SYS006 default system option. Refer to the DAC Default System Options document for additional information. Contact CDR support personnel for information about using the SYS011 (User Point: End of Day) default system option to automatically enroll new customers in vendor deals.

Refer to Adding Purchasing-Related Vendor Deals below for information about **Auto PO-Adjustment Item#** field of the SYS008 default system option.

```
User: JEANNINE          Menu: PUCV1          Date: 8/06/12

===== > P U R C H A S I N G < =====
=====
||||||| 1. Work With Purchase Orders      12. Import Costs
THE  || 2. Work With Vendors
DAC  || 3. Work With Items
SYSTEM || 4. Work With Buyer Control File
||||||| 5. Work With Buying Allowances
        6. Work With Dock Receiving
        7. Work With A/P Transfers
        8. Work With RF Receiving
        9. Work With Buyer Messages
       10. Vendor Receivables
       11. Work With Vendor Groups
              M E N U   C A L L S
19. Truck Scheduling    20. A/P Menu          21. Purchasing Reports
22. Inventory Menu     23. Dac Main Menu      90. Sign Off
=====
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```

To begin working with vendor receivables, select option 10 (Vendor Receivables) from the Purchasing screen. The Vendor Relations screen appears (see below).

User: JEANNINE	Menu: VRCV1	Date: 9/05/13
----------------	-------------	---------------

===== V E N D O R R E L A T I O N S =====		
	1. Vendor Deals & Tracking	
THE	2. Vendor Billing	
DAC	3. Vendor Receivables	
SYSTEM	4. Customer Loyalty Program	
	5. Vendor/Customer Tracking	

	M E N U C A L L S	
19. Purchasing Menu	20. Vendor Spoils Mgmt	21.
22.	23. Dac Main Menu	90. Sign Off

==>

The Customer Loyalty Program, a DAC optional module, can be used with Vendor Receivables applications to define the goal-oriented types of deals offered by manufacturers who require that multi-level conditions are met before retailers qualify to earn rebates.

Adding Billing-Related Vendor Deals

The Work With Vendor Deals application is used to enter the following types of billing-related vendor deal records:

- Buydown allowance (*B*) - an amount is deducted from the customer's billing price on an order, and another amount can be tracked for rebate to the distributor. This type of deal is recommended for use in reporting cigarette buydowns.
- Percentage off allowance (%) - a percentage of customer's contract price is deducted from (or added to) the customer's billing price on an order.
- Vendor rebate (*R*) - an incentive amount can be tracked for rebate to the distributor, and another amount can be tracked for rebate to the customer. The customer's billing price on an order is not affected.
- Fixed vendor price (*F*) - a specific amount is designated, by the vendor, as the customer's fixed billing price, and another amount can be tracked for rebate to the distributor. The fixed price overrides any existing customer contract, billing matrix contract, and selling allowance, including a fixed type selling allowance, which would otherwise affect the customer's billing price.
- Rebate based on net cost (*N*) - a percentage of the item's net cost is tracked for rebate to the distributor, and another amount, also based on a percentage of the item's net cost, can be tracked for rebate to the customer. The customer's billing price on an order is not affected.
- Rebate based on price (*I*) - a percentage of the customer's billing price for an item is tracked for rebate to the distributor, and another amount, also based on a percentage of the customer's billing price for an item, can be tracked for rebate to the customer. The customer's billing price on an order is not affected.
- Standard booking (*S*) and Trade show booking (*T*) - an amount is deducted from the customer's billing price for an item, or a fixed amount is designated as the billing price, and an incentive amount can be tracked for rebate to the distributor.

A fixed price amount overrides any existing customer contract, billing matrix contract, and selling allowance, including a fixed type selling allowance, which would otherwise affect the customer's billing price.

Users can also designate retail price overrides for the standard and "eaches" selling levels of the items of standard booking and trade show booking vendor deals.

A standard booking and trade show booking deal can only be used when working with the Pre-book Ordering System of DAC. Refer to the Pre-book Orders document for additional information.

When defining billing-related vendor deals, users can:

- Designate that credits are ignored when calculating the amounts due from vendors, and when tracking amounts for rebate to customers. Refer to Adding A Credit Memo of the Billing document for additional information about billing credits.
- Designate that an item's base cost, net cost or both is adjusted when a vendor deal is used. Base cost adjustments (which affects DAC calculations such as profitability and sales analysis) and net cost adjustments do not affect the **Base Cost** and **Net Cost** fields of an item's record. Refer to Adding Item Records of the Item File Maintenance document for additional information about item base and net cost.

When using a vendor deal type with fixed prices (fixed vendor price, standard booking and trade show booking) and enrolling items for which a super item selling allowance is used, item details continue to be printed on invoices. Refer to Working With Selling Allowances of the Billing File Maintenance document for information about super item selling allowances and the **Print Option** field of super item selling allowance records.

Billing-related vendor deals are not incorporated in the purchasing calculations of suggested order quantities. Refer to Purchasing Calculations of the Purchasing document for additional information.

These steps are followed when working with billing-related vendor deals:

Step 1: Add the vendor deal. This step includes designating the beginning date and the ending date (after which the deal expires).

Step 2: Enroll the items to which the vendor deal applies. Refer to Enrolling Items In Vendor Deals for additional information.

Step 3: Enroll customers in the deal to designate to whom items must be sold in order for the distributor to qualify for the deal. As the enrolled customers' orders are posted, receivable amounts due are accumulated automatically. Refer to Enrolling Customers In Vendor Deals for additional information.

Step 4: If necessary, receivable amounts due can be retroactively re-posted for a vendor deal for which items or customers are enrolled after the customer orders are posted. Refer to Re-Posting Sales for additional information.

Step 5: Export the receivable amounts due of a bill-related vendor deal after it expires (and after all receivable amounts due are posted) to create a vendor receivable debit transaction for the deal. Refer to Exporting Vendor Deals for additional information.

Step 6: Define the reasons which will be used when entering credit (and debit) receivable transactions. Refer to Adding Vendor Relations Reasons for additional information.

Step 7: Enter and post receivable credit transactions as amounts due are received from vendors. If necessary, debit transactions can also be entered and posted. Users also have the option of selecting credit transactions to be automatically applied to designated debit transactions when posting is done. Refer to Adding Vendor Receivable Transactions for additional information.

Step 8: Apply credit transactions to debit transactions. Refer to Applying Vendor Receivable Transactions for additional information. Note: This is not a required step if users selected receivable credit transactions to be automatically applied before posting in the previous step.

Adding Vendor Deals For Pre-book Orders

The instructions below describe using the Define Vendor Deals application to enter a standard booking and trade show booking type of vendor deal.

When using either one of these types of vendor deal, an amount is deducted from the customer's billing price, or a fixed amount is designated as the billing price. A fixed price amount overrides any existing customer contract, billing matrix contract, and selling allowance, including a fixed type selling allowance, which would otherwise affect the customer's billing price. Both types of deals can also be used to track an incentive amount for rebate to the distributor.

The standard booking and trade show booking vendor deals can only be used when working with the Pre-book Ordering System of DAC. Refer to the Pre-book Orders document for additional information.

When using vendor deals for pre-book orders, retail prices can be designated for an item's standard and "eaches" selling levels. Refer to Enrolling Items In Vendor Deals below for additional information.

```
User: JEANNINE          Menu: VRCV1          Date: 7/27/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE  ||      1. Vendor Deals & Tracking
DAC  ||      2. Vendor Billing
SYSTEM ||    3. Vendor Receivables
|||||||      4. Customer Loyalty Program
|||          5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20.
22.                   21.
                   23. Dac Main Menu    90. Sign Off
=====
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```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE  ||      1. Define Vendor Deals
DAC  ||      2. Enroll Customers in Deals
SYSTEM ||    3. Work with Deal Activity
|||||||      4. Print Vendor Deal Definitions
|||          5. Deal Tracking Report (History)
|||          6. Deal Activity Recap Report
|||          7. Search Deals for An Item
|||          8. Deal Comparison
|||          9. Deal Salesrep PM Report

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu    21. Billing Menu
22. Vendor Relations   23. Dac Main Menu    90. Sign Off
=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals, or the *No data to display* message.


```

CVHXDFR    DISPLAY Creative Data Research          7/27/04 15:04:29
                                Work with Deals
Vendor Deal  Deal Type CLP Only?
              N          Dates  Cents Off  Price  Incentive

Type options, press Enter.
2=Edit  C=Copy  Z=Zoom to Header  L=Loyalty Program

? Vendor Name

F3=Exit  F4=Search  F10=Add
No data to display.

```

3. Press <F10> (Add). The Edit Deal Header KEY SCREEN screen appears.

```

CVHZE1R    ADD    Creative Data Research          7/27/04 15:10:31
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number
Deal Number      280

F3=Exit  F9=Go to 'Change' mode

```

4. Enter a vendor code for the **Vendor Number** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.

Note: When entering a standard booking and trade show booking type of deal, users can include items in the deal which are purchased from vendors other than the vendor whose vendor code is initially entered for the **Vendor Number** field.

```

CVHZE1R    ADD    Creative Data Research          7/27/04 15:17:32
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number W0740
Deal Number      280

F3=Exit  F9=Go to 'Change' mode

```

The value of the **Deal Number** field is automatically generated.

5. Press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	ADD	Creative Data Research	7/27/04 15:18:55
Edit Deal Header			
Vendor Number W0740 BIC CORPORATION			
Deal Number : 280			
Type changes, press Enter.			
Deal Type		(? for Values)	
Deal Description . .			
Deal Start Date . .		Ignore Tracking Credits? (Y/N)	
Deal End Date . . .			
Cents Off		Add-on to an existing allowance? N	
Deal Price			
Distributor Incentive			
Discount %		(for Wholesaler)	
Rebate %		(for Retailer)	
Affect Cost?		(B=Base, N=Net, A=ALL, X=Neither)	
Fixed Net Cost . .		Net Cents Off	
Fixed Base Cost .		Base Cents Off	
F3=Exit			

6. Enter *S* (Standard Booking) or *T* (Show Booking) for the **Deal Type** (1,a) field and press <Enter>. The *Affects Pricing On Pre-book Orders Only* message appears.

CVHZE1R	ADD	Creative Data Research	7/27/04 15:21:26
Edit Deal Header			
Vendor Number W0740 BIC CORPORATION			
Deal Number : 280			
Type changes, press Enter.			
Affects Pricing On Pre-book Orders Only			
Deal Type		S (? for Values) Standard Booking(PreBook)	
Deal Description . .			
Deal Start Date . .		Ignore Tracking Credits? (Y/N)	
Deal End Date . . .			
Cents Off		Add-on to an existing allowance? N	
Deal Price			
Distributor Incentive			
Affect Cost?		(B=Base, N=Net, A=ALL, X=Neither)	
Fixed Net Cost . .		Net Cents Off	
Fixed Base Cost .		Base Cents Off	
F3=Exit			

7. Enter data for the following fields:

- **Deal Description** (25,a) - a description of the vendor deal.
- **Deal Start Date** (6,n) - the first day of the range of dates within which the shipping date of a customer's order must fall to qualify for the vendor deal.
- **Ignore Tracking Credits?** (1,a) - enter *Y* to designate that credits are ignored when calculating the amounts due from vendors. If left blank, credits are not ignored.
- **Deal End Date** (6,n) - the last day of the range of dates within which the shipping date of a customer's order must fall to qualify for the vendor deal.

8. Enter data for only one of the following fields and press <Field Exit>:

- **Cents Off** (5.2,n) - an amount deducted from the customer's billing price for the item at the standard selling level (unit of measure). This amount is deducted, *with one exception*, after other pricing factors (contracts, selling allowances, rebates, discounts and surcharges) are calculated. Exception: If a cents off type of selling allowance exists, it will be superseded by the amount entered for the **Cents Off** field when the vendor deal is a show booking type (*T*). The amount of the **Cents Off** field is used as the default value when enrolling items in the vendor deal. Refer to Enrolling Items In Vendor Deals for information about the **\$ Off** field.

- **Deal Price (7.2,n)** - a specific amount designated as the customer's billing price for the item at the standard selling level (unit of measure). This price overrides any existing contracts, selling allowances, rebates, discounts and surcharges.

The amount of the **Deal Price** field is used as the default value when enrolling items in the vendor deal. Refer to Enrolling Items In Vendor Deals for information about the **Fixed\$** field.

9. If necessary, enter an amount for the **Distributor Incentive (5.2,n)** field to designate an incentive for each item sold at the standard selling level (unit of measure). As items are sold to the customer, this incentive is tracked for rebate to the distributor. The value of the **Distributor Incentive** field is used as the default value when enrolling items in the vendor deal. Refer to Enrolling Items In Vendor Deals for information about the **Incentive** field.

CVHZE1R	ADD	Creative Data Research	7/27/04 15:22:03
Edit Deal Header			
Vendor Number W0740 BIC CORPORATION			
Deal Number : 280			
Type changes, press Enter.			
Affects Pricing On Pre-book Orders Only			
Deal Type	S	(? for Values)	Standard Booking (PreBook)
Deal Description . .	Bic Corp Pre-book		
Deal Start Date . .	080104	Ignore Tracking Credits?	(Y/N)
Deal End Date . . .	081504		
Cents Off	0.25	Add-on to an existing allowance? N	
Deal Price			
Distributor Incentive			
Affect Cost? (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost . .	Net Cents Off		
Fixed Base Cost .	Base Cents Off		
F3=Exit			

10. Enter one of the following values for the **Affect Cost? (1,a)** field and press <Enter>:

- *B* to designate that the vendor deal affects the item's base cost.
- *N* to designate that the vendor deal affects the item's net cost.
- *A* to designate that the vendor deal affects the item's base and net costs.
- *X* to designate that the vendor deal affects neither the item's base cost nor its net cost.

CVHZE1R	ADD	Creative Data Research	7/27/04 16:01:10
Edit Deal Header			
Vendor Number W0740 BIC CORPORATION			
Deal Number : 280			
Type changes, press Enter.			
Affects Pricing On Pre-book Orders Only			
Deal Type	S	(? for Values)	Standard Booking (PreBook)
Deal Description . .	Bic Corp Pre-book		
Deal Start Date . .	80104	Ignore Tracking Credits?	(Y/N)
Deal End Date . . .	81504		
Cents Off25	Add-on to an existing allowance? N	
Deal Price			
Distributor Incentive			
Affect Cost? B (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Base Cost .	Base Cents Off		
F3=Exit			

11. If *B* was entered for the **Affect Cost?** field, enter data for only one of the following fields and press <Field Exit>:
- **Fixed Base Cost (7.2,n)** - a specific amount designated as the item's base cost. This amount overrides any base cost designated by an existing contract and selling allowance.
 - **Base Cents Off (5.2,n)** - an amount deducted from the item's base cost.

```

CVHZE1R  ADD      Creative Data Research      7/27/04 16:02:06
                        Edit Deal Header

Vendor Number  W0740  BIC CORPORATION
Deal Number :   280

Type changes, press Enter.
Affects Pricing On Pre-book Orders Only
Deal Type . . . . . S (? for Values) Standard Booking(PreBook)
Deal Description . . Bic Corp Pre-book
Deal Start Date . . 80104 Ignore Tracking Credits? (Y/N)
Deal End Date . . . 81504
Cents Off . . . . . .25 Add-on to an existing allowance? N
Deal Price . . . .
Distributor Incentive

Affect Cost? . . . . . N (B=Base, N=Net, A=ALL, X=Neither)
Fixed Net Cost . . . . . Net Cents Off

F3=Exit

```

12. If *N* was entered for the **Affect Cost?** field, enter data for only one of the following fields and press <Field Exit>:
- **Fixed Net Cost (7.2,n)** - a specific amount designated as the item's net cost. This amount overrides any net cost designated by an existing contract and selling allowance.
 - **Net Cents Off (5.2,n)** - an amount deducted from the item's net cost.

```

CVHZE1R  ADD      Creative Data Research      7/27/04 16:03:05
                        Edit Deal Header

Vendor Number  W0740  BIC CORPORATION
Deal Number :   280

Type changes, press Enter.
Affects Pricing On Pre-book Orders Only
Deal Type . . . . . S (? for Values) Standard Booking(PreBook)
Deal Description . . Bic Corp Pre-book
Deal Start Date . . 80104 Ignore Tracking Credits? (Y/N)
Deal End Date . . . 81504
Cents Off . . . . . .25 Add-on to an existing allowance? N
Deal Price . . . .
Distributor Incentive

Affect Cost? . . . . . A (B=Base, N=Net, A=ALL, X=Neither)
Fixed Net Cost . . . . . Net Cents Off
Fixed Base Cost . . . . . Base Cents Off

F3=Exit

```

13. If *A* was entered for the **Affect Cost?** field:
- Enter either a specific amount to be designated as the item's net cost for the **Fixed Net Cost (7.2,n)** field, or an amount to be deducted from the item's net cost for the **Net Cents Off (5.2,n)** field, and press <Field Exit>. If an amount is entered for the **Fixed Net Cost** field, it overrides any net cost designated by an existing contract and selling allowance.
 - Enter either a specific amount to be designated as the item's base cost for the **Fixed Base Cost (7.2,n)** field, or an amount to be deducted from the item's base cost for the **Base Cents Off (5.2,n)** field, and press <Field Exit>. If an amount is entered for the **Fixed Base Cost** field, it overrides any base cost designated by an existing contract and selling allowance.

14. If *X* **was not** entered for the **Affect Cost?** field, press <Enter>.
15. Press <Enter> when prompted to confirm. The Deal Details screen appears.

CVHYDFR	DISPLAY Creative Data Research				7/27/04 16:05:48	
Deal Details						
Vendor W0740	BIC CORPORATION				Master Vendor	
Deal	280	Bic Corp Pre-book		S		
Item	Start	End	\$ Off	Fixed\$	Incentive	
	8/01/04	8/15/04	.25			
					Base Cents Off	.25
2=Edit D=Delete Item from Deal						
F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header						

Refer to Enrolling Items In Vendor Deals (beginning with step 4) for information about designating which items are included in the deal.

Refer to Editing Vendor Deals for information about using the F10=Edit Header option to change the values of the fields of the Edit Deal Header screen as described above.

Adding Buydown Allowance Deals

The instructions below describe using the Define Vendor Deals application to enter a buydown allowance type of vendor deal. This type of deal (which is recommended for use in reporting cigarette buydowns) is used to deduct an amount from the customer's billing price on an order, and to track another amount for rebate to the distributor.

The details of a customer's price for an item, which appears on the Price Inquiry screen, includes the affect of implementing a buydown allowance type of vendor deal. Refer to Working With Price Inquiry of the Billing document for additional information.

```
User: JEANNINE          Menu: VRCV1          Date: 7/27/04

===== VENDOR RELATIONS =====
||||||| 1. Vendor Deals & Tracking
THE  || 2. Vendor Billing
DAC  || 3. Vendor Receivables
SYSTEM || 4. Customer Loyalty Program
||||||| 5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20.
22.                    23. Dac Main Menu    21.
                        90. Sign Off

=====
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```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR DEALS & TRACKING =====
||||||| 1. Define Vendor Deals
THE  || 2. Enroll Customers in Deals
DAC  || 3. Work with Deal Activity
SYSTEM || 4. Print Vendor Deal Definitions
||||||| 5. Deal Tracking Report (History)
        6. Deal Activity Recap Report
        7. Search Deals for An Item
        8. Deal Comparison
        9. Deal Salesrep PM Report

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu    21. Billing Menu
22. Vendor Relations   23. Dac Main Menu    90. Sign Off

=====
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```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals, or the *No data to display* message.

CVHXDFR	DISPLAY	Creative Data Research	7/27/04 16:28:31
Work with Deals			
Vendor Deal	Deal Type	CLP Only?	
280		N	
	Dates	Cents Off	Price Incentive
Type options, press Enter.			
2=Edit C=Copy Z=Zoom to Header L=Loyalty Program			
? Vendor Name			
BIC CORPORATION		8/01/04	
280 Bic Corp Pre-book	S	8/15/04	.25 / /
F3=Exit F4=Search F10=Add			

3. Press <F10> (Add). The Edit Deal Header KEY SCREEN screen appears.

CVHZE1R	ADD	Creative Data Research	7/27/04 16:29:39
Edit Deal Header KEY SCREEN			
Type choices, press Enter.			
Vendor Number			
Deal Number	283		
F3=Exit F9=Go to 'Change' mode			

4. Enter a vendor code for the **Vendor Number** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.

Note: When entering a buydown allowance and vendor rebate type of deal, users can include items in the deal which are purchased from vendors other than the vendor whose vendor code is initially entered for the **Vendor Number** field.

CVHZE1R	ADD	Creative Data Research	7/27/04 16:30:55
Edit Deal Header KEY SCREEN			
Type choices, press Enter.			
Vendor Number	W0020		
Deal Number	283		
F3=Exit F9=Go to 'Change' mode			

The value of the **Deal Number** field is automatically generated.

5. Press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	ADD	Creative Data Research	7/27/04 16:31:53
Edit Deal Header			
Vendor Number W0020 ACE BAKING COMPANY			
Deal Number : 283			
Type changes, press Enter.			
Deal Type (? for Values)			
Deal Description			
Deal Start Date Ignore Tracking Credits? (Y/N)			
Deal End Date			
Cents Off Add-on to an existing allowance? N			
Deal Price			
Distributor Incentive			
Discount % (for Wholesaler)			
Rebate % (for Retailer)			
Affect Cost? (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost Net Cents Off			
Fixed Base Cost Base Cents Off			
F3=Exit			

6. Enter *B* (Buydown Allowance) for the **Deal Type** (1,a) field and press <Enter>. The *Affects Customer Pricing* message appears.

CVHZE1R	ADD	Creative Data Research	7/27/04 16:33:03
Edit Deal Header			
Vendor Number W0020 ACE BAKING COMPANY			
Deal Number : 283			
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type B (? for Values) Buydown Allowance			
Deal Description			
Deal Start Date Ignore Tracking Credits? (Y/N)			
Deal End Date			
Cents Off Add-on to an existing allowance? N			
Distributor Incentive			
Affect Cost? (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost Net Cents Off			
Fixed Base Cost Base Cents Off			
F3=Exit			

7. Enter data for the following fields:
- **Deal Description** (25,a) - a description of the vendor deal.
 - **Deal Start Date** (6,n) - the first day of the range of dates within which a customer's order must be entered to qualify for the vendor deal.
 - **Ignore Tracking Credits?** (1,a) - enter *Y* to designate that credits are ignored when calculating the amounts due from vendors. If left blank, credits are not ignored.
 - **Deal End Date** (6,n) - the last day of the range of dates within which a customer's order must be entered to qualify for the vendor deal.

Refer to Adding An Order of the Billing document for additional information about entering customer orders.

8. Enter data for one or both of the following fields and press <Field Exit>:
- **Cents Off** (5.2,n) - an amount deducted from the customer's billing price for the item at the standard selling level (unit of measure), but only after other pricing factors (contracts, rebates, discounts and surcharges) are calculated. If *Y* is entered for the **Add-on to an existing allowance?** field (see the following step), any existing selling allowance will also be included in the calculation of the customer's billing price.
- As items are sold to the customer, the amounts deducted are tracked for reporting purposes.

The amount entered for the **Cents Off** field is used as the default value when enrolling items in the vendor deal. Refer to Enrolling Items In Vendor Deals for information about the **\$ Off** field.

- **Distributor Incentive** (5.2,n) - an amount designated for each item at the standard selling level (unit of measure). As items are sold to the customer, this incentive is tracked for rebate to the distributor. The value of the **Distributor Incentive** field is used as the default value when enrolling items in the vendor deal. Refer to Enrolling Items In Vendor Deals for information about the **Incentive** field.

9. Enter *Y* for the **Add-on to an existing allowance?** field to include any existing selling allowance with the amount entered for the **Cents Off** field. If *N* is entered for this field, a selling allowance is not included in the calculation of the customer's billing price.

CVHZE1R	ADD	Creative Data Research	7/27/04 16:34:38
Edit Deal Header			
Vendor Number W0020 ACE BAKING COMPANY			
Deal Number : 283			
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type B (? for Values) Buydown Allowance			
Deal Description . . Buydown - Ace Baking Co			
Deal Start Date . . 80104 Ignore Tracking Credits? (Y/N)			
Deal End Date . . . 81504			
Cents Off15 Add-on to an existing allowance? N			
Distributor Incentive 0.20			
Affect Cost? (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost . . Net Cents Off			
Fixed Base Cost . Base Cents Off			
F3=Exit			

10. Enter one of the following values for the **Affect Cost?** (1,a) field and press <Enter>:

- *B* to designate that the vendor deal affects the item's base cost.
- *N* to designate that the vendor deal affects the item's net cost.
- *A* to designate that the vendor deal affects the item's base and net costs.
- *X* to designate that the vendor deal affects neither the item's base cost nor its net cost.

CVHZE1R	ADD	Creative Data Research	7/27/04 16:35:45
Edit Deal Header			
Vendor Number W0020 ACE BAKING COMPANY			
Deal Number : 283			
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type B (? for Values) Buydown Allowance			
Deal Description . . Buydown - Ace Baking Co			
Deal Start Date . . 80104 Ignore Tracking Credits? (Y/N)			
Deal End Date . . . 81504			
Cents Off15 Add-on to an existing allowance? N			
Distributor Incentive .20			
Affect Cost? B (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Base Cost . Base Cents Off			
F3=Exit			

11. If *B* was entered for the **Affect Cost?** field, enter data for only one of the following fields and press <Field Exit>:

- **Fixed Base Cost (7.2,n)** - a specific amount designated as the item's base cost. This amount overrides any base cost designated by an existing contract and selling allowance.
- **Base Cents Off (5.2,n)** - an amount deducted from the item's base cost.

CVHZE1R	ADD	Creative Data Research	7/27/04 16:36:35
Edit Deal Header			
Vendor Number W0020 ACE BAKING COMPANY			
Deal Number : 283			
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type	B	(? for Values) Buydown Allowance	
Deal Description . .	Buydown - Ace Baking Co		
Deal Start Date . .	80104	Ignore Tracking Credits?	(Y/N)
Deal End Date . . .	81504		
Cents Off15	Add-on to an existing allowance?	N
Distributor Incentive .20			
Affect Cost?	N	(B=Base, N=Net, A=ALL, X=Neither)	
Fixed Net Cost . .		Net Cents Off	
F3=Exit			

12. If *N* was entered for the **Affect Cost?** field, enter data for only one of the following fields and press <Field Exit>:

- **Fixed Net Cost (7.2,n)** - a specific amount designated as the item's net cost. This amount overrides any net cost designated by an existing contract and selling allowance.
- **Net Cents Off (5.2,n)** - an amount deducted from the item's net cost.

CVHZE1R	ADD	Creative Data Research	7/27/04 16:37:04
Edit Deal Header			
Vendor Number W0020 ACE BAKING COMPANY			
Deal Number : 283			
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type	B	(? for Values) Buydown Allowance	
Deal Description . .	Buydown - Ace Baking Co		
Deal Start Date . .	80104	Ignore Tracking Credits?	(Y/N)
Deal End Date . . .	81504		
Cents Off15	Add-on to an existing allowance?	N
Distributor Incentive .20			
Affect Cost?	A	(B=Base, N=Net, A=ALL, X=Neither)	
Fixed Net Cost . .		Net Cents Off	
Fixed Base Cost .		Base Cents Off	
F3=Exit			

13. If *A* was entered for the **Affect Cost?** field:

- Enter either a specific amount to be designated as the item's net cost for the **Fixed Net Cost (7.2,n)** field, or an amount to be deducted from the item's net cost for the **Net Cents Off (5.2,n)** field, and press <Field Exit>. If an amount is entered for the **Fixed Net Cost** field, it overrides any net cost designated by an existing contract and selling allowance.
- Enter either a specific amount to be designated as the item's base cost for the **Fixed Base Cost (7.2,n)** field, or an amount to be deducted from the item's base cost for the **Base Cents Off (5.2,n)** field, and press <Field Exit>. If an amount is entered for the **Fixed Base Cost** field, it overrides any base cost designated by an existing contract and selling allowance.

14. If *X* **was not** entered for the **Affect Cost?** field, press <Enter>.
15. Press <Enter> when prompted to confirm. The Deal Details screen appears.

CVHYDFR	DISPLAY Creative Data Research				7/27/04 16:38:10	
Deal Details						
Vendor W0020	ACE BAKING COMPANY				Master Vendor	
Deal	283 Buydown - Ace Baking Co				B BUYDOWN ALLOWANCE	
Item	Start	End	\$ Off	Incentive		
	8/01/04	8/15/04	.15	.20		
					Base Cents Off	.15
2=Edit D=Delete Item from Deal						
F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header						

Refer to Enrolling Items In Vendor Deals (beginning with step 4) for information about designating which items are included in the deal.

Refer to Editing Vendor Deals for information about using the F10=Edit Header option to change the values of the fields of the Edit Deal Header screen as described above.

Refer to Printing a Deal Activity Recap for information about the Deal Activity Recap report which can be used for reporting cigarette buydowns.

Adding Vendor Rebate Deals

The instructions below describe using the Define Vendor Deals application to enter a vendor rebate type of vendor deal. This type of deal is used to track an incentive amount for rebate to the distributor, and another amount can be tracked for rebate to the customer. The customer's billing price on an order is not affected.

```
User: JEANNINE          Menu: VRCV1          Date: 8/09/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||              1. Vendor Deals & Tracking
DAC    ||              2. Vendor Billing
SYSTEM ||              3. Vendor Receivables
|||||||              4. Customer Loyalty Program
                          5. Vendor/Customer Tracking

                                M E N U   C A L L S
19. Purchasing Menu          20.                               21.
22.                          23. Dac Main Menu          90. Sign Off
=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE    ||              1. Define Vendor Deals
DAC    ||              2. Enroll Customers in Deals
SYSTEM ||              3. Work with Deal Activity
|||||||              4. Print Vendor Deal Definitions
                          5. Deal Tracking Report (History)
                          6. Deal Activity Recap Report
                          7. Search Deals for An Item
                          8. Deal Comparison
                          9. Deal Salesrep PM Report

                                M E N U   C A L L S
19. Purchasing Menu          20. Pre Book Menu          21. Billing Menu
22. Vendor Relations          23. Dac Main Menu          90. Sign Off
=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals, or the *No data to display* message.

Vendor Deal	Deal Type	CLP Only?	N	Dates	Cents Off	Price	Incentive
Type options, press Enter.							
2=Edit C=Copy Z=Zoom to Header L=Loyalty Program							
? Vendor Name							
ACE BAKING COMPANY				8/01/04			
283 Buydown - Ace Baking Co			B	8/15/04	.15 /	/	.20
BIC CORPORATION				8/01/04			
280 Bic Corp Pre-book			S	8/15/04	.25 /	/	

F3=Exit F4=Search F10=Add

3. Press <F10> (Add). The Edit Deal Header KEY SCREEN screen appears.

Vendor Number	Deal Number
	296

F3=Exit F9=Go to 'Change' mode

4. Enter a vendor code for the **Vendor Number** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.

Note: When entering a buydown allowance and vendor rebate type of deal, users can include items in the deal which are purchased from vendors other than the vendor whose vendor code is initially entered for the **Vendor Number** field.

Vendor Number	Deal Number
84414	296

F3=Exit F9=Go to 'Change' mode

The value of the **Deal Number** field is automatically generated.

5. Press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	ADD	Creative Data Research	7/27/04 16:31:53
Edit Deal Header			
Vendor Number 84414 WET PLANET BEVERAGES			
Deal Number : 296			
Type changes, press Enter.			
Deal Type (? for Values)			
Deal Description			
Deal Start Date Ignore Tracking Credits? (Y/N)			
Deal End Date			
Cents Off Add-on to an existing allowance? N			
Deal Price			
Distributor Incentive			
Discount % (for Wholesaler)			
Rebate % (for Retailer)			
Affect Cost? (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost Net Cents Off			
Fixed Base Cost Base Cents Off			
F3=Exit			

6. Enter **R** (Vendor Rebate) for the **Deal Type** (1,a) field and press <Enter>. The *Affects Customer Pricing. Tracks Vendor\$* message appears.

CVHZE1R	ADD	Creative Data Research	8/09/04 17:58:39
Edit Deal Header			
Vendor Number 84414 WET PLANET BEVERAGES			
Deal Number : 296			
Type changes, press Enter.			
Affects Customer Pricing. Tracks Vendor\$			
Deal Type R (? for Values) Vendor \$-based rebate			
Deal Description			
Deal Start Date Ignore Tracking Credits? (Y/N)			
Deal End Date			
Cents Off Add-on to an existing allowance? N			
Distributor Incentive			
Affect Cost? (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost Net Cents Off			
Fixed Base Cost Base Cents Off			
F3=Exit			

7. Enter data for the following fields:
- **Deal Description** (25,a) - a description of the vendor deal.
 - **Deal Start Date** (6,n) - the first day of the range of dates within which a customer's order must be entered to qualify for the vendor deal.
 - **Ignore Tracking Credits?** (1,a) - enter **Y** to designate that credits are ignored when calculating the amounts due from vendors, and the amounts for rebate to customers. If left blank, credits are not ignored.
 - **Deal End Date** (6,n) - the last day of the range of dates within which a customer's order must be entered to qualify for the vendor deal.
- Refer to Adding An Order of the Billing document for additional information about entering customer orders.
8. Enter data for one or both of the following fields and press <Field Exit>:
- **Cents Off** (5.2,n) - an amount designated for each item at the standard selling level (unit of measure) which is only tracked for rebate to the customer as items are sold to the customer. The customer's billing price on an order is not affected. The amount entered for the **Cents Off** field is used as the default value when enrolling items in the vendor deal. Refer to Enrolling Items In Vendor Deals for information about the **\$ Off** field.
 - **Distributor Incentive** (5.2,n) - an amount designated for each item at the standard selling level (unit of measure). As items are sold to the customer, this incentive is tracked for rebate to the distributor. The value of the **Distributor**

Incentive field is used as the default value when enrolling items in the vendor deal. Refer to *Enrolling Items In Vendor Deals* for information about the **Incentive** field.

```

CVHZE1R  ADD      Creative Data Research      8/09/04 17:58:39
                        Edit Deal Header

Vendor Number  84414  WET PLANET BEVERAGES
Deal Number :   296

Type changes, press Enter.
Affects Customer Pricing. Tracks Vendor$
Deal Type . . . . . R (? for Values) Vendor $-based rebate
Deal Description . . . Wet Planet Deal
Deal Start Date . . . 80104 Ignore Tracking Credits? (Y/N)
Deal End Date . . . . 81504
Cents Off . . . . . 11.95 Add-on to an existing allowance? N

Distributor Incentive  13.95

Affect Cost? . . . . . (B=Base, N=Net, A=ALL, X=Neither)
Fixed Net Cost . . . . . Net Cents Off
Fixed Base Cost . . . . . Base Cents Off

F3=Exit

```

9. Enter one of the following values for the **Affect Cost?** (1,a) field and press <Enter>:

- *B* to designate that the vendor deal affects the item's base cost.
- *N* to designate that the vendor deal affects the item's net cost.
- *A* to designate that the vendor deal affects the item's base and net costs.
- *X* to designate that the vendor deal affects neither the item's base cost nor its net cost.

```

CVHZE1R  CHANGE   Creative Data Research      8/09/04 17:59:53
                        Edit Deal Header

Vendor Number  84414  WET PLANET BEVERAGES
Deal Number :   296

Type changes, press Enter.
Affects Customer Pricing. Tracks Vendor$
Deal Type . . . . . R (? for Values) Vendor $-based rebate
Deal Description . . . Wet Planet Deal
Deal Start Date . . . 80104 Ignore Tracking Credits? (Y/N)
Deal End Date . . . . 81504
Cents Off . . . . . 11.95 Add-on to an existing allowance? N

Distributor Incentive  13.95

Affect Cost? . . . . . B (B=Base, N=Net, A=ALL, X=Neither)

Fixed Base Cost :          Base Cents Off

F3=Exit  F5=Customer Loyalty Program  F8=Salesrep Incentive  F11=Delete

```

10. If *B* was entered for the **Affect Cost?** field, enter data for only one of the following fields and press <Field Exit>:

- **Fixed Base Cost** (7.2,n) - a specific amount designated as the item's base cost. This amount overrides any base cost designated by an existing contract and selling allowance.
- **Base Cents Off** (5.2,n) - an amount deducted from the item's base cost.

CVHZE1R	CHANGE	Creative Data Research	8/09/04 18:09:45
Edit Deal Header			
Vendor Number 84414 WET PLANET BEVERAGES			
Deal Number : 296			
Type changes, press Enter.			
Affects Customer Pricing. Tracks Vendor\$			
Deal Type R (? for Values) Vendor \$-based rebate			
Deal Description . . . Wet Planet Deal			
Deal Start Date . . . 80104 Ignore Tracking Credits? (Y/N)			
Deal End Date . . . 81504			
Cents Off 11.95 Add-on to an existing allowance? N			
Distributor Incentive 13.95			
Affect Cost? N (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost . : Net Cents Off			
F3=Exit F5=Customer Loyalty Program F8=Salesrep Incentive F11=Delete			

11. If *N* was entered for the **Affect Cost?** field, enter data for only one of the following fields and press <Field Exit>:

- **Fixed Net Cost (7.2,n)** - a specific amount designated as the item's net cost. This amount overrides any net cost designated by an existing contract and selling allowance.
- **Net Cents Off (5.2,n)** - an amount deducted from the item's net cost.

CVHZE1R	CHANGE	Creative Data Research	8/09/04 18:59:38
Edit Deal Header			
Vendor Number 84414 WET PLANET BEVERAGES			
Deal Number : 296			
Type changes, press Enter.			
Affects Customer Pricing. Tracks Vendor\$			
Deal Type R (? for Values) Vendor \$-based rebate			
Deal Description . . . Wet Planet Deal			
Deal Start Date . . . 80104 Ignore Tracking Credits? (Y/N)			
Deal End Date . . . 81504			
Cents Off 11.95 Add-on to an existing allowance? N			
Distributor Incentive 13.95			
Affect Cost? A (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost . : Net Cents Off			
Fixed Base Cost . : Base Cents Off			
F3=Exit F5=Customer Loyalty Program F8=Salesrep Incentive F11=Delete			

12. If *A* was entered for the **Affect Cost?** field:

- Enter either a specific amount to be designated as the item's net cost for the **Fixed Net Cost (7.2,n)** field, or an amount to be deducted from the item's net cost for the **Net Cents Off (5.2,n)** field, and press <Field Exit>. If an amount is entered for the **Fixed Net Cost** field, it overrides any net cost designated by an existing contract and selling allowance.
- Enter either a specific amount to be designated as the item's base cost for the **Fixed Base Cost (7.2,n)** field, or an amount to be deducted from the item's base cost for the **Base Cents Off (5.2,n)** field, and press <Field Exit>. If an amount is entered for the **Fixed Base Cost** field, it overrides any base cost designated by an existing contract and selling allowance.

13. If *X* **was not** entered for the **Affect Cost?** field, press <Enter>.

14. Press <Enter> when prompted to confirm. The Deal Details screen appears.

CVHYDFR	DISPLAY Creative Data Research				8/09/04 19:04:55
Deal Details					
Vendor 84414	WET PLANET BEVERAGES				Master Vendor
Deal 296	WET PLANET DEAL				R Vendor \$-based rebate
Item	Start	End	\$ Off	Incentive	
	8/01/04	8/15/04	11.95	13.95	
2=Edit D=Delete Item from Deal					
F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header					

Refer to Enrolling Items In Vendor Deals (beginning with step 4) for information about designating which items are included in the deal.

Refer to Editing Vendor Deals for information about using the F10=Edit Header option to change the values of the fields of the Edit Deal Header screen as described above.

Adding Fixed Vendor Price Deals

The instructions below describe using the Define Vendor Deals application to enter a fixed vendor price type of vendor deal. This type of vendor deal is used when a vendor designates a specific amount as the customer's billing price. This fixed price overrides any existing customer contract, billing matrix contract, and selling allowance, including a fixed type selling allowance, which would otherwise affect the customer's billing price.

The fixed vendor price type of vendor deal can also be used to track an incentive amount for rebate to the distributor.

The details of a customer's price for an item, which appears on the Price Inquiry screen, includes the affect of implementing a fixed vendor price type of vendor deal. Refer to Working With Price Inquiry of the Billing document for additional information.

```
User: JEANNINE          Menu: VRCV1          Date: 7/28/04

===== V E N D O R   R E L A T I O N S =====
=====
|||||||
THE    ||          1. Vendor Deals & Tracking
DAC    ||          2. Vendor Billing
SYSTEM ||          3. Vendor Receivables
|||||||          4. Customer Loyalty Program
|||||||          5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20.
22.                   23. Dac Main Menu    21.
                               90. Sign Off

=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
=====
|||||||
THE    ||          1. Define Vendor Deals
DAC    ||          2. Enroll Customers in Deals
SYSTEM ||          3. Work with Deal Activity
|||||||          4. Print Vendor Deal Definitions
|||||||          5. Deal Tracking Report (History)
|||||||          6. Deal Activity Recap Report
|||||||          7. Search Deals for An Item
|||||||          8. Deal Comparison
|||||||          9. Deal Salesrep PM Report

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu    21. Billing Menu
22. Vendor Relations    23. Dac Main Menu    90. Sign Off

=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals, or the *No data to display* message.

```

CVHXDFR    DISPLAY Creative Data Research          7/28/04  8:34:57
                                Work with Deals
Vendor Deal  Deal Type CLP Only?
              N              Dates    Cents Off    Price    Incentive

Type options, press Enter.
2=Edit  C=Copy  Z=Zoom to Header  L=Loyalty Program

? Vendor Name
ACE BAKING COMPANY                8/01/04
  283 Buydown - Ace Baking Co    B  8/15/04    .15  /      /    .20
BIC CORPORATION                  8/01/04
  280 Bic Corp Pre-book          S  8/15/04    .25  /      /

F3=Exit  F4=Search  F10=Add

```

3. Press <F10> (Add). The Edit Deal Header KEY SCREEN screen appears.

```

CVHZE1R    ADD    Creative Data Research          7/28/04  8:39:43
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number
Deal Number      284

F3=Exit  F9=Go to 'Change' mode

```

4. Enter a vendor code for the **Vendor Number** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.

Note: When entering a fixed vendor price type of deal, users can include items in the deal which are purchased from vendors other than the vendor whose vendor code is initially entered for the **Vendor Number** field.

```

CVHZE1R    ADD    Creative Data Research          7/28/04  8:39:43
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number 04150
Deal Number      284

F3=Exit  F9=Go to 'Change' mode

```

The value of the **Deal Number** field is automatically generated.

5. Press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	ADD	Creative Data Research	7/28/04 10:11:38
Edit Deal Header			
Vendor Number 04150 BATTERY SUPPLY			
Deal Number : 284			
Type changes, press Enter.			
Deal Type	(? for Values)		
Deal Description . .			
Deal Start Date . .	Ignore Tracking Credits?	(Y/N)	
Deal End Date . . .			
Cents Off	Add-on to an existing allowance?	N	
Deal Price			
Distributor Incentive			
Discount %	(for Wholesaler)		
Rebate %	(for Retailer)		
Affect Cost?	(B=Base, N=Net, A=ALL, X=Neither)		
Fixed Net Cost . . .	Net Cents Off		
Fixed Base Cost . .	Base Cents Off		
F3=Exit			

6. Enter *F* (Fixed Vendor Price) for the **Deal Type** (1,a) field and press <Enter>. The *Affects Customer Pricing* message appears.

CVHZE1R	ADD	Creative Data Research	7/28/04 10:12:38
Edit Deal Header			
Vendor Number 04150 BATTERY SUPPLY			
Deal Number : 284			
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type	F (? for Values)	Fixed Vendor Price	
Deal Description . .			
Deal Start Date . .	Ignore Tracking Credits?	(Y/N)	
Deal End Date . . .			
Deal Price			
Distributor Incentive			
Affect Cost?	(B=Base, N=Net, A=ALL, X=Neither)		
Fixed Net Cost . . .	Net Cents Off		
Fixed Base Cost . .	Base Cents Off		
F3=Exit			

7. Enter data for the following fields:
- **Deal Description** (25,a) - a description of the vendor deal.
 - **Deal Start Date** (6,n) - the first day of the range of dates within which a customer's order must be entered to qualify for the vendor deal.
 - **Ignore Tracking Credits?** (1,a) - enter *Y* to designate that credits are ignored when calculating the amounts due from vendors. If left blank, credits are not ignored.
 - **Deal End Date** (6,n) - the last day of the range of dates within which a customer's order must be entered to qualify for the vendor deal.
- Refer to Adding An Order of the Billing document for additional information about entering customer orders.
8. Enter a vendor-designated price for the **Deal Price** (7.2,n) field, and press <Field Exit>. This amount, which will be used as the customer's billing price for the item at the standard selling level (unit of measure), overrides any existing contracts, selling allowances, rebates, discounts and surcharges. The amount of the **Deal Price** field is used as the default value when enrolling items in the vendor deal. Refer to Enrolling Items In Vendor Deals for information about the **Fixed\$** field.

CVHZE1R	ADD	Creative Data Research	7/28/04 10:12:38
Edit Deal Header			
Vendor Number 04150 BATTERY SUPPLY			
Deal Number : 284			
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type F (? for Values) Fixed Vendor Price			
Deal Description . . . Battery Supply Deal			
Deal Start Date . . . 080104 Ignore Tracking Credits? (Y/N)			
Deal End Date . . . 081504			
Deal Price 2.45			
Distributor Incentive			
Affect Cost? (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost . . . Net Cents Off			
Fixed Base Cost . . . Base Cents Off			
F3=Exit			

9. If necessary, enter an amount for the **Distributor Incentive** (5.2,n) field to designate an incentive for each item sold at the standard selling level (unit of measure). As items are sold to the customer, this incentive is tracked for rebate to the distributor. The amount of the **Distributor Incentive** field is used as the default value when enrolling items in the vendor deal. Refer to Enrolling Items In Vendor Deals for information about the **Incentive** field.
10. Enter one of the following values for the **Affect Cost?** (1,a) field and press <Enter>:
 - *B* to designate that the vendor deal affects the item's base cost.
 - *N* to designate that the vendor deal affects the item's net cost.
 - *A* to designate that the vendor deal affects the item's base and net costs.
 - *X* to designate that the vendor deal affects neither the item's base cost nor its net cost.

CVHZE1R	ADD	Creative Data Research	7/28/04 10:19:12
Edit Deal Header			
Vendor Number 04150 BATTERY SUPPLY			
Deal Number : 284			
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type F (? for Values) Fixed Vendor Price			
Deal Description . . . Battery Supply Deal			
Deal Start Date . . . 80104 Ignore Tracking Credits? (Y/N)			
Deal End Date . . . 81504			
Deal Price 2.45			
Distributor Incentive			
Affect Cost? B (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Base Cost . . . Base Cents Off			
F3=Exit			

11. If *B* was entered for the **Affect Cost?** field, enter data for only one of the following fields and press <Field Exit>:
 - **Fixed Base Cost** (7.2,n) - a specific amount designated as the item's base cost. This amount overrides any base cost designated by an existing contract and selling allowance.
 - **Base Cents Off** (5.2,n) - an amount deducted from the item's base cost.

CVHZE1R	ADD	Creative Data Research	7/28/04 10:19:38
Edit Deal Header			
Vendor Number	04150	BATTERY SUPPLY	
Deal Number :	284		
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type	F	(? for Values) Fixed Vendor Price	
Deal Description . . .	Battery Supply Deal		
Deal Start Date . . .	80104	Ignore Tracking Credits?	(Y/N)
Deal End Date	81504		
Deal Price	2.45		
Distributor Incentive			
Affect Cost?	N	(B=Base, N=Net, A=ALL, X=Neither)	
Fixed Net Cost . . .		Net Cents Off	
F3=Exit			

12. If *N* was entered for the **Affect Cost?** field, enter data for only one of the following fields and press <Field Exit>:

- **Fixed Net Cost** (7.2,n) - a specific amount designated as the item's net cost. This amount overrides any net cost designated by an existing contract and selling allowance.
- **Net Cents Off** (5.2,n) - an amount deducted from the item's net cost.

CVHZE1R	ADD	Creative Data Research	7/28/04 10:20:00
Edit Deal Header			
Vendor Number	04150	BATTERY SUPPLY	
Deal Number :	284		
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type	F	(? for Values) Fixed Vendor Price	
Deal Description . . .	Battery Supply Deal		
Deal Start Date . . .	80104	Ignore Tracking Credits?	(Y/N)
Deal End Date	81504		
Deal Price	2.45		
Distributor Incentive			
Affect Cost?	A	(B=Base, N=Net, A=ALL, X=Neither)	
Fixed Net Cost . . .		Net Cents Off	
Fixed Base Cost . . .		Base Cents Off	
F3=Exit			

13. If *A* was entered for the **Affect Cost?** field:

- Enter either a specific amount to be designated as the item's net cost for the **Fixed Net Cost** (7.2,n) field, or an amount to be deducted from the item's net cost for the **Net Cents Off** (5.2,n) field, and press <Field Exit>. If an amount is entered for the **Fixed Net Cost** field, it overrides any net cost designated by an existing contract and selling allowance.
- Enter either a specific amount to be designated as the item's base cost for the **Fixed Base Cost** (7.2,n) field, or an amount to be deducted from the item's base cost for the **Base Cents Off** (5.2,n) field, and press <Field Exit>. If an amount is entered for the **Fixed Base Cost** field, it overrides any base cost designated by an existing contract and selling allowance.

14. If *X* **was not** entered for the **Affect Cost?** field, press <Enter>.

15. Press <Enter> when prompted to confirm. The Deal Details screen appears.

CVHYDFR	DISPLAY Creative Data Research				7/28/04 10:21:11	
Deal Details						
Vendor	04150	BATTERY SUPPLY			Master Vendor	
Deal	284	Battery Supply Deal			F Fixed Vendor Price	
Item	Start	End	Fixed\$	Incentive		
	8/01/04	8/15/04	2.45			
				Base Cents Off	.10	
2=Edit D=Delete Item from Deal						
F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header						

Refer to Enrolling Items In Vendor Deals (beginning with step 4) for information about designating which items are included in the deal.

Refer to Editing Vendor Deals for information about using the F10=Edit Header option to change the values of the fields of the Edit Deal Header screen as described above.

Adding Rebate Based On Net Cost Deals

The instructions below describe using the Define Vendor Deals application to enter a rebate based on net cost type of vendor deal. It is used to track a percentage of the item's net cost for rebate to the distributor and, if necessary, for rebate to the customer. This type of deal does not affect the customer's billing price.

```
User: JEANNINE          Menu: VRCV1          Date: 3/05/10

===== V E N D O R   R E L A T I O N S =====
|||||
THE  ||      1. Vendor Deals & Tracking
DAC  ||      2. Vendor Billing
SYSTEM ||    3. Vendor Receivables
      ||    4. Customer Loyalty Program
      ||    5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20. Vendor Spoils Mgmt    21.
22.                    23. Dac Main Menu         90. Sign Off

==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||
THE  ||      1. Define Vendor Deals
DAC  ||      2. Enroll Customers in Deals
SYSTEM ||    3. Work with Deal Activity
      ||    4. Print Vendor Deal Definitions
      ||    5. Deal Tracking Report (History)
      ||    6. Deal Activity Recap Report
      ||    7. Search Deals for An Item
      ||    8. Deal Comparison
      ||    9. Deal Salesrep PM Report

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu         21. Billing Menu
22. Vendor Relations   23. Dac Main Menu         90. Sign Off

=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals, or the *No data to display* message.

Vendor Deal	Deal Type	CLP Only?	N	Dates	Cents Off	Price	Incentive
Type options, press Enter.							
2=Edit C=Copy Z=Zoom to Header L=Loyalty Program							
? Vendor Name							
ACE BAKING COMPANY				8/01/04			
283 Buydown - Ace Baking Co				B 8/15/04	.15 /	/	.20
BIC CORPORATION				8/01/04			
280 Bic Corp Pre-book				S 8/15/04	.25 /	/	
BATTERY SUPPLY				8/01/04			
284 Battery Supply Deal				F 8/15/04	/	2.45 /	

F3=Exit F4=Search F10=Add

3. Press <F10> (Add). The Edit Deal Header KEY SCREEN screen appears.

Vendor Number	Deal Number
	285

F3=Exit F9=Go to 'Change' mode

4. Enter a vendor code for the **Vendor Number** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.

Note: When entering a rebate based on net cost type of deal, users can include items in the deal which are purchased from vendors other than the vendor whose vendor code is initially entered for the **Vendor Number** field.

Vendor Number	Deal Number
W1240	285

F3=Exit F9=Go to 'Change' mode

The value of the **Deal Number** field is automatically generated.

5. Press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	ADD	Creative Data Research	7/28/04 13:23:50
Edit Deal Header			
Vendor Number W1240 CAMPBELL SALES COMPANY			
Deal Number : 285			
Type changes, press Enter.			
Deal Type	(? for Values)		
Deal Description . .			
Deal Start Date . .	Ignore Tracking Credits?	(Y/N)	
Deal End Date . . .			
Cents Off	Add-on to an existing allowance?	N	
Deal Price			
Distributor Incentive			
Discount %	(for Wholesaler)		
Rebate %	(for Retailer)		
Affect Cost?	(B=Base, N=Net, A=ALL, X=Neither)		
Fixed Net Cost . . .	Net Cents Off		
Fixed Base Cost . .	Base Cents Off		
F3=Exit			

6. Enter *N* (Rebate Based on Net Cost) for the **Deal Type** (1,a) field and press <Enter>. The *Tracked Only, Pricing Unaffected* message appears.

CVHZE1R	ADD	Creative Data Research	7/28/04 13:24:32
Edit Deal Header			
Vendor Number W1240 CAMPBELL SALES COMPANY			
Deal Number : 285			
Type changes, press Enter.			
Tracked Only, Pricing Unaffected.			
Deal Type	N (? for Values)	Rebate Based on Net Cost	
Deal Description . .			
Deal Start Date . .	Ignore Tracking Credits?	(Y/N)	
Deal End Date . . .			
Discount % (for Wholesaler)			
Rebate % (for Retailer)			
F3=Exit			

7. Enter data for the following fields:
- **Deal Description** (25,a) - a description of the vendor deal.
 - **Deal Start Date** (6,n) - the first day of the range of dates within which a customer's order must be entered to qualify for the vendor deal.
 - **Ignore Tracking Credits?** (1,a) - enter *Y* to designate that credits are ignored when calculating the amounts due from vendors, and the amounts for rebate to customers. If left blank, credits are not ignored.
 - **Deal End Date** (6,n) - the last day of the range of dates within which a customer's order must be entered to qualify for the vendor deal.
- Refer to Adding An Order of the Billing document for additional information about entering customer orders.
8. Enter data for one or both of the following fields and press <Field Exit>:
- **Discount %** (5.2,n) - a percentage of the item's net cost at the standard selling level (unit of measure) which is tracked for rebate to the distributor.
 - **Rebate %** (5.2,n) - a percentage of the item's net cost at the standard selling level (unit of measure) which is tracked for rebate to the customer.

CVHZE1R	ADD	Creative Data Research	7/28/04 13:26:28
Edit Deal Header			
Vendor Number W1240 CAMPBELL SALES COMPANY			
Deal Number : 285			
Type changes, press Enter.			
Tracked Only, Pricing Unaffected.			
Deal Type N (? for Values) Rebate Based on Net Cost			
Deal Description . . . Campbell Sales Deal			
Deal Start Date . . 080104 Ignore Tracking Credits? (Y/N)			
Deal End Date . . . 081504			
Discount % 5 (for Wholesaler)			
Rebate % 5 (for Retailer)			
F3=Exit			

9. Press <Enter> when data entry is complete.
10. Press <Enter> when prompted to confirm. The Deal Details screen appears.

CVHYDFR	DISPLAY	Creative Data Research	7/28/04 13:46:48
Deal Details			
Vendor W1240 CAMPBELL SALES COMPANY		Master Vendor	
Deal 285 Campbell Sales Deal		N Rebate Based on Net Cost	
Item	Start	End	Percent Retail %
	8/01/04	8/15/04	5.00 5.00
2=Edit D=Delete Item from Deal			
F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header			

Refer to Enrolling Items In Vendor Deals (beginning with step 4) for information about designating which items are included in the deal.

Refer to Editing Vendor Deals for information about using the F10=Edit Header option to change the values of the fields of the Edit Deal Header screen as described above.

Adding Rebate Based On Price Deals

The instructions below describe using the Define Vendor Deals application to enter a price based rebate type of vendor deal. It is used to track a percentage of the customer's billing price for rebate to the distributor and, if necessary, for rebate to the customer. This type of deal does not affect the customer's billing price.

```
User: JEANNINE          Menu: VRCV1          Date: 3/05/10

===== V E N D O R   R E L A T I O N S =====
|||||||
THE  ||      1. Vendor Deals & Tracking
DAC  ||      2. Vendor Billing
SYSTEM ||    3. Vendor Receivables
      ||    4. Customer Loyalty Program
      ||    5. Vendor/Customer Tracking

19. Purchasing Menu    M E N U   C A L L S
22.                   20. Vendor Spoils Mgmt    21.
                      23. Dac Main Menu         90. Sign Off

==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE  ||      1. Define Vendor Deals
DAC  ||      2. Enroll Customers in Deals
SYSTEM ||    3. Work with Deal Activity
      ||    4. Print Vendor Deal Definitions
      ||    5. Deal Tracking Report (History)
      ||    6. Deal Activity Recap Report
      ||    7. Search Deals for An Item
      ||    8. Deal Comparison
      ||    9. Deal Salesrep FM Report

19. Purchasing Menu    M E N U   C A L L S
22. Vendor Relations   20. Pre Book Menu         21. Billing Menu
                      23. Dac Main Menu         90. Sign Off

=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals, or the *No data to display* message.

```

CVHXDFR   DISPLAY Creative Data Research           7/28/04 13:56:55
                                Work with Deals
Vendor Deal   Deal Type CLP Only?
              N          Dates   Cents Off   Price   Incentive

Type options, press Enter.
2=Edit   C=Copy   Z=Zoom to Header   L=Loyalty Program

? Vendor Name
ACE BAKING COMPANY                8/01/04
  283 Buydown - Ace Baking Co    B  8/15/04   .15 /           /   .20
BIC CORPORATION                  8/01/04
  280 Bic Corp Pre-book          S  8/15/04   .25 /           /
CAMPBELL SALES COMPANY           8/01/04
  285 Campbell Sales Deal        N  8/15/04           /           /
BATTERY SUPPLY                   8/01/04
  284 Battery Supply Deal        F  8/15/04           /   2.45 /

F3=Exit   F4=Search   F10=Add

```

3. Press <F10> (Add). The Edit Deal Header KEY SCREEN screen appears.

```

CVHZE1R   ADD   Creative Data Research           7/28/04 13:59:29
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number
Deal Number      286

F3=Exit   F9=Go to 'Change' mode

```

4. Enter a vendor code for the **Vendor Number** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.

Note: When entering a price based rebate type of deal, users can include items in the deal which are purchased from vendors other than the vendor whose vendor code is initially entered for the **Vendor Number** field.

```

CVHZE1R   ADD   Creative Data Research           7/28/04 13:59:29
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number W2150
Deal Number      286

F3=Exit   F9=Go to 'Change' mode

```

The value of the **Deal Number** field is automatically generated.

5. Press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	ADD	Creative Data Research	7/28/04 14:01:35
Edit Deal Header			
Vendor Number W2150 DAVID & SONS			
Deal Number : 286			
Type changes, press Enter.			
Deal Type	(? for Values)		
Deal Description . .			
Deal Start Date . .	Ignore Tracking Credits?	(Y/N)	
Deal End Date . . .			
Cents Off	Add-on to an existing allowance?	N	
Deal Price			
Distributor Incentive			
Discount %	(for Wholesaler)		
Rebate %	(for Retailer)		
Affect Cost?	(B=Base, N=Net, A=ALL, X=Neither)		
Fixed Net Cost . . .	Net Cents Off		
Fixed Base Cost . .	Base Cents Off		
F3=Exit			

6. Enter *1* (Rebate Based on Price) for the **Deal Type** (1,a) field and press <Enter>. The *Tracked Only, Pricing Unaffected* message appears.

CVHZE1R	ADD	Creative Data Research	7/28/04 14:02:20
Edit Deal Header			
Vendor Number W2150 DAVID & SONS			
Deal Number : 286			
Type changes, press Enter.			
Tracked Only, Pricing Unaffected.			
Deal Type	1 (? for Values)	Rebate Based on Price	
Deal Description . .			
Deal Start Date . .	Ignore Tracking Credits?	(Y/N)	
Deal End Date . . .			
Discount %	(for Wholesaler)		
Rebate %	(for Retailer)		
F3=Exit			

7. Enter data for the following fields:
- **Deal Description** (25,a) - a description of the vendor deal.
 - **Deal Start Date** (6,n) - the first day of the range of dates within which a customer's order must be entered to qualify for the vendor deal.
 - **Ignore Tracking Credits?** (1,a) - enter *Y* to designate that credits are ignored when calculating the amounts due from vendors, and the amounts for rebate to customers. If left blank, credits are not ignored.
 - **Deal End Date** (6,n) - the last day of the range of dates within which a customer's order must be entered to qualify for the vendor deal.
- Refer to Adding An Order of the Billing document for additional information about entering customer orders.
8. Enter data for one or both of the following fields and press <Field Exit>:
- **Discount %** (5.2,n) - a percentage of the customer's billing price for the item at the standard selling level (unit of measure) which is tracked for rebate to the distributor.
 - **Rebate %** (5.2,n) - a percentage of the customer's billing price for the item at the standard selling level (unit of measure) which is tracked for rebate to the customer.

CVHZE1R	ADD	Creative Data Research	7/28/04 14:02:20
Edit Deal Header			
Vendor Number	W2150	DAVID & SONS	
Deal Number :	286		
Type changes, press Enter.			
Tracked Only, Pricing Unaffected.			
Deal Type	1	(? for Values) Rebate Based on Price	
Deal Description . .	David & Sons Deal		
Deal Start Date . .	080104	Ignore Tracking Credits?	(Y/N)
Deal End Date . . .	081504		
Discount %	5	(for Wholesaler)	
Rebate %	5	(for Retailer)	
F3=Exit			

9. Press <Enter> when data entry is complete.
10. Press <Enter> when prompted to confirm. The Deal Details screen appears.

CVHYDFR	DISPLAY	Creative Data Research	7/28/04 14:04:34
Deal Details			
Vendor	W2150	DAVID & SONS	Master Vendor
Deal	286	David & Sons Deal	1 Rebate Based on Price
Item	Start	End	Percent Retail %
	8/01/04	8/15/04	5.00 5.00
2=Edit D=Delete Item from Deal			
F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header			

Refer to Enrolling Items In Vendor Deals (beginning with step 4) for information about designating which items are included in the deal.

Refer to Editing Vendor Deals for information about using the F10=Edit Header option to change the values of the fields of the Edit Deal Header screen as described above.

Adding Purchasing-Related Vendor Deals

The Work With Vendor Deals application is used to enter the following types of purchasing-related vendor deal records:

- Off PO discount (*P*) - a discount amount based on the total amount of a purchase order appears as a single line item, and is deducted from the purchase order when it is printed. This discount can be calculated using a designated percentage of the total purchase order, or using a single designated amount per order.
- PO off invoice deduction (5) - a discount amount based on the total amount of a purchase order is calculated using a designated percentage of the total purchase order, or using a single designated amount per order. The discount is not deducted from the purchase order when it is printed, but a total of the discounts appears on the P/O Receiving Posting Report.
- Purchasing item allowance (2) - a discount amount is deducted from an item's unit cost when a purchase order is printed. This discount can be calculated using a designated percentage, or a single designated amount per item.
- Item Allow-IO Deduction (4) - a discount amount is calculated, either by using a designated percentage or a single designated amount per item, to be deducted from an item's unit cost, but not when a purchase order is printed. Each discount amount appears per item on the P/O Receiving Posting Report.
- Purchasing tracker (3) - a specific amount or a percentage of the item's net cost is tracked for rebate to the distributor, and not deducted from the purchase order.

As with billing-related vendor deals, purchasing-related deals are not incorporated in the purchasing calculations of suggested order quantities.

Before using any off PO discount (*P*) type or purchasing item allowance (2) type of vendor deal, an item record (see example below) must be added using the Work With Items application, and the item's number must be entered for the **Auto PO-Adjustment Item#** field of the SYS008 default system option. Refer to Working With Sales Classes of the Item File Maintenance document for information about defining a sales class record for adding miscellaneous item records, such as a PO discount item, which should be excluded from profitability and sales analysis calculations.

DCBJE1R	CHANGE	Creative Data Research	7/27/04 9:07:46						
Edit Item V3 Details									
W.H. 1	Description		Retail PK	Status					
Item 000200 - 8	PO DISCOUNT ITEM			C A					
Category . . .	10 Vendor	Mfr#	Standard U/M	1					
Sales Class	999 Mfg. List	.010	Buying U/M	1 A					
Product Class	Net Cost	.010 N%M	Catch Weight	N					
Tax Class .	Base Cost	.010 B%M	Inventory Sts	Y					
Book Heading	List Price	.010 L%M	Location						
Book Seq. .	MSRP . . .	R%M	Consumable Units						
Book Exclusion									
U/M	Mult	Sell	MOQ	Mult	UPC Numbers	Weights	On Hand	Avail.	On Order
1 EA	1	Y		N					
2	1			N					
3	1			N					
4	1			N					
Substitute Item/Type .					Mfr. Out of Stock Code	Guarantee Return Y			
Max. Allocation Qty & U/M					Backorder Code . . .	N Seasonal Code			
Restocking Fee % . . .					Daily tracking Status	N			
Pallet Tie/High . . .					Original Date	7/26/04			
F1>Show Command Keys					F3=Exit				

To use an off PO discount (P) type or PO off invoice deduction (5) type of deal, the user only needs to add the vendor deal. Refer to Adding Off PO Discount Deals and Adding PO Off Invoice Deduction Deals for additional information.

To use a purchasing item allowance (2) type or Item Allow-OI Deduction (4) type of deal, the user must “enroll” items after adding the deal. Refer to Adding Purchasing Item Allowance Deals, Adding Item Allow-OI Deduction Deals, and Enrolling Items In Vendor Deals for additional information.

The steps below are followed to use a purchasing tracker type of deal:

Step 1: Add the vendor deal. This step includes designating the beginning date and the ending date (after which the deal expires). Refer to Adding Purchasing Tracker Deals for additional information.

Step 2: Enroll the items to which the vendor deal applies. Refer to Enrolling Items In Vendor Deals for additional information.

Step 3: Import the receivable amounts due for purchasing tracker deals. Importing can be done by order date as purchase orders are printed, or by the date received as purchase orders are received. Refer to Importing Receivable Amounts Due for additional information.

Step 4: Export the receivable amounts due of a purchasing tracker deal after it expires (and after all receivable amounts due are imported) to create a vendor receivable debit transaction for the deal. Refer to Exporting Vendor Deals for additional information.

Step 5: Define the reasons which will be used when entering credit (and debit) receivable transactions. Refer to Adding Vendor Relations Reasons for additional information.

Step 6: Enter and post receivable credit transactions as amounts due are received from vendors. If necessary, debit transactions can also be entered and posted. Users also have the option of selecting credit transactions to be automatically applied to designated debit transactions when posting is done. Refer to Adding Vendor Receivable Transactions for additional information.

Step 7: Apply credit transactions to debit transactions. Refer to Applying Vendor Receivable Transactions for additional information. Note: This is not a required step if users selected receivable credit transactions to be automatically applied before posting in the previous step.

Adding Off PO Discount Deals

The instructions below describe using the Define Vendor Deals application to enter an off PO discount (P) type of purchasing-related vendor deal. It is used to deduct a discount amount from a purchase order when it is printed. The discount, which appears as a line item on the purchase order, is calculated using a designated percentage of the total purchase order, or using a single designated amount per order. Unlike other purchasing-related deals, items are not enrolled in an off PO discount type of vendor deal.

Before using any off PO discount type of deal, an item number must be entered for the **Auto PO-Adjustment Item#** field of the SYS008 default system option. Refer to the DAC Default System Options document for additional information.

```
User: JEANNINE          Menu: VRCV1          Date: 7/28/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||          1. Vendor Deals & Tracking
DAC    ||          2. Vendor Billing
SYSTEM ||          3. Vendor Receivables
|||||||          4. Customer Loyalty Program
|||          5. Vendor/Customer Tracking

                                M E N U   C A L L S
19. Purchasing Menu          20.
22.                          23. Dac Main Menu          21. Sign Off
=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE    ||          1. Define Vendor Deals
DAC    ||          2. Enroll Customers in Deals
SYSTEM ||          3. Work with Deal Activity
|||||||          4. Print Vendor Deal Definitions
|||          5. Deal Tracking Report (History)
|||          6. Deal Activity Recap Report
|||          7. Search Deals for An Item
|||          8. Deal Comparison
|||          9. Deal Salesrep PM Report

                                M E N U   C A L L S
19. Purchasing Menu          20. Pre Book Menu          21. Billing Menu
22. Vendor Relations          23. Dac Main Menu          90. Sign Off
=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals, or the *No data to display* message.

```

CVHXDFR    DISPLAY Creative Data Research          7/28/04 15:08:33
                                Work with Deals
Vendor Deal  Deal Type CLP Only?
              N          Dates  Cents Off  Price  Incentive

Type options, press Enter.
2=Edit  C=Copy  Z=Zoom to Header  L=Loyalty Program

? Vendor Name
ACE BAKING COMPANY          8/01/04
 283 Buydown - Ace Baking Co  B  8/15/04    .15  /      /    .20
BIC CORPORATION            8/01/04
 280 Bic Corp Pre-book      S  8/15/04    .25  /      /
CAMPBELL SALES COMPANY     8/01/04
 285 Campbell Sales Deal    N  8/15/04      /      /
DAVID & SONS                8/01/04
 286 David & Sons Deal      1  8/15/04      /      /
BATTERY SUPPLY             8/01/04
 284 Battery Supply Deal    F  8/15/04      /    2.45  /

F3=Exit  F4=Search  F10=Add

```

3. Press <F10> (Add). The Edit Deal Header KEY SCREEN screen appears.

```

CVHZE1R    ADD    Creative Data Research          7/28/04 15:12:07
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number
Deal Number      287

F3=Exit  F9=Go to 'Change' mode

```

4. Enter a vendor code for the **Vendor Number** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.

```

CVHZE1R    ADD    Creative Data Research          7/28/04 15:12:07
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number 04150
Deal Number      287

F3=Exit  F9=Go to 'Change' mode

```

The value of the **Deal Number** field is automatically generated.

5. Press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	ADD	Creative Data Research	7/28/04 15:14:45
Edit Deal Header			
Vendor Number 04150 BATTERY SUPPLY			
Deal Number : 287			
Type changes, press Enter.			
Deal Type	(? for Values)		
Deal Description . .			
Deal Start Date . .			
Deal End Date . . .			
Cents Off	Add-on to an existing allowance? N		
Deal Price			
Distributor Incentive			
Discount %	(for Wholesaler)		
Rebate %	(for Retailer)		
Affect Cost?	(B=Base, N=Net, A=ALL, X=Neither)		
Fixed Net Cost . . .	Net Cents Off		
Fixed Base Cost . .	Base Cents Off		
F3=Exit			

6. Enter **P** (Off PO Discount) for the **Deal Type** (1,a) field and press <Enter>. The *Only Affects Purchase Orders to Vendor* message appears.

CVHZE1R	ADD	Creative Data Research	7/28/04 15:15:49
Edit Deal Header			
Vendor Number 04150 BATTERY SUPPLY			
Deal Number : 287			
Type changes, press Enter.			
Only Affects Purchase Orders to Vendor.			
Deal Type	P (? for Values)	Off PO Discount	
Deal Description . .		Max# of Buys->	
Deal Start Date . .			
Deal End Date . . .			
Deal Price	(Off-Invoice \$Amt)		
Discount %	(for Wholesaler)		
F3=Exit			

7. Enter data for the following fields:
- **Deal Description** (25,a) - a description of the vendor deal.
 - **Deal Start Date** (6,n) - the first day of the range of dates within which a purchase order must be entered to qualify for the vendor deal.
 - **Deal End Date** (6,n) - the last day of the range of dates within which a purchase order must be entered to qualify for the vendor deal.
- Note: Any value entered for the **Max# of Buys** (5,n) field has no effect on the vendor deal. It is used for informational purposes only.
8. Enter data for only one of the following fields and press <Field Exit>:
- **Deal Price** (7.2,n) - an amount which the vendor is offering to deduct from purchase orders.
 - **Discount %** (5.2,n) - a percentage of the distributor's purchase order total which the vendor is offering to deduct.

CVHZE1R	ADD	Creative Data Research	7/28/04 15:15:49
Edit Deal Header			
Vendor Number 04150 BATTERY SUPPLY			
Deal Number : 287			
Type changes, press Enter.			
Only Affects Purchase Orders to Vendor.			
Deal Type P (? for Values) Off PO Discount			
Deal Description . . Battery Supply PO % Off Max# of Buys->			
Deal Start Date . . 072904			
Deal End Date . . . 073104			
Deal Price (Off-Invoice \$Amt)			
Discount % 5 (for Wholesaler)			
F3=Exit			

9. Press <Enter> when data entry is complete.
10. Press <Enter> when prompted to confirm. The Deal Details screen appears.

Refer to Editing Vendor Deals for information about using the F10=Edit Deal Header option to change the values of the fields of the Edit Deal Header Details screen as described above.

Adding PO Off Invoice Deduction Deals

The instructions below describe using the Define Vendor Deals application to enter a PO off invoice deduction (5) type of purchasing-related vendor deal. It is used to deduct a discount amount from a purchase order, but unlike the off invoice discount (P) type of deal, the discount does not appear as a line item on the purchase order.

The discount amount is based on the total amount of the purchase order, and is calculated using a designated percentage of the total purchase order, or using a single designated amount per order.

The discount is not deducted from the purchase order when it is printed, but a total of the discounts appears on the P/O Receiving Posting Report.

Like off invoice discount (P) type deals, items are not enrolled in a PO off invoice deduction (5) type of vendor deal.

Before using any PO off invoice deduction (5) type of deal, 4 must be entered for the **Seq.of POSTRPT** field, and 3 must be entered for the **P.O Print Version** field of the SYS008 default system option. Refer to the DAC Default System Options document for additional information.

If the DAC Accounts Payable (A/P) System is used, the *VRDEAL5* A/P item record must be added before using any PO off invoice deduction (5) type of deal. Refer to Working With A/P Item Records of the Accounts Payable document for additional information.

```
User: JEANNINE          Menu: VRCV1          Date: 6/29/05

===== V E N D O R   R E L A T I O N S =====
|||||
THE  ||      1. Vendor Deals & Tracking
DAC  ||      2. Vendor Billing
SYSTEM ||    3. Vendor Receivables
      ||    4. Customer Loyalty Program
      ||    5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20. Vendor Spoils Mgmt    21.
22.                    23. Dac Main Menu         90. Sign Off

==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||
THE  ||      1. Define Vendor Deals
DAC  ||      2. Enroll Customers in Deals
SYSTEM ||    3. Work with Deal Activity
      ||    4. Print Vendor Deal Definitions
      ||    5. Deal Tracking Report (History)
      ||    6. Deal Activity Recap Report
      ||    7. Search Deals for An Item
      ||    8. Deal Comparison
      ||    9. Deal Salesrep PM Report

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu         21. Billing Menu
22. Vendor Relations    23. Dac Main Menu         90. Sign Off

=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals, or the *No data to display* message.

```
CVHXDFR      DISPLAY Creative Data Research      6/29/05 16:29:18
                                Work with Deals
Vendor Deal   Deal Type CLP Only?
                   N           Dates   Cents Off   Price   Incentive
                                *OPEN*

Type options, press Enter.
2=Edit   C=Copy   Z=Zoom to Header   L=Loyalty Program

F3=Exit   F4=Search   F7=Open/All   F10=Add
No data to display.
```

3. Press <F10> (Add). The Edit Deal Header KEY SCREEN screen appears.

```
CVHZE1R      ADD      Creative Data Research      6/29/05 16:29:53
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number
Deal Number      323

F3=Exit   F9=Go to 'Change' mode
```

4. Enter a vendor code for the **Vendor Number** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.

```
CVHZE1R      ADD      Creative Data Research      6/29/05 16:29:53
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number 04150
Deal Number      323

F3=Exit   F9=Go to 'Change' mode
```

The value of the **Deal Number** field is automatically generated.

5. Press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	ADD	Creative Data Research	6/29/05 16:31:22
Edit Deal Header			
Vendor Number 04150 BATTERY SUPPLY			
Deal Number : 323			
Type changes, press Enter.			
Deal Type	(? for Values)		
Deal Description . .			
Deal Start Date . .	Ignore Tracking Credits?	(Y/N)	
Deal End Date . . .			
Cents Off	Add-on to an existing allowance?	N	
Deal Price			
Distributor Incentive			
Discount %	(for Wholesaler)		
Rebate %	(for Retailer)		
Affect Cost?	(B=Base, N=Net, A=ALL, X=Neither)		
Fixed Net Cost . . .	Net Cents Off		
Fixed Base Cost . .	Base Cents Off		
Last Changed by:	0:00:00 Created		
F3=Exit			

6. Enter 5 (PO Off Invoice Deduction) for the **Deal Type** (1,a) field and press <Enter>.

CVHZE1R	ADD	Creative Data Research	6/29/05 16:32:36
Edit Deal Header			
Vendor Number 04150 BATTERY SUPPLY			
Deal Number : 323			
Type changes, press Enter.			
Deal Type	5 (? for Values)	PO Off Invoice Deduction	
Deal Description . .		Max# of Buys->	
Deal Start Date . .			
Deal End Date . . .			
Deal Price			
Discount %	(for Wholesaler)		
Last Changed by: 0:00:00 Created			
F3=Exit			

7. Enter data for the following fields:

- **Deal Description** (25,a) - a description of the vendor deal.
- **Deal Start Date** (6,n) - the first day of the range of dates within which a purchase order must be entered to qualify for the vendor deal.
- **Deal End Date** (6,n) - the last day of the range of dates within which a purchase order must be entered to qualify for the vendor deal.

Note: Any value entered for the **Max# of Buys** (5,n) field has no effect on the vendor deal. It is used for informational purposes only.

8. Enter data for only one of the following fields and press <Field Exit>:

- **Deal Price** (7.2,n) - an amount which the vendor is offering to deduct from purchase orders.
- **Discount %** (5.2,n) - a percentage of the distributor's purchase order total which the vendor is offering to deduct.

Note: The discount is not deducted from the purchase order when it is printed, but a total of the discounts appears on the P/O Receiving Posting Report.

CVHZE1R	CHANGE	Creative Data Research	7/01/05 11:26:27
Edit Deal Header			
Vendor Number 04150 BATTERY SUPPLY			
Deal Number : 323			
Type changes, press Enter.			
Affects Total PO Amount			
Deal Type 5 (? for Values) PO Off Invoice Deduction			
Deal Description . . Battery Supply Deal Max# of Buys->			
Deal Start Date . . 070105			
Deal End Date . . . 123105			
Deal Price			
Discount % 10 (for Wholesaler)			
Last Changed by: JEANNINE 7/01/05 11:02:17 Created 7/01/05			
F3=Exit F5=Customer Loyalty Program F8=Salesrep Incentive F11=Delete			

9. Press <Enter> when data entry is complete.
10. Press <Enter> when prompted to confirm. The Deal Details screen appears.

Refer to Editing Vendor Deals for information about using the F10=Edit Deal Header option to change the values of the fields of the Edit Deal Header Details screen as described above.

Adding Purchasing Item Allowance Deals

The instructions below describe using the Define Vendor Deals application to enter a purchasing item allowance (2) type of vendor deal. It is used to deduct a discount amount from an item's unit cost when a purchase order is printed. The discount is calculated using a designated percentage of an item's net cost, or using a single designated amount per item.

Before using any purchasing item allowance type of deal, an item number must be entered for the **Auto PO-Adjustment Item#** field of the SYS008 default system option. Refer to the DAC Default System Options document for additional information.

```
User: JEANNINE           Menu: VRCV1           Date: 7/29/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||                1. Vendor Deals & Tracking
DAC    ||                2. Vendor Billing
SYSTEM ||                3. Vendor Receivables
|||||||                4. Customer Loyalty Program
|||||||                5. Vendor/Customer Tracking

                                M E N U   C A L L S
19. Purchasing Menu           20.                               21.
22.                           23. Dac Main Menu           90. Sign Off
=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE           Menu: VRDCV1           Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE    ||                1. Define Vendor Deals
DAC    ||                2. Enroll Customers in Deals
SYSTEM ||                3. Work with Deal Activity
|||||||                4. Print Vendor Deal Definitions
|||||||                5. Deal Tracking Report (History)
|||||||                6. Deal Activity Recap Report
|||||||                7. Search Deals for An Item
|||||||                8. Deal Comparison
|||||||                9. Deal Salesrep PM Report

                                M E N U   C A L L S
19. Purchasing Menu           20. Pre Book Menu           21. Billing Menu
22. Vendor Relations          23. Dac Main Menu           90. Sign Off
=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals, or the *No data to display* message.

```

CVHXDFR    DISPLAY Creative Data Research          7/29/04  9:04:56
                                Work with Deals
Vendor Deal  Deal Type CLP Only?
              N          Dates  Cents Off  Price  Incentive

Type options, press Enter.
2=Edit  C=Copy  Z=Zoom to Header  L=Loyalty Program

? Vendor Name
ACE BAKING COMPANY                8/01/04
283 Buydown - Ace Baking Co      B  8/15/04    .15  /      /    .20
BIC CORPORATION                  8/01/04
280 Bic Corp Pre-book            S  8/15/04    .25  /      /
CAMPBELL SALES COMPANY           8/01/04
285 Campbell Sales Deal          N  8/15/04      /      /
DAVID & SONS                      8/01/04
286 David & Sons Deal             1  8/15/04      /      /
BATTERY SUPPLY                   8/01/04
284 Battery Supply Deal          F  8/15/04      /    2.45  /
BATTERY SUPPLY                   7/29/04
287 Battery Supply PO % Off      P  7/31/04

F3=Exit  F4=Search  F10=Add

```

3. Press <F10> (Add). The Edit Deal Header KEY SCREEN screen appears.

```

CVHZE1R    ADD    Creative Data Research          7/29/04  9:08:36
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number
Deal Number      288

F3=Exit  F9=Go to 'Change' mode

```

4. Enter a vendor code for the **Vendor Number** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.

```

CVHZE1R    ADD    Creative Data Research          7/29/04  9:08:36
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number W2420
Deal Number      288

F3=Exit  F9=Go to 'Change' mode

```

The value of the **Deal Number** field is automatically generated.

5. Press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	ADD	Creative Data Research	7/29/04 9:16:39
Edit Deal Header			
Vendor Number W2420 DYER INTERNATIONAL			
Deal Number : 288			
Type changes, press Enter.			
Deal Type (? for Values)			
Deal Description . .			
Deal Start Date . .			
Deal End Date . . .			
Cents Off Add-on to an existing allowance? N			
Deal Price			
Distributor Incentive			
Discount % (for Wholesaler)			
Rebate % (for Retailer)			
Affect Cost? (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost Net Cents Off			
Fixed Base Cost Base Cents Off			
F3=Exit			

6. Enter 2 (Purchasing Item Allowance) for the **Deal Type** (1,a) field and press <Enter>. The *Only Affects Purchase Order Items* message appears.

CVHZE1R	ADD	Creative Data Research	7/29/04 9:17:18
Edit Deal Header			
Vendor Number W2420 DYER INTERNATIONAL			
Deal Number : 288			
Type changes, press Enter.			
Only Affects Purchase Order Items.			
Deal Type 2 (? for Values) Purchasing Item Allowance			
Deal Description Max# of Buys->			
Deal Start Date			
Deal End Date			
Distributor Incentive			
Discount % (for Wholesaler)			
F3=Exit			

7. Enter data for the following fields:

- **Deal Description** (25,a) - a description of the vendor deal.
- **Deal Start Date** (6,n) - the first day of the range of dates within which a purchase order must be entered to qualify for the vendor deal.
- **Deal End Date** (6,n) - the last day of the range of dates within which a purchase order must be entered to qualify for the vendor deal.

Note: Any value entered for the **Max# of Buys** (5,n) field has no effect on the vendor deal. It is used for informational purposes only.

8. Enter data for only one of the following fields and press <Field Exit>:

- **Distributor Incentive** (5.2,n) - an amount which is deducted from the unit cost of an item on a purchase order. The value of the **Distributor Incentive** field is used as the default value when enrolling items in the vendor deal. Refer to Enrolling Items In Vendor Deals for information about the **Incentive** field.
- **Discount %** (5.2,n) - a percentage which is deducted from an item's unit cost on a purchase order.

CVHZE1R ADD Creative Data Research		7/29/04 9:17:18
Edit Deal Header		
Vendor Number	W2420	DYER INTERNATIONAL
Deal Number :	288	
Type changes, press Enter.		
Only Affects Purchase Order Items.		
Deal Type	2	(? for Values) Purchasing Item Allowance
Deal Description . . .	Dyer Intl Deal	
Deal Start Date . . .	080104	
Deal End Date	081504	
Distributor Incentive	5	
Discount %	(for Wholesaler)	
F3=Exit		

9. Press <Enter> when data entry is complete.
10. Press <Enter> when prompted to confirm. The Deal Details screen appears.

CVHYDFR DISPLAY Creative Data Research		7/29/04 9:17:48
Deal Details		
Vendor	W2420	DYER INTERNATIONAL
Deal	288	Dyer Intl Deal
Item	Start	End
	8/01/04	8/15/04
		Incentive
		5.00
2=Edit D=Delete Item from Deal		
? Item	Item Description	\$ Off Fixed\$ Incent Whsle%
F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header		

Refer to Enrolling Items In Vendor Deals (beginning with step 4) for information about designating which items are included in the deal.

Refer to Editing Vendor Deals for information about using the F10=Edit Deal Header option to change the values of the fields of the Edit Deal Header screen as described above.

Adding Item Allow-OI Deduction Deals

The instructions below describe using the Define Vendor Deals application to enter an item allow-OI deduction (4) type of vendor deal. It is used to deduct a discount amount from an item's unit cost, but not when a purchase order is printed. Unlike the purchasing item allowance (2) type of deal, the discount amount appears per item on the P/O Receiving Posting Report. A total of the discounts also appears on the posting report.

The discount is calculated using a designated percentage of an item's net cost, or using a single designated amount per item.

Before using any item allow-OI deduction (4) type of deal, 4 must be entered for the **Seq.of POSTRPT** field, and 3 must be entered for the **P.O Print Version** field of the SYS008 default system option. Refer to the DAC Default System Options document for additional information.

If the DAC Accounts Payable (A/P) System is used, the *VRDEAL4* A/P item record must be added before using any item allow-OI deduction (4) type of deal. Refer to Working With A/P Item Records of the Accounts Payable document for additional information.

```
User: JEANNINE           Menu: VRCV1           Date: 7/01/05

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||                1. Vendor Deals & Tracking
DAC    ||                2. Vendor Billing
SYSTEM ||                3. Vendor Receivables
|||||||                4. Customer Loyalty Program
|||||||                5. Vendor/Customer Tracking

19. Purchasing Menu      M E N U   C A L L S
22.                      20. Vendor Spoils Mgmt    21.
                        23. Dac Main Menu          90. Sign Off

==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE           Menu: VRDCV1           Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE    ||                1. Define Vendor Deals
DAC    ||                2. Enroll Customers in Deals
SYSTEM ||                3. Work with Deal Activity
|||||||                4. Print Vendor Deal Definitions
|||||||                5. Deal Tracking Report (History)
|||||||                6. Deal Activity Recap Report
|||||||                7. Search Deals for An Item
|||||||                8. Deal Comparison
|||||||                9. Deal Salesrep FM Report

19. Purchasing Menu      M E N U   C A L L S
22. Vendor Relations     20. Pre Book Menu          21. Billing Menu
                        23. Dac Main Menu          90. Sign Off

=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The

Work With Deals screen appears with a list of previously entered vendor deals, or the *No data to display* message.

```
CVHXDFR    DISPLAY Creative Data Research          7/01/05 15:14:48
                                Work with Deals
Vendor Deal  Deal Type CLP Only?
                        N          Dates    Cents Off    Price    Incentive
                                           *OPEN*

Type options, press Enter.
2=Edit  C=Copy  Z=Zoom to Header  L=Loyalty Program

F3=Exit  F4=Search  F7=Open/All  F10=Add
No data to display.
```

3. Press <F10> (Add). The Edit Deal Header KEY SCREEN screen appears.

```
CVHZE1R    ADD    Creative Data Research          7/01/05 15:15:20
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number
Deal Number      324

F3=Exit  F9=Go to 'Change' mode
```

4. Enter a vendor code for the **Vendor Number** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.

```
CVHZE1R    ADD    Creative Data Research          7/01/05 15:15:20
                                Edit Deal Header KEY SCREEN

Type choices, press Enter.

Vendor Number W2420
Deal Number      324

F3=Exit  F9=Go to 'Change' mode
```

The value of the **Deal Number** field is automatically generated.

5. Press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	ADD	Creative Data Research	7/01/05 15:16:58
Edit Deal Header			
Vendor Number W2420 DYER INTERNATIONAL			
Deal Number : 324			
Type changes, press Enter.			
Deal Type	(? for Values)		
Deal Description . .			
Deal Start Date . .	Ignore Tracking Credits?	(Y/N)	
Deal End Date . . .			
Cents Off	Add-on to an existing allowance?	N	
Deal Price			
Distributor Incentive			
Discount %	(for Wholesaler)		
Rebate %	(for Retailer)		
Affect Cost?	(B=Base, N=Net, A=ALL, X=Neither)		
Fixed Net Cost . . .	Net Cents Off		
Fixed Base Cost . .	Base Cents Off		
Last Changed by:	0:00:00	Created	
F3=Exit			

6. Enter 4 (Item Allow-OI Deduction) for the **Deal Type** (1,a) field and press <Enter>.

CVHZE1R	ADD	Creative Data Research	7/01/05 15:17:34
Edit Deal Header			
Vendor Number W2420 DYER INTERNATIONAL			
Deal Number : 324			
Type changes, press Enter.			
Only Affects Purchase (Off Invoice Deduc			
Deal Type	4 (? for Values)	Item Allow(OI Deducution)	
Deal Description . .		Max# of Buys->	
Deal Start Date . .			
Deal End Date . . .			
	Add-on to an existing allowance?	N	
Distributor Incentive			
Discount %	(for Wholesaler)		
Last Changed by: 0:00:00 Created			
F3=Exit			

7. Enter data for the following fields:

- **Deal Description** (25,a) - a description of the vendor deal.
- **Deal Start Date** (6,n) - the first day of the range of dates within which a purchase order must be entered to qualify for the vendor deal.
- **Deal End Date** (6,n) - the last day of the range of dates within which a purchase order must be entered to qualify for the vendor deal.

Note: Any value entered for the **Max# of Buys** (5,n) field has no effect on the vendor deal. It is used for informational purposes only.

8. Enter data for only one of the following fields and press <Field Exit>:

- **Distributor Incentive** (5.2,n) - an amount which is deducted from the unit cost of an item on a purchase order. The value of the **Distributor Incentive** field is used as the default value when enrolling items in the vendor deal. Refer to Enrolling Items In Vendor Deals for information about the **Incentive** field.
- **Discount %** (5.2,n) - a percentage which is deducted from an item's unit cost on a purchase order.

CVHZE1R	ADD	Creative Data Research	7/01/05 15:17:34
Edit Deal Header			
Vendor Number W2420 DYER INTERNATIONAL			
Deal Number : 324			
Type changes, press Enter.			
Only Affects Purchase (Off Invoice Deduc			
Deal Type 4 (? for Values) Item Allow(OI Dedcution)			
Deal Description . . Dyer Intl Deal Max# of Buys->			
Deal Start Date . . 070105			
Deal End Date . . . 093005			
Add-on to an existing allowance? N			
Distributor Incentive 5			
Discount % (for Wholesaler)			
Last Changed by: 0:00:00 Created			
F3=Exit			

9. Press <Enter> when data entry is complete.
10. Press <Enter> when prompted to confirm. The Deal Details screen appears.

CVHYDFR	DISPLAY	Creative Data Research	7/01/05 15:27:40
Deal Details			
Vendor W2420 DYER INTERNATIONAL		Master Vendor	
Deal	324	Dyer Intl Deal	4
Item	Start	End	Incentive
	7/01/05	9/30/05	5.00
2=Edit D=Delete Item from Deal			
F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header			
No data to display.			

Refer to Enrolling Items In Vendor Deals (beginning with step 4) for information about designating which items are included in the deal.

Refer to Editing Vendor Deals for information about using the F10=Edit Deal Header option to change the values of the fields of the Edit Deal Header screen as described above.

Adding Purchasing Tracker Deals

The instructions below describe using the Define Vendor Deals application to enter a purchasing tracker (3) type of vendor deal. It is used to designate a billback incentive amount which is tracked for rebate to the distributor. The discount is calculated using a specific amount per item, or using a percentage of an item's unit cost, and is not deducted from purchase orders.

```
User: JEANNINE          Menu: VRCV1          Date: 7/29/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||      1. Vendor Deals & Tracking
DAC    ||      2. Vendor Billing
SYSTEM ||      3. Vendor Receivables
|||||||      4. Customer Loyalty Program
|||      5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20.
22.                    23. Dac Main Menu    21.
                               90. Sign Off

=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE    ||      1. Define Vendor Deals
DAC    ||      2. Enroll Customers in Deals
SYSTEM ||      3. Work with Deal Activity
|||||||      4. Print Vendor Deal Definitions
|||      5. Deal Tracking Report (History)
|||      6. Deal Activity Recap Report
|||      7. Search Deals for An Item
|||      8. Deal Comparison
|||      9. Deal Salesrep PM Report

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu    21. Billing Menu
22. Vendor Relations    23. Dac Main Menu    90. Sign Off

=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals, or the *No data to display* message.

CVHXDFR	DISPLAY	Creative Data Research	7/29/04 13:53:10
Work with Deals			
Vendor Deal	Deal Type	CLP Only?	
	N	Dates	Cents Off Price Incentive
Type options, press Enter.			
2=Edit C=Copy Z=Zoom to Header L=Loyalty Program			
? Vendor Name			
ACE BAKING COMPANY			
283	Buydown - Ace Baking Co	B	8/01/04
			8/15/04 .15 / / .20
BIC CORPORATION			
280	Bic Corp Pre-book	S	8/01/04
			8/15/04 .25 / /
CAMPBELL SALES COMPANY			
285	Campbell Sales Deal	N	8/01/04
			8/15/04 / /
DAVID & SONS			
286	David & Sons Deal	1	8/01/04
			8/15/04 / /
BATTERY SUPPLY			
284	Battery Supply Deal	F	8/01/04
			8/15/04 / 2.45 /
BATTERY SUPPLY			
287	Battery Supply PO % Off	P	7/29/04
			7/31/04
F3=Exit F4=Search F10=Add			

3. Press <F10> (Add). The Edit Deal Header KEY SCREEN screen appears.

CVHZE1R	ADD	Creative Data Research	7/29/04 13:53:51
Edit Deal Header KEY SCREEN			
Type choices, press Enter.			
Vendor Number			
Deal Number	290		
F3=Exit F9=Go to 'Change' mode			

4. Enter a vendor code for the **Vendor Number** (6,a) field, or press <F4> to select a vendor code from the Select Vendor Master screen.

Note: When entering a purchasing tracker type of deal, users can include items in the deal which are purchased from vendors other than the vendor whose vendor code is initially entered for the **Vendor Number** field.

CVHZE1R	ADD	Creative Data Research	7/29/04 13:53:51
Edit Deal Header KEY SCREEN			
Type choices, press Enter.			
Vendor Number W0020			
Deal Number 290			

The value of the **Deal Number** field is automatically generated.

5. Press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	ADD	Creative Data Research	7/29/04 13:56:33
Edit Deal Header			
Vendor Number W0020 ACE BAKING COMPANY			
Deal Number : 290			
Type changes, press Enter.			
Deal Type (? for Values)			
Deal Description . .			
Deal Start Date . .			
Deal End Date . . .			
Cents Off Add-on to an existing allowance? N			
Deal Price			
Distributor Incentive			
Discount % (for Wholesaler)			
Rebate % (for Retailer)			
Affect Cost? (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost Net Cents Off			
Fixed Base Cost Base Cents Off			
F3=Exit			

6. Enter 3 (Purchasing Tracker) for the **Deal Type** (1,a) field and press <Enter>.

CVHZE1R	ADD	Creative Data Research	7/29/04 13:57:37
Edit Deal Header			
Vendor Number W0020 ACE BAKING COMPANY			
Deal Number : 290			
Type changes, press Enter.			
Deal Type 3 (? for Values) Purchasing Tracker			
Deal Description . .			
Deal Start Date . .			
Deal End Date . . .			
Distributor Incentive			
Discount % (for Wholesaler)			
F3=Exit			

7. Enter data for the following fields:

- **Deal Description** (25,a) - a description of the vendor deal.
- **Deal Start Date** (6,n) - the first day of the range of dates within which a purchase order must be entered to qualify for the vendor deal.
- **Deal End Date** (6,n) - the last day of the range of dates within which a purchase order must be entered to qualify for the vendor deal.

8. Enter data for only one of the following fields and press <Field Exit>:

- **Distributor Incentive** (5.2,n) - an amount per item which is tracked for rebate to the distributor. The value of the **Distributor Incentive** field is used as the default value when enrolling items in the vendor deal. Refer to Enrolling Items In Vendor Deals for information about the **Incentive** field.
- **Discount %** (5.2,n) - a percentage of an item's unit cost which is tracked for rebate to the distributor..

```

CVHZE1R  ADD      Creative Data Research      7/29/04 13:57:37
                        Edit Deal Header

Vendor Number  W0020 ACE BAKING COMPANY
Deal Number :   290

Type changes, press Enter.

Deal Type . . . . . 3 (? for Values) Purchasing Tracker
Deal Description . . Ace Baking Co Deal
Deal Start Date . . 080104
Deal End Date . . . 081504

Distributor Incentive 0.10
Discount % . . . . . (for Wholesaler)

F3=Exit

```

9. Press <Enter> when data entry is complete.
10. Press <Enter> when prompted to confirm. The Deal Details screen appears.

```

CVHYDFR  DISPLAY Creative Data Research      7/29/04 14:16:23
                        Deal Details
Vendor W0020 ACE BAKING COMPANY      Master Vendor
Deal   290 Ace Baking Co Deal      3 PURCHASING TRACKER
      Item      Start      End      Incentive Percent
           8/01/04 8/15/04           .10

2=Edit D=Delete Item from Deal
? Item  Item Description      $ Off  Fixed$  Incent Whsle%

F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header

```

Refer to Enrolling Items In Vendor Deals (beginning with step 4) for information about designating which items are included in the deal.

Refer to Editing Vendor Deals for information about using the F10=Edit Deal Header option to change the values of the fields of the Edit Deal Header screen as described above.

Refer to Importing Receivable Amounts Due for information about accumulating receivable amounts for purchasing tracker deals.

Editing Vendor Deals

The instructions below describe using the Define Vendor Deals application to edit a vendor deal. Refer to Editing Items In Vendor Deals for information about using the Define Vendor Deals application to edit the items enrolled in a deal.

```
User: JEANNINE          Menu: VRCV1          Date: 8/04/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||              1. Vendor Deals & Tracking
DAC    ||              2. Vendor Billing
SYSTEM ||              3. Vendor Receivables
|||||||              4. Customer Loyalty Program
|||              5. Vendor/Customer Tracking

                                M E N U   C A L L S
19. Purchasing Menu          20.
22.                          23. Dac Main Menu          21.
                                90. Sign Off
=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE    ||              1. Define Vendor Deals
DAC    ||              2. Enroll Customers in Deals
SYSTEM ||              3. Work with Deal Activity
|||||||              4. Print Vendor Deal Definitions
|||              5. Deal Tracking Report (History)
|||              6. Deal Activity Recap Report
|||              7. Search Deals for An Item
|||              8. Deal Comparison
|||              9. Deal Salesrep PM Report

                                M E N U   C A L L S
19. Purchasing Menu          20. Pre Book Menu          21. Billing Menu
22. Vendor Relations          23. Dac Main Menu          90. Sign Off
=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals.

CVHXDFR	DISPLAY	Creative Data Research	8/04/04 10:40:17
Work with Deals			
Vendor Deal	Deal Type	CLP Only?	
	N	Dates	Cents Off Price Incentive
Type options, press Enter.			
2=Edit C=Copy Z=Zoom to Header L=Loyalty Program			
? Vendor Name			
ACE BAKING COMPANY		8/01/04	
283 Buydown - Ace Baking Co	B	8/15/04	.15 / / .20
BIC CORPORATION		8/01/04	
280 Bic Corp Pre-book	S	8/15/04	.25 / /
CAMPBELL SALES COMPANY		8/01/04	
285 Campbell Sales Deal	N	8/15/04	/ /
DAVID & SONS		8/01/04	
286 David & Sons Deal	1	8/15/04	/ /
BATTERY SUPPLY		8/01/04	
284 Battery Supply Deal	F	8/15/04	/ 2.45 /
BATTERY SUPPLY		7/29/04	
287 Battery Supply PO % Off	P	7/31/04	
F3=Exit F4=Search F10=Add			

When using the Work With Deals screen, the following restrictor fields can be used:

- **Vendor** (6,a) - enter a vendor code and press <Enter>. The list is redisplayed beginning with vendor deals of the desired vendor. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
- **Deal** (6,n) - enter a vendor deal number, press <Field Exit> and press <Enter> to display only the desired vendor deal.
- **Deal Type** (1,a) - enter a vendor deal type code and press <Enter> to limit the list to include only the deals of the desired type.
- **CLP Only?** (1,a) - enter Y and press <Enter> to display only deals defined with the Customer Loyalty Program.

3. Locate the desired deal in the screen's list (use the restrictor fields or <Page Down> if necessary), enter Z (Zoom to Header) in the selection column next to the vendor name, and press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	CHANGE	Creative Data Research	8/04/04 10:56:17
Edit Deal Header			
Vendor Number	04150	BATTERY SUPPLY	
Deal Number :	284		
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type		F (? for Values)	Fixed Vendor Price
Deal Description		Battery Supply Deal	
Deal Start Date		80104	
Deal End Date		81504	
Deal Price		2.45	
Distributor Incentive			
Affect Cost?		N (B=Base, N=Net, A=ALL, X=Neither)	
Fixed Net Cost		Net Cents Off	.10
F3=Exit F5=Customer Loyalty Program F8=Salesrep Incentive F11=Delete			

The fields which appear on the Edit Deal Header screen, as illustrated above, will vary according to the type of vendor deal that is edited. Refer to the detailed descriptions of all the fields in the previous sections.

4. Press <Enter> when editing is complete.

CVHZE1R	CHANGE	Creative Data Research	8/04/04 10:57:06
Edit Deal Header			
Vendor Number 04150 BATTERY SUPPLY			
Deal Number : 284			
Type changes, press Enter.			
Affects Customer Pricing.			
Deal Type F (? for Values) Fixed Vendor Price			
Deal Description . . . Battery Supply Deal			
Deal Start Date . . 80104			
Deal End Date . . . 81504			
Deal Price 2.35			
Distributor Incentive			
Affect Cost? N (B=Base, N=Net, A=ALL, X=Neither)			
Fixed Net Cost . . . Net Cents Off .10			
F3=Exit F5=Customer Loyalty Program F8=Salesrep Incentive F11=Delete			
CONFIRM: Y (Y/N)			

5. Press <Enter> when prompted to confirm. The *Replace deal item incentives with deal header level values?* message appears.
6. Press <Enter> to apply the changes to items already enrolled for the deal; otherwise, enter *N* (no) and press <Enter>. The Work With Deals screen appears.

CVHXDFR	DISPLAY	Creative Data Research	8/04/04 10:58:24
Work with Deals			
Vendor Deal	Deal Type	CLP Only?	
		N	Dates Cents Off Price Incentive
Type options, press Enter.			
2=Edit C=Copy Z=Zoom to Header L=Loyalty Program			
? Vendor Name			
ACE BAKING COMPANY			
283	Buydown - Ace Baking Co	B	8/15/04 .15 / / .20
BIC CORPORATION			
280	Bic Corp Pre-book	S	8/15/04 .25 / /
CAMPBELL SALES COMPANY			
285	Campbell Sales Deal	N	8/15/04 / /
DAVID & SONS			
286	David & Sons Deal	1	8/15/04 / /
BATTERY SUPPLY			
284	Battery Supply Deal	F	8/15/04 / 2.35 /
BATTERY SUPPLY			
287	Battery Supply PO % Off	P	7/31/04
F3=Exit F4=Search F10=Add			

Deleting Vendor Deals

The instructions below describe using the Define Vendor Deals application to delete a vendor deal. Refer to *Enrolling Items In Vendor Deals* for information about deleting items from a vendor deal. Refer to *Enrolling Customers In Vendor Deals* for information about deleting customers from a vendor deal.

```
User: JEANNINE          Menu: VRCV1          Date: 8/05/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||      1. Vendor Deals & Tracking
DAC    ||      2. Vendor Billing
SYSTEM ||      3. Vendor Receivables
|||||||      4. Customer Loyalty Program
|||      5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20.
22.                    23. Dac Main Menu    21.
                              90. Sign Off

=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE    ||      1. Define Vendor Deals
DAC    ||      2. Enroll Customers in Deals
SYSTEM ||      3. Work with Deal Activity
|||||||      4. Print Vendor Deal Definitions
|||      5. Deal Tracking Report (History)
|||      6. Deal Activity Recap Report
|||      7. Search Deals for An Item
|||      8. Deal Comparison
|||      9. Deal Salesrep PM Report

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu    21. Billing Menu
22. Vendor Relations    23. Dac Main Menu    90. Sign Off

=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals.

CVHXDFR	DISPLAY	Creative Data Research	8/05/04	8:21:10
Work with Deals				
Vendor Deal	Deal Type	CLP Only?		
	N	Dates	Cents Off	Price Incentive
Type options, press Enter.				
2=Edit C=Copy Z=Zoom to Header L=Loyalty Program				
? Vendor Name				
ACE BAKING COMPANY				
283	Buydown - Ace Baking Co	B	8/15/04	.15 / / .20
BIC CORPORATION				
280	Bic Corp Pre-book	S	8/15/04	.25 / /
CAMPBELL SALES COMPANY				
285	Campbell Sales Deal	N	8/15/04	/ /
DAVID & SONS				
286	David & Sons Deal	1	8/15/04	/ /
BATTERY SUPPLY				
284	Battery Supply Deal	F	8/15/04	/ 2.35 /
BATTERY SUPPLY				
287	Battery Supply PO % Off	P	7/31/04	
F3=Exit F4=Search F10=Add				

When using the Work With Deals screen, the following restrictor fields can be used:

- **Vendor** (6,a) - enter a vendor code and press <Enter>. The list is redisplayed beginning with vendor deals of the desired vendor. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
- **Deal** (6,n) - enter a vendor deal number, press <Field Exit> and press <Enter> to display only the desired vendor deal.
- **Deal Type** (1,a) - enter a vendor deal type code and press <Enter> to limit the list to include only the deals of the desired type.
- **CLP Only?** (1,a) - enter Y and press <Enter> to display only deals defined with the Customer Loyalty Program.

3. Locate the desired deal in the screen's list (use the restrictor fields or <Page Down> if necessary), enter Z (Zoom to Header) in the selection column next to the vendor name, and press <Enter>. The Edit Deal Header screen appears.

CVHZE1R	CHANGE	Creative Data Research	8/05/04	8:57:06
Edit Deal Header				
Vendor Number 04150 BATTERY SUPPLY				
Deal Number : 284				
Type changes, press Enter.				
Affects Customer Pricing.				
Deal Type F (? for Values) Fixed Vendor Price				
Deal Description . . . Battery Supply Deal				
Deal Start Date . . . 80104				
Deal End Date . . . 81504				
Deal Price 2.35				
Distributor Incentive				
Affect Cost? N (B=Base, N=Net, A=ALL, X=Neither)				
Fixed Net Cost Net Cents Off .10				
F3=Exit F5=Customer Loyalty Program F8=Salesrep Incentive F11=Delete				

The fields which appear on the Edit Deal Header screen, as illustrated above, will vary according to the type of vendor deal that is edited. Refer to the detailed descriptions of all the fields in the previous sections.

4. Press <F11> (Delete), and press <Enter> when prompted to confirm. The Work With Deals screen appears without the deleted vendor deal.

CVHXDFR	DISPLAY Creative Data Research	8/05/04	8:59:10
Work with Deals			
Vendor Deal	Deal Type CLP Only?		
	N	Dates	Cents Off Price Incentive
Type options, press Enter.			
2=Edit C=Copy Z=Zoom to Header L=Loyalty Program			
? Vendor Name			
ACE BAKING COMPANY		8/01/04	
283 Buydown - Ace Baking Co	B	8/15/04	.15 / / .20
BIC CORPORATION		8/01/04	
280 Bic Corp Pre-book	S	8/15/04	.25 / /
CAMPBELL SALES COMPANY		8/01/04	
285 Campbell Sales Deal	N	8/15/04	/ /
DAVID & SONS		8/01/04	
286 David & Sons Deal	1	8/15/04	/ /
BATTERY SUPPLY		7/29/04	
287 Battery Supply PO % Off	P	7/31/04	
F3=Exit F4=Search F10=Add			

Enrolling Items In Vendor Deals

After a vendor deal (other than an off PO discount type) is added, the Define Vendor Deals application is used to designate the items to which the deal applies. Items can be enrolled individually by item number, or as a group according to item category number, sales class number or product class number.

Note: Users can enroll items in billing-related vendor deals which are purchased from vendors other than the vendor for whom the deal is added.

The instructions below describe adding items to and deleting items from a vendor deal.

```
User: JEANNINE          Menu: VRCV1          Date: 7/29/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE  || 1. Vendor Deals & Tracking
DAC  || 2. Vendor Billing
SYSTEM || 3. Vendor Receivables
||||||| 4. Customer Loyalty Program
||| 5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20.
22.                    23. Dac Main Menu    21.
                        90. Sign Off

=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE  || 1. Define Vendor Deals
DAC  || 2. Enroll Customers in Deals
SYSTEM || 3. Work with Deal Activity
||||||| 4. Print Vendor Deal Definitions
||| 5. Deal Tracking Report (History)
||| 6. Deal Activity Recap Report
||| 7. Search Deals for An Item
||| 8. Deal Comparison
||| 9. Deal Salesrep PM Report

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu    21. Billing Menu
22. Vendor Relations    23. Dac Main Menu    90. Sign Off

=====
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==>
```

2. Select option 1 (Define Vendor Deals) from the VR Deals & Tracking screen. The Work With Deals screen appears with a list of previously entered vendor deals.

CVHXDFR	DISPLAY Creative Data Research	7/29/04 16:40:17
Work with Deals		
Vendor Deal	Deal Type CLP Only?	
	N	Dates Cents Off Price Incentive
Type options, press Enter.		
2=Edit C=Copy Z=Zoom to Header L=Loyalty Program		
? Vendor Name		
ACE BAKING COMPANY		8/01/04
283 Buydown - Ace Baking Co	B	8/15/04 .15 / / .20
BIC CORPORATION		8/01/04
280 Bic Corp Pre-book	S	8/15/04 .25 / /
CAMPBELL SALES COMPANY		8/01/04
285 Campbell Sales Deal	N	8/15/04 / /
DAVID & SONS		8/01/04
286 David & Sons Deal	1	8/15/04 / /
BATTERY SUPPLY		8/01/04
284 Battery Supply Deal	F	8/15/04 / 2.45 /
BATTERY SUPPLY		7/29/04
287 Battery Supply PO % Off	P	7/31/04
F3=Exit F4=Search F10=Add		

When using the Work With Deals screen, the following restrictor fields can be used:

- **Vendor** (6,a) - enter a vendor code and press <Enter>. The list is redisplayed beginning with vendor deals of the desired vendor. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
- **Deal** (6,n) - enter a vendor deal number, press <Field Exit> and press <Enter> to display only the desired vendor deal.
- **Deal Type** (1,a) - enter a vendor deal type code and press <Enter> to limit the list to include only the deals of the desired type.
- **CLP Only?** (1,a) - enter Y and press <Enter> to display only deals defined with the Customer Loyalty Program.

3. Locate the desired deal in the screen's list (use the restrictor fields or <Page Down> if necessary), enter 2 (Edit) in the selection column next to the vendor name, and press <Enter>. The Deal Details screen appears with a list of previously enrolled items, or the *No data to display* message.

CVHYDFR	DISPLAY Creative Data Research	7/29/04 16:52:58
Deal Details		
Vendor W0740	BIC CORPORATION	Master Vendor
Deal	280 Bic Corp Pre-book	S
Item	Start	End \$ Off Fixed\$ Incentive
	8/01/04	8/15/04 .25
		Base Cents Off .25
2=Edit D=Delete Item from Deal		
F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header		
No data to display.		

4. To enroll individual items, one by one, enter data for the following fields, as necessary, and press <Field Exit> after each entry:
 - **Item** (6,n) - the item number for the desired item. If necessary, press <F4> to select an item number from the Select Item screen.

Note: Users can include items in billing-related vendor deals which are purchased from vendors other than the vendor for whom the deal is added.

- Optional: **\$ Off** (5.2,n) - When enrolling items for buydown allowance, standard booking, and trade show booking vendor deals, the amount entered for the **\$ Off** field designates an amount deducted from the customers' billing price for the item at the standard selling level (unit of measure). When enrolling items for vendor rebate deals, the amount entered for the **\$ Off** field designates an amount for each item sold at the standard selling level (unit of measure) which is only tracked for rebate to the customer, and does not affect the customer's billing price on an order.
The default value of the **\$ Off** field is derived from the **Cents Off** field when enrolling items for standard booking, trade show booking, buydown allowance and vendor rebate deals. Refer to Adding Vendor Deals For Pre-Book Orders, Adding Buydown Allowance and Adding Vendor Rebate Deals for additional information about the calculation of the customers' billing price.
- Optional: **Fixed\$** (7.2,n) - a specific amount designated as the customer's billing price for the item at the standard selling level (unit of measure).
The default value of the **Fixed\$** field is derived from the **Deal Price** field when enrolling items for standard booking, trade show booking and fixed vendor rebate types of vendor deals. Refer to Adding Vendor Deals For Pre-Book Orders, and Adding Fixed Vendor Price Deals for additional information about the calculation of the customers' billing price.
- Optional: **Incentive** (5.2,n) - When enrolling items for billing-related vendor deals (standard booking, trade show booking, buydown allowance, vendor rebate, and fixed vendor rebate deals), the amount entered for the **Incentive** field designates an amount for each item sold at the standard selling level (unit of measure) which is tracked for rebate to the distributor.
When enrolling items for purchasing item allowance type of deal, the amount entered for the **Incentive** field is deducted from the unit cost of an item on a purchase order. When enrolling items for purchasing tracker type of deal, the amount entered for the **Incentive** field is tracked for rebate to the distributor.

CVHYDFR	DISPLAY Creative Data Research				7/29/04 16:52:58	
			Deal Details			
Vendor W0740	BIC CORPORATION			Master Vendor		
Deal	280	Bic Corp	Pre-book	S		
	Item	Start	End	\$ Off	Fixed\$	Incentive
	146280	8/01/04	8/15/04	.25		
					Base Cents Off	.25
2=Edit D=Delete Item from Deal						
F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header						
No data to display.						

Press <Enter> when an item's entry is complete. A list of the deal's items is created and displayed on the screen (see below) as items are added. Repeat this step until the vendor deal is complete.

```

CVHYDFR      DISPLAY Creative Data Research      7/29/04 17:00:09
                                     Deal Details
Vendor W0740 BIC CORPORATION      Master Vendor
Deal      280 Bic Corp Pre-book      S
      Item      Start      End      $ Off      Fixed$      Incentive
               8/01/04      8/15/04      .25
                                     Base Cents Off      .25

2=Edit D=Delete Item from Deal
? Item      Item Description      $ Off      Fixed$      Incent Whsle%
  146280 BIC MSP-11 BLUE MED      .25

F3=Exit F4=Search F5=Enroll Items in Deal F10=Edit Header

```

5. If necessary, clear the **Item** field, and press <Enter> to redisplay the screen's list with all the enrolled items.
6. If necessary, the F10=Edit Deal Header option can be used to edit the fields of the Edit Deal Header Details screen. Refer to Editing Vendor Deals for additional information.
7. To delete an item from the vendor deal, locate the desired item, enter *D* (Delete Item from Deal) in the selection column next to its item number, and press <Enter>. The screen's list is redisplayed without the deleted item.
8. To enroll a group of items, press <F5> (Enroll Items in Deal). The Deal Item Enrollment window appears.

```

                                     Deal Item Enrollment

Enroll Products In This Deal
Vendor W0740 BIC CORPORATION
Deal      280 Bic Corp Pre-book
Dates      8/01/04 - 8/15/04
Use the entries below to further qualify products
Category . . .
Sales Class
Product Class
This Vendor Only? Y

F3=Exit F4=Search F10=Enroll Qualified Items

```

Enter data for the following fields, as necessary, to designate the desired group of items:

- **Category** (2,n) - an item category number. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
- **Sales Class** (5,n) - a sales class number. If necessary, press <F4> to select a sales class number from the Select Sales Class Master screen.
- **Product Class** (5,n) - a product class number. If necessary, press <F4> to select a product class number from the Select Product Class screen.

If a value is entered for more than one of the above fields, an item will not be enrolled if it is excluded on the basis of any one of the fields.

Enter *N* for the **This Vendor Only?** field to enroll items which are purchased from vendors other than the vendor for whom the deal was added.

Press <F10> (Enroll Qualified Items) when data entry is complete.

9. To designate retail prices for an item when working with a standard booking or trade show booking type of vendor deal, locate the desired item in the screen's list (use the **Item** field or <Page Down> if necessary), enter 2 (Edit) in the selection column next to the item number, and press <Enter>. The Edit Deal Details screen appears.

CVH0E1R	CHANGE	Creative Data Research	7/30/04 13:51:40
Edit Deal Details			
Vendor . . . :	W0740	BIC CORPORATION	
Deal :	280	Bic Corp Pre-book	
Item :	146280	BIC MSP-11 BLUE MED	0.00
Add-on to an existing allowance? N			
Customer Loyalty Attribute . .			
Type changes, press Enter.			
Deal Type :	S	Standard Booking (PreBook)	
Deal Start Date :	80104	===== Special Retail =====	
Deal End Date :	81504	DOZ	EA
Qty Sold/Purchased :	0		
Cents Off25		
Deal Price			
Distributor Incentive .			
Affect Cost ? X (N=Net, B=Base, A=ALL, X=Neither)			
F3=Exit F11=Delete F12=Key screen F15=Unlock Dates			

The two fields for which retail prices can be entered appear under the screen's *Special Retail* heading, and are used as follows:

- Left field - the amount entered is applied to the item's standard selling level which is determined by the **Standard U/M** field of the item's record. The abbreviated description used to identify this unit of measure, such as *DOZ* in the screen above, is derived from the corresponding **U/M** field of the item's record.
- Right field - the amount entered is applied to the "eaches" selling level if such a level exists for the item. The abbreviated description used to identify this unit of measure, such as *EA* in the screen above, is derived from the corresponding **U/M** field of the item's record. If the item's standard selling level is the "eaches" level, the right field does not appear on the Edit Deal Details screen.

Refer to Working With Items of the Item File Maintenance document for information about item record fields.

The retail prices designated for items of a vendor deal override any retail prices that are calculated by other DAC applications such as Work With Retail Contracts. Refer to the Billing File Maintenance document for additional information about retail pricing.

```

CVH0E1R  CHANGE  Creative Data Research  7/30/04 15:01:25
                        Edit Deal Details

Vendor . . . : W0740 BIC CORPORATION
Deal . . . : 280 Bic Corp Pre-book
Item . . . : 146280 BIC MSP-11 BLUE MED 0.00
              Add-on to an existing allowance? N
              Customer Loyalty Attribute . .

Type changes, press Enter.
Deal Type . . . : S Standard Booking(PreBook)
Deal Start Date . . . : 80104
Deal End Date . . . : 81504
Qty Sold/Purchased . . . : 0
Cents Off . . . : .25
Deal Price . . . :
Distributor Incentive .

==== Special Retail ====
DOZ EA

Affect Cost ? . . . . . X (N=Net, B=Base, A=ALL, X=Neither)

F3=Exit F11=Delete F12=Key screen F15=Unlock Dates

```

Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The Deal Details screen appears.

10. Press <F3> (Exit) when item enrollment is complete. The Work With Deals screen appears.

```

CVHXDFR  DISPLAY Creative Data Research  7/30/04 15:04:27
                        Work with Deals
Vendor Deal Deal Type CLP Only?
280 N Dates Cents Off Price Incentive

Type options, press Enter.
2=Edit C=Copy Z=Zoom to Header L=Loyalty Program

? Vendor Name
BIC CORPORATION 8/01/04
280 Bic Corp Pre-book S 8/15/04 .25 / /

F3=Exit F4=Search F10=Add

```

11. Press <F3> (Exit). The VR Deals & Tracking screen appears.

Refer to Searching Deals For An Item for information about locating the vendor deals in which an item is enrolled.

Searching Deals For An Item

The Search Deals For An Item application is used to determine for which vendor deals an item is currently enrolled.

```
User: JEANNINE          Menu: VRCV1          Date: 7/30/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE  ||      1. Vendor Deals & Tracking
DAC  ||      2. Vendor Billing
SYSTEM ||    3. Vendor Receivables
      ||    4. Customer Loyalty Program
      ||    5. Vendor/Customer Tracking

MENU C A L L S
19. Purchasing Menu    20.
22.                   23. Dac Main Menu    21.
                               90. Sign Off

=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE  ||      1. Define Vendor Deals
DAC  ||      2. Enroll Customers in Deals
SYSTEM ||    3. Work with Deal Activity
      ||    4. Print Vendor Deal Definitions
      ||    5. Deal Tracking Report (History)
      ||    6. Deal Activity Recap Report
      ||    7. Search Deals for An Item
      ||    8. Deal Comparison
      ||    9. Deal Salesrep PM Report

MENU C A L L S
19. Purchasing Menu    20. Pre Book Menu    21. Billing Menu
22. Vendor Relations   23. Dac Main Menu    90. Sign Off

=====
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==>
```

2. Select option 7 (Search Deals For An Item) from the VR Deals & Tracking screen.
The Item Deal Locator screen appears with a list of all the items previously enrolled in vendor deals.

```
DCMPDFR   DISPLAY Creative Data Research          7/30/04 16:23:33
                        Item Deal Locator
Item   Start   End     Type

Type options, press Enter.
2=Edit Deal
? Item   Item Description          Start   End     Vendor
 39636 BATTERY ALK 2 PAK D CELL 0.00 8/01/04 8/15/04 W2150
      Deal    294 David & Sons Deal      Type 1
 39644 BATTERY ALK 2 PAK C CELL 0.00 8/01/04 8/15/04 W1240
      Deal    285 Campbell Sales Deal     Type N
 39651 BATTERY ALK 4 PAK AA (EAC 0.00 8/01/04 8/31/04 W2300
      Deal    295 Dist Resources Deal     Type B
146100 BIC PEN MS11 RED MEDIUM 0.00 8/01/04 8/15/04 W0740
      Deal    280 Bic Corp Pre-book      Type S
146280 BIC MSP-11 BLUE MED      0.00 8/01/04 8/15/04 W0740
      Deal    280 Bic Corp Pre-book      Type S
395501 EAGLE BRAND MILK 14 OZ 0.00 8/01/04 8/15/04 W0020
      Deal    283 Buydown - Ace Baking Co Type B      +

F3=Exit   F4=Search
```

3. Use the restrictor fields described below (or <Page Down>) to locate the vendor deals in which the desired item is enrolled:
 - **Item** (6,n) - enter an item number and press <Enter>. The list is redisplayed with vendor deals in which the item is enrolled. If necessary, press <F4> to select an item from the Select Item By Description screen.
 - **Start** (6,n) - enter a date and press <Enter> to display only the vendor deals which have a starting date equal to or later than the date entered.
 - **End** (6,n) - enter a date and press <Enter> to display only the vendor deals which have an ending date equal to the date entered.
 - **Type** (1,a) - enter a vendor deal type code and press <Enter> to limit the list to include only the deals of the desired type.

DCMPDFR DISPLAY Creative Data Research				7/30/04 16:29:29		
Item	Start	End	Type	Item Deal Locator		
	80104		2			
Type options, press Enter.						
2=Edit Deal						
? Item	Item Description			Start	End	Vendor
481660	DURACELL BT20A BATTERY TE 0.00			8/01/04	8/15/04	W2420
	Deal	288 Dyer Intl Deal		Type 2		
F3=Exit F4=Search						

4. If desired, the 2=*Edit Deal* option can be used to edit the deal. Refer to Editing Vendor Deals for additional information.
5. Press <F3> (Exit). The VR Deals & Tracking screen appears.

Enrolling Customers In Vendor Deals

After a billing-related vendor deal is added, the Customer Deal Enrollment and Deal Enrollment Tool screens are used to link customers to specific vendor deals. Customer enrollment can be done globally (all customers are enrolled at once), individually (by customer number) and as a group (by billing matrix number, customer corporate number, tax jurisdiction, etc.).

Contact CDR support personnel for information about using the SYS011 (User Point: End of Day) default system option to automatically enroll new customers.

The instructions below also describe excluding globally enrolled customers from a vendor deal, including previously excluded customers in a vendor deal, and deleting a customer from a vendor deal.

```
User: JEANNINE          Menu: VRCV1          Date: 8/04/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE      ||          1. Vendor Deals & Tracking
DAC      ||          2. Vendor Billing
SYSTEM  ||          3. Vendor Receivables
|||||||          4. Customer Loyalty Program
|||||||          5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20.
22.                   23. Dac Main Menu    21.
                               90. Sign Off
=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE      ||          1. Define Vendor Deals
DAC      ||          2. Enroll Customers in Deals
SYSTEM  ||          3. Work with Deal Activity
|||||||          4. Print Vendor Deal Definitions
|||||||          5. Deal Tracking Report (History)
|||||||          6. Deal Activity Recap Report
|||||||          7. Search Deals for An Item
|||||||          8. Deal Comparison
|||||||          9. Deal Salesrep PM Report

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu    21. Billing Menu
22. Vendor Relations   23. Dac Main Menu    90. Sign Off
=====
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==>
```

2. Select option 2 (Enroll Customers In Deals) from the VR Deals & Tracking screen. The Customer Deal Enrollment screen appears with a list of previously enrolled customers, or the *No data to display* message.

```

CVH1DFR      DISPLAY Creative Data Research      8/04/04  9:32:50
                        Customer Deal Enrollment
Customer Deal  Vendor
                        Status  (CLP Levels 1-3, X=Excluded)

Type options, press Enter.
C=Edit CLP Level  D=Delete  V=View CLP  2=Edit Deal  E=Exclude  I=Include

? Cust#  Customer Name                Deal  Vendor Deal Description      STS
20384 AIRPORT GIFT SHOP                294 W2150 David & Sons Deal
25193 ALBERTSON'S #2020 - TREMP        294 W2150 David & Sons Deal
25198 ALBERTSON'S #2018 - KALIS        294 W2150 David & Sons Deal
30023 ALBERTSON'S #2007 - BUTTE        294 W2150 David & Sons Deal
40158 ALBERTSON'S #2010 - RUSSE        294 W2150 David & Sons Deal
45012 ALBERTSON'S -#2002 G. FAL        294 W2150 David & Sons Deal
45015 ALBERTSON'S #2004- HELENA        294 W2150 David & Sons Deal
45016 ALBERTSON'S #2008- HELENA        294 W2150 David & Sons Deal

F3=Exit  F4=Search  F8=Global Enrollment  F10=Enrollment Tool

```

When using the Customer Deal Enrollment screen, the following fields can be used to limit the enrolled customers appearing on the screen's list:

- **Customer** (6,n) - enter a customer number and press <Enter> to limit the list to include only the desired customer. If necessary, press <F4> to select a customer number from the Select Customer Master screen.

```

CVH1DFR      DISPLAY Creative Data Research      8/04/04  9:54:26
                        Customer Deal Enrollment
Customer Deal  Vendor
40158          Status  (CLP Levels 1-3, X=Excluded)

Type options, press Enter.
C=Edit CLP Level  D=Delete  V=View CLP  2=Edit Deal  E=Exclude  I=Include

? Cust#  Customer Name                Deal  Vendor Deal Description      STS
40158 ALBERTSON'S #2010 - RUSSE        294 W2150 David & Sons Deal

F3=Exit  F4=Search  F8=Global Enrollment  F10=Enrollment Tool

```

- **Deal** (6,n) - enter a vendor deal number, press <Field Exit> and press <Enter> to display only the desired vendor deal. If necessary, press <F4> to select a vendor deal number from the Select Deal screen.
- **Vendor** (6,a) - enter a vendor code and press <Enter>. The list is redisplayed beginning with vendor deals of the desired vendor. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
- **Status** (1,a) - enter X and press <Enter> to limit the list to include only customers who are excluded from vendor deals.

If the list includes deals defined with the Customer Loyalty Program, enter 1, 2 or 3 and press <Enter> to limit the list according to CLP levels attained by customers who are enrolled in the deals.

To display all customers enrolled in all deals, delete the values entered for the **Deal**, **Vendor** and **Customer** fields, and press <Enter>.

```

CVH1DFR      DISPLAY Creative Data Research      8/04/04  9:58:50
                        Customer Deal Enrollment
Customer Deal   Vendor
                        Status   (CLP Levels 1-3, X=Excluded)

Type options, press Enter.
C=Edit CLP Level  D=Delete  V=View CLP  2=Edit Deal  E=Exclude  I=Include

? Cust#  Customer Name                Deal  Vendor Deal Description      STS
20384 AIRPORT GIFT SHOP                294 W2150 David & Sons Deal
25193 ALBERTSON'S #2020 - TREMP        294 W2150 David & Sons Deal
25198 ALBERTSON'S #2018 - KALIS        294 W2150 David & Sons Deal
30023 ALBERTSON'S #2007 - BUTTE        294 W2150 David & Sons Deal
40158 ALBERTSON'S #2010 - RUSSE        294 W2150 David & Sons Deal
45012 ALBERTSON'S -#2002 G. FAL        294 W2150 David & Sons Deal
45015 ALBERTSON'S #2004- HELENA        294 W2150 David & Sons Deal
45016 ALBERTSON'S #2008- HELENA        294 W2150 David & Sons Deal

F3=Exit  F4=Search  F8=Global Enrollment  F10=Enrollment Tool

```

3. To enroll all of the customers in a deal, enter values for the **Deal** and **Vendor** fields, press <Enter>, press <F8> (Global Enrollment), and press <Enter> when prompted to continue. The screen is redisplayed with **** GLOBAL ENROLLMENT **** and the number, vendor code and description of the vendor deal. The vendor deal will be automatically linked to customers that are added later.

```

CVH1DFR      DISPLAY Creative Data Research      8/04/04 10:04:25
                        Customer Deal Enrollment
Customer Deal   Vendor
                        Status   (CLP Levels 1-3, X=Excluded)

Type options, press Enter.
C=Edit CLP Level  D=Delete  V=View CLP  2=Edit Deal  E=Exclude  I=Include

? Cust#  Customer Name                Deal  Vendor Deal Description      STS
      ** GLOBAL ENROLLMENT **          294 W2150 David & Sons Deal

F3=Exit  F4=Search  F8=Global Enrollment  F10=Enrollment Tool

```

4. To enroll individual customers (one by one) in a deal, enter data for the following fields, and press <Field Exit> after each entry:
 - **Customer** (6,n) - a customer number to designate the customer to whom the items of the vendor deal must be sold in order for the distributor to qualify for the deal. If necessary, press <F4> to select a customer number from the Select Customer Master screen.
 - **Deal** (6,n) - the deal number previously used to add the desired vendor deal. If necessary, press <F4> to select a vendor deal number from the Select Deal screen.
 - **Vendor** (6,a) - the vendor code of the vendor which was used to add the vendor deal designated by the **Deal** field above. If necessary, press <F4> to select a vendor code from Select Vendor Master screen.

```

CVH1DFR      DISPLAY Creative Data Research      8/04/04 10:07:57
                                Customer Deal Enrollment
Customer Deal   Vendor
010089 000286 W1240 Status (CLP Levels 1-3, X=Excluded)

Type options, press Enter.
C=Edit CLP Level D=Delete V=View CLP 2=Edit Deal E=Exclude I=Include

? Cust# Customer Name Deal Vendor Deal Description STS

F3=Exit F4=Search F8=Global Enrollment F10=Enrollment Tool

```

Press <Enter> when data entry is complete, and press <Enter> when the *Enroll customer in this deal?* prompt appears. The enrolled customer and vendor deal appear on the screen (see below) as customers are added.

```

CVH1DFR      DISPLAY Creative Data Research      8/04/04 10:07:57
                                Customer Deal Enrollment
Customer Deal   Vendor
010089 000286 W1240 Status (CLP Levels 1-3, X=Excluded)

Type options, press Enter.
C=Edit CLP Level D=Delete V=View CLP 2=Edit Deal E=Exclude I=Include

? Cust# Customer Name Deal Vendor Deal Description STS
  10089 AITKIEN'S QUICK STOP      286 W0020 Buydown - Ace Baking Co

F3=Exit F4=Search F8=Global Enrollment F10=Enrollment Tool

```

Repeat this step until customer enrollment is complete.

5. To exclude individual customers (one-by-one), who were previously enrolled globally in a deal, repeat the previous step to enroll the individual customers, and use the *E=Exclude* option (as illustrated below) to exclude them.

```

CVH1DFR      DISPLAY Creative Data Research      8/04/04 11:04:25
                                Customer Deal Enrollment
Customer Deal   Vendor
                                Status (CLP Levels 1-3, X=Excluded)

Type options, press Enter.
C=Edit CLP Level D=Delete V=View CLP 2=Edit Deal E=Exclude I=Include

? Cust# Customer Name Deal Vendor Deal Description STS
      ** GLOBAL ENROLLMENT **      294 W2150 David & Sons Deal
E 40158 ALBERTSON'S #2010 - RUSSE 294 W2150 David & Sons Deal
  10089 AITKIEN'S QUICK STOP      286 W1240 Campbell Sales Deal

F3=Exit F4=Search F8=Global Enrollment F10=Enrollment Tool

```

After pressing <Enter>, and entering *Y* and pressing <Enter> when the *This*

customer will be excluded from this deal message appears, the value of *X* appears for the status of excluded customer.

```

CVH1DFR      DISPLAY Creative Data Research      8/04/04 11:04:58
                        Customer Deal Enrollment
Customer Deal   Vendor
                        Status   (CLP Levels 1-3, X=Excluded)

Type options, press Enter.
C=Edit CLP Level  D=Delete  V=View CLP  2=Edit Deal  E=Exclude  I=Include

? Cust#  Customer Name      Deal   Vendor Deal Description      STS
      ** GLOBAL ENROLLMENT **
40158 ALBERTSON'S #2010 - RUSSE  294 W2150 David & Sons Deal      X
10089 AITKIEN'S QUICK STOP      286 W1240 Campbell Sales Deal

F3=Exit  F4=Search  F8=Global Enrollment  F10=Enrollment Tool

```

6. To enroll groups of customers in a deal, enter values for the **Deal** and **Vendor** fields, press <Enter>, and press <F10> (Enrollment Tool). The *Select a valid Vendor and Deal before using this function* message appears if no value (or an invalid value) is entered for one of the **Deal** and **Vendor** fields; otherwise, the Deal Enrollment Tool window appears.

```

                        Deal Enrollment Tool

Vendor W2150 DAVID & SONS
Deal      294 David & Sons Deal
                        Q U A L I F I E R S
Billing Matrix      (Blank for ALL)
Corporate Number    (Blank for ALL)
Account Type . .    (Blank for ALL)
Sales Group .       (Blank for ALL)
Demographic . .     (Blank for ALL)
Collection . . .     (Blank for ALL)
State . . . . .     (Blank for ALL)
Tax Jurisdiction    (Blank for ALL)

                        Create Exclusion Record Instead?
Exclude? . . . . . N (Y/N)

F3=Exit F4=Search F10=Enroll Qualified F17=Global Enroll

```

Enter data for the following fields to designate the desired group of customers:

- **Billing Matrix** (6,n) - a billing matrix number. If necessary, press <F4> to select a number from the Select Billing Matrix screen.
- **Corporate Number** (6,n) - a customer corporate number. If necessary, press <F4> to select a number from the Select Corporate Master screen.
- **Account Type** (4,a) - an account type code. If necessary, press <F4> to select a code from the Select Account Type screen.
- **Sales Group** (6,a) - a sales group code. If necessary, press <F4> to select a code from the Select Sales Group Master screen.
- **Demographic** (4,a) - a demographic area code. If necessary, press <F4> to select a code from the Select Demographic Code screen.
- **Collection** (5,n) - a customer collection number. If necessary, press <F4> to select a collection from the Work With Customer Collections screen. Refer to Working With Customer Collections of the Customer File Maintenance document for information about using the screen to create a collection.

- **State** (2,a) - a state abbreviation.
- **Tax Jurisdiction** (6,a) - a tax jurisdiction code. If necessary, press <F4> to select a code from the Select Tax Jurisdiction screen.

If a value is entered for more than one of the above fields, a customer will not be enrolled if it is excluded on the basis of any one of the fields.

```

                        Deal Enrollment Tool

Vendor W2150  DAVID & SONS
Deal      294 David & Sons Deal
                Q U A L I F I E R S
Billing Matrix      (Blank for ALL)
Corporate Number    (Blank for ALL)
Account Type . .    (Blank for ALL)
Sales Group .       (Blank for ALL)
Demographic . .     (Blank for ALL)
Collection . . .     (Blank for ALL)
State . . . . .     (Blank for ALL)
Tax Jurisdiction TX0001 (Blank for ALL)

                Create Exclusion Record Instead?
Exclude? . . . . . N (Y/N)

F3=Exit F4=Search F10=Enroll Qualified F17=Global Enroll

```

Press <F10> (Enroll Qualified) when data entry is complete. The Customer Deal Enrollment screen appears without the Deal Enrollment Tool window.

7. To exclude groups of customers who were previously enrolled globally, enter values for the **Deal** and **Vendor** fields, press <Enter>, and press <F10> (Enrollment Tool). The *Select a valid Vendor and Deal before using this function* message appears if no value (or an invalid value) is entered for one of the **Deal** and **Vendor** fields; otherwise, the Deal Enrollment Tool window appears.

```

                        Deal Enrollment Tool

Vendor W2150  DAVID & SONS
Deal      294 David & Sons Deal
                Q U A L I F I E R S
Billing Matrix      (Blank for ALL)
Corporate Number    (Blank for ALL)
Account Type . .    (Blank for ALL)
Sales Group .       (Blank for ALL)
Demographic . .     (Blank for ALL)
Collection . . .     (Blank for ALL)
State . . . . .     (Blank for ALL)
Tax Jurisdiction    (Blank for ALL)

                Create Exclusion Record Instead?
Exclude? . . . . . N (Y/N)

F3=Exit F4=Search F10=Enroll Qualified F17=Global Enroll

```

Enter data for the fields of the Deal Enrollment Tool window (as described above) to designate the desired group of customers, and enter *Y* for the **Exclude?** (1,a) field.

```

Deal Enrollment Tool

Vendor W2150 DAVID & SONS
Deal 294 David & Sons Deal
      Q U A L I F I E R S
Billing Matrix (Blank for ALL)
Corporate Number (Blank for ALL)
Account Type . . (Blank for ALL)
Sales Group . . (Blank for ALL)
Demographic . . . OSOT (Blank for ALL)
Collection . . . (Blank for ALL)
State . . . . . (Blank for ALL)
Tax Jurisdiction (Blank for ALL)

      Create Exclusion Record Instead?
Exclude? . . . . . Y (Y/N)

F3=Exit F4=Search F10=Enroll Qualified F17=Global Enroll

```

Press <F10> (Enroll Qualified). The Customer Deal Enrollment screen appears without the Deal Enrollment Tool window.

```

CVH1DFR      DISPLAY Creative Data Research      8/04/04 12:14:25
Customer Deal Enrollment
Customer Deal Vendor
      Status (CLP Levels 1-3, X=Excluded)

Type options, press Enter.
C=Edit CLP Level D=Delete V=View CLP 2=Edit Deal E=Exclude I=Include

? Cust# Customer Name Deal Vendor Deal Description STS
** GLOBAL ENROLLMENT **      294 W2150 David & Sons Deal
25193 ALBERTSON'S #2020 - TREMP 294 W2150 David & Sons Deal X
25198 ALBERTSON'S #2018 - KALIS 294 W2150 David & Sons Deal X
30023 ALBERTSON'S #2007 - BUTTE 294 W2150 David & Sons Deal X
40158 ALBERTSON'S #2010 - RUSSE 294 W2150 David & Sons Deal X
45012 ALBERTSON'S -#2002 G. FAL 294 W2150 David & Sons Deal X
45015 ALBERTSON'S #2004- HELENA 294 W2150 David & Sons Deal X
45016 ALBERTSON'S #2008- HELENA 294 W2150 David & Sons Deal X
10089 AITKIEN'S QUICK STOP 283 W0020 Buydown - Ace Baking Co
10089 AITKIEN'S QUICK STOP 286 W1240 Campbell Sales Deal

F3=Exit F4=Search F8=Global Enrollment F10=Enrollment Tool

```

A value of *X* appears for the status of excluded customers.

8. To include a customer who was previously excluded from a deal, locate the desired customer in the screen's list (use the restrictor fields or <Page Down>), and use the *I=Include* option (as illustrated below) to include them.

```

CVH1DFR      DISPLAY Creative Data Research      8/04/04 12:14:25
Customer Deal Enrollment
Customer Deal Vendor
      Status (CLP Levels 1-3, X=Excluded)

Type options, press Enter.
C=Edit CLP Level D=Delete V=View CLP 2=Edit Deal E=Exclude I=Include

? Cust# Customer Name Deal Vendor Deal Description STS
** GLOBAL ENROLLMENT **      294 W2150 David & Sons Deal
25193 ALBERTSON'S #2020 - TREMP 294 W2150 David & Sons Deal X
25198 ALBERTSON'S #2018 - KALIS 294 W2150 David & Sons Deal X
30023 ALBERTSON'S #2007 - BUTTE 294 W2150 David & Sons Deal X
40158 ALBERTSON'S #2010 - RUSSE 294 W2150 David & Sons Deal X
45012 ALBERTSON'S -#2002 G. FAL 294 W2150 David & Sons Deal X
I 45015 ALBERTSON'S #2004- HELENA 294 W2150 David & Sons Deal X
45016 ALBERTSON'S #2008- HELENA 294 W2150 David & Sons Deal X
10089 AITKIEN'S QUICK STOP 283 W0020 Buydown - Ace Baking Co
10089 AITKIEN'S QUICK STOP 286 W1240 Campbell Sales Deal

F3=Exit F4=Search F8=Global Enrollment F10=Enrollment Tool

```

After pressing <Enter>, and entering *Y* and pressing <Enter> when the *This customer will be included in the deal* message appears, the value of *X* no longer appears for the status of customer.

CVH1DFR	DISPLAY Creative Data Research	8/04/04 12:16:20
Customer Deal Enrollment		
Customer Deal	Vendor	
Status (CLP Levels 1-3, X=Excluded)		
Type options, press Enter.		
C=Edit CLP Level D=Delete V=View CLP 2=Edit Deal E=Exclude I=Include		
? Cust#	Customer Name	Deal Vendor Deal Description STS
	** GLOBAL ENROLLMENT **	294 W2150 David & Sons Deal
25193	ALBERTSON'S #2020 - TREMP	294 W2150 David & Sons Deal X
25198	ALBERTSON'S #2018 - KALIS	294 W2150 David & Sons Deal X
30023	ALBERTSON'S #2007 - BUTTE	294 W2150 David & Sons Deal X
40158	ALBERTSON'S #2010 - RUSSE	294 W2150 David & Sons Deal X
45012	ALBERTSON'S -#2002 G. FAL	294 W2150 David & Sons Deal X
45015	ALBERTSON'S #2004- HELENA	294 W2150 David & Sons Deal
45016	ALBERTSON'S #2008- HELENA	294 W2150 David & Sons Deal X
10089	AITKIEN'S QUICK STOP	283 W0020 Buydown - Ace Baking Co
10089	AITKIEN'S QUICK STOP	286 W1240 Campbell Sales Deal
F3=Exit F4=Search F8=Global Enrollment F10=Enrollment Tool		

9. To delete an enrolled customer, locate the desired customer in the screen's list (use the restrictor fields or <Page Down>), and use the *D=Delete* option (as illustrated below) to delete them.

CVH1DFR	DISPLAY Creative Data Research	8/04/04 12:16:20
Customer Deal Enrollment		
Customer Deal	Vendor	
Status (CLP Levels 1-3, X=Excluded)		
Type options, press Enter.		
C=Edit CLP Level D=Delete V=View CLP 2=Edit Deal E=Exclude I=Include		
? Cust#	Customer Name	Deal Vendor Deal Description STS
	** GLOBAL ENROLLMENT **	294 W2150 David & Sons Deal
25193	ALBERTSON'S #2020 - TREMP	294 W2150 David & Sons Deal X
25198	ALBERTSON'S #2018 - KALIS	294 W2150 David & Sons Deal X
D 30023	ALBERTSON'S #2007 - BUTTE	294 W2150 David & Sons Deal X
40158	ALBERTSON'S #2010 - RUSSE	294 W2150 David & Sons Deal X
45012	ALBERTSON'S -#2002 G. FAL	294 W2150 David & Sons Deal X
45015	ALBERTSON'S #2004- HELENA	294 W2150 David & Sons Deal
45016	ALBERTSON'S #2008- HELENA	294 W2150 David & Sons Deal X
10089	AITKIEN'S QUICK STOP	283 W0020 Buydown - Ace Baking Co
10089	AITKIEN'S QUICK STOP	286 W1240 Campbell Sales Deal
F3=Exit F4=Search F8=Global Enrollment F10=Enrollment Tool		

After pressing <Enter>, the screen's list is redisplayed without the deleted customer.

```
CVH1DFR      DISPLAY Creative Data Research      8/04/04 12:16:20
                                Customer Deal Enrollment

Customer Deal      Vendor

                                Status      (CLP Levels 1-3, X=Excluded)

Type options, press Enter.
C=Edit CLP Level  D=Delete  V=View CLP  2=Edit Deal  E=Exclude  I=Include

? Cust#      Customer Name      Deal      Vendor      Deal Description      STS
** GLOBAL ENROLLMENT **
25193 ALBERTSON'S #2020 - TREMP      294 W2150      David & Sons Deal      X
25198 ALBERTSON'S #2018 - KALIS      294 W2150      David & Sons Deal      X
40158 ALBERTSON'S #2010 - RUSSE      294 W2150      David & Sons Deal      X
45012 ALBERTSON'S -#2002 G. FAL      294 W2150      David & Sons Deal      X
45015 ALBERTSON'S #2004- HELENA      294 W2150      David & Sons Deal
45016 ALBERTSON'S #2008- HELENA      294 W2150      David & Sons Deal      X
10089 AITKIEN'S QUICK STOP      283 W0020      Buydown - Ace Baking Co
10089 AITKIEN'S QUICK STOP      286 W1240      Campbell Sales Deal

F3=Exit      F4=Search      F8=Global Enrollment      F10=Enrollment Tool
```

- Press <F3> (Exit) when customer enrollment is complete. The VR Deals & Tracking screen appears.

Re-Posting Sales

The receivables amounts due from vendors and due to customers are automatically accumulated for billing-related deals when customer orders are posted. The instructions below describe using the Work With Deal Activity application to retroactively accumulate receivable amounts due. This is necessary when the items or customers are enrolled for a deal after the customers' orders are posted.

During the process of re-posting, any receivable amounts due that were previously accumulated for a billing-related deal are overridden.

```
User: JEANNINE          Menu: VRCV1          Date: 8/25/04

===== VENDOR RELATIONS =====
|||||||
THE    ||
DAC    ||
SYSTEM ||
|||||||
1. Vendor Deals & Tracking
2. Vendor Billing
3. Vendor Receivables
4. Customer Loyalty Program
5. Vendor/Customer Tracking

MENU CALLS
19. Purchasing Menu  20.
22.                  23. Dac Main Menu  21.
                      90. Sign Off

=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR DEALS & TRACKING =====
|||||||
THE    ||
DAC    ||
SYSTEM ||
|||||||
1. Define Vendor Deals
2. Enroll Customers in Deals
3. Work with Deal Activity
4. Print Vendor Deal Definitions
5. Deal Tracking Report (History)
6. Deal Activity Recap Report
7. Search Deals for An Item
8. Deal Comparison
9. Deal Salesrep PM Report

MENU CALLS
19. Purchasing Menu  20. Pre Book Menu  21. Billing Menu
22. Vendor Relations 23. Dac Main Menu  90. Sign Off

=====
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==>
```

2. Select option 3 (Work With Deal Activity) from the VR Deals & Tracking screen. The Work With Deal Activity-Open screen appears with a list of the vendor deals which have not been exported.

CVLGDFR	DISPLAY Creative Data Research	8/25/04 13:36:47
Work with Deal Activity		
Deal	Vendor Type	Due \$
		End Date
	> Than	< Than
OPEN		
Type options, press Enter.		
2=Edit/Pay Z=Zoom I=Import Purchases R=Re-Post Sales		
S=Select for Export U=UnMark Selection		
? Vendor Name	Deal Description	From To
ACE BAKING COMPANY	Buydown - Ace Baking Co	8/01/04 8/31/04
\$ Due 5.80 \$ Credited	*OPEN*	
BIC CORPORATION	Bic Corp Pre-book	8/01/04 8/31/04
\$ Due \$ Credited	*OPEN*	
CAMPBELL SALES COMPANY	Campbell PO Tracking Deal	8/16/04 8/17/04
\$ Due 7.00 \$ Credited	*OPEN*	
CHARMS COMPANY	Charms Co Deal	8/01/04 8/31/04
\$ Due 40.00 \$ Credited	*OPEN*	
DAVID & SONS	David & Sons Deal	8/01/04 8/31/04
\$ Due 3.85 \$ Credited	*OPEN*	
F3=Exit F4=Search F7=Toggle Status F10=Export Selections to Receivables		

During the course of working with the vendor deals which appear on the Work With Deal Activity screen, the following restrictor fields can be used:

- **Deal (6,n)** - enter a vendor deal number, press <Field Exit> and press <Enter> to display only the desired vendor deal. If necessary, press <F4> to select a vendor deal number from the Select Deal screen.
- **Vendor (6,a)** - enter a vendor code and press <Enter>. The list is redisplayed beginning with vendor deals of the desired vendor. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
- **Type (1,a)** - enter a vendor deal type code and press <Enter> to limit the list to include only the deals of the desired type.
- **Due \$ > Than** - enter an amount, press <Field Exit> and press <Enter> to display only the deals for which the total receivable amount due is above the amount entered.
- **End Date < Than (6,n)** - enter a date, press <Field Exit> and press <Enter> to display only the deals for which the ending date is prior to the date entered.

As illustrated above, the total receivable amount due from a vendor which has been posted to date appears for the **\$ Due** field on the Work With Deal Activity screen. The **Z=Zoom** option can be used to open the Vendor Receivable Details screen on which the incentive amounts or rebates due to customers appear for the **Retailer\$** field (see below).

CVKZDFR	DISPLAY Creative Data Research	8/25/04 14:01:45
Vendor Receivable Details		
	Cust#	Inv# Item# M.Vendor
DAVID & SONS		
294 David & Sons Deal	From 8/01/04 To 8/31/04	@Incentive
Type options, press Enter.		
Z=Zoom		
? Name	Item Description	Incentive
AITKIEN'S QUICK STOP	BATTERY ALK 2 PAK D CELL 0.0	
Vendor W2150 Qty U/M 2	Qty U/M 1 Retailer\$	
AITKIEN'S QUICK STOP	BATTERY ALK 2 PAK D CELL 0.0	.70
Vendor W2150 Qty U/M 2	Qty U/M 1 Retailer\$.70
AITKIEN'S QUICK STOP	BATTERY ALK 2 PAK D CELL 0.0	3.50
Vendor W2150 Qty U/M 2	Qty U/M 1 Retailer\$	3.50
BACK DOOR DELI	BATTERY ALK 2 PAK D CELL 0.0	3.15
Vendor W2150 Qty U/M 2	Qty U/M 1 Retailer\$	3.15
F3=Exit		

3. If necessary, press F3 (Exit) to close the the Vendor Receivable Details screen.
4. Locate the desired vendor deal in the Work With Deal Activity screen's list (use the restrictor fields or <Page Down> if necessary), and enter R (Re-Post Sales) in the selection column next to the vendor name.

```

CVLGDFR      DISPLAY Creative Data Research      8/25/04 14:14:45
                                Work with Deal Activity
Deal   Vendor Type   Due $      End Date
                                > Than    < Than
                                F              OPEN

Type options, press Enter.
2=Edit/Pay  Z=Zoom  I=Import Purchases  R=Re-Post Sales
S=Select for Export  U=UnMark Selection

? Vendor Name      Deal Description      From      To
R F & F LABORATORIES INC.    Favorite Brands Fxd Price  8/01/04   8/31/04
$ Due              3.00 $ Credited          *OPEN*
BATTERY SUPPLY      Battery Supply Deal      8/01/04   8/31/04
$ Due              $ Credited          *OPEN*

F3=Exit  F4=Search  F7=Toggle Status  F10=Export Selections to Receivables

```

5. Press <Enter>.
6. Press <Enter> after the *WARNING! This will clear all data collected thus far & re-post from order history. Continue?* message appears.
7. To refresh the Work With Deal Activity screen, press <F3> (Exit), and select option 3 (Work With Deal Activity) when the VR Deals & Tracking screen appears.

```

CVLGDFR      DISPLAY Creative Data Research      8/25/04 16:19:32
                                Work with Deal Activity
Deal   Vendor Type   Due $      End Date
                                > Than    < Than
                                F              OPEN

Type options, press Enter.
2=Edit/Pay  Z=Zoom  I=Import Purchases  R=Re-Post Sales
S=Select for Export  U=UnMark Selection

? Vendor Name      Deal Description      From      To
F & F LABORATORIES INC.    Favorite Brands Fxd Price  8/01/04   8/31/04
$ Due              10.20 $ Credited          *OPEN*
BATTERY SUPPLY      Battery Supply Deal      8/01/04   8/31/04
$ Due              $ Credited          *OPEN*

F3=Exit  F4=Search  F7=Toggle Status  F10=Export Selections to Receivables

```

As illustrated above, the value of the **\$ Due** field will increase if receivable amounts have accumulated for the a billing-related deal. The *Z=Zoom* option can be used to open the Vendor Receivable Details screen on which the incentive amounts or rebates due to customers will also appear updated.

8. If necessary, press <F3> to exit the Vendor Receivable Details screen.
9. Press <F3> to exit the Work With Deal Activity screen. The VR Deals & Tracking screen appears.

Refer to Exporting Vendor Deals for information about using the Work With Deal Activity application to create a vendor receivable transaction for an expired billing-related deal after all the amounts due for it are posted.

Importing Receivable Amounts Due

The instructions below describe using the Work With Deal Activity application to “import” the receivable amounts due for a purchasing tracker deal. Importing can be done by order date after purchase orders are printed, or by the date received after purchase orders are received.

Receivable amounts due can be retroactively imported for purchasing tracker deals for which items were enrolled after purchase orders for the items were printed or received, but importing can never be done for a purchasing tracker deal after it is exported.

During the process of importing, any receivable amounts due that were previously imported for a purchasing tracker deal are overridden.

```
User: JEANNINE          Menu: VRCV1          Date: 8/23/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||               1. Vendor Deals & Tracking
DAC    ||               2. Vendor Billing
SYSTEM ||               3. Vendor Receivables
|||||||               4. Customer Loyalty Program
|||              5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20.
22.                   23. Dac Main Menu    21.
                               90. Sign Off

=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 3/05/10

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE    ||               1. Define Vendor Deals
DAC    ||               2. Enroll Customers in Deals
SYSTEM ||               3. Work with Deal Activity
|||||||               4. Print Vendor Deal Definitions
|||              5. Deal Tracking Report (History)
|||              6. Deal Activity Recap Report
|||              7. Search Deals for An Item
|||              8. Deal Comparison
|||              9. Deal Salesrep PM Report

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu    21. Billing Menu
22. Vendor Relations    23. Dac Main Menu    90. Sign Off

=====
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==>
```

2. Select option 3 (Work With Deal Activity) from the VR Deals & Tracking screen.
The Work With Deal Activity-Open screen appears with a list of the vendor deals which have not been exported.

CVLGDFR DISPLAY Creative Data Research				8/23/04 9:04:32	
Work with Deal Activity					
Deal	Vendor Type	Due \$	End Date		
		> Than	< Than		
OPEN					
Type options, press Enter.					
2=Edit/Pay Z=Zoom I=Import Purchases R=Re-Post Sales					
S=Select for Export U=UnMark Selection					
? Vendor Name	Deal Description		From	To	
ACE BAKING COMPANY	Buydown - Ace Baking Co		8/01/04	8/31/04	
\$ Due 5.80 \$ Credited	*OPEN*				
BIC CORPORATION	Bic Corp Pre-book		8/01/04	8/31/04	
\$ Due \$ Credited	*OPEN*				
CAMPBELL SALES COMPANY	Campbell PO Tracking Deal		8/16/04	8/17/04	
\$ Due 7.00 \$ Credited	*OPEN*				
CHARMS COMPANY	Charms Co Deal		8/01/04	8/31/04	
\$ Due \$ Credited	*OPEN*				
DAVID & SONS	David & Sons Deal		8/01/04	8/31/04	
\$ Due 3.85 \$ Credited	*OPEN*				
F3=Exit F4=Search F7=Toggle Status F10=Export Selections to Receivables					

The total receivable amount due from a vendor which has been imported to date for purchasing tracker deals appears for the **\$ Due** field. Note: The amounts due for billing-related deals appear automatically after customer orders are posted.

During the course of working with the vendor deals which appear on the Work With Deal Activity screen, the following restrictor fields can be used:

- **Deal** (6,n) - enter a vendor deal number, press <Field Exit> and press <Enter> to display only the desired vendor deal. If necessary, press <F4> to select a vendor deal number from the Select Deal screen.
- **Vendor** (6,a) - enter a vendor code and press <Enter>. The list is redisplayed beginning with vendor deals of the desired vendor. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
- **Type** (1,a) - enter a vendor deal type code and press <Enter> to limit the list to include only the deals of the desired type.
- **Due \$ > Than** - enter an amount, press <Field Exit> and press <Enter> to display only the deals for which the total reeivable amount due is above the amount entered.
- **End Date < Than** (6,n) - enter a date, press <Field Exit> and press <Enter> to display only the deals for which the ending date is prior to the date entered.

3. Locate the desired vendor deal in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter *I* (Import Purchases) in the selection column next to the vendor name.

CVLGDFR DISPLAY Creative Data Research				8/23/04 10:55:58	
Work with Deal Activity					
Deal	Vendor Type	Due \$	End Date		
		> Than	< Than		
	3			OPEN	
Type options, press Enter.					
2=Edit/Pay Z=Zoom I=Import Purchases R=Re-Post Sales					
S=Select for Export U=UnMark Selection					
? Vendor Name	Deal Description		From	To	
CAMPBELL SALES COMPANY	Campbell PO Tracking Deal		8/16/04	8/17/04	
\$ Due 7.00	\$ Credited	*OPEN*			
I CHARMS COMPANY	Charms Co Deal		8/01/04	8/31/04	
\$ Due	\$ Credited	*OPEN*			
F3=Exit F4=Search F7=Toggle Status F10=Export Selections to Receivables					

4. Press <Enter>.
5. Enter one of the following values for the **Choice?** field (1,a) when the *Import purchases based on Order Date or Received Date* message appears:
 - *O* to designate that order date of printed purchase orders is used to import receivable amounts due for the purchasing tracker deal.
 - *R* to designate that the receiving date of received purchase orders is used to import receivable amounts due for the purchasing tracker deal.
6. Press <Enter> after the *Re-posting PO Information to Purchasing Tracking Deal*. This option is based on *PO Order Date* or the *Received PO data is re-posting to Purchasing Tracker*. This is based on *PO Receive Date* message appears.

CVLGDFR DISPLAY Creative Data Research				8/23/04 11:19:34	
Work with Deal Activity					
Deal	Vendor Type	Due \$	End Date		
		> Than	< Than		
	3			OPEN	
Type options, press Enter.					
2=Edit/Pay Z=Zoom I=Import Purchases R=Re-Post Sales					
S=Select for Export U=UnMark Selection					
? Vendor Name	Deal Description		From	To	
CAMPBELL SALES COMPANY	Campbell PO Tracking Deal		8/16/04	8/17/04	
\$ Due 7.00	\$ Credited	*OPEN*			
I CHARMS COMPANY	Charms Co Deal		8/01/04	8/31/04	
\$ Due 40.00	\$ Credited	*OPEN*			
F3=Exit F4=Search F7=Toggle Status F10=Export Selections to Receivables					

The value of the **\$ Due** field will increase (as illustrated above) if receivable amounts have accumulated for the a purchasing tracker deal.

7. Press <F3> to exit. The VR Deals & Tracking screen appears.

Refer to Exporting Vendor Deals for information about using the Work With Deal Activity application to create a vendor receivable transaction for an expired purchasing tracker deal after all the amounts due for it are imported.

Exporting Vendor Deal Data

While the Work With Deal Activity application can be used, as described below, to export the transactional amounts accumulated by vendor deals to vendor billing, it is not recommended. Refer to Adding An Invoice By Importing Vendor Deal Data of the Vendor Billing document for additional information about the recommended method.

```
User: JEANNINE          Menu: VRCV1          Date: 10/06/22

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||               1. Vendor Deals & Tracking
DAC    ||               2. Vendor Billing
SYSTEM ||               3. Vendor Receivables
|||||||               4. Customer Loyalty Program
|||              5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20. Vendor Spoils Mgmt    21.
22.                    23. Dac Main Menu         90. Sign Off

==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRDCV1          Date: 10/06/22

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE    ||               1. Define Vendor Deals
DAC    ||               2. Enroll Customers in Deals
SYSTEM ||               3. Work with Deal Activity
|||||||               4. Print Vendor Deal Definitions
|||              5. Deal Tracking Report (History)
|||              6. Deal Activity Recap Report
|||              7. Search Deals for An Item
|||              8. Deal Comparison
|||              9. Deal Salesrep PM Report

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu         21. Billing Menu
22. Vendor Relations    23. Dac Main Menu         90. Sign Off

==>
```

2. Select option 3 (Work With Deal Activity) from the VR Deals & Tracking screen. The Work With Deal Activity-Open screen appears with a list of the vendor deals which have not been exported.

CVLGDFR DISPLAY CDR Customer Conference				10/06/22 14:38:10	
Work with Deal Activity					
Deal	Vendor Type	Due \$	End Date		
		> Than	< Than		
OPEN					
Type options, press Enter.					
2=Edit/Pay Z=Zoom I=Import Purchases R=Re-Post Sales					
S=Select for Export U=UnMark Selection B=Vendor Billings					
? Vendor Name		Deal Description		From	To
_ ALTADIS USA		KY Cents Off		8/01/21	12/31/21
\$ Due	53256.60	*OPEN*	Exported 9341 Of 9341 Deal	161	
_ BIC CORPORATION		BIC O/I Percentage Allow		5/01/22	5/31/22
\$ Due		*OPEN*	Exported 0 Of 978 Deal	178	
_ BLUE BUNNY CORPORATE		Tracker deal		5/01/22	5/31/22
\$ Due		*OPEN*	Exported 0 Of 0 Deal	173	
_ HERSHEY CHOCOLATE		Hershey Buydown		4/01/22	12/31/22
\$ Due	5718.63	*OPEN*	Exported 925 Of 1737 Deal	177	
_ JAVA COFFEE COMPANY		Rebate Deal		4/01/22	5/31/22
\$ Due	1691.50	*OPEN*	Exported 0 Of 1390 Deal	175	+
F3=Exit F4=Search F7=Toggle Status F10=Export Selections to Receivables					

The total receivable amount due from a vendor which has been imported to date for purchasing tracker deals appears for the **\$ Due** field. Note: The amounts due for billing-related deals appear automatically after customer orders are posted.

During the course of working with the vendor deals which appear on the Work With Deal Activity screens, the following restrictor fields can be used:

- **Deal** (6,n) - enter a vendor deal number, press <Field Exit> and press <Enter> to display only the desired vendor deal. If necessary, press <F4> to select a vendor deal number from the Select Deal screen.
 - **Vendor** (6,a) - enter a vendor code and press <Enter>. The list is redisplayed beginning with vendor deals of the desired vendor. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
 - **Type** (1,a) - enter a vendor deal type code and press <Enter> to limit the list to include only the deals of the desired type.
 - **Due \$ > Than** - enter an amount, press <Field Exit> and press <Enter> to display only the deals for which the total receivable amount due is above the amount entered.
 - **End Date < Than** (6,n) - enter a date, press <Field Exit> and press <Enter> to display only the deals for which the ending date is prior to the date entered.
3. Locate the desired vendor deals in the screen's list (use the restrictor fields or <Page Down> if necessary), and enter S (Select for Export) in the selection column next to the vendor names.

```

CVLGDFR      DISPLAY CDR Customer Conference      10/06/22 14:38:10
                                Work with Deal Activity
Deal  Vendor Type  Due $    End Date
      > Than      < Than
      _____
                                OPEN

Type options, press Enter.
2=Edit/Pay Z=Zoom I=Import Purchases R=Re-Post Sales
S=Select for Export U=UnMark Selection B=Vendor Billings
? Vendor Name      Deal Description      From      To
- ALTADIS USA      KY Cents Off      8/01/21 12/31/21
$ Due      53256.60 *OPEN*      Exported 9341 Of 9341 Deal 161
S BIC CORPORATION      BIC O/I Percentage Allow 5/01/22 5/31/22
$ Due      *OPEN*      Exported 0 Of 978 Deal 178
_ BLUE BUNNY CORPORATE Tracker deal      5/01/22 5/31/22
$ Due      *OPEN*      Exported 0 Of 0 Deal 173
_ HERSHEY CHOCOLATE Hershey Buydown 4/01/22 12/31/22
$ Due      5718.63 *OPEN*      Exported 925 Of 1737 Deal 177
_ JAVA COFFEE COMPANY Rebate Deal      4/01/22 5/31/22
$ Due      1691.50 *OPEN*      Exported 0 Of 1390 Deal 175 +

F3=Exit F4=Search F7=Toggle Status F10=Export Selections to Receivables

```

4. Press <Enter> to mark the deals for exporting. As illustrated below, *SELECTED* flashes below a deal's description when it is marked.

```

CVLGDFR      DISPLAY CDR Customer Conference      10/06/22 14:38:10
                                Work with Deal Activity
Deal  Vendor Type  Due $    End Date
      > Than      < Than
      _____
                                OPEN

Type options, press Enter.
2=Edit/Pay Z=Zoom I=Import Purchases R=Re-Post Sales
S=Select for Export U=UnMark Selection B=Vendor Billings
? Vendor Name      Deal Description      From      To
- ALTADIS USA      KY Cents Off      8/01/21 12/31/21
$ Due      53256.60 *OPEN*      Exported 9341 Of 9341 Deal 161
_ BIC CORPORATION      BIC O/I Percentage Allow 5/01/22 5/31/22
$ Due      *SELECTED* *      Exported 0 Of 978 Deal 178
_ BLUE BUNNY CORPORATE Tracker deal      5/01/22 5/31/22
$ Due      *OPEN*      Exported 0 Of 0 Deal 173
_ HERSHEY CHOCOLATE Hershey Buydown 4/01/22 12/31/22
$ Due      5718.63 *OPEN*      Exported 925 Of 1737 Deal 177
_ JAVA COFFEE COMPANY Rebate Deal      4/01/22 5/31/22
$ Due      1691.50 *OPEN*      Exported 0 Of 1390 Deal 175 +

F3=Exit F4=Search F7=Toggle Status F10=Export Selections to Receivables

```

If necessary, *U=Unmark Selection* option can be used to unmark the selected deals.

5. Press <F10> (Export Selections to Receivables). The Edit Vendor Invoice screen appears.

```

DCJ4E1R      CHANGE CDR Customer Conference      10/06/22 15:11:43
                                Edit Vendor Invoice

Invoice 1008

      B I L L   T O :      M E S S A G E S :
BIC001
BIC CORPORATION
P.O. BOX 42000
HARTFORD      CT      61501

Invoice Date 100622 Printed      Invoice Total
Terms Code   ___ Due Date   ___

F3=Exit F4=Search for Alternate Billing Address F8=Unlock Address

```

6. Enter data for the following fields:
- Optional: **M E S S A G E S** (35,A) - text which will print at the bottom of the invoice.

- Optional: **Terms** (3,a) - a terms code. If necessary, press <F4> to select a terms code from the Select Terms Description screen.
 - Optional: **Due Date** (6,n) - the due date.
7. To edit the bill to address, either:
 - Press <F4> (Search for Alternate Billing Address) and select it from the Select Address Book Entry screen, or
 - Press <F8> (Unlock Address) and enter the address.
 8. Press <Enter> when data entry is complete, and press <Enter> when prompted to confirm. The VR Invoice screen appears.
 9. Press <F3> (Exit). The Work With Deal Activity-Export screen appears.
 10. If necessary, press <F7> (Toggle Status) to display the Work With Deal Activity-Open screen.
 11. Press <F3> to exit. The VR Deals & Tracking screen appears.

After using the Work With Deal Activity application to export a vendor deal, a vendor receivable transaction of the receivable amount accumulated for the deal is created, and appears in the Vendor Receivable Transactions screen.

Adding Vendor Relations Reasons

Before users can enter and post receivable credit transactions for the amounts received from vendors, the Work With Vendor Relations Reasons application is used to define vendor relations (VR) reasons. The instructions below, which describe adding a VR reason, include information about editing and deleting reasons.

```
User: JEANNINE          Menu: VRCV1          Date: 10/03/22

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||                1. Vendor Deals & Tracking
DAC    ||                2. Vendor Billing
SYSTEM ||                3. Vendor Receivables
|||||||                4. Customer Loyalty Program
|||||||                5. Vendor/Customer Tracking

19. Purchasing Menu      M E N U   C A L L S
22.                      20. Vendor Spoils Mgmt    21.
                      23. Dac Main Menu           90. Sign Off

==>
```

1. Select option 3 (Vendor Receivables) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRRCV1          Date: 10/03/22

===== V E N D O R   R E C E I V A B L E S =====
|||||||
THE    ||                1. Work with Vendor Receivables
DAC    ||                2. Enter Receivable Transactions
SYSTEM ||                3. Work with Vendor Relations Reasons
|||||||                4. Print Vendor Aging Report

19. Vendor Billing      M E N U   C A L L S
22. Vendor Relations   20. VR Deals & Tracking    21.
                      23. Dac Main Menu           90. Sign Off

==>
```

2. Select option 3 (Work With Vendor Relations Reasons) from the Vendor Receivables screen. The Work With VR Reasons screen appears with a list of the previously added VR reasons.

DCMKDFR	DISPLAY CDR Customer Conference	10/03/22	9:28:33
Work with VR Reasons			
Reason	Description		
Type options, press Enter.			
2=Edit			
? Rsn	Description	Credit/Debit	
- @	Vendor Receivable Deal	D	
- G/L Company 001	Credit Cost Center	10 -	Credit Acct 630 -
	Debit Cost Center	10 -	Debit Acct 122 -
- CR	Credit	C	
- G/L Company 001	Credit Cost Center	10 -	Credit Acct 120 -
	Debit Cost Center	10 -	Debit Acct 100 -
- D	Debit	D	
- G/L Company 001	Credit Cost Center	10 -	Credit Acct 630 -
	Debit Cost Center	10 -	Debit Acct 122 -
- DB	Debit	D	
- G/L Company 001	Credit Cost Center	10 -	Credit Acct 630 -
	Debit Cost Center	10 -	Debit Acct 120 -
F3=Exit F10=Add F24=Category/Reason Mapping			

If desired, the 2=Edit option can be used to edit and delete a VR reason.

Note: The *Vendor Receivable Deal* reason with the @ reason code is a system-supplied reason and should not be deleted by the user.

During the course of using Work With VR Reasons screen, the **Reason** and **Description** restrictor fields can be used to locate a reason in the screen's list.

3. Press <F10> (Add). The Edit VR Reason KEY SCREEN screen appears.

DCMLE1R	ADD	CDR Customer Conference	10/03/22	9:34:19
Edit VR Reason KEY SCREEN				
Type choices, press Enter.				
VR Transaction Reason __ Code				

4. Enter a unique code for the **VR Transaction Reason** (2,a) field and press <Enter>. The Edit VR Reason Details screen appears.

DCMLE1R	ADD	CDR Customer Conference	10/03/22	9:35:55
Edit VR Reason Details				
Reason Code P				
Type changes, press Enter.				
Reason Description _____				
Credit/Debit . . .	_____ (C or D)	Require Check#?	_____ (Y/N)	
G/L A C C O U N T D E F A U L T I N F O R M A T I O N				
G/L Company . . .	001			
Debit Cost Center	_____ - _____	Debit Account#	_____ - _____	
Credit Cost Center	_____ - _____	Credit Account#	_____ - _____	

5. Enter data for the following fields:

- **Reason Description** (35,a) - a description of the transaction reason.
- **Credit/Debit Type** (1,a) - enter *C* (credit) or *D* (debit) to designate that the receivable transaction will be applied as a credit or a debit when the VR reason is used.
- **Require Check#?** (1,a) - enter *Y* (yes) or *N* (no) to designate that the user must enter the check number of the check received from the vendor when the VR reason is used.
- **G/L Company** (3,a) - a company code.
- **Debit Cost Center** (3+4,n) - a cost center number.
- **Debit Account#** (5+4,n) - a G/L account number.
- **Credit Cost Center** (3+4,n) - a cost center number.
- **Credit Account#** (5+4,n) - a G/L account number.

6. Press <Enter> when data entry is complete.

DCMLE1R	ADD	CDR Customer Conference	10/03/22	9:42:21
Edit VR Reason Details				
Reason Code P				
Type changes, press Enter.				
Reason Description Payment				
Credit/Debit . . .	C (C or D)	Require Check#?	Y (Y/N)	
G/L A C C O U N T D E F A U L T I N F O R M A T I O N				
G/L Company . . .	001	CDR CUSTOMER CONFERENCE		
Debit Cost Center	10 - _____	Debit Account#	100 - _____	
Credit Cost Center	10 - _____	Credit Account#	630 - _____	
F3=Exit F12=Key screen				
CONFIRM: Y (Y/N)				

7. Press <Enter> when prompted to confirm.

8. Repeat the previous steps to continue adding VR reasons, or press <F3> to exit. The Vendor Receivables screen appears.

Refer to Adding Vendor Receivable Transactions for information about using the VR reasons for entering vendor receivable transactions.

Adding Vendor Receivable Transactions

After the necessary vendor relations reasons are defined, the Enter Receivable Transactions application is used to enter and post receivable credit transactions as amounts due are received from vendors. Users also have the option of selecting credit transactions to be automatically applied to designated debit transactions when posting is done.

As described below, the Enter Receivable Transactions application can also be used to edit and delete vendor receivable transactions before they are posted. If necessary, debit transactions can also be entered and posted.

```
User: JEANNINE          Menu: VRCV1          Date: 12/01/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE   ||          1. Vendor Deals & Tracking
DAC   ||          2. Vendor Billing
SYSTEM ||        3. Vendor Receivables
|||||||          4. Customer Loyalty Program
|||          5. Vendor/Customer Tracking

                                M E N U   C A L L S
19. Purchasing Menu          20.
22.                        23. Dac Main Menu          21.
                                90. Sign Off

=====
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==>
```

1. Select option 3 (Vendor Receivables) from the Vendor Relations screen.

```
User: JEANNINE          Menu: VRCV1          Date: 12/01/04

===== V E N D O R   R E C E I V A B L E S =====
|||||||
THE   ||          1. Work with Vendor Receivables
DAC   ||          2. Enter Receivable Transactions
SYSTEM ||        3. Work with Vendor Relations Reasons
|||||||          4. Print Vendor Aging Report
|||          5. Build VR Tracking Accrual Data
|||          6. Omit Records from Accrual Data
|||          7. Print VR Tracking Accrual Data
|||          8. Exclude Deals from Accrual Data

                                M E N U   C A L L S
19. Vendor Billing          20. VR Deals & Tracking          21.
22. Vendor Relations      23. Dac Main Menu          90. Sign Off

=====
==>
```

2. Select option 2 (Enter Receivable Transactions) from the Vendor Receivables screen. The Vendor Transaction Entry screen appears with a list of previously added transactions which have not yet been posted, or the *No data to display* message.

CVUFDFR	DISPLAY Creative Data Research	12/01/04 13:10:40
Vendor Transaction Entry		
Reason Type	Vendor Amount	Check #
		POSTING DATE-> 120104
GL Mode		
Type options, press Enter.		
2=Edit S=Select Apply Transaction D=Delete		
F3=Exit F4=Search F10=Post F15=Toggle GL Mode On/Off		
No data to display.		

If the DAC General Ledger (G/L) System is used, *GL Mode* appears on the Vendor Transaction Entry screen (see *GL Mode* highlighted above) to indicate that vendor receivable transactions will be tracked for generating the VR Tracking Accrual Date Report.

3. If desired, press <F15> (Toggle GL Mode On/Off) to indicate whether or not vendor receivable transactions will be tracked (after posting) for generating the VR Tracking Accrual Date Report.
4. Enter data for the following fields, as necessary, and press <Field Exit> after each entry:
 - **Reason** (2,a) - a transaction reason code. If necessary, press <F4> to select a reason code from the Select VR Transaction Reason screen. Refer to Adding Vendor Relations Reasons for information about the **VR Transaction Reason** field.
 - Displayed field: **Type** (1,a) - a *C* (credit) or *D* (debit) appears to designate that the amount of the receivable transaction is applied as a credit or a debit when the transaction reason is used.
 - **Vendor** (6,a) - the vendor code of the vendor to which the transaction applies. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
 - **Amount** (11.2,n) - the vendor receivable transaction amount to be credited to or debited.
 - **Check #** (15,a) - the number of the check received from the vendor is only required if *Y* is entered for the **Require Check#?** of the VR transaction reason.
 - **Posting Date** (6,n) - the date designated by the user as the posting date.

CVUFDFR	DISPLAY Creative Data Research	12/01/04 15:22:45
Vendor Transaction Entry		
Reason Type	Vendor Amount	Check #
P C W0300	10 2256	POSTING DATE-> 112204
GL Mode		
Type options, press Enter.		
2=Edit S=Select Apply Transaction D=Delete		
F3=Exit F4=Search F10=Post F15=Toggle GL Mode On/Off		

- Press <Enter> when a transaction's entry is complete. If the G/L Account Entries screen appears, users may enter the necessary values (company code, cost center numbers and G/L account numbers) for generating the VR Tracking Accrual Date Report.
- When the *Would you like to attach a note to the transaction?* message appears, press <Enter> to add text describing the transaction in the Transaction Notes window that appears; otherwise, enter N (no) and press <Enter>. The descriptive text which is entered will appear on the vendor's statement. Refer to Printing Vendor Statements for additional information.

CVUFDFR	DISPLAY Creative Data Research	12/01/04 15:30:36
Vendor Transaction Entry		
Reason Type	Vendor Amount	Check #
P C		POSTING DATE-> 112204
GL Mode		
Type options, press Enter.		
2=Edit S=Select Apply Transaction D=Delete		
?	Vendor Vendor Name	Date Amount Rsn
C	W0300 AMERICAN LICORICE CO	11/28/04 10.00- P
F3=Exit F4=Search F10=Post F15=Toggle GL Mode On/Off		

- Repeat the previous steps (beginning with step 3) to continue adding vendor receivable transactions.

```

CVUFDFR    DISPLAY Creative Data Research    12/01/04 16:26:28
                                Vendor Transaction Entry
Reason Type Vendor Amount      Check #
P          C                                POSTING DATE-> 120104
GL Mode

Type options, press Enter.
2=Edit S=Select Apply Transaction D=Delete

? Vendor Vendor Name      Date      Amount      Rsn
C W0300 AMERICAN LICORICE CO    12/01/04    11.55-   P
C W0300 AMERICAN LICORICE CO    11/28/04    10.00-   P

F3=Exit F4=Search F10=Post F15=Toggle GL Mode On/Off

```

During the course of adding vendor receivable transactions, a *C* (credit) or *D* (debit) appears next to the vendor code (see **Vendor** below) to designate that the amount of the receivable transaction will be applied as a credit or a debit. Values also appear for the following fields:

- **Vendor** - the vendor code of the vendor to which the transaction is related.
- **Vendor Name** - the name of the vendor to which the transaction is related.
- **Date** - the posting date entered by the user for the transaction.
- **Amount** - the vendor receivable transaction amount to be credited or debited.
- **Rsn** - the transaction reason code.

- To select a vendor receivable credit transaction to be applied after posting to a debit transaction, enter *S* (Select Apply Transaction) in the selection column next to the desired credit transaction.

```

CVUFDFR    DISPLAY Creative Data Research    12/01/04 16:26:28
                                Vendor Transaction Entry
Reason Type Vendor Amount      Check #
P          C                                POSTING DATE-> 120104
GL Mode

Type options, press Enter.
2=Edit S=Select Apply Transaction D=Delete

? Vendor Vendor Name      Date      Amount      Rsn
C W0300 AMERICAN LICORICE CO    12/01/04    11.55-   P
S C W0300 AMERICAN LICORICE CO    11/28/04    10.00-   P

F3=Exit F4=Search F10=Post F15=Toggle GL Mode On/Off

```

Press <Enter>. The Select For Apply screen appears.

```

DCJZSRR      SELECT  Creative Data Research                      12/01/04 16:27:19
                                Select for Apply
Vendor   Date   Type Reason Deal#   Trans#
W0300
AMERICAN LICORICE CO

Type options, press Enter.
X,1=Select request

? Vendor   Date   Trans# Type Deal   Reason Original Amt.   Remaining Amt.
  W0300    7/27/04    61   D      275     @             21.55         21.55

F3=Exit

```

Enter *X* or *1* (Select request) in the selection column next to the desired debit transaction.

```

DCJZSRR      SELECT  Creative Data Research                      12/01/04 16:27:19
                                Select for Apply
Vendor   Date   Type Reason Deal#   Trans#
W0300
AMERICAN LICORICE CO

Type options, press Enter.
X,1=Select request

? Vendor   Date   Trans# Type Deal   Reason Original Amt.   Remaining Amt.
X W0300    7/27/04    61   D      275     @             21.55         21.55

F3=Exit

```

Press <Enter>. The Vendor Transaction Entry screen appears.

```

CVUFDFR      DISPLAY Creative Data Research                      12/01/04 16:28:14
                                Vendor Transaction Entry
Reason Type Vendor Amount      Check #
  P      C
GL Mode

Type options, press Enter.
2=Edit S=Select Apply Transaction D=Delete

? Vendor Vendor Name      Date      Amount      Rsn
  C W0300 AMERICAN LICORICE CO      12/01/04      11.55-   P
  C W0300 AMERICAN LICORICE CO      11/28/04      10.00-   P
  Apply To Transaction:    61 Deal    275 PO Tracker Deal

F3=Exit  F4=Search  F10=Post  F15=Toggle GL Mode On/Off

```

After posting receivable transactions, as described below, the credit transactions which are selected are automatically applied to the designated debit transactions. Refer to Applying Vendor Receivable Transactions for information about applying transactions after posting them.

9. To edit a vendor receivable transaction, enter 2 (Edit) in the selection column next to the desired transaction.

```
CVUFDFR    DISPLAY Creative Data Research          12/01/04 16:32:45
                                Vendor Transaction Entry
Reason Type Vendor Amount      Check #
GL Mode                                POSTING DATE-> 120104

Type options, press Enter.
2=Edit S=Select Apply Transaction D=Delete

? Vendor Vendor Name      Date      Amount  Rsn
2 C W0300 AMERICAN LICORICE CO      12/01/04      11.55-  P
C W0300 AMERICAN LICORICE CO      11/28/04      10.00-  P
Apply To Transaction:      61 Deal      275 PO Tracker Deal

F3=Exit F4=Search F10=Post F15=Toggle GL Mode On/Off
```

Press <Enter>. The VR Transaction Details screen appears.

```
CVT4E1R    CHANGE Creative Data Research          12/01/04 16:55:47
                                VR Transaction Details

Transaction #      77
Type . . . : C

Vendor Number      W0300 AMERICAN LICORICE CO
Deal Number .
Reason Code .      P Payment
Date . . . . :      120104 Check Number      120104
Original Amount      11.55-
Applied Amount
Remaining Amount      11.55-
Apply Trans# :      0
Last Change: :      12/01/04 Time 10:26:22 Status
G/L Account Information
G/L Company CDR CREATIVE DATA RESEARCH
Credit Cost Center 10 -      Credit Account 200 -
Debit Cost Center 10 -      Debit Account 100 -

F3=Exit F4=Search
```

Edit the vendor receivable transaction as necessary, and press <Enter>.

```
CVT4E1R    CHANGE Creative Data Research          12/01/04 16:59:08
                                VR Transaction Details

Transaction #      77
Type . . . : C

Vendor Number      W0300 AMERICAN LICORICE CO
Deal Number .
Reason Code .      P Payment
Date . . . . :      120104 Check Number      121004
Original Amount      11.55-
Applied Amount
Remaining Amount      11.55-
Apply Trans# :      0
Last Change: :      12/01/04 Time 10:26:22 Status
G/L Account Information
G/L Company CDR CREATIVE DATA RESEARCH
Credit Cost Center 10 -      Credit Account 200 -
Debit Cost Center 10 -      Debit Account 100 -

F3=Exit F4=Search

CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm. The Vendor Transaction Entry screen appears.


```

CVUFDPR   DISPLAY Creative Data Research           12/01/04 16:59:47
                        Vendor Transaction Entry
Reason Type Vendor Amount      Check #
                        POSTING DATE-> 120104

GL Mode

Type options, press Enter.
2=Edit S=Select Apply Transaction D=Delete

? Vendor Vendor Name      Date      Amount      Rsn
C W0300 AMERICAN LICORICE CO      12/01/04      11.55-   P

C W0300 AMERICAN LICORICE CO      11/28/04      10.00-   P
  Apply To Transaction:    61 Deal    275 PO Tracker Deal

F3=Exit  F4=Search  F10=Post  F15=Toggle GL Mode On/Off

```

10. To delete a vendor receivable transaction, enter *D* (Delete) in the selection column next to the desired transaction.

```

CVUFDPR   DISPLAY Creative Data Research           12/01/04 16:59:47
                        Vendor Transaction Entry
Reason Type Vendor Amount      Check #
                        POSTING DATE-> 120104

GL Mode

Type options, press Enter.
2=Edit S=Select Apply Transaction D=Delete

? Vendor Vendor Name      Date      Amount      Rsn
D C W0300 AMERICAN LICORICE CO      12/01/04      11.55-   P

C W0300 AMERICAN LICORICE CO      11/28/04      10.00-   P
  Apply To Transaction:    61 Deal    275 PO Tracker Deal

F3=Exit  F4=Search  F10=Post  F15=Toggle GL Mode On/Off

```

Press <Enter>. The Vendor Transaction Details screen appears without the deleted transaction.

```

CVUFDPR   DISPLAY Creative Data Research           12/01/04 17:01:33
                        Vendor Transaction Entry
Reason Type Vendor Amount      Check #
                        POSTING DATE-> 120104

GL Mode

Type options, press Enter.
2=Edit S=Select Apply Transaction D=Delete

? Vendor Vendor Name      Date      Amount      Rsn
C W0300 AMERICAN LICORICE CO      11/28/04      10.00-   P
  Apply To Transaction:    61 Deal    275 PO Tracker Deal

F3=Exit  F4=Search  F10=Post  F15=Toggle GL Mode On/Off

```

11. To exit without posting the vendor receivable transactions, press <F3> (Exit). Press <Enter> when the *You haven't posted yet. You may post transactions at a later time* informational message appears. Note: If a value of Y (yes) or N (no) appears with this message, it should be ignored.
12. To post the vendor receivable transactions when data entry is complete, press <F10>. Press <Enter> when the *Are you sure you would like to post transactions?* message appears. The Vendor Receivables screen appears, and the VR Transaction Posting report is printed.

VR Transaction Posting

Creative Data Research			VR Transaction Posting		JEANNINE	CVUMPFR	12/01/04 17:08:38	Page	1
Trans#	Type	Vendor	Reason				Date	Amount	
76	C	W0300 AMERICAN LICORICE CO	P Payment				11/28/04	10.00-	
Final totals							**	10.00-	
** END OF REPORT **									

Refer to Applying Vendor Receivable Transactions for information about applying vendor receivable credit transactions including the transactions which are entered, but not selected before posting to be automatically applied.

Applying Vendor Receivable Transactions

After the Enter Receivable Transactions application is used to post transactions, the Work With Vendor Receivables application is used to apply credit transactions to debit transactions, all of which appear on the Vendor Receivable Transactions screen.

CVT3DFR	DISPLAY Creative Data Research				12/01/04 15:22:29	
Vendor Receivable Transactions						
Vendor		Date	Trans#	Reason	Type	Vndr Grp
ALL	Invoice#					
2=Edit S=Select to Apply A=Apply Selected U=Unselect N=Notes						
?	Vendor	Date	Reason		Original Amt.	Remaining Amt.
	W0300	7/27/04 @	Vendor Receivable Deal		21.55	11.55
	Trans#	61	Inv#	58		
	W0300	11/28/04 P	Payment		10.00-	
	Trans#	76				
	W1240	8/16/04 @	Vendor Receivable Deal		.39	.39
	Trans#	62				
	W1240	8/17/04 @	Vendor Receivable Deal		7.00	2.00
	Trans#	63				
	W1240	12/01/04 P	Payment		.39-	.39-
	Trans#	78				
F3=Exit F4=Search F6=Print F8=Toggle Open/All F10=Purge Old						

The following types of entries appear on the Vendor Receivable Transactions screen:

- Vendor receivable - appears with the *Vendor Receivable Deal* reason description, which is preceded by the @ reason code. These entries appear on the Vendor Receivable Transactions screen after an expired vendor deal is exported by the user.. The amount of the receivable due from the vendor for the exported deal is displayed for the **Original Amt.** field.

For example, a vendor receivable amount of 21.55 is due for the vendor deal exported on 7/27/04 as illustrated on the screen above. A value of 11.55 appears for the **Remaining Amt.** field of this vendor receivable entry which indicates that credits totaling \$10.00 were applied to the receivable amount.

- Credit transaction - appears on the Vendor Receivable Transactions screen after a credit transaction is posted by the user.. The amount of the credit received from the vendor is displayed for the **Original Amt.** field.

For example, a credit amount of 10.00- was received from the vendor and posted by the user with a posting date of 11/28/04 as illustrated on the screen above. No value appears for the **Remaining Amt.** field of this credit transaction entry which indicates that it is applied to a vendor receivable amount or debit.

- Debit transaction - appears on the Vendor Receivable Transactions screen after a debit transaction is posted by the user.. The amount of the debit is displayed for the **Original Amt.** field.

If the value of **Reason** field is highlighted (as illustrated above), the *N=Notes* option can be used to display, edit and delete the text which will appear in the Transaction Notes window. The instructions below describe how to enter descriptive text for an entry.

As described below, the Work With Vendor Receivables application can also be used to edit and purge vendor receivable transactions. If necessary, contact CDR support personnel for information about unapplying transactions.

```
User: JEANNINE           Menu: VRCV1           Date: 12/01/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE  ||      1. Vendor Deals & Tracking
DAC  ||      2. Vendor Billing
SYSTEM ||    3. Vendor Receivables
      ||    4. Customer Loyalty Program
      ||    5. Vendor/Customer Tracking

                                     M E N U   C A L L S
19. Purchasing Menu      20.
22.                      23. Dac Main Menu      21.
                                     90. Sign Off
=====
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==>
```

- 1. Select option 3 (Vendor Receivables) from the Vendor Relations screen.

```
User: JEANNINE           Menu: VRRCV1          Date: 12/01/04

===== V E N D O R   R E C E I V A B L E S =====
|||||||
THE  ||      1. Work with Vendor Receivables
DAC  ||      2. Enter Receivable Transactions
SYSTEM ||    3. Work with Vendor Relations Reasons
      ||    4. Print Vendor Aging Report
      ||    5. Build VR Tracking Accrual Data
      ||    6. Omit Records from Accrual Data
      ||    7. Print VR Tracking Accrual Data
      ||    8. Exclude Deals from Accrual Data

                                     M E N U   C A L L S
19. Vendor Billing      20. VR Deals & Tracking    21.
22. Vendor Relations   23. Dac Main Menu          90. Sign Off

==>
```

- 2. Select option 1 (Work With Vendor Receivables) from the Vendor Receivables screen. The Vendor Receivable Transactions screen appears.

```
CVT3DFR  DISPLAY Creative Data Research          12/01/04 16:00:45
Vendor Receivable Transactions
Vendor           Date      Trans# Reason Type Vndr Grp
ALL              Invoice#

2=Edit S=Select to Apply A=Apply Selected U=Unselect N=Notes
? Vendor Date Reason Original Amt. Remaining Amt.
W0300 7/27/04 @ Vendor Receivable Deal 21.55 11.55
Trans# 61 Inv# 58
W0300 11/28/04 P Payment 10.00-
Trans# 76
W1240 8/16/04 @ Vendor Receivable Deal .39 .39
Trans# 62
W1240 8/17/04 @ Vendor Receivable Deal 7.00 2.00
Trans# 63
W1240 12/01/04 P Payment .39- .39-
Trans# 78

F3=Exit F4=Search F6=Print F8=Toggle Open/All F10=Purge Old
```

- To limit the transactions appearing on the Vendor Receivable Transactions screen to those with a remaining amount, press <F8> (Toggle Open/All).

CVT3DFR	DISPLAY Creative Data Research			12/01/04 16:11:02		
Vendor Receivable Transactions						
Vendor	Date	Trans#	Reason Type	Vndr	Grp	
OPEN	Invoice#					
2=Edit S=Select to Apply A=Apply Selected U=Unselect N=Notes						
? Vendor	Date	Reason	Original Amt.		Remaining Amt.	
W0300	7/27/04 @	Vendor Receivable Deal	21.55		11.55	
Trans#	61	Inv# 58				
W1240	8/16/04 @	Vendor Receivable Deal	.39		.39	
Trans#	62					
W1240	8/17/04 @	Vendor Receivable Deal	7.00		2.00	
Trans#	63					
W1240	12/01/04 P	Payment	.39-		.39-	
Trans#	78					
F3=Exit F4=Search F6=Print F8=Toggle Open/All F10=Purge Old						

- To limit the transactions appearing on the Vendor Receivable Transactions screen to a single vendor, enter a vendor code for the **Vendor** restrictor field and press <Enter>.

CVT3DFR	DISPLAY	Creative Data Research	12/01/04 16:11:51
Vendor Receivable Transactions			
Vendor	Date	Trans#	Reason Type Vndr Grp
W1240 CAMPBELL SALES COMPANY			
OPEN	2.00 <-Balance	Invoice#	
	.39- <-Unapplied	2.39	<-True Balance
2=Edit S=Select to Apply A=Apply Selected U=Unselect N=Notes			
? Vendor	Date	Reason	Original Amt. Remaining Amt.
W1240	8/16/04 @	Vendor Receivable Deal	.39 .39
Trans# 62			
W1240	8/17/04 @	Vendor Receivable Deal	7.00 2.00
Trans# 63			
W1240	12/01/04 P	Payment	.39- .39-
Trans# 78			
F3=Exit F4=Search F6=Print F8=Toggle Open/All F10=Purge Old			

- To apply a credit transaction to a vendor receivable, enter *S* (Select to Apply) in the selection column of the desired credit transaction, and press <Enter>. As illustrated below, an *S* appears next to the selected credit transaction, and the **SELECTION MADE* message appears.

CVT3DFR	DISPLAY	Creative Data Research	12/01/04 16:19:28
Vendor Receivable Transactions			
Vendor	Date	Trans#	Reason Type Vndr Grp
W1240 CAMPBELL SALES COMPANY			
OPEN	2.00 <-Balance	Invoice#	
	.39- <-Unapplied	2.39	<-True Balance *SELECTION MADE
2=Edit S=Select to Apply A=Apply Selected U=Unselect N=Notes			
? Vendor	Date	Reason	Original Amt. Remaining Amt.
W1240	8/16/04 @	Vendor Receivable Deal	.39 .39
Trans# 62			
W1240	8/17/04 @	Vendor Receivable Deal	7.00 2.00
Trans# 63			
S W1240	12/01/04 P	Payment	.39- .39-
Trans# 78			
F3=Exit F4=Search F6=Print F8=Toggle Open/All F10=Purge Old			

If necessary, the *U=Unselect* option can be used to unmark the selected credit transaction.

Enter *A* (Apply Selected) in the selection column of the desired vendor receivable.

```

CVT3DFR    DISPLAY Creative Data Research    12/01/04 16:19:28
                        Vendor Receivable Transactions
Vendor      Date  Trans# Reason Type Vndr Grp
W1240 CAMPBELL SALES COMPANY
OPEN        2.00 <-Balance Invoice#
              .39- <-Unapplied      2.39 <-True Balance *SELECTION MADE

2=Edit S=Select to Apply A=Apply Selected U=Unselect N=Notes
? Vendor Date Reason Original Amt. Remaining Amt.
A W1240 8/16/04 @ Vendor Receivable Deal .39 .39
  Trans# 62
  W1240 8/17/04 @ Vendor Receivable Deal 7.00 2.00
  Trans# 63
  S W1240 12/01/04 P Payment .39- .39-
    Trans# 78

F3=Exit F4=Search F6=Print F8=Toggle Open/All F10=Purge Old

```

Press <Enter>. The amount of the credit transaction is immediately applied to the vendor receivable.

```

CVT3DFR    DISPLAY Creative Data Research    12/01/04 16:21:32
                        Vendor Receivable Transactions
Vendor      Date  Trans# Reason Type Vndr Grp
W1240 CAMPBELL SALES COMPANY
OPEN        2.00 <-Balance Invoice#
              2.00 <-True Balance

2=Edit S=Select to Apply A=Apply Selected U=Unselect N=Notes
? Vendor Date Reason Original Amt. Remaining Amt.
  W1240 8/17/04 @ Vendor Receivable Deal 7.00 2.00
  Trans# 63

F3=Exit F4=Search F6=Print F8=Toggle Open/All F10=Purge Old

```

If desired, press <F8> (Toggle Open/All) to display all the transactions for the vendor.

```

CVT3DFR    DISPLAY Creative Data Research    12/01/04 16:28:22
                        Vendor Receivable Transactions
Vendor      Date  Trans# Reason Type Vndr Grp
W1240 CAMPBELL SALES COMPANY
ALL         2.00 <-Balance Invoice#
              2.00 <-True Balance

2=Edit S=Select to Apply A=Apply Selected U=Unselect N=Notes
? Vendor Date Reason Original Amt. Remaining Amt.
  W1240 8/16/04 @ Vendor Receivable Deal .39
  Trans# 62
  W1240 8/17/04 @ Vendor Receivable Deal 7.00 2.00
  Trans# 63
  W1240 12/01/04 P Payment .39-
  Trans# 78

F3=Exit F4=Search F6=Print F8=Toggle Open/All F10=Purge Old

```

6. Repeat the previous step to apply a credit transaction to a debit transaction, but

enter *A* (Apply Selected) in the selection column of the desired debit transaction before pressing <Enter>.

7. To edit a vendor receivable transaction, enter 2 (Edit) in the selection column next to the desired transaction, and press <Enter>. The VR Transaction Details screen appears.

CVT4E1R	CHANGE	Creative Data Research	12/01/04 16:51:46
VR Transaction Details			
Transaction #	63		
Type . . . :	D		
Vendor Number	W1240 CAMPBELL SALES COMPANY		
Deal Number .	307	Campbell PO Tracking Deal	Inv# 0
Reason Code .	@	Vendor Receivable Deal	
Date :	81704 Check Number		
Original Amount	7.00		
Applied Amount	5.00		
Remaining Amount	2.00		
Apply Trans# :	67		
Last Change: :	11/22/04 Time 12:34:25 Status A		
	G/L Account Information		
G/L Company			
Credit Cost Center	-	Credit Account	-
Debit Cost Center	-	Debit Account	-
F3=Exit F4=Search			

Edit the vendor receivable transaction as necessary and press <Enter>.

CVT4E1R	CHANGE	Creative Data Research	12/01/04 16:52:55
VR Transaction Details			
Transaction #	63		
Type . . . :	D		
Vendor Number	W1240 CAMPBELL SALES COMPANY		
Deal Number .	307	Campbell PO Tracking Deal	Inv# 0
Reason Code .	@	Vendor Receivable Deal	
Date :	81704 Check Number		
Original Amount	7.00		
Applied Amount	5.00		
Remaining Amount	2.00		
Apply Trans# :	67		
Last Change: :	11/22/04 Time 12:34:25 Status A		
	G/L Account Information		
G/L Company			
Credit Cost Center	-	Credit Account	-
Debit Cost Center	-	Debit Account	-
F3=Exit F4=Search			
CONFIRM: Y (Y/N)			

Press <Enter> when prompted to confirm. The Vendor Receivable Transactions screen appears.

CVT3DFR	DISPLAY	Creative Data Research	12/01/04 16:54:00
Vendor Receivable Transactions			
Vendor	Date		Trans# Reason Type Vndr Grp
W1240	CAMPBELL SALES COMPANY		
ALL	2.00	<-Balance	Invoice# 2.00 <-True Balance
2=Edit S=Select to Apply A=Apply Selected U=Unselect N=Notes			
? Vendor	Date	Reason	Original Amt. Remaining Amt.
W1240	8/16/04	@ Vendor Receivable Deal	.39
Trans#	62		
W1240	8/17/04	@ Vendor Receivable Deal	7.00 2.00
Trans#	63		
W1240	12/01/04	P Payment	.39-
Trans#	78		
F3=Exit F4=Search F6=Print F8=Toggle Open/All F10=Purge Old			

8. To purge transactions (with no value appearing for **Remaining Amt.**) from the Vendor Receivable Transactions screen, press F10 (Purge Old). The Purge Satisfied Vendor Transactions screen appears.

```
DCHLPVR  ENTER  Creative Data Research  12/01/04 17:02:21
                        Purge Satisfied Vendor Transactions

Type choices, press Enter.

      Purge Transaction Older Than ->

      Restrict Purge to This Vendor ->      (Optional)

F3=Exit      F10=Purge
```

Enter data for the following fields, as necessary, and press <Field Exit> after each entry:

- **Purge Transaction Older Than** (6,n) - the date used to designate which transactions are purged. Only those with a posting date earlier than this date can be purged.
- **Restrict Purge to This Vendor** (6,a) - the vendor code of a designated vendor is used to limit purging. Only the transactions of this vendor can be purged. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.

```
DCHLPVR  ENTER  Creative Data Research  12/01/04 18:38:43
                        Purge Satisfied Vendor Transactions

Type choices, press Enter.

      Purge Transaction Older Than ->  120204

      Restrict Purge to This Vendor -> W1240  (Optional)

F3=Exit      F10=Purge
```

Press F10 (Purge), and press <Enter> when prompted to confirm. The Vendor Receivables screen appears.


```

CVT3DFR    DISPLAY Creative Data Research    12/01/04 18:49:04
                                Vendor Receivable Transactions
Vendor
W1240    CAMPBELL SALES COMPANY
ALL      2.00  <-Balance    Invoice#      2.00  <-True Balance

2=Edit  S=Select to Apply  A=Apply Selected  U=Unselect  N=Notes
?  Vendor  Date      Reason                      Original Amt.  Remaining Amt.
   W1240   8/17/04 @  Vendor Receivable Deal      7.00          2.00
   Trans#   63

F3=Exit  F4=Search  F6=Print  F8=Toggle Open/All  F10=Purge Old

```

9. To enter descriptive text for an entry in the Vendor Receivable Transactions screen, enter *N* (Notes) in the selection column next to the desired transaction, and press <Enter>. The Transaction Notes window opens.
10. After typing the desired text, pressing <Enter>, and pressing <Enter> again to confirm, the Transaction Notes window closes and the value of **Reason** field is highlighted as illustrated below. The *N=Notes* option can also be used to edit and delete the text which appears in the Transaction Notes window.

```

CVT3DFR    DISPLAY Creative Data Research    12/01/04 19:54:04
                                Vendor Receivable Transactions
Vendor
W1240    CAMPBELL SALES COMPANY
ALL      2.00  <-Balance    Invoice#      2.00  <-True Balance

2=Edit  S=Select to Apply  A=Apply Selected  U=Unselect  N=Notes
?  Vendor  Date      Reason                      Original Amt.  Remaining Amt.
   W1240   8/17/04 @  Vendor Receivable Deal      7.00          2.00
   Trans#   63

F3=Exit  F4=Search  F6=Print  F8=Toggle Open/All  F10=Purge Old

```

11. Press <F3> to exit. The Vendor Receivables screen appears.

Working With Vendor Receivable Reports

The instructions below describe printing the following reports:

- **Special Deals** - lists the setup information of vendor deals, including customers and items enrolled. Refer to **Printing A Special Deals Report** below for additional information.
- **Deal Tracking Report** - lists the customer orders of items to which billing-related vendor deals apply. Refer to **Printing A Deal Tracking Report** for additional information.
- **Deal Activity Recap** - lists vendor deals according to a range of dates, and limited to a specific vendor, customer and vendor deal. Refer to **Printing A Deal Activity Recap** for additional information.
- **Vendor Statements** - lists all the vendor receivable transactions that have not been purged. Refer to **Printing Vendor Statements** for additional information.
- **Vendor Aging Report** - can be printed for one or more vendors, but only those with an outstanding balance. Refer to **Printing A Vendor Aging Report** for additional information.

Printing A Special Deals Report

The Special Deals report, which lists the setup information of vendor deals, can be limited to the deals added for a specific vendor.

```
User: JEANNINE          Menu: VRCV1          Date: 12/02/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||          1. Vendor Deals & Tracking
DAC    ||          2. Vendor Billing
SYSTEM ||          3. Vendor Receivables
|||||||          4. Customer Loyalty Program
|||||||          5. Vendor/Customer Tracking

                                M E N U   C A L L S
19. Purchasing Menu      20.
22.                      23. Dac Main Menu      21.
                                90. Sign Off
=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen. The VR Deals & Tracking screen appears.

```

User: JEANNINE                      Menu: VRDCV1                      Date: 12/02/04

===== VR D E A L S  &  T R A C K I N G =====
|||||||
THE  ||      1. Define Vendor Deals
DAC  ||      2. Enroll Customers in Deals
SYSTEM ||    3. Work with Deal Activity
|||||||    4. Print Vendor Deal Definitions
|||        5. Deal Tracking Report (History)
|||        6. Deal Activity Recap Report
|||        7. Search Deals for An Item

M E N U   C A L L S
19. Purchasing Menu      20. Pre Book Menu      21. Billing Menu
22. Vendor Relations     23. Dac Main Menu      90. Sign Off

==>

```

2. Select option 4 (Print Vendor Deals Definitions) from the VR Deals & Tracking screen. The Deal Print Selection screen appears.

```

CVNTPVR  ENTER  Creative Data Research      12/02/04  9:00:26
                        Deal Print Selection

Type choices, press Enter.

                        Vendor      ( Blank for ALL )
                        Deal #      ( Blank for ALL )

Use this program to print Vendor Receivable Deal setup information

F3=Exit  F4=Search  F6=Submit Print

```

3. To restrict the report to a particular vendor, enter a vendor code for the **Vendor** field (6,a) and press <Field Exit>. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen. Only the vendor codes entered for the **Vendor Number** field when adding vendor deals are used to restrict the list. The vendors from whom enrolled items are purchased are not taken into consideration.
4. To restrict the report to a particular vendor deal, enter a vendor deal number for the **Deal #** (6,n) field and press <Field Exit>. If necessary, press <F4> to select a deal from the Select Deal screen.
5. Press <F6> (Submit Print). The VR Deals & Tracking screen appears.

Special Deals

```

Creative Data Research                Special Deals                JEANNINE   CVNSPFR   12/02/04   9:13:47   Page   1

Deal #   Description                From   -   To
:-----Distributor-----:   :-----Retailer-----:
$ Incentive % Incentive   Accrued$   Base Cost/Offset   Net Cost/Offset   Fixed Price   $   %

Deal Type B Buydown Allowance

Vendor-> W0020  ACE BAKING COMPANY
=====
283 Buydown - Ace Baking Co      8/01/04  8/31/04
    .20                        5.80                        ::                .15
ENROLLMENT: Cust# Customer Name
            10089 AITKIEN'S QUICK STOP

PRODUCTS: Item # Item Description
            395501 EAGLE BRAND MILK 14 OZ    0.00

Vendor-> W2300  DISTRIBUTIVE RESOURCES, INC
=====
295 Dist Resources Deal          8/01/04  8/31/04
                                ::                .35

PRODUCTS: Item # Item Description
            39651 BATTERY ALK 4 PAK AA (EAC 0.00

Deal Type F Fixed Vendor Price

Vendor-> 04150  BATTERY SUPPLY
=====
298 Battery Supply Deal          8/01/04  8/31/04
                                ::                2.35

Deal Type N Rebate Based on Net Cost

Vendor-> W1240  CAMPBELL SALES COMPANY
=====
285 Campbell Sales Deal          8/01/04 12/31/04
    5.00                        .39                        ::                5.00
ENROLLMENT: Cust# Customer Name
            10089 AITKIEN'S QUICK STOP

PRODUCTS: Item # Item Description
            39644 BATTERY ALK 2 PAK C CELL  0.00
            146100 BIC PEN MS11 RED MEDIUM 0.00

Deal Type P Off Invoice Discount (PO)

Vendor-> W0300  AMERICAN LICORICE CO
=====
271 10% off PO                   7/31/04 12/31/04
    10.00                        ::                5.00

Deal Type S Std. Booking (Pre-Book)

Vendor-> W0740  BIC CORPORATION
=====
280 Bic Corp Pre-book            8/01/04  8/31/04
                                .25                        ::                .25

PRODUCTS: Item # Item Description
            146100 BIC PEN MS11 RED MEDIUM 0.00
            146280 BIC MSP-11 BLUE MED     0.00

Deal Type 1 Rebate Based on Price

Deal Type 2

Vendor-> W0300  AMERICAN LICORICE CO
=====
272 10-cents and 25% Off         7/01/04  8/31/04
    25.00                        ::

PRODUCTS: Item # Item Description
            222228 MARKS A LOT MARKER

Vendor-> W2420  DYER INTERNATIONAL
=====
288 Dyer Intl Deal               8/01/04  8/31/04
    5.00                        ::

PRODUCTS: Item # Item Description
            481660 DURACELL BT20A BATTERY TE 0.00

** END OF REPORT **

```

Printing A Deal Tracking Report

The Deal Tracking Report, which lists the customer orders of items to which billing-related vendor deals apply., is limited to posted customer orders contained in the history files after end of day closing is run. Refer to Posting Orders of the Billing document for additional information.

The time required to produce a Deal Tracking Report, which may be lengthy, varies according to the size of the user's history files. Refer to the DAC Default System Options document for information about the **Retention Days Inv Hist** field of the SYS003 default system option (Data Retention Options).

```
User: JEANNINE          Menu: VRCV1          Date: 12/02/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||      1. Vendor Deals & Tracking
DAC    ||      2. Vendor Billing
SYSTEM ||      3. Vendor Receivables
        ||      4. Customer Loyalty Program
        ||      5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20.
22.                    23. Dac Main Menu    21.
                        90. Sign Off

=====
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==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen. The VR Deals & Tracking screen appears.

```
User: JEANNINE          Menu: VRDCV1          Date: 12/02/04

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE    ||      1. Define Vendor Deals
DAC    ||      2. Enroll Customers in Deals
SYSTEM ||      3. Work with Deal Activity
        ||      4. Print Vendor Deal Definitions
        ||      5. Deal Tracking Report (History)
        ||      6. Deal Activity Recap Report
        ||      7. Search Deals for An Item

M E N U   C A L L S
19. Purchasing Menu    20. Pre Book Menu    21. Billing Menu
22. Vendor Relations    23. Dac Main Menu    90. Sign Off

==>
```

2. Select option 5 (Deal Tracking Report-History) from the VR Deals & Tracking screen. The Deal Tracking Selection screen appears.

```

CVOGPVR  ENTER  Creative Data Research  12/02/04 11:09:32
                        Deal Tracking Selection

Type choices, press Enter.

                        Vendor .

                        From Date
                        Through Date

                        Tax Juris.      ( Blank for ALL )
                        Deal # .        ( Blank for ALL )

                        Job Queue BOOK

NOTE: This program processes Order History. Response time may be quite long
Try the Deal Recap report for quicker response times.
Deals based on Purchases are not supported by this program.

F3=Exit  F4=Search  F6=Submit Print

```

3. Enter a vendor code for the **Vendor** (6,a) field and press <Field Exit>. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen. Only the vendor codes entered for the **Vendor Number** field when adding billing-related vendor deals are used to restrict the list. The vendors from whom enrolled items are purchased are not taken into consideration.
4. Enter dates for the **From Date** and **Through Date** (6,n) fields and press <Field Exit> to limit the report to customer orders by invoice date.
5. To restrict the report to the items purchased by customers of a particular tax jurisdiction, enter a tax jurisdiction code for the **Tax Juris** (6,a) field, and press <Field Exit>. If necessary, press <F4> to select a tax jurisdiction code from the Select Tax Jurisdiction screen.
6. To restrict the report to a particular billing-related vendor deal, enter a vendor deal number for the **Deal #** (6,n) field, and press <Field Exit>. If necessary, press <F4> to select a deal from the Select Deal screen.
7. If necessary, enter another job queue for the **Job Queue** (10,a) field.

```

CVOGPVR  ENTER  Creative Data Research  12/02/04 12:32:17
                        Deal Tracking Selection

Type choices, press Enter.

                        Vendor .  W0020

                        From Date    010104
                        Through Date  113004

                        Tax Juris.      ( Blank for ALL )
                        Deal # .        ( Blank for ALL )

                        Job Queue BOOK

NOTE: This program processes Order History. Response time may be quite long
Try the Deal Recap report for quicker response times.
Deals based on Purchases are not supported by this program.

F3=Exit  F4=Search  F6=Submit Print

```

8. Press <F6> (Submit Print). The Vendor Receivables screen appears.

Deal Tracking Report

Creative Data Research			Deal Tracking Report			JEANNINE	CVOHPFR	12/02/04 12:34:29	Page	1
From 1/01/04 - 11/30/04 *Only Vendor* W0020			*Only Jurisdiction*			*Only Deal*				
Cust#	Item #	Description	Inv Date	Invoice	Customer	Name	Qty	Sold	Promo	\$ Total Amount
Vendor W0020 ACE BAKING COMPANY										
10089	395501	EAGLE BRAND MILK 14 OZ	0.00	8/04/04	8231	AITKIEN'S QUICK STOP	15		.20	3.00
10089	395501	EAGLE BRAND MILK 14 OZ	0.00	8/16/04	8236	AITKIEN'S QUICK STOP	10		.20	2.00
10089	395501	EAGLE BRAND MILK 14 OZ	0.00	8/16/04	8237	AITKIEN'S QUICK STOP	4		.20	.80
Total for 395501							*	29	*	5.80
Vendor Totals W0020							*	29	*	5.80
Final totals										
** END OF REPORT **										

Printing A Deal Activity Recap

The Deal Activity Recap report lists vendor deals according to a range of dates, and limited to a specific vendor. The information appearing on the report can also be limited to a designated vendor, customer, group of customers, vendor deal and deal type.

```
User: JEANNINE           Menu: VRCV1           Date: 1/29/14

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||      1. Vendor Deals & Tracking
DAC    ||      2. Vendor Billing
SYSTEM ||      3. Vendor Receivables
|||||||      4. Customer Loyalty Program
              5. Vendor/Customer Tracking

19. Purchasing Menu      M E N U   C A L L S      21.
22.                      20. Vendor Spoils Mgmt      90. Sign Off

==>
```

1. Select option 1 (Vendor Deals & Tracking) from the Vendor Relations screen. The VR Deals & Tracking screen appears.

```
User: JEANNINE           Menu: VRDCV1           Date: 1/29/14

===== VR D E A L S   &   T R A C K I N G =====
|||||||
THE    ||      1. Define Vendor Deals
DAC    ||      2. Enroll Customers in Deals
SYSTEM ||      3. Work with Deal Activity
|||||||      4. Print Vendor Deal Definitions
              5. Deal Tracking Report (History)
              6. Deal Activity Recap Report
              7. Search Deals for An Item
              8. Deal Comparison
              9. Deal Salesrep PM Report

19. Purchasing Menu      M E N U   C A L L S      21. Billing Menu
22. Vendor Relations      20. Pre Book Menu          90. Sign Off

=====
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==>
```

2. Select option 6 (Deal Activity Recap Report) from the VR Deals & Tracking screen. The Deal Recap Selection screen appears.

CVRQPVR	ENTER	CDR Customer Conference	1/29/14 16:15:22
Deal Recap Selection			
Type choices, press Enter.			
From Date		_____	
Through Date		_____	
Vendor	_____	(Blank for ALL)	
Customer	_____	(Blank for ALL)	
Customer Collection	_____	(Blank for ALL)	
Salesman	_____	(Blank for ALL)	
Deal #	_____	(Blank for ALL)	
Deal Type	_____	(Blank for ALL)	
Page Break By Customer?	N	(Y/N)	
Deal/Item Summary?	N	(Y/N)	
F3=Exit F4=Search F6=Submit Print			

3. Enter dates for the **From Date** and **Through Date** (6,n) fields, and press <Field Exit> after each, to limit the report to customer orders by invoice date.
4. To restrict the report to a particular vendor, enter a vendor code for the **Vendor** (6,a) field, and press <Field Exit>. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen. Only the vendor codes entered for the **Vendor Number** field when adding vendor deals are used to restrict the list. The vendors from whom enrolled items are purchased are not taken into consideration.
5. To restrict the report to a particular customer, enter a customer number for the **Customer** (6,n) field, and press <Field Exit>. If necessary, press <F4> to select a customer number from the Select Customer Master screen.
6. To restrict the report to a customer collection, place the cursor at the **Customer Collection** field, and press <F4> to select a collection from the Work With Customer Collections screen. Refer to Working With Customer Collections of the Customer File Maintenance document for information about using the screen to create a collection.
7. To restrict the report to the customers of a specific sales representative, enter the salesman's employee number for the **Salesman** (6,n) field, and press <Field Exit>. If necessary, press <F4> to select an employee number from the Select Employee Master screen.
8. To restrict the report to a particular vendor deal, enter a vendor deal number for the **Deal #** (6,n) field and press <Field Exit>. If necessary, press <F4> to select a deal from the Select Deal screen.
9. To restrict the report to a particular type of deal, enter a vendor deal type codes for the **Deal Type** (1,a) field and press <Field Exit>.
10. If desired, enter Y (yes) for the **Page Break By Customer?** (1,a) field to designate that the report is printed with page breaks by customer.

11. If desired, enter *Y* (yes) for the **Deal/Item Summary?** (1,a) field to designate that that report is printed without customer information.
12. Press <F6> (Submit Print) when data entry is complete.
13. Press <Enter> when prompted to confirm. The VR Deals & Tracking screen appears.

Deal Activity Recap

Creative Data Research Deal Activity Recap JEANNINE CVRNPFR 12/06/04 12:34:49 Page 1

SELECTION CRITERIA: From 1/01/04 - 11/30/04

Deal #	Description	From	-	To	Distributor	Retailer				
					\$ Incentive	% Incentive	Deal Total	Fixed Price	Cents Off	% Off

D E A L T Y P E B Buydown Allowance

VENDOR W0020 ACE BAKING COMPANY

283 Buydown - Ace Baking Co		8/01/04	8/31/04	.20	5.80		.15	
	Item	Item Description			Distributor \$	Qty 1	Qty 2	Retailer \$
Customer	10089	AITKIEN'S QUICK STOP						
		395501 EAGLE BRAND MILK 14 OZ		0.00	5.80		29	4.35
** Totals for Customer ** 10089					5.80		29	4.35
*** Deal	283 Total ***	Buydown - Ace Baking Co		8/01/04 - 8/31/04	5.80		29	4.35

D E A L T Y P E F Fixed Vendor Price

VENDOR W2540 F & F LABORATORIES INC.

309 Favorite Brands Fxd Price		8/01/04	8/31/04	.30	10.20		2.23	
	Item	Item Description			Distributor \$	Qty 1	Qty 2	Retailer \$
Customer	10089	AITKIEN'S QUICK STOP						
		39727 BATTERY ALK 2 PAK AAA (EA 0.00			3.00		10	.00
** Totals for Customer ** 10089					3.00		10	.00
Customer	25002	ARNIE'S GAS & TIRE						
		39727 BATTERY ALK 2 PAK AAA (EA 0.00			7.20		24	.00
** Totals for Customer ** 25002					7.20		24	.00
*** Deal	309 Total ***			-	10.20		34	.00

D E A L T Y P E N Rebate Based on Net Cost

VENDOR W1240 CAMPBELL SALES COMPANY

285 Campbell Sales Deal		8/01/04	12/31/04	5.00	.39		5.00	
	Item	Item Description			Distributor \$	Qty 1	Qty 2	Retailer \$
Customer	10089	AITKIEN'S QUICK STOP						
		39644 BATTERY ALK 2 PAK C CELL		0.00	.39		4	.39
** Totals for Customer ** 10089					.39		4	.39
*** Deal	285 Total ***	Campbell Sales Deal		8/01/04 - 12/31/04	.39		4	.39

D E A L T Y P E P Off Invoice Discount (PO)

VENDOR W0300 AMERICAN LICORICE CO

271 10% off PO		7/31/04	12/31/04	10.00			5.00
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D E A L T Y P E 1 Rebate Based on Price

VENDOR W2150 DAVID & SONS

294 David & Sons Deal		8/01/04	8/31/04	5.00	7.35		5.00	
	Item	Item Description			Distributor \$	Qty 1	Qty 2	Retailer \$
Customer	10089	AITKIEN'S QUICK STOP						
		39636 BATTERY ALK 2 PAK D CELL		0.00	4.20		24	4.20
** Totals for Customer ** 10089					4.20		24	4.20
Customer	10412	BACK DOOR DELI						
		39636 BATTERY ALK 2 PAK D CELL		0.00	3.15		18	3.15
** Totals for Customer ** 10412					3.15		18	3.15
*** Deal	294 Total ***	David & Sons Deal		8/01/04 - 8/31/04	7.35		42	7.35

D E A L T Y P E 2

VENDOR W0300 AMERICAN LICORICE CO

272 10-cents and 25% Off		7/01/04	8/31/04	25.00			
--------------------------	--	---------	---------	-------	--	--	--

VENDOR W2420 DYER INTERNATIONAL

288 Dyer Intl Deal		8/01/04	8/31/04	5.00			
--------------------	--	---------	---------	------	--	--	--

VENDOR W5890 WEST FARM FOODS

289 West Farm Foods Deal		9/01/04	9/30/04	10.00	10.00		
--------------------------	--	---------	---------	-------	-------	--	--

Printing Vendor Statements

Vendor statements, which list all the vendor receivable transactions that have not been purged, and can be printed for a single vendor.

```
User: JEANNINE          Menu: VRCV1          Date: 12/06/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||
DAC    ||
SYSTEM ||
|||||||
1. Vendor Deals & Tracking
2. Vendor Billing
3. Vendor Receivables
4. Customer Loyalty Program
5. Vendor/Customer Tracking

M E N U   C A L L S
19. Purchasing Menu    20.
22.                    23. Dac Main Menu    21.
                        90. Sign Off

=====
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==>
```

1. Select option 3 (Vendor Receivables) from the Vendor Relations screen. The Vendor Receivables screen appears.

```
User: JEANNINE          Menu: VRRCV1          Date: 12/06/04

===== V E N D O R   R E C E I V A B L E S =====
|||||||
THE    ||
DAC    ||
SYSTEM ||
|||||||
1. Work with Vendor Receivables
2. Enter Receivable Transactions
3. Work with Vendor Relations Reasons
4. Print Vendor Aging Report
5. Build VR Tracking Accrual Data
6. Omit Records from Accrual Data
7. Print VR Tracking Accrual Data
8. Exclude Deals from Accrual Data

M E N U   C A L L S
19. Vendor Billing      20. VR Deals & Tracking    21.
22. Vendor Relations   23. Dac Main Menu      90. Sign Off

=====>
```

2. Select option 1 (Work With Vendor Receivables) from the Vendor Receivables screen. The Vendor Receivable Transactions screen appears.

```
CVT3DFR   DISPLAY Creative Data Research          12/06/04 14:33:02
Vendor Receivable Transactions
Vendor      Date  Trans# Reason Type Vndr Grp
ALL                               Invoice#

2=Edit S=Select to Apply A=Apply Selected U=Unselect N=Notes
? Vendor Date Reason Original Amt. Remaining Amt.
W0300 7/27/04 @ Vendor Receivable Deal 21.55 11.55
Trans# 61 Inv# 58
W0300 11/28/04 P Payment 10.00-
Trans# 76
W1240 8/17/04 @ Vendor Receivable Deal 7.00 2.00
Trans# 63
W1240 12/02/04 P Payment 1.00- 1.00-
Trans# 79

F3=Exit F4=Search F6=Print F8=Toggle Open/All F10=Purge Old
```

- To print a statement for a single vendor, enter a vendor code for the **Vendor** restrictor field and press <Enter>.

```

CVT3DFR      DISPLAY Creative Data Research      12/06/04 14:58:56
                        Vendor Receivable Transactions
Vendor
W1240 CAMPBELL SALES COMPANY
ALL          10.00- <-Balance      Invoice#
              12.00- <-Unapplied      2.00 <-True Balance

2=Edit S=Select to Apply A=Apply Selected U=Unselect N=Notes
? Vendor Date Reason Original Amt. Remaining Amt.
W1240 8/17/04 @ Vendor Receivable Deal 7.00 2.00
Trans# 63
W1240 12/02/04 P Payment 1.00- 1.00-
Trans# 79

F3=Exit F4=Search F6=Print F8=Toggle Open/All F10=Purge Old

```

- Press <F6> (Print).
- Press <F3> to exit. The Vendor Receivables screen appears.

Vendor Statement

```

Creative Data Research      Vendor Statement      JEANNINE CVURPFR 12/06/04 14:12:34 Page 1

Vendor W1240 CAMPBELL SALES COMPANY      ( 609 ) 342-6475
PO BOX 951286
DALLAS, TX

75395

Tran# Date Inv.# Deal Description Original Remaining
Amount Balance
63 8/17/04 0 307 @ Campbell PO Tracking Deal 7.00 2.00
79 12/02/04 0 P Payment 1.00- 1.00-
80 12/02/04 0 P Payment 11.00- 11.00-
Vendor Totals W1240 * 10.00-

** END OF REPORT **

```

Printing A Vendor Aging Report

Vendor Aging Reports can be printed for one or more vendors, but only those with an outstanding balance.

```
User: JEANNINE          Menu: VRCV1          Date: 12/06/04

===== V E N D O R   R E L A T I O N S =====
|||||||
THE    ||      1. Vendor Deals & Tracking
DAC    ||      2. Vendor Billing
SYSTEM ||      3. Vendor Receivables
|||||||      4. Customer Loyalty Program
          5. Vendor/Customer Tracking

          M E N U   C A L L S
19. Purchasing Menu      20.
22.                      23. Dac Main Menu      21.
                      90. Sign Off

=====
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==>
```

1. Select option 3 (Vendor Receivables) from the Vendor Relations screen. The Vendor Receivables screen appears.

```
User: JEANNINE          Menu: VRRCV1          Date: 12/06/04

===== V E N D O R   R E C E I V A B L E S =====
|||||||
THE    ||      1. Work with Vendor Receivables
DAC    ||      2. Enter Receivable Transactions
SYSTEM ||      3. Work with Vendor Relations Reasons
|||||||      4. Print Vendor Aging Report
          5. Build VR Tracking Accrual Data
          6. Omit Records from Accrual Data
          7. Print VR Tracking Accrual Data
          8. Exclude Deals from Accrual Data

          M E N U   C A L L S
19. Vendor Billing      20. VR Deals & Tracking      21.
22. Vendor Relations   23. Dac Main Menu      90. Sign Off

==>
```

2. Select option 4 (Print Vendor Aging Report) from the Vendor Receivables screen. The Vendor Aging Selection screen appears.

```
DCK9PVR  ENTER  Creative Data Research          12/06/04 16:20:04
              Vendor Aging Selection

Type choices, press Enter.

              Beginning Vendor
              Ending Vendor

              Buyer . . . . (Optional)
Only Remaining $ Greater Than (Optional)

Age Period 1  30  Age Period 2  60  Age Period 3  90  Age Period 4 120

              Only Vendors with an Outstanding Balance Will Print

F3=Exit      F6=Print
```

3. Enter vendor codes for the **Beginning Vendor** and **Ending Vendor** (6,a) fields, and press <Field Exit> after each, to limit the list to one or more vendors. If necessary, press <F4> to select a vendor code from the Select Vendor Master screen.
4. To restrict the report to a particular buyer, enter a buyer number for the **Buyer** (6,a) field and press <Field Exit>. If necessary, press <F4> to select a number from the Select Employee Master screen.
5. To restrict the report to vendors with a minimum amount due, enter an amount for the **Only Remaining \$ Greater Than** field, and press <Field Exit>.
6. Enter values for the **Age Period 1**, **Age Period 2**, **Age Period 3** and **Age Period 4** fields, and press <Field Exit> after each, to designate the number of days used to calculate the age periods of the aging report.
7. Press <F6> (Print).

DCK9PVR	ENTER	Creative Data Research	12/06/04 17:14:01
Vendor Aging Selection			
Type choices, press Enter.			
Beginning Vendor		W1240	
Ending Vendor		W1240	
Buyer		(Optional)	
Only Remaining \$ Greater Than		(Optional)	
Age Period 1	30	Age Period 2	60
Age Period 3	90	Age Period 4	120
Only Vendors with an Outstanding Balance Will Print			
F3=Exit	F6=Print		
CONFIRM: Y (Y/N)			

8. Press <Enter> when prompted to confirm. The Vendor Receivables screen appears.

Vendor Aging Report

Creative Data Research				V E N D O R A G I N G R E P O R T				JEANNINE	DCR8PPR	12/06/04 17:15:03	Page	1
Selection Criteria: Vendor W1240 - W1240				Buyer *ALL				Amounts Greater Than .00				
Age Periods: Age 1 30 Age 2 60 Age 3 90 Age 4 120												
Tran#	Date	Invoice#	Deal	Description	Original Amount	Current Due	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	Remaining Balance	
Vendor W1240 CAMPBELL SALES COMPANY (609) 342-6475												
63	8/17/04			307 @ Campbell PO Tracking Deal	7.00				2.00		2.00	
79	12/02/04			P Payment	1.00-	1.00-					1.00-	
80	12/02/04			P Payment	11.00-	11.00-					11.00-	
Vendor Totals W1240						12.00-			2.00	*	10.00-	
Final totals						12.00-			2.00	**	10.00-	
** END OF REPORT **												