

PRO-2u Page| 1 of 2

Category	Product
Course	Pricing (HOS)
Version	1.0
Client	Generic
Software	2.12.0.0

Claim HOS Supplier Rebates

You usually perform this procedure after the rebate finished; the values may change if the rebate is still current.

Procedure to Claim a HOS Supplier Rebate

Hints and Tips

- ✓ There are two sections to the Rebate report:
 - **Product breakdown:** give this section to the supplier as proof of claim; note: it doesn't list any co-op amount earned.
 - **Store breakdown:** can be used in your accounting system, to allocate the rebate to stores.
- ✓ **Product Breakdown columns:**
 - **Item No:** stock code.
 - **Single Units:** the number of single units invoiced/sold during the rebate.
 - **Pack and Carton:** the number of packs/cases claimed (where the product is sold in multiple pack sizes; a pack is any size pack between a unit and a case; e.g. for products like liquor/cigarettes).
 - **Case Qty:** the number of units in an ordering case.
 - **Cost:** case cost (including or excluding GST based on report parameters).
 - **Rebate Amount (Exc GST):** the percentage, dollar value, or bonus quantity specified for this rebate.
 - **Total Qty:** the total units sold or invoiced (as applicable).
 - **Extended Cost:** The total cost value of the units claimed.
- If a \$ or %-based rebate:**
 - **Rebate \$:** the amount earned from a % or \$-based rebate.
 - **GST Total:** The value of the GST on the amount earned.
 - **Total \$:** The GST inclusive value of the amount earned.
- OR if a bonus stock rebate:**
 - **Total Rebate Units:** the number of free units earned.
 - **Rebate Cases and Rebate Units:** the total rebate units converted into cases & units.

1. From the HOS Tools menu, select **Stock Functions**, then **Rebate Management**.
2. In the **Rebate Name** field, type, or search for, the name of the rebate.
 The rebate details are retrieved.
3. Click **Print**.
4. Change the report parameters as required.
 They automatically default to the settings saved in the rebate.
 *Set **Product By Store Details** to [N] if you don't want a store total per product in the Product Breakdown section (as in the example below).*
5. Click **OK**.
 The report is displayed; use the [▶] button to move through the report sections.

Rebate Report												
Product Breakdown												
Rebate Type: Paid as Dollar Per Case Sold		Rebate Name: mentos st		Deal Code: week		Invoicee: METNSW		Report Date: 3/04/2011		Time: 10:47am		
Selection Parameters		Store Number: All		GST Excl: Y		Product By Store Details: Y		Start Date: 28/03/2011		End Date: 03/04/2011		
Item No & Description	Size	GST %	Single Units	Pack	Carton	Case Qty	Cost (Exc GST)	Rebate Amount (Exc GST)	Total Qty	Extended Cost (Exc GST)	Rebate \$ (Exc GST)	Total \$
076713 MENTOS ARKISS 3D WML/P/ME290M												
			33	0	0	20	22,7545					
			Store	Total								
			0003				17					
			0005				2					
			0006				14					
							33	\$2.00	33	97.54	3.30	3.63
076705 MENTOS ARKISS 3D STR/A/P/RA290M												
			54	0	0	20	22,7545					
			Store	Total								
			0003				29					
			0005				5					
			0006				20					
							54	\$2.00	54	61.44	5.40	5.94
076721 MENTOS ARKISS 3D TRPL MINT290M												
			14	0	0	20	22,7545					
			Store	Total								
			0003				10					
			0005				2					
			0006				2					
							14	\$2.00	14	15.99	1.40	1.54
Total :									101	114.91	10.10	11.11

PRO-2u Page | 2 of 2

Hints and Tips

✓ **Store Breakdown columns:**

- **Single Units:** the number of units invoiced/sold during the rebate.
- **Pack and Carton:** the number of packs/cases claimed (where the product is sold in multiple pack sizes; a pack is any size pack between a unit and a case; e.g. for products like liquor/cigarettes).
- **Total Qty:** the number of units.

If a \$ or %-based rebate:

- **Rebate \$ (exc GST):** the amount earned.
- **Rounded Rebate \$ (Exc GST):** The amount the store receives; the Rebate \$ amount rounded up to the nearest full dollar.
- **Co-Amount:** the co-op rebate amount is distributed proportionally, based on the percentage of the total claim that was earned by each store.

OR if a bonus stock rebate:

- **Total Rebate Units:** the number of free units earned.
- **Rebate Cases and Rebate Units:** the total rebate units converted into cases and units.

- ✓ If you're claiming a **Bonus Stock per case** rebate, make sure you increase SOH to account for the free stock when it's delivered.

- ✓ A rebates based on **Sales History** generates the rebate amount from the sales during the rebate period.

- ✓ **Rebates based on Invoices** only include products that have been invoiced in the HOS/BOS **Payables** -> **Electronic Invoicing** or -> **Transactions** functions during the rebate period.

Rebate Report										
Store Breakdown										
Rebate Type: Paid as Dollar Per Case Sold					Report Date: 5/04/2011					Time: 10:47am
Rebate Name: mestrone sr										
Deal Code: week										
Invoices: METNSW										
Selection Parameters		Store Number: All	GST Excl: Y	Product By Store Details: Y	Start Date: 28/03/2011	End Date: 03/04/2011				
Store Number	Store Name	Single Units	Pack	Carton	Total Qty	Rebate \$ (Exc GST)	Rounded Rebate \$ (Exc GST)	Co-Amount		
0002	Five Dock	36	0	0	36	5.60	6	0.00		
0005	Gymea	9	0	0	9	0.90	1	0.00		
0006	Sutherland	36	0	0	36	3.60	4	0.00		
		Totals:	101	0	0	10.10	11	0.00		
		Unallocated:	0	0	0	0.00	-1	0.00		
		Grand Total:	101	0	0	10.10	10	0.00		

- Click Print to print the report.
 *Click the **Print Setup** icon first, if you need to select a different printer.*
 *If you have a **Print to PDF** option, select this so that you can attach the PDF'd version in an email to the invoicee/store.*
- Click the red [x] icon to close the report.
- | | |
|--------------------------|-------------------|
| To: | then: |
| report on another rebate | return to step 2. |
| finish | click |
- Forward the report to the supplier and the stores as required.