

Industry-specific

QAD SOLUTIONS

Manufacturing Applications

User Guide Trade Management

TrM System Implementation
Trade Spend Plan Implementation
Trade Spend Plan Administration/Evaluation
System Maintenance
Reference



78-0594A
Trade Management 2.2 or higher
MFG/PRO 9.0, eB, eB2 or higher
June 2003

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QAD Inc.
6450 Via Real
Carpinteria, California 93013
Phone (805) 684-6614
Fax (805) 684-1890
<http://www.qad.com>

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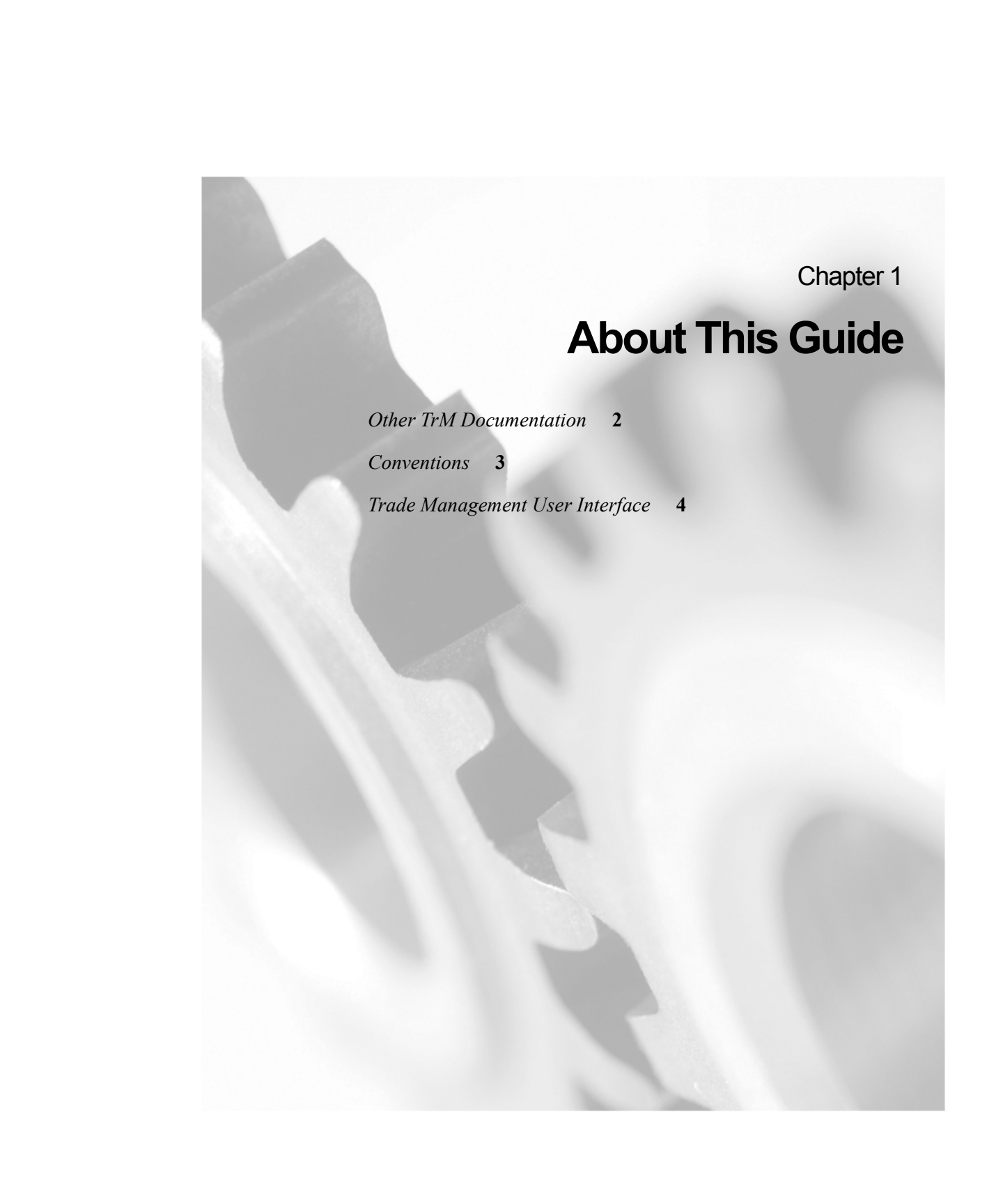
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Chapter 1

About This Guide

Other TrM Documentation 2

Conventions 3

Trade Management User Interface 4

This guide covers the Trade Management (TrM) module in MFG/PRO.

The introductory chapters present an overview of TrM functionality and how it addresses business considerations associated with using trade discounts in an overall pricing strategy.

▶ See the summary setup tables in “TrM System Implementation” on page 29.

Section 1 chapters discuss TrM system implementation. Section 2 chapters discuss trade spend plan implementation. Section 3 discusses trade spend plan administration and evaluation. Section 4 addresses system administration, customization, and utilities.

The final book elements contain support materials and information access tools.

- Appendix A, “Promotion Edit Rules” specifies the allowable changes to promotions at each stage in the promotion life cycle.
- Appendix B, “TrM System Map” is an outline of the TrM menu system. It illustrates the multiple layers of options available from various menu items.
- The glossary contains TrM-specific term definitions as well as general business terms used in TrM.
- The index provides multiple access points for locating information on specific topics.

Other TrM Documentation

- For software installation instructions, refer to the appropriate installation guide for your system.
- For information on using Trade Management, refer to *User Guide: Trade Management* and *User Guide Supplement: Trade Management*.
- For additional technical details, refer to *Trade Management Database Definitions*.
- To view documents online in PDF format, see the *Supplemental Documents on CD*.

Note Trade Management installation guides are not included on a CD. Printed copies are packaged with your software. Electronic copies of the latest versions are available on the QAD Web site.

Online Help

Trade Management has an extensive online help system. Help is available for most fields found on a screen. Procedure help is available for most programs that update the database. Most inquiries, reports, and browses do not have procedure help.

QAD Web Site

The QAD Web site provides a wide variety of information about the company and its products. You can access the Web site at:

<http://www.qad.com>

For users with a Web account, product documentation is available for viewing or downloading at:

<http://support.qad.com/documentation/>

You can register for a QAD Web account by accessing the Web site and clicking the Accounts link at the top of the screen. Your customer ID number is required. Access to certain areas is dependent on the type of agreement you have with QAD.

Most user documentation is available in portable document format (PDF). PDF files can be downloaded from the QAD Web site to your computer. You can view them with the free Adobe Acrobat Reader. A link for downloading this program is also available on the QAD Web site.

The QAD Web site also has information about training classes and other services that can help you learn about MFG/PRO.

Conventions

Although MFG/PRO is available in several interfaces, TrM is currently only available through the character interface.

This guide uses the conventions listed in the following table.

If you see:	It means:
<code>monospaced text</code>	A command or file name.
<i>italicized monospaced text</i>	A variable name for a value you enter as part of an operating system command; for example, <i>YourCDROMDir</i> .

If you see:	It means:
indented command line	A long UNIX command that you enter as one line although it appears in the text as two lines.
Note	Alerts the reader to exceptions or special conditions.
Important	Alerts the reader to critical information.
Warning	Indicates situations where you can overwrite or corrupt data, unless you follow the instructions.

Trade Management User Interface

This section describes aspects of the user interface that are unique to TrM: the various menu types, the multifunction Help utility, and the keyboard commands.

Menu items, screen titles, and field labels can all be customized.

▶ See “Customer Profiles Interface Setup” on page 173 for examples.

Menu Types

Trade Management has four menu types. As in MFG/PRO, there are main menus and submenus. Unique to TrM are the pop-up menus and pull-down strip menus. These menu types reflect the TrM design principle: access data—then bring the function to the data. The pop-up menus are referred to as Options menus.

Options Menus

There are two ways to access Options menus. From most screens, press User Menu. Figure 1.1 shows a typical example.

There are two ways to access an item in this type of Options menu:

- Press the letter key corresponding to the desired item.
- Use the up and down arrow keys to highlight the desired item, and press Enter.

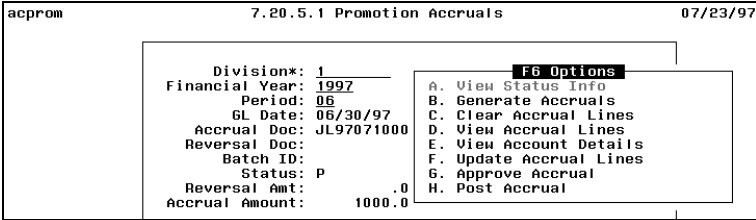


Fig. 1.1
Options Menu 1

For some functions, such as many reports, press Enter to access the Options menu. See Figure 1.2.

To access an item in this type of Options menu, use the up and down arrow keys to highlight the desired item, and press Enter.

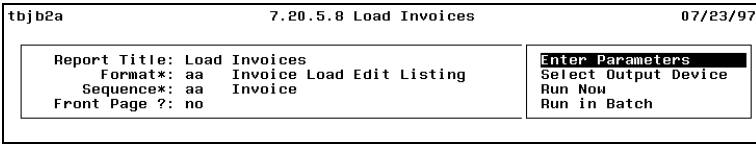


Fig. 1.2
Options Menu 2

Strip Pull-Down Menus

The Edit Promotion (7.20.1.2) and Edit Rebate (7.20.2.2) screens have a strip of pull-down menus. To access the strip menu, type the promotion or rebate code in the Code field and press Enter. See Figure 1.3.

There are two ways to access an item in the pull-down menu:

- Press the letter key corresponding to the desired item.
- Use the up and down arrow keys to highlight the desired item, and press Enter.

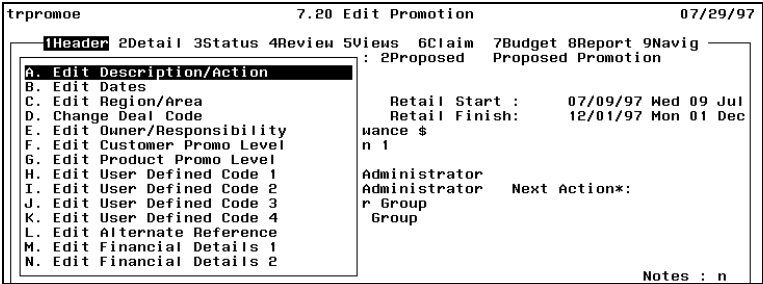


Fig. 1.3
Strip Pull-Down
Menu

Help Facility

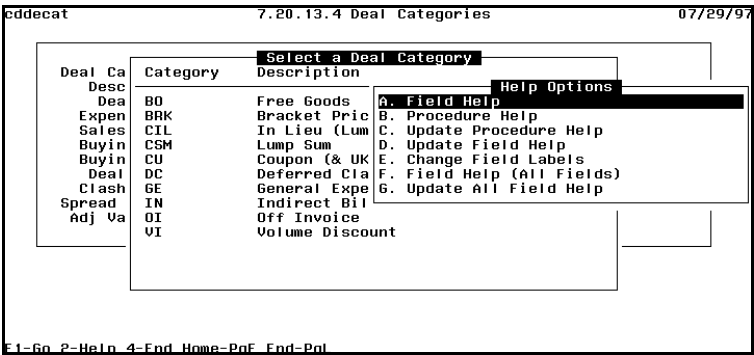
The TrM help facility has multiple functions as illustrated in Figure 1.4.

Where there is a table of defined values for a field, pressing Help once displays the table. Pressing Help a second time displays the Help Options menu. When there is no table of defined values, pressing Help once displays the Help Options menu.

There are two ways to access an item in the Help Options menu:

- Press the letter key corresponding to the desired item.
- Use the up and down arrow keys to highlight the desired item, and press Enter.

Fig. 1.4
Help Menu



Character Keyboard Commands

The following tables describe the TrM navigation, help, and edit commands; there are fewer in TrM than in MFG/PRO.

In this user guide, all references to keyboard commands are generic; for example, “press Go” refers to the F1 key.

Navigation Commands	Keyboard Entry	Description
Go	F1	Moves to next frame.
End	F4	Exits a frame, program, or menu.
User Menu	F6	Displays a choice of programs.

Navigation Commands	Keyboard Entry	Description
Previous	up arrow	Retrieves previous record in a key data field and scrolls up in look-up browses.
Next	down arrow	Retrieves next record in a key data field and scrolls down in look-up browses.
Enter	Enter	Moves to next field within a frame.
Tab	Tab	Moves to next field within a frame.
Next Page	Page Up	Moves to next frame in paged programs.
Previous Page	Page Down	Moves to previous frame in paged programs.

Help Commands	Keyboard Entry	Description
Field Help	F2	Opens help on current field.
Procedure Help	F2	Opens help on current program.
Look-Up Browse	F2	Displays choice of records.

Edit Commands	Keyboard Entry	Description
Insert	F3	Enables text insertion.
Delete	F5	Deletes open record.
Toggle	F5	Toggles between product and product group level when editing deals.
Cut	F8	Clears a field.
Tag	Enter	Mark with an asterisk to indicate inclusion in a group or list.
Untag	Enter or F8	Remove asterisk to indicate exclusion from a group or list.

The background of the page is a grayscale photograph of several interlocking mechanical gears. The gears are of different sizes and are positioned in a way that creates a sense of depth and motion. The lighting is soft, highlighting the metallic texture and the sharp edges of the gear teeth.

Chapter 2

Overview

This chapter briefly summarizes TrM functionality.

Trade Management Functions **10**

Menu Structure **11**

Trade Management Functions

Trade Management (TrM) structures and controls the implementation, administration, and evaluation of pricing activities such as promotions and rebates. This structure and control brings the fluid pricing activities under effective management.

Implementing Pricing Plans

In implementing manufacturer pricing plans, TrM creates budgets that reflect the limits imposed by pricing plans. These budgets serve as the controlling structure for creating price lists for promotions, rebates, agreements, and internal sales. Each price list reflects the intended discount to a particular customer on a particular product.

Fig. 2.1
Product Pricing



Administering Pricing Plans

In administering pricing plans, TrM tracks discounted and nondiscounted sales and processes claims and deductions against promotions and rebates. Processing includes creating appropriate general ledger (GL) transactions, credit notes, and vouchers. Tracking ensures that each discount is charged against the appropriate GL account.

Evaluating Pricing Plans

For evaluating pricing plans, TrM generates reports for assessing the impact of past plans. For example:

- Did customer response indicate that the plan was perceived as providing high value for the customer?
- Did the plan offer the right deal to the right customer in order to maximize profit across the maximum number of customer-product combinations?
- Did the plan foster a broad market for the manufacturer rather than leading to over-dependence on one customer, customer group, or market segment?

This evaluation serves as the basis for changes in the pricing plan for the next fiscal period.

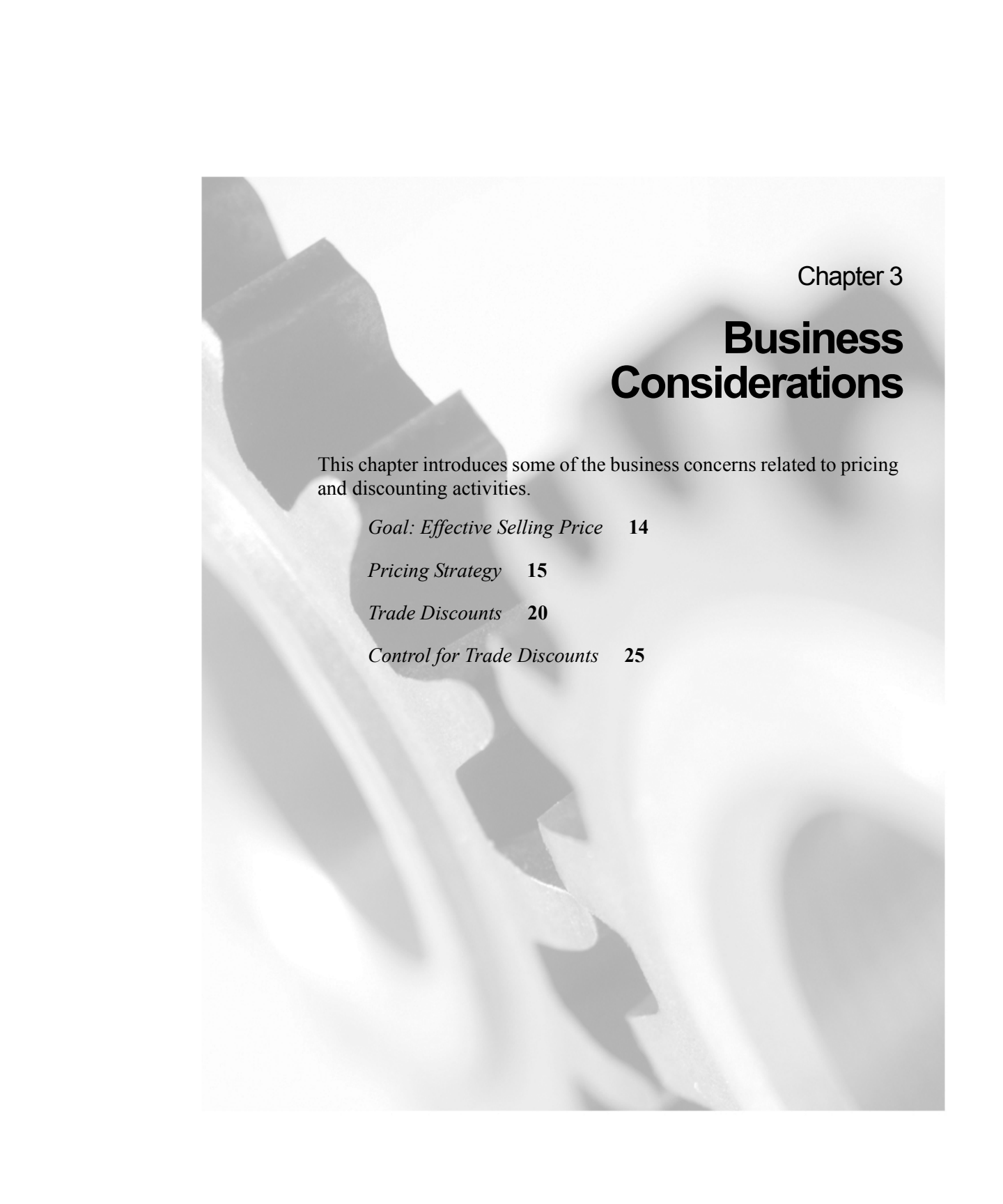
Menu Structure

For orientation only, Table 2.1 shows the top-level menu for TrM. All of the items in the table have submenus. See *Appendix B, “TrM System Map,”* for the complete system map.

Number	Menu Name
7.20	Trade Management
7.20.1	Promotions
7.20.2	Rebates
7.20.3	Claim & Deduction Management
7.20.4	Budgets
7.20.5	Accruals and Bulk Update
7.20.13	Promotion Code Maintenance
7.20.14	Rebate Code Maintenance
7.20.15	Claim Code Maintenance
7.20.16	Budget Code Maintenance
7.20.17	Accrual/Bulk Change Maintenance
7.20.19	General Code Maintenance
7.20.20	Customer/Product Code Maintenance

Table 2.1
Top-Level Menu

Number	Menu Name
7.20.21	Master File Maintenance
7.20.22	View Maintenance
7.20.23	Utilities & Batch Processing
7.20.24	Systems Administration

The background of the page is a grayscale image of several interlocking gears. The gears are of different sizes and are positioned in a way that they appear to be meshing together. The lighting creates highlights and shadows on the teeth of the gears, giving them a three-dimensional appearance. The overall tone is professional and industrial.

Chapter 3

Business Considerations

This chapter introduces some of the business concerns related to pricing and discounting activities.

Goal: Effective Selling Price **14**

Pricing Strategy **15**

Trade Discounts **20**

Control for Trade Discounts **25**

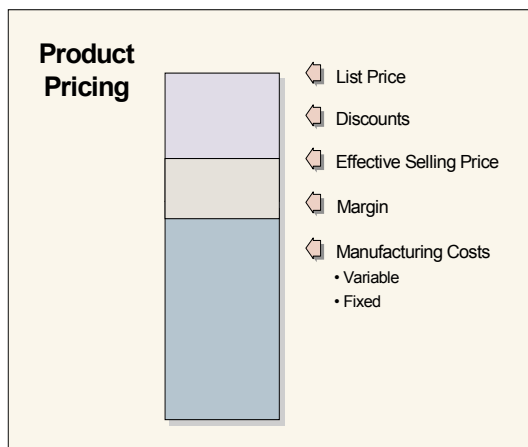
Goal: Effective Selling Price

Since rigorous product cost controls are now so commonplace and successful in the manufacturing and distribution segments of the supply chain, managing pricing activities is the last, best way to positively affect the profit margin and establish effective selling prices.

One object of successful business is to sell at an optimum price, a price that is low enough to capture all possible sales but high enough to produce an attractive profit margin.

Arriving at that effective selling price is the object of a successful pricing plan. As shown in Figure 3.1, there are four components of the effective selling price: product costs, margin, discounts, and list price.

Fig. 3.1
Effective Selling-
Price Components



- *Product costs.* The labor and material costs to produce the item.
- *Margin.* The profit from selling an item; it is the difference between product cost and price.
- *Discounts.* Price reductions or other inducements to purchase an item.
- *List price.* The price at which something is offered for sale before discounts. It is the sum of the product cost and the margin for an item.

$$\text{list price} = \text{product costs} + \text{ideal profit margin}$$

- *Effective selling price.* The price after discounts have been taken; it is list price less discounts:

$$\text{effective selling price} = \text{list price} - \text{discounts}$$

But discounts are not applicable to both components of the list price; since product costs are stable, discounts come only from margin.

$$\text{effective selling price} = \text{product costs} + (\text{ideal profit margin} - \text{discounts})$$

Pricing Strategy

Manufacturers manipulate three components to arrive at the effective selling price: margin, list price, and discounts. The effective selling price optimizes margin versus discount to maximize profit. Pricing strategy entails managing the various discounts as part of this optimization.

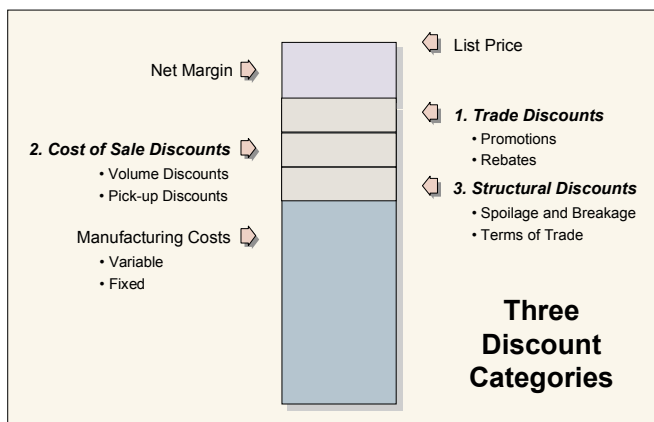
This section covers discount categories, sales promotion channels, and customer types.

Discount Categories

Figure 3.2 illustrates the various components of item pricing, including three broad discount categories: trade discounts, cost of sales discounts, and structural discounts.

TrM focuses on trade discounts; it does not directly address structural discounts, cost of sales discounts, or others, such as financing and service costs discounts. Brief descriptions of these latter discount categories are included below for comparison purposes.

Fig. 3.2
Three Discount
Categories



Trade Discounts

Trade discounts promote products to members of the distribution channel rather than to the consumer. Trade discount is also the largest area of uncontrolled manufacturer's costs. The most common types of trade discounts are promotions, rebates, and agreements.

Non-Trade Discounts

Structural Discounts

- Spoilage and Breakage. A permanent percentage of sales to cover spoilage and breakage.
- Warehousing and distribution. The distribution center saves shipping for the manufacturer, so they demand a discount.
- Terms of Trade. Permanent terms of trade; for example, FOB pricing. Another example is rapid payment, which is variable by customer, so it cannot be built into the cost set.

Cost of Sales Discounts

These discounts reflect the cost of making the deal; for example, TrM does not focus on FOB or pick-up discounts.

Sales Promotion Channels and Strategies

Figure 3.3 shows three common sales promotion channels: marketing and consumer promotions, retail promotions, and sales and trade promotions. Each of these reflects a strategy and a target.

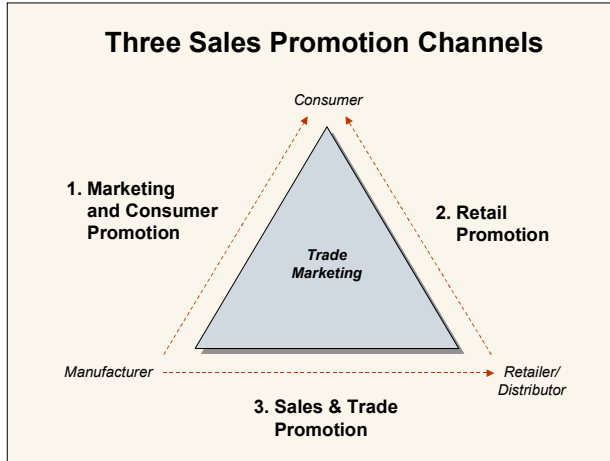


Fig. 3.3
Three Sales
Channels

Marketing and consumer promotions, such as manufacturer's coupons, and retail promotions, such as newspaper inserts, are pull strategies directed toward consumers. They aim to increase sales by pulling consumers into the retail establishment to purchase product.

Sales and trade promotions, TrM's focus, are push strategies directed toward retailers and distributors, the intermediaries between manufacturers and consumers. These promotions aim to increase sales by pushing more product from the manufacturers to their customers, the retailers and distributors.

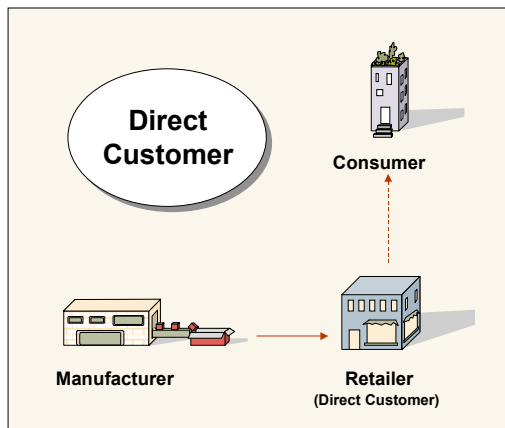
Customer Types

The TrM customer types reflect the various direct and indirect relationships between the manufacturer, customer, and consumer. The following figures illustrate these relationships. In all cases, the TrM customer is the sold-to customer, the one who pays the manufacturer's invoice. The customer is *not* the consumer; consumers use or consume the manufacturer's products.

Direct Customer

A typical direct customer is a retailer who buys directly from the manufacturer. The retailer then, in turn, sells to the consumer. The retailer claims the discount from the manufacturer based on invoiced sales.

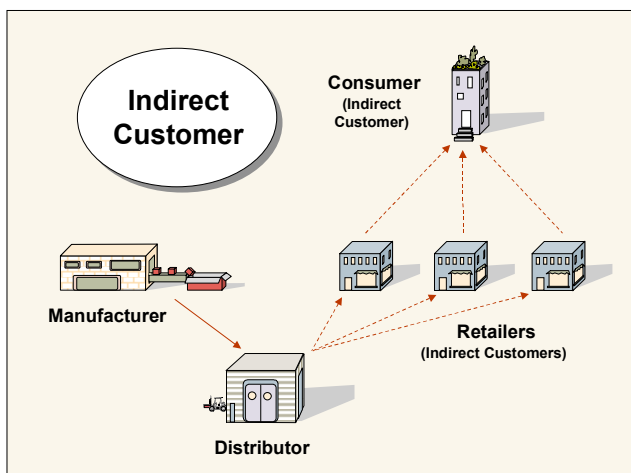
Fig. 3.4
Direct Customer



Indirect Customer

When a manufacturer sells to a wholesaler or distributor who then, in turn, sells to a retailer, the retailer is the manufacturer's indirect customer. The retailer claims the discount from the manufacturer based on check-out scan data or other proof of sales, such as coupons.

Fig. 3.5
Indirect Customer



Customer Group

Customer groups are brokers, buying groups, or banner accounts that represent multiple customers. The customer groups are indirect customers; the wholesalers and distributors are direct customers.

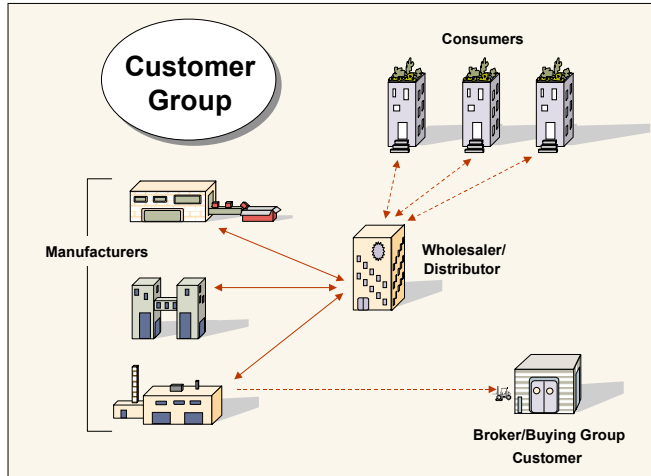


Fig. 3.6
Customer Group

Internal Customer

Internal customers are employees of the manufacturer; for example, salespeople who supply goods directly to distributors and retailers to make up for damaged goods and to promote good relations.

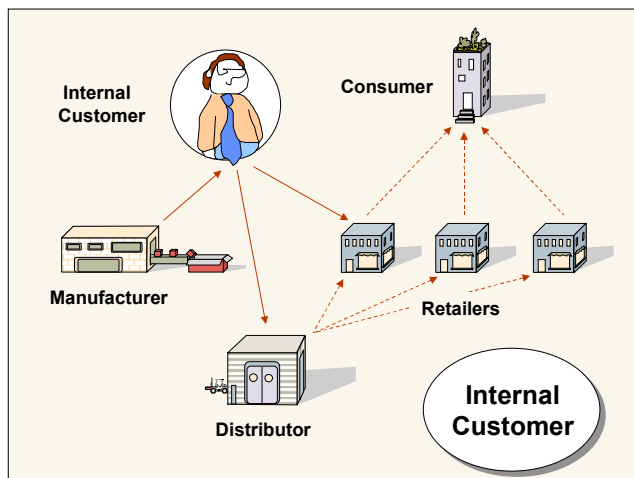


Fig. 3.7
Internal Customer

Trade Discounts

Trade Discount Life Cycle

Figure 3.8 shows the trade discount life cycle. The planning, approval, and evaluation stages, particularly, support continual monitoring of the effectiveness of a manufacturer's pricing strategy.

Fig. 3.8
Trade Discount
Life Cycle



Planning takes into account sales plans, marketing plans, market pressures, and production realities.

Documentation includes customer documents, internal documents, account reviews, and budgets.

Approval covers setting customer limits and getting management signoff.

Execution includes setting pricing, relating the proposed discount to other existing or proposed discounts, and establishing the time frame.

Administration handles deductions, claims, commissions, accruals, and accounting functions.

During evaluation, the effectiveness of the trade discount is rated in terms of customers, accounts, products, product groups, sales representatives, sales territories, and planned versus actual budgeted amounts.

Trade Discount Types

The major trade discount types are rebates, agreements, and promotions. This section has brief descriptions of each as well as descriptions of several common promotion deals. The figures illustrate significant events in the time line for each discount type. The time lines also illustrate the differences among the various discount types.

Rebates

Rebates are discounts based on long-term product purchasing such as more units purchased this quarter than for the same quarter last year. Figure 3.9 illustrates the iterative character of rebates.

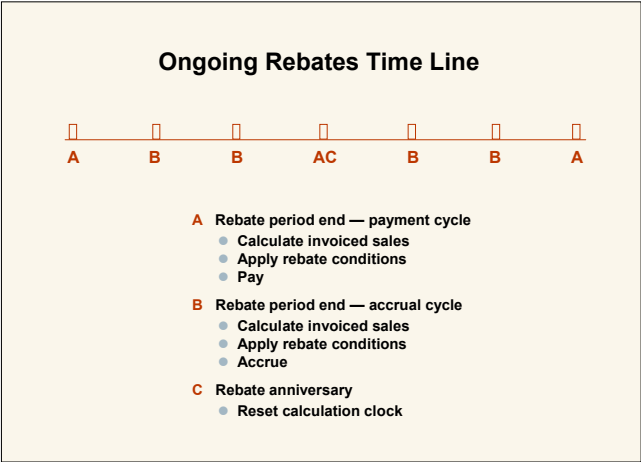


Fig. 3.9
Ongoing Rebates
Time Line

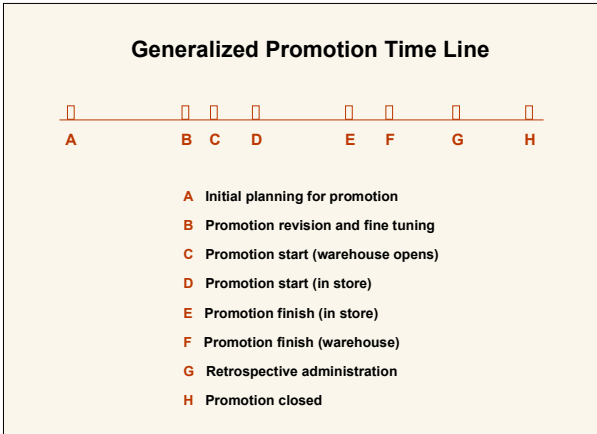
Agreements

Agreements are discounts negotiated with large customers such as governments or specific industry buying groups. As with promotions, agreements can include a variety of deals. Agreements can also be used for commissions and royalties.

Promotions

Promotions are short-term, temporary discounts from a base price list. Figure 3.10 shows the elements of promotion time lines, including planning, warehouse and retail open periods, and claims administration, in their most common order.

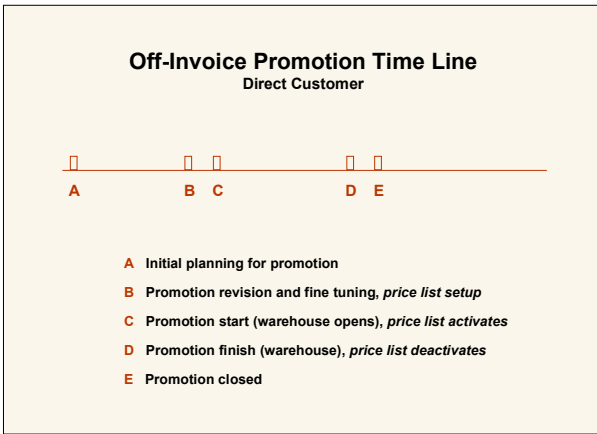
Fig. 3.10
Generalized
Promotion Time
Line



Off Invoice

This deal gives the direct customer, the retailer or distributor, a discount on each item purchased during a defined period. Since this is a direct-customer-only deal, there is a relevant open period for the warehouse but not the retailer.

Fig. 3.11
Off-Invoice
Promotion Time
Line



Chargeback, Billback Claim, Deferred Claim

For direct customers such as distributors and retailers, these promotions are characterized by retrospective administration based on claims and deductions.



Fig. 3.12
Billback Promotion
Time Line, Direct
Customer

For indirect customers such as consumers and retailers who buy from distributors, these promotions are characterized by retrospective administration based on scan data from the retailer.

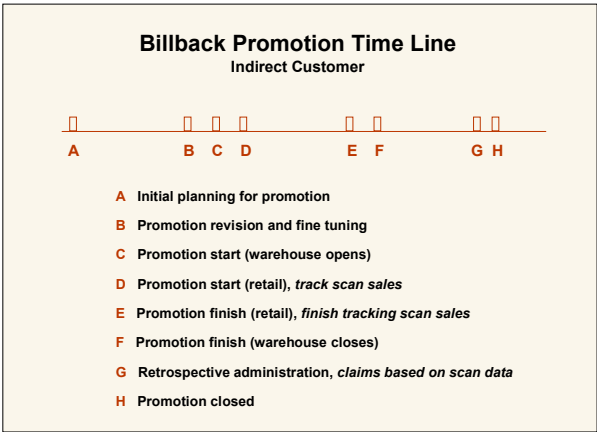
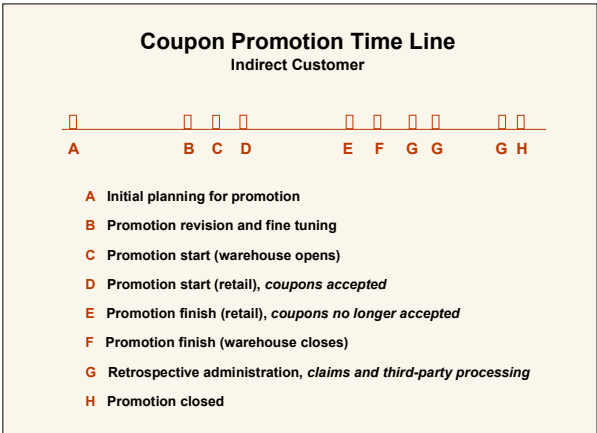


Fig. 3.13
Billback Promotion
Time Line, Indirect
Customer

Coupon

Coupon promotions are billback claim promotions with hard evidence. These promotions are characterized by retrospective administration based on retailer claims and third-party processing.

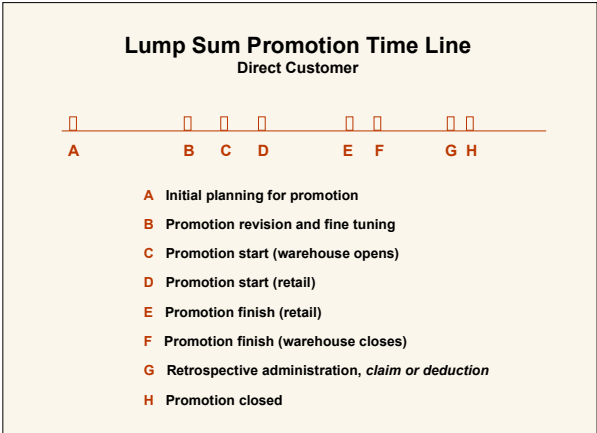
Fig. 3.14
Coupon Promotion
Time Line, Indirect
Customer



Lump Sum

Lump sum promotions include straight money, in lieu money, slotting payments, and cooperative advertising. Aimed at direct customers, these promotions are characterized by retrospective administration based on claims and deductions.

Fig. 3.15
Lump Sum
Promotion Time
Line, Direct
Customer



Bonus Stock or Free Goods

This deal is frequently extra cases of goods at the same price; for example, four cases for the price of three. This deal can also cover where one product, for example, milk, is free with the purchase of another, such as breakfast cereal.

Merchandise Giveaways

The merchandise given away in this deal is not necessarily related to the manufacturer product; for example, shirts or caps given away by an automobile parts manufacturer.

General Expense: Sponsorships, Tournaments

With this deal, the manufacturer covers all or part of the expenses for an event.

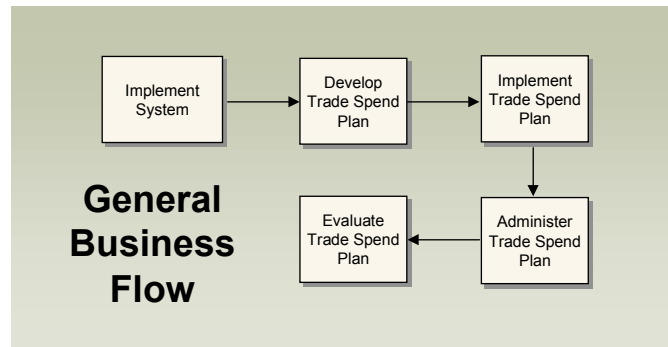
Control for Trade Discounts

Discount control systems—that is, pricing management systems—give manufacturers a way to address this largest uncontrolled cost. The two flows in this section address this. The first is the general business flow for implementing a system to control trade discounts. The second is the flow for implementing and using TrM.

General Business Flow

Figure 3.16 shows the general steps that manufacturers follow to put trade discount controls in place. Implementing the trade spend plan includes creating budgets and defining the promotions, rebates, and agreements.

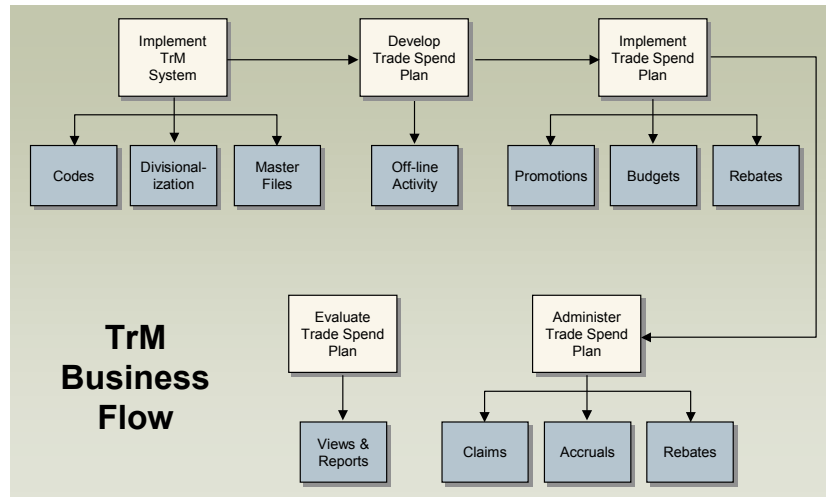
Fig. 3.16
General Business
Flow



TrM Business Flow

Figure 3.17 shows the steps required to put TrM in place to control trade discount. Each of the steps shown in Figure 3.16 now has TrM-specific content.

Fig. 3.17
TrM Business Flow



Implement TrM System

Implementing TrM includes background setup as well as codes, company structures, and master files setup.

Background system setup covers security, system administration, views and reports, and utilities and batch processing

Codes, structures, and master files setup reflect a company's structure and approach to promotions and selling.

Develop Trade Spend Plan

Developing a trade spend plan is an off-line—that is, non-TrM—activity. The plan covers customer, product, and money topics such as:

- How much money to spend on trade promotions
- Which products to spend money on
- Which customers to direct promotions toward
- Which deals to use
- How to divide trade spend moneys across parts of the company

Implement Trade Spend Plan

Implementing the plan involves setting up TrM for promotional activities. This is the main issue. This is where budgets, promotions, and other discounts, such as agreements, are defined and put into place in the system.

Administer Trade Spend Plan

TrM is then the tool for administering the promotions and other components of trade spend. These activities include:

- Process sales orders and claims
- Monitor promotions and rebates
- Track spending and accruals

Evaluate Trade Spend Plan

TrM views and reports are the tools for gathering, organizing, and presenting information to evaluate the success of the trade spend plan. This information is then used as input to the next trade spend plan development cycle.

Section 1

TrM System Implementation

Trade Management System Implementation describes the setup of various components and structures expressing the trade discount spending plan.

- Communication setup between TrM and MFG/PRO

TrM – MFG/PRO Integration **37**

- Security for personnel, program access, and discount processing

Security **65**

- People and things

Staff **141**

Suppliers **149**

Customers **155**

Products **191**

- Defaults and codes such as currency and tax status

Defaults **85**

Control File and System Codes **89**

- Financial and business structures: accounts, divisions, and regions

Financial Structures **111**

Business Structures **119**

Structures Setup and Use Summary

Section Table 3.1 lists the major TrM structures—such as customers, products, and divisions—where each is set up, and where in controlling structures and transactions each is used—for example, promotion budget parameters, rebates, and agreements.

Table 3.1
TrM Structures:
Setup and Use

	Setup	Promotion Budget		Rebate Budget		Promotion Budget		Rebate Budget		Promotion Budget		Rebate Budget		Agreement		Claims	
		Parameter	Parameter	Parameter	Parameter	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Agreement	Agreement	Claims	Claims
Customer	7.20.21.1	x				x				x				x			x
Customer Group	7.20.21.13	x		x		x			x					x			x
User-Defined	7.20.21.14																
Customer Group										x							x
Customer Profile	7.20.20.3-11	x				x											
Product	7.20.21.2	x											x				
Product Group	7.20.21.15	x		x		x			x				x				
Product Profile	7.20.20.15-23	x				x											
UDC 1-4	7.20.13.12	x								x							
UDC 4-6	7.20.14.12												x				
UDC E-H	7.20.13.12																x
Division	7.20.21.9	x		x		x			x				x				x
Region	7.20.19.10	x		x		x			x				x				x
Area	7.20.19.11	x		x		x			x				x				x
Zone	7.20.19.12	x				x							x				x
Modifiers	7.20.13.11.1-13																x

Setup Summary: Security and Transactions

Section Table 3.2 is a comprehensive view of the setup required for the various components and structures covered in this section, as well as those transactions to which each is relevant. Using this table, you can choose among different approaches to setup.

In all cases, the codes and master files that apply to multiple transactions—the first row of the table—must be set up. When done, you can choose to go down each column of the table in turn, first setting up all of the codes, then all of the master files, then the transaction-specific codes and files.

Alternatively, setup can be organized around each transaction. That is, you can address each row of the table in turn; for example, setting up the codes, master files, and transaction-specific codes and files in the Security row of the table, then the Budgets row, and so on.

Table 3.2
TrM Security and
Transactions Setup

	Codes	Master Files	Transaction-Specific Codes and Files
Multiple Transactions	Number ranges 7.20.19.3 Units of measure 7.20.19.4 Currencies 7.20.19.7 Language 7.20.19.9 Cost sets 7.20.19.11 Tax status codes 7.20.19.19 Data groups 7.20.21.17 Default header 7.20.21.18 Customer types 7.20.20.1 (initialize) Customer profiles 7.20.20.3-11 Product profiles 7.20.20.15-23 Printers 7.20.24.14 Trade expense (GL) account 25.3.13; 7.20.19.14 Cost center 25.3.20; 7.20.19.13 (requires division) Payment codes 7.20.19.17	Control file 7.20.19.1 Customers 7.20.21.1 Products 7.20.21.2 Suppliers (standard) 7.20.21.3 Supplier (miscellaneous) 36.2.13; 2.3.1; 7.20.21.3 Staff 7.20.21.4 Division 7.20.21.9 Region 7.20.21.10 Area 7.20.21.11 Zone 7.20.21.12 Customer groups 2.5.1; 7.20.21.13; 2.1.1: salesperson 3 User-defined customer groups 7.20.21.14 Product groups 7.20.21.15	
Security		Control file 7.20.19.1 page 7: Default ID	Security profiles (all options) 7.20.24.3 Default Header 7.20.21.18 Program Maintenance, Opt: Program options 7.20.24.9 Staff (all options) 7.20.21.4

	Codes	Master Files	Transaction-Specific Codes and Files
Budgets	Financial periods 7.20.19.20-22 Algorithms 7.20.19.6		Budgeting methods 7.20.16.2 Algorithms (splits) 7.20.16.3 Promotion budget parameters 7.20.16.5 Rebate budget parameters 7.20.16.6 User-defined codes 7.20.16.12.7-9 GL Budgets 7.20.4.8
Promotions	Cost sets 7.20.19.11 General expense types 7.20.19.16 Discount types 7.20.10.24 Promotion approval levels 7.20.21.6 Promotions prefix 1.10.1.24	Control file 7.20.19.1 page 1: Autogen promotion code? page 6: User-defined codes page 8: Approvals req'd? page10: Promotion prefix Division 7.20.21.9 Opt: Defaults: Clash code	Deal groups 7.20.13.1 Deal codes 7.20.13.2 Deal types 7.20.13.3 Deal categories 7.20.13.4 Deal amount types 7.20.13.6 Modifier codes 7.20.13.11 User-defined codes 7.20.13.12.1-4 Buying codes 7.20.13.14 Pricing workbench 7.20.13.16 Next action codes 7.20.13.17 Clash codes 7.20.13.18 Free goods break types 7.20.13.24.1 Free goods base codes 7.20.13.24.2 Free goods terms 7.20.13.24.3 Free goods types 7.20.13.24.4

	Codes	Master Files	Transaction-Specific Codes and Files
Rebates	Price lists 7.20.19.12 Payment terms 7.20.19.18	Control file 7.20.19.1 page 1: Autogen rebate code? page 6: User-defined codes Customers 7.20.21.1 page 2: Price list	General codes 7.20.19.5 REB* descriptions only Rebate types 7.20.14.1 Rebate calculation base codes 7.20.14.2 Rebate calculation methods/ units 7.20.14.3 Rebate calculation scope 7.20.14.4 Rebate combine rules 7.20.14.5 Rebate tax rules 7.20.14.6 User-defined codes 7.20.14.12-4-6 Next action codes 7.20.13.17
Agreements		Division 7.20.21.9 Opt: Agreement parameters: Sequence (number range) User-defined codes	Agreement types 7.20.13.23.1 Agreement elements 7.20.13.23.3 User-defined codes 7.20.13.12.13-16
Internal Sales	Stock locations 7.20.21.24	Salesperson 2.5.1 Customer 2.1.1; 7.20.21.1 Customer group 7.20.21.13 User 36.3.18 Staff 7.20.21.4	
Claims	Claim approval levels 7.20.21.7 Tax credit (GL) account 25.3.13; 7.20.19.14	Division 7.20.21.9 Opt: Claim parameters: Tax Credit account	Claim types 7.20.15.1 General codes 7.20.19.5 CL* descriptions only
Accruals	Accrual control (GL) account 25.3.13; 7.20.19.14	Division 7.20.21.9 Opt: Claim parameters: Promotion deduction account Opt: Rebate and invoice parameters: Rebate accrual account	General codes 7.20.19.5 AC* descriptions only

The background of the page features a grayscale image of several interlocking gears. The gears are of different sizes and are positioned in a way that creates a sense of depth and mechanical complexity. The lighting is soft, highlighting the metallic texture of the gears.

Chapter 4

TrM – MFG/PRO Integration

This chapter describes how to set up and use the application program interface (API) between Trade Management (TrM) and MFG/PRO.

Introduction **38**

Setting Up the Trade Management API **38**

Using TrM to Price MFG/PRO Sales Transactions **53**

Processing Promotion and Rebate Payments **62**

Introduction

Trade Management (TrM) is an application that lets you:

- Set up and maintain simple or complex promotional pricing structures and apply them to user-defined groups of items and customers.
- Record and expedite customer claims.
- Track and analyze promotional spending in detail.

The TrM application program interface (API) lets you:

- Generate TrM product, customer, and supplier records using master file maintenance programs in MFG/PRO.
- Use TrM features to price sales transactions in MFG/PRO.
- Update TrM with invoiced item quantities and net prices for tracking against promotions, rebates, budgets, and so on in TrM.
- Generate vouchers and AR credit memos to pay customer claims against promotions and rebates.

Setting Up the Trade Management API

Figure 4.1 outlines a typical work flow for setting up the Trade Management API. All steps indicated by the MFG/PRO icon are performed in MFG/PRO. These steps are discussed in detail in the sections that follow.

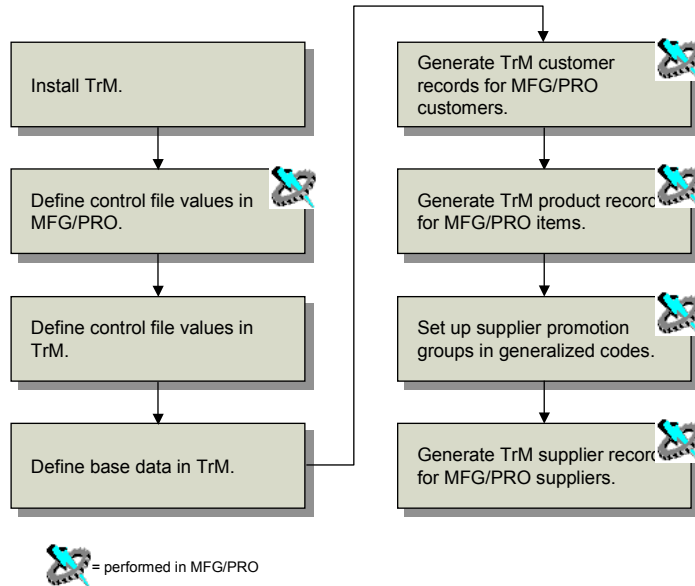


Fig. 4.1
TrM API Setup
Work Flow

- 1 Install the TrM application.
See the Trade Management installation guide for your system for complete installation instructions.
- 2 Define required control file values in TrM and MFG/PRO. ▶ See page 40.
- 3 Define base data in TrM. ▶ See page 41.
 - Divisions
 - Customer and product profiles
 - Customer relationships
 - Product groups
 - Pricing groups
- 4 Generate TrM customer records for MFG/PRO customers. ▶ See page 45.
- 5 Generate TrM product records for MFG/PRO items. ▶ See page 48.
- 6 Set up supplier promotion groups in generalized codes. ▶ See page 52.
- 7 Generate TrM supplier records for MFG/PRO suppliers. ▶ See page 52.

Control File Setup

Follow these steps to configure control file settings in MFG/PRO and TrM as needed to set up the TrM API.

- 1 Set up the Sales Order Control File.
- 2 Set up the Pricing Control File.
- 3 Set up required control file values in TrM.

These steps are outlined in detail in the following sections.

Sales Order Control File

To activate the TrM API, set Integrate with TrM to Yes in the Sales Order Control File (7.1.24). When this value is No, you cannot use TrM in coordination with MFG/PRO.

Note You cannot set Integrate with TrM to Yes unless the TrM application has been installed.

Pricing Control File

Several fields in the Pricing Control File (1.10.1.24) are relevant to the TrM API.

Fig. 4.2
Pricing Control File
(1.10.1.24)

The screenshot shows the 'Pricing Control File' window with the following fields and values:

- Discount Combination Type: Cascading
- Automatic AC Regen for:
 - Customers: no
 - Items: no
- Q0 Default Price Date: Order Date
- Price Q0 by Line: yes
- Q0 Factor Rounding: 0
- Display Q0 Discounts as: Discount
- S0 Default Pricing Date: Order Date
- Price S0 by Line: yes
- S0 Factor Rounding: 0
- Display S0 Discounts as: Discount
- Promotions Prefix: AP

Annotations on the left side of the window:

- A bracket labeled 'Set to Yes.' points to the 'Price Q0 by Line' and 'Price S0 by Line' fields, which both contain the value 'yes'.
- A line labeled 'Enter a price list code prefix.' points to the 'Promotions Prefix' field, which contains the value 'AP'.

Price QO by Line, Price SO by Line. These fields set the default value for the Line Pricing field in sales quotes, sales orders, and RMAs.

When Line Pricing is No on individual sales transactions that have TrM sold-to customers, you cannot enter bonus item lines. These are required for recording item quantities distributed according to the terms of TrM bonus stock promotions.

▶ See “Processing Bonus Stock Transactions” on page 59.

Set Price QO by Line and Price SO by Line to Yes to avoid having to manually set Line Pricing to Yes on individual sales transactions.

Promotions Prefix. Enter the same price list code prefix specified for the Pr List Prefix field in Control File Maintenance in TrM.

The price list prefix you specify in TrM is used to differentiate TrM-generated price lists from those created manually in MFG/PRO. Referencing that same value here prevents MFG/PRO users from accidentally overwriting TrM-generated price lists using Price List Copy (1.10.1.8).

▶ See “Pricing Logic” on page 54.

TrM Control Files

To complete the API setup, you must configure settings in Control File Maintenance and MFG/PRO Interface Maintenance in TrM.

▶ See “Set Up the Control File (7.20.19.1)” on page 96.

Setting Up Base Data in TrM

TrM has its own customer and item master files. These records contain many values that are specific to TrM and are not recorded or tracked in MFG/PRO.

The following sections give an overview of the types of base data you must set up in TrM before you can generate TrM product and customer records that reference these data.

Table 4.1 summarizes the TrM base data that are relevant to the TrM API and the kind of master file with which each data type is associated.

Table 4.1
TrM Base Data

TrM Base Data Type	Customers	Products	Suppliers
Divisions	✓	✓	✓
Customer Profiles	✓		
Product Profiles		✓	
Customer Types	✓		
Product Groups		✓	

Divisions

In TrM, data is subdivided into divisions. Divisions are primarily used to support multiple operating units or logical categories of activity in a company.

Example A company that manufactures medical supplies might be divided into separate pharmaceutical and medical device divisions.

Divisions can also be used to support use of multiple currencies within a company since, in TrM, each division is limited to one transaction currency.

In TrM, all customers, products, and suppliers must be associated with at least one division before they can be referenced on transactions such as promotions, rebates, and budgets.

Note You can choose to use only one division for all records and transactions in TrM. To operate TrM in single-division mode, set Multiple Divs? to No in MFG/PRO Interface Maintenance in TrM.

When you use MFG/PRO programs to generate master file records in TrM, you must associate each record with an TrM division.

Customer and Product Profiles

In TrM, each product or customer record can have up to nine associated characteristics, or *profiles*.

Profiles have many uses in TrM. For example, you can use them to select qualifying items and customers for promotions, rebates, and budgets and for categorizing customers and products in various reports and views.

Settings in Control File Maintenance in TrM determine the types of values you can enter for each profile. Before you can specify profile values for products or customers, you must define a profile type in Control File Maintenance for each profile you want to use.

When you use MFG/PRO to generate TrM customer and product records, you can specify profile values for each division-specific record generated.

Note You cannot enter profile values in MFG/PRO records for profiles of type Iterative. You must specify these values in TrM.

Customer Types

In TrM, various direct and indirect relationships between manufacturers, customers, and consumers are reflected by the *customer types* associated with individual customer records. You can use customer types as selection criteria on budgets, rebates, and other TrM transactions.

You can define your own customer types in TrM or use the following system-defined values:

- Direct
- Wholesale/Distributor
- Indirect
- Customer Group
- Buying Group
- Internal
- Intercompany
- Supplier/Manufacturer

When you use MFG/PRO to generate TrM customer records, use the Promotion Group field to associate a customer type code with each record generated.

Product Groups

In TrM, products are categorized into product groups. Like customer relationships, product groups are division-specific. A product can be associated with a different group in each division. However, each product can belong to only one product group per division.

You must associate every TrM product with a product group in each division where it is referenced. When a product does not belong to any groups in a division, you cannot reference it on divisional transactions such as promotions, rebates, and budgets.

When you use MFG/PRO to generate TrM product records, use the Promotion Group field to associate a product group code with each record generated.

Setting Up TrM Master File Records

TrM maintains its own separate customer and item master files. You must generate corresponding records in the TrM database for all MFG/PRO items and customers you want to reference in TrM.

◆ See “Processing Promotion and Rebate Payments” on page 62.

TrM also maintains its own supplier records for generating MFG/PRO vouchers to pay claims against promotions and rebates.

You can use the following MFG/PRO programs to generate master file records for MFG/PRO items, customers, and suppliers in the TrM database.

- Customer Maintenance (2.1.1)
- Item Master Maintenance (1.4.1)
- Item Data Maintenance (1.4.3)
- Item Master Copy (1.4.12)
- Supplier Maintenance (2.3.1)

◆ See “Sales Order Control File” on page 40.

Important To define TrM records using any of these programs, Integrate with TrM must be Yes in the Sales Order Control File.

When you update or delete customer, item, or supplier record details in MFG/PRO, the system automatically updates corresponding TrM records as needed. However, changing master file details in TrM does not update customer, supplier, or item records in MFG/PRO.

Promotion Group Field

When Integrate with TrM is Yes in the Sales Order Control File, you can use the Promotion Group field in MFG/PRO master file records to automatically generate corresponding records in the TrM database.

For MFG/PRO item and customer records, this field is validated against data defined in TrM. For supplier records, it is validated against generalized codes set up in MFG/PRO.

Table 4.2 summarizes how the system validates the Promotion Group field on MFG/PRO master file records.

MFG/PRO Record Type	Promotion Group Field Validated Against
Item	TrM product groups
Customer	TrM customer types
Supplier	MFG/PRO generalized codes

Table 4.2
Promotion Group
Field Validation

When you leave Promotion Group blank on an MFG/PRO record, the system does not generate a corresponding master file record in the TrM database and you cannot define other TrM-specific values for that record. However, deleting the Promotion Group value from an existing MFG/PRO record does not delete the corresponding master file record from the TrM database.

Setting Up TrM Customer Records

Use fields in the TrM-specific frames in Customer Maintenance (2.1.1) to generate corresponding records for MFG/PRO customers in the TrM database.

TrM Data Frame

The TrM Data frame contains fields for creating the following in TrM:

- A generic—that is, a non-division-specific—customer record
- A single division-specific customer record

Fig. 4.3
Customer
Maintenance
(2.1.1), TrM Data

The screenshot shows a window titled "Customer Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help). Below the menu bar, it displays "Customer: 1001000" and "Reliable Central Purchasing". The main area is labeled "APH Data" and contains the following fields:

Promotion Group:	1	Direct Customer
Default Division:	1	Retail
Address Code:	2	
Reference 1:		
Reference 2:		
Reference 3:		
Reference 4:		
Reference 5:		
Reference 6:		

▶ See “Customer Types” on page 43.

Promotion Group. Specify an TrM customer type to generate a record for this customer in the TrM database.

Important When you delete this value from an existing customer record, the system does not use TrM-generated price lists to price items on sales transactions where this customer is the sold-to customer. This is true even when the customer has a corresponding record in TrM.

Default Division. Specify a default TrM division for this customer. This value defaults from the Division field in Control File Maintenance in TrM and cannot be updated unless Multiple Divs? is Yes in MFG/PRO Interface Maintenance in TrM.

▶ See “TrM Division Data Frame” on page 47.

Specifying a value here automatically generates a division-specific record for this customer in TrM. When Multiple Divs? is Yes, you can create additional division-specific records for this customer in the following frame.

▶ See “TrM-Specific Header Frames” on page 56.

This value defaults to the Division field in sales quotes, sales orders, invoices, and RMAs when this customer is the sold-to customer. For customers that belong to multiple TrM divisions, you can update this value as needed on individual sales transactions.

Address Code. Specify an TrM address code to associate with this customer, if required.

Reference 1–6. Specify up to six reference values to associate with this customer, if required. Set up usage and validation rules for reference fields in Master Reference Maintenance in TrM.

TrM Division Data Frame

The TrM Division Data frame displays the division-specific records that already exist for a customer and lets you generate additional records or delete existing ones as needed.

Note This frame only displays when Multiple Divs? is Yes in MFG/PRO Interface Maintenance in TrM.

When you have finished specifying values in this frame, press End to proceed to the TrM Relationship Data frame.

Division	Name
1	Retail
4	Office Supplies

Fig. 4.4
Customer
Maintenance
(2.1.1), TrM
Division Data

Division. Enter an TrM division code to generate a division-specific record for this customer in TrM.

To delete an existing division-specific customer record from the TrM database, select that record's division code and press Delete.

TrM Profile Data Frame

Use fields in the TrM Profile Data frame to enter values for division-specific customer records in TrM.

The promotion group and address code values in this frame default from their corresponding fields in the TrM Data frame and can be updated as needed.

Fig. 4.5
Customer
Maintenance
(2.1.1), TrM Profile
Data

The screenshot shows a window titled "Customer Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help). Below the menu bar, it displays "Customer: 1001000" and "Reliable Central Purchasing". The main section is titled "APM Profile Data" and contains several fields:

- Division: 4
- Promotion Group: 1
- Address Code: 2
- Cus Profile 1*: Major
- Cus Profile 2*: Active
- Cus Profile 3*:
- Cus Profile 4*:
- Cus Profile 5*:
- Cus Profile 6*:
- Cus Profile 7*:
- Cus Profile 8*:
- Cus Profile 9*:

On the right side of the window, there are two radio buttons: "Office Supplies" (selected) and "Direct Customer".

Division. Use this field to select a division-specific customer record for which to define data.

Note When Multiple Divs? is No in MFG/PRO Interface Maintenance in TrM, this value defaults from the Division field in Control File Maintenance in TrM and cannot be updated.

See page 43.

Promotion Group. Specify an TrM customer type to associate with this division-specific record.

Address Code. Specify an TrM address code to associate with this record, if required.

See page 42.

Cus Profile 1–9. Specify up to nine customer profile values to associate with this record.

Setting Up TrM Product Records

Use the TrM-specific frames in Item Master Maintenance (1.4.1), Item Data Maintenance (1.4.3), or Item Master Copy (1.4.12) to generate corresponding product records for MFG/PRO items in the TrM database. The TrM-specific frames that display in these programs are similar to those that display in Customer Maintenance (2.1.1).

Note When you use Item Master Copy to copy an item record with associated TrM-specific data, the TrM data are not copied from the source record to the new record. You must reenter TrM-specific information for each new item record generated.

See “Items” on page 58.

You must generate TrM product records for items you want to reference on sales quotes, sales orders, invoices, or RMAs where the sold-to customer has a corresponding TrM record. When an MFG/PRO sales

transaction references an TrM sold-to customer, you cannot issue items to that transaction that do not have corresponding product records in TrM.

You probably do not need to generate corresponding TrM product records for every item in the item master. Component items, for example, are often not referenced on sales orders or invoices and therefore may not require corresponding product records in TrM. However, when a component item may be issued to RMAs or used to manufacture a configured item, you should generate a corresponding TrM record for it.

The screenshot shows the 'Item Master Maintenance' window. The 'Item Data' section contains the following fields:

Item Number: 30-100	Description: BATTERIES,ALKALINE,S	
UM: EA	ENDURACELL	
Prod Line: 1000	Item Type: ELEC	Drawing: 30-100
Added: 10/20/93	Status: AC	Rev: AA1
Design Group:	Group: ELECTRON	Drawing Loc:
Promo Group: BSS	Price Break Cat:	Size:

A line points from the text 'Promotion Group field' to the 'Promo Group: BSS' field.

Fig. 4.6
Item Master
Maintenance
(1.4.1)

Promo Group. Specify an TrM product group code to generate a record for this item in the TrM database.

Note When Integrate with TrM is No in the Sales Order Control File, this field is validated against generalized codes and is for reference only.

When you leave this field blank, TrM-specific frames do not display for the associated record.

See “Product Groups” on page 44.

TrM Data Frame

The TrM Data frame contains fields for creating the following in TrM:

- A generic product record
- A single division-specific product record

The screenshot shows the 'Item Master Maintenance' window with the 'APH Data' section expanded. The fields are:

Promotion Group: BSS	Batteries-Single Cell
Default Division: 1	Retail
Pricing Group 1:	
Pricing Group 2:	

Fig. 4.7
Item Master
Maintenance
(1.4.1), TrM Data

Promotion Group. This value defaults from the Promo Group field in the Item Data frame and can be updated here as needed.

Default Division. Specify a default TrM division for this item. This value defaults from the Division field in Control File Maintenance in TrM and cannot be updated unless Multiple Divs? is Yes in MFG/PRO Interface Maintenance in TrM.

Specifying a value here automatically generates a division-specific product record for this item in TrM. When Multiple Divs? is Yes, you can create additional division-specific records for this item in the following frame.

TrM Division Data Frame

▶ See “TrM Division Data Frame” on page 47.

The TrM Division Data frame in MFG/PRO item maintenance programs is identical to the one in Customer Maintenance. Use the Division field in this frame to generate or delete division-specific item records in TrM.

Note This frame only displays when Multiple Divs? is Yes in MFG/PRO Interface Maintenance in TrM.

When you have finished specifying values in the division data frame, press End to proceed to the TrM Profile Data frame.

TrM Profile Data Frame

Use fields in the TrM Profile Data frame to enter values for division-specific product records in TrM.

The promotion group and pricing group values in this frame default from their corresponding fields in the TrM Data frame and can be updated as needed.

Fig. 4.8
Item Master
Maintenance
(1.4.1), TrM Profile
Data

Division. Use this field to select a division-specific product record for which to define data.

Note When Multiple Divs? is No in MFG/PRO Interface Maintenance in TrM, this value defaults from the Division field in Control File Maintenance in TrM and cannot be updated.

Promotion Group. Specify an TrM product group to associate with this division-specific record.

Prd Profile 1–9. Specify up to nine product profile values to associate with this record.

See “Customer and Product Profiles” on page 42.

Setting Up TrM Supplier Records

TrM automatically generates vouchers in MFG/PRO for making payments to customers for promotions and rebates. Since MFG/PRO vouchers can only be generated for suppliers and not for customers, TrM maintains its own supplier records for referencing on these vouchers.

See “Processing Promotion and Rebate Payments” on page 62.

You can associate supplier records with TrM customers in one of two ways:

- Create separate, unique supplier records for individual TrM customers.
- Associate customers with a miscellaneous creditor during claim entry.

Defining Supplier Promotion Groups

Unlike promotion group values for items and customers, which are defined in TrM, supplier promotion groups are defined in MFG/PRO.

You make these values significant. For example, you can create a corresponding supplier promotion group for each TrM division. Or, you can create a single generic code to reference on every supplier record you want to use in TrM.

To define supplier promotion groups, specify the following in Generalized Codes Maintenance (36.2.13).

Field Name: vd_promo

Value: Enter a supplier promotion group code.

Comments: Enter a text description for this promotion group.

Generate TrM Supplier Records

Use Supplier Maintenance (2.3.1) to generate records for MFG/PRO suppliers in the TrM database. When creating corresponding supplier records for individual TrM customers, be sure to include the appropriate customer address information on each record.

♦ See “Vouchers”
on page 62.

To avoid having to define a separate supplier record for each customer in the TrM database, you can generate an TrM record for an MFG/PRO supplier that is identified as a miscellaneous creditor. You can then associate that supplier with an unlimited number of customers and claims in TrM. In addition, you can use miscellaneous creditors to generate claims and vouchers for customers that do not have associated records in TrM.

For more information on using miscellaneous creditors with MFG/PRO vouchers and checks, see *User Guide: Financials*.

The screenshot shows a 'Supplier Maintenance' window with two main sections: 'Supplier Address' and 'Supplier Data'. The 'Supplier Address' section contains fields for Supplier (001), Name (PEI Computers Ltd.), Address (37 Atlantic Road), City (Avonlea), State (PEI), Post (A1A A1A), Format (0), Country (Canada), Attention, Telephone, Ext., Fax/Telex, and Added (04/28/95). The 'Supplier Data' section contains fields for Sort Name (PEI Computers Ltd.), Bank (AA), Check Form (1), Type, Currency (usd), Language, Pur Acct (5100), AP Account (2100), Ship Via, Remarks, Purchase Contact, AP Contact, Promotion Group (apm-prom), and Misc Creditor (no). A blue arrow points from the text 'Promotion Group field' to the 'Promotion Group' field.

Fig. 4.9
Supplier
Maintenance
(2.3.1)

Promotion Group. Specify a promotion group code to generate a record for this supplier in the TrM database.

Note When Integrate with TrM is No in the Sales Order Control File, this field is for reference only.

Misc Creditor. Enter Yes to identify the supplier as a miscellaneous creditor. Otherwise, enter No.

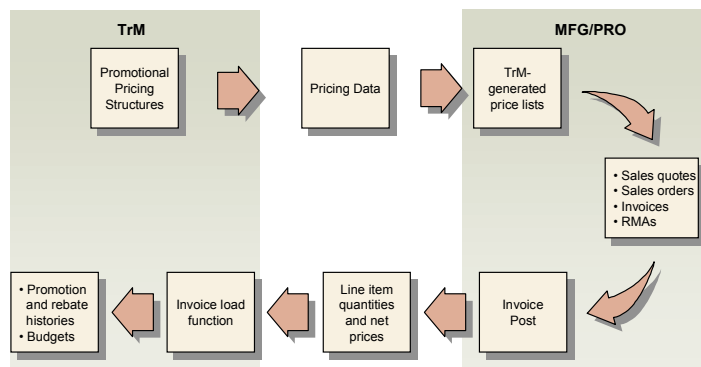
Using TrM to Price MFG/PRO Sales Transactions

The TrM API lets you use TrM features to price sales transactions in MFG/PRO. To facilitate this, it generates MFG/PRO price lists based on promotional pricing structures defined in TrM.

When you post invoices against sales transactions in MFG/PRO, the invoice data becomes available to TrM. In TrM, running the Invoice Load utility updates the TrM database with item quantities and net prices from each posted invoice. TrM uses this data to track promotions, rebates, and budgets.

Figure 4.10 illustrates the transfer of pricing and sales data between TrM and MFG/PRO, as facilitated by the TrM API.

Fig. 4.10
Pricing Data Flow
Between
MFG/PRO and
TrM



The following sections discuss the special setup considerations and pricing logic that apply to sales transactions when the sold-to customer has a corresponding record in TrM. These transactions occur in:

- Sales Order Maintenance (7.1.1)
- Sales Quote Maintenance (7.12.1)
- Pending Invoice Maintenance (7.13.1)
- RMA Maintenance (11.7.1.1)

For a full discussion of sales quotes, sales orders, and invoices, see *User Guide: Distribution*. For information on RMAs, see *User Guide: Service/Support Management*.

Pricing Logic

TrM generates price lists in MFG/PRO based on promotions and contracts that are set up and managed in TrM.

You can review TrM-generated price lists using Price List Maintenance (1.10.1.1) or various price list inquiries and reports. However, you cannot update or copy TrM-generated price lists in MFG/PRO.

Important To differentiate TrM-generated price lists from those created manually in MFG/PRO, be sure to enter a price list code prefix in the Price List Prefix field in Control File Maintenance in TrM. To prevent TrM-generated price lists from being accidentally overwritten using Price List Copy, specify this same value in the Promotions Prefix field in the Pricing Control File (1.10.1.24).

See “Pricing Control File” on page 40.

Price list code with TrM prefix

Promotion type
Promotion ID

Fig. 4.11
Price List Maintenance (1.10.1.1)

Promotion Type. On an TrM-generated price list, this value indicates the TrM pricing structure on which the list is based. Examples of valid values are:

- B: Bonus stock promotion
- O: Off-invoice promotion
- I: Internal sale price list

Promotion. For price lists generated based on TrM promotions, this field references the identifier of the relevant promotion. For internal sale price lists, this value defaults to I.

When pricing line items on sales transactions with TrM sold-to customers, the system uses the TrM-specific data from the header and line detail to select the TrM-generated price lists that apply. It then uses standard

MFG/PRO best pricing logic to calculate the net price for each transaction line. Price lists created in MFG/PRO are not considered during this process.

For details on best pricing logic, see *User Guide: Master Files*.

Header

The following fields in sales transaction headers have special setup considerations for transactions with TrM sold-to customers.

Fig. 4.12
Sales Order
Maintenance
(7.1.1)

Set to Yes for
transactions with
TrM sold-to
customers.

The screenshot shows the 'Sales Order Maintenance' window. At the top, it displays 'Order: S010828', 'Sold-To: 1001000', 'Bill-To: 1001000', and 'Ship-To: 1001000'. Below this, there are two sections for customer information: 'Sold-To' and 'Ship-To'. Both sections list 'Reliable Central Purchasing', 'Attention: Accounts Payable', '300000020 Century Blvd', 'Los Angeles CA 89000', and 'United States of America'. The 'Order Date' is set to '02/02/99'. Other fields include 'Required Date', 'Promise Date', 'Due Date' (02/03/99), 'Pricing Date', 'Purchase Order', 'Line Pricing' (set to 'yes'), 'Manual', 'Site' (10000), 'Channel', 'Project', 'Confirmed' (yes), 'Currency' (USD), 'Language', 'Taxable' (no), 'Fixed Price' (yes), 'Credit Terms' (2/10-30), 'Credit Terms Int' (0.00), 'Reprice' (no), 'Remarks' (BILLING ONLY - USE SHIP TO ON ALL OF), and 'Entered By' (dam).

Sold-To. When this is an TrM customer—that is, a customer with a Promotion Group value in Customer Maintenance (2.1.1)—the transaction is priced using TrM-generated price lists. Otherwise, standard MFG/PRO pricing logic is used.

Note When Integrate with TrM is Yes in the Sales Order Control File, you cannot change the sold-to customer on any existing sales transactions, including those that reference non-TrM customers.

Line Pricing. Set to Yes. When Line Pricing is No, you cannot enter bonus item lines for the associated transaction. Bonus item lines are required for recording item quantities distributed based on TrM bonus stock promotions.

TrM-Specific Header Frames

On sales transactions with TrM sold-to customers, TrM-specific frames display in the header for specifying a division and customer relationships.

Values in these frames default from the TrM-specific data defined for the sold-to customer in Customer Maintenance (2.1.1).

See “Processing Bonus Stock Transactions” on page 59.

See page 45.

The screenshot shows a window titled "Sales Order Maintenance" with a menu bar (User Menu, Edit, Queue, Options, Help). Below the menu bar, there are fields for "Order: S010828", "Sold-To: 1001000", "Bill-To: 1001000", and "Ship-To: 1001000". Below these fields, there is a section for "APM Division: 1" and "Retail". Below this, there is a table titled "APM Relationship Data" with columns "Seq", "Type", "Rule", "Group", and "Description". The table contains one row with "15", "cg", "1", "BAA", and "BAA Office Supply Chain". Below the table, there is another section with columns "Seq", "Type", "Rule", "Group", and "Description", containing one row with "15", "cg", "1", "BAA", and "BAA Office Supply Chain".

Fig. 4.13
Sales Order
Maintenance
(7.1.1), TrM-
Specific Frames

TrM Division. Specify an TrM division to associate with this transaction. This must be a division for which the following are true:

- The sold-to customer has a corresponding division-specific customer record in TrM.
- The default currency is the same as the sales transaction currency.

Because you set up pricing and promotion details by division in TrM, different pricing rules can apply to the same item or customer in each division. Associating a division code with a sales transaction helps the system determine which pricing rules to apply for transaction line items.

On invoices, the division value is required to accurately update promotions, rebates, and budgets in TrM with actual sales quantities.

This field cannot be blank for any sales transaction that has an TrM sold-to customer. You cannot update this value on existing transactions.

The default value for this field is the default division specified for the sold-to customer in Customer Maintenance.

Tip
This field can only be updated for customers who belong to more than one division.

See “TrM Data Frame” on page 45.

Line Items

The following sections highlight special setup considerations that apply in the line item frames for sales transactions with TrM sold-to customers.

Items

For transactions with TrM sold-to customers, all line items must either have corresponding product records in TrM or be memo items.

If you need to reference a non-TrM item on a sales transaction for an TrM customer, you must do one of the following:

- Create a corresponding TrM product record for that item.
- Define a new sold-to customer in Customer Maintenance and specify the TrM customer as the bill-to customer on the transaction.

Tip
Memo items are not defined in MFG/PRO.

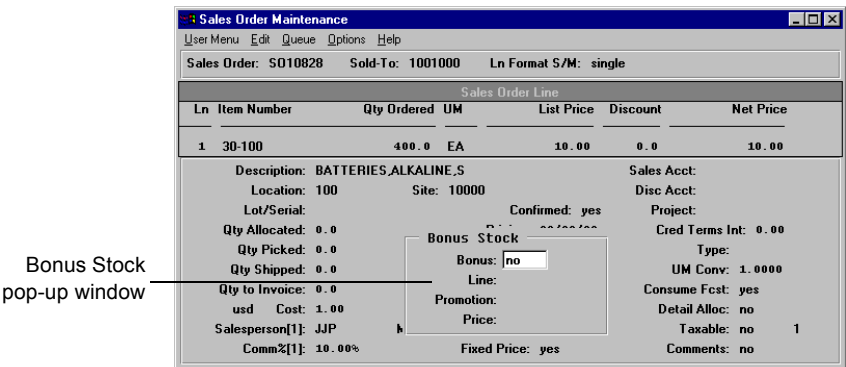
See page 48.

Bonus Stock Pop-Up

On sales quotes, sales orders, and invoices with TrM sold-to customers, the Bonus Stock pop-up window displays for each transaction line.

Note This pop-up does not display in RMAs or for memo item lines.

Fig. 4.14
Bonus Stock
Pop-Up



Generally, you should set Bonus to No in this pop-up and press Go to proceed to the next frame. However, when transaction line items qualify for bonus stock price lists, special entry rules apply.

Processing Bonus Stock Transactions

Bonus stock price lists—that is, price lists of promotion type B—are generated in MFG/PRO based on bonus stock promotions in TrM. These promotions usually involve giving away items free of charge; for example, a promotion in which a customer who purchases twelve cases of an item receives an additional case at no cost.

When a line item in a sales transaction qualifies for a bonus stock price list, a transaction comments frame displays after the line item detail frame. Comments in this frame default from the notes associated with the promotion that generated the relevant bonus stock price list.

Tip
The transaction comments frame displays only when there are notes associated with the corresponding promotion.

Important When a line item qualifies for a bonus stock promotion, the system does not automatically calculate either the number of bonus items the customer is entitled to based on the promotion terms or the price of those items. To make this information available to users creating sales transactions in MFG/PRO, you must specify these details in the notes frame for each bonus stock promotion in TrM.

After reviewing the transaction comments to determine the terms of the promotion, you must create an additional line and manually enter the item number and quantity of bonus items for the customer to receive. For this bonus item line, define the Bonus Stock pop-up fields as follows.

Bonus. Set to Yes.

Line. Specify the line number of the transaction line that has the associated bonus stock price list. TrM requires this information to update bonus stock promotions with actual sales quantities.

Press Browse to review a list of transaction lines with associated bonus stock lists and the identifiers of the promotions associated with each line.

Promotion. When only one bonus stock price list applies to the specified line, this value defaults to the identifier of the TrM promotion that generated the applicable price list.

When multiple bonus stock price lists apply to the same line, this field defaults to the first sequential identifier of those applicable. Use the browse on the Line field to review a list of promotion identifiers applicable to each transaction line.

TrM requires this value for correctly updating bonus stock promotions with actual sales quantities.

Price. Enter the net price for this bonus item line. You must manually calculate this value based on the promotion notes displayed in the transaction comments frame.

Note To update bonus item lines on existing transactions, you must set Reprice to Yes for each line you want to update.

Single Bonus Stock Transaction Example

According to the terms of bonus stock promotion 10076, created in TrM, customers who purchase twelve cases of item 10-001 receive an additional case of this item at no cost.

For line one of sales order SO10656, you enter item number 10-001 with a quantity of 24 cases and set Bonus to No in the pop-up for that line. In the transaction comments frame, the following notes for promotion 10076 display: Promotion 10076: Customers who purchase twelve cases of item 10-001 receive one case of item 10-001 at no cost.

Based on these comments, you manually calculate the number of bonus items the customer should receive—two—and create a second order line for item 10-001 with a quantity of two.

In the Bonus Stock pop-up for line two, you enter the following values:

Bonus:	Yes
Line:	1
Promotion:	Defaults to 10076
Price:	0

Processing Multiple Bonus Stock Transactions

When more than one bonus stock price list applies to the same transaction line, a separate transaction comments frame displays for each applicable promotion.

To issue bonus items for more than one TrM bonus stock promotion, you must create a separate bonus stock line for each. To help the system correctly update promotion budgets and histories in TrM, be sure to

reference the corresponding promotion identifier in the Bonus Stock pop-up for each line.

Important When setting up promotions in TrM, be sure to specify the promotion number in the notes frame along with other relevant promotion details. Otherwise, users entering sales transactions in MFG/PRO will be unable to determine which promotion identifier corresponds to the terms displayed in each transaction comments frame.

Multiple Bonus Stock Transactions Example

Bonus stock promotion 10076 allows customers who purchase twelve cases of item 10-001 to receive an additional case of this item at no cost. Promotion 10134 allows customers who purchase 24 cases of item 10-001 to receive three additional cases at no cost.

For line one of sales order SO10657, you enter item number 10-001 with a quantity of 24 cases. Two separate transaction comments frames display in the line item detail. The notes in the first comments frame reference promotion code 10076, while those in the second frame reference promotion code 10134.

Based on these comments, you manually calculate the number of bonus items the customer should receive for each promotion:

- Two items based on promotion 10076, since they ordered 24 items, or 12×2 items
- Three items based on promotion 10134

You create a second order line for item 10-001 with a quantity of two and a third line for the same item with a quantity of three. Pressing Browse in the Line field of the Bonus Stock pop-up displays the following information:

Bonus Line	Trigger Promotion
1	10076
1	10134

Table 4.3
Line Browse

Based on this data and the promotion IDs referenced in the comments frames, you set Promotion to 10076 in the Bonus Stock pop-up for line two and 10134 in the line three pop-up.

Processing Promotion and Rebate Payments

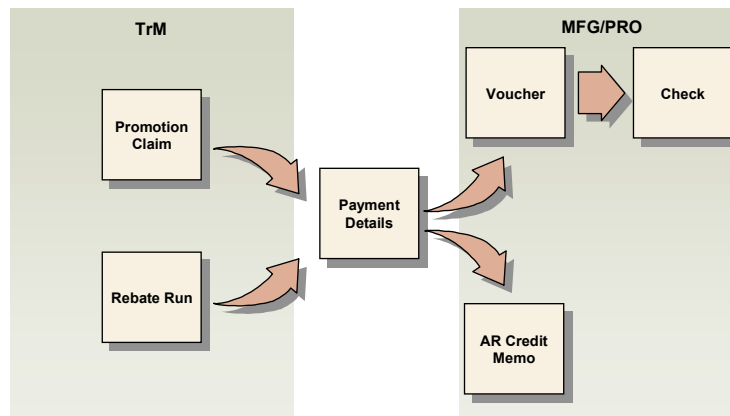
When you enter promotion claims in TrM or calculate rebate payments using the Rebate Run utility, TrM automatically generates one of the following in MFG/PRO:

- Accounts Payable (AP) vouchers
- Accounts Receivable (AR) credit memos

The type of payment generated depends on the payment method associated with the corresponding TrM claim or rebate—either VO (Voucher) or CN (Credit Note).

Figure 4.15 illustrates the transfer of claim and rebate payment data between TrM and MFG/PRO, as facilitated by the TrM API.

Fig. 4.15
Payment
Processing Flow
Between
MFG/PRO and
TrM



Vouchers

♦ For more about vouchers, see *User Guide: Financials*.

When the payment method specified on a claim or rebate is VO (Voucher), TrM generates an AP voucher in MFG/PRO for the required customer or customers. As with standard MFG/PRO vouchers, you can use TrM-generated vouchers to generate checks or drafts.

♦ See “Setting Up TrM Supplier Records” on page 51.

In TrM, promotion and rebate payments are always made to customers; however, MFG/PRO can only generate vouchers for suppliers. Therefore, each TrM customer for which you want to generate vouchers must be

associated with a supplier record. In addition, because TrM maintains its own supplier records, the suppliers you associate with TrM customers must have corresponding records in both MFG/PRO and TrM.

When creating TrM claims with payment methods of VO, you can associate supplier codes with claiming customers using one of these methods:

- Use Supplier Maintenance (2.3.1) to generate TrM supplier records that directly correspond to individual TrM customers. Be sure to specify the appropriate customer address data on these records. Then, associate these suppliers with their corresponding customer records using Customer Maintenance in TrM. When you create claims or generate rebate payments for a customer whose TrM record directly references an TrM supplier, the address information from the TrM supplier record defaults to the generated voucher.
- Use Supplier Maintenance to generate a supplier record in TrM for an MFG/PRO supplier identified as a miscellaneous creditor. Referencing this supplier code on customer claims automatically associates the address information from the claiming customer's TrM customer record with the voucher generated in MFG/PRO.
- To automatically generate MFG/PRO vouchers for customers that do not have corresponding records in TrM, use the Supplier field on the customer claim to reference a miscellaneous creditor. This displays a pop-up window for entering address details to print on the associated voucher.

The method you should use for a specific TrM customer depends on your company's payment processing policies and how frequently you make payments to that customer.

Note When generating vouchers to pay rebates, you must directly associate each relevant TrM customer with an individual supplier code. You cannot reference miscellaneous creditors on rebate vouchers.

Credit Memos

▶ For more information on AR credit memos, see *User Guide: Financials*.

When the payment method specified on a claim or rebate is CN (Credit Note), TrM generates an AR credit memo in MFG/PRO for the appropriate customer or customers. This is useful when a customer deducts promotion payments owed from their total invoice payment and you need to credit their account with the difference.

MFG/PRO credit memos can be applied toward customer invoices or other charges using Payment Maintenance (27.6.4).



Chapter 5

Security

This chapter covers the following topics:

Security Concepts **66**

Security Activities **73**

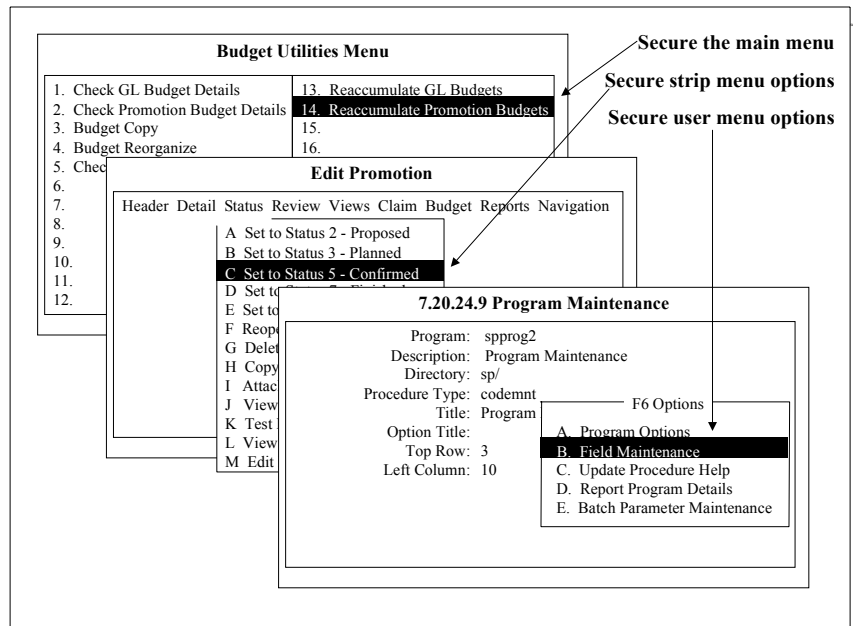
Security Concepts

Menu Security

Security in TrM controls access to specific menu programs, master file data, and transaction and budget data. In addition, value limits can be set on approvals.

MFG/PRO menu security controls main menu access in TrM. Strip and user menus are secured by TrM security profiles.

Fig. 5.1
Controlling Access
to Menu Options



Master files are secured by creating division records, and by grouping data in data groups. Transaction and budget data is secured by user in the individual transaction user menus. You can maintain promotion and claim approval limits using Promotion Approval Levels (7.20.21.6) and Claim Approval Levels (7.20.21.7).

Main Menu Security

You can apply security for MFG/PRO users or user groups to the TrM main menu through MFG/PRO Menu Security (36.5.1). MFG/PRO menu security is documented in Volume 1 of the standard MFG/PRO User Guide set.

Strip Menu Security

Strip menus appear when you edit various transaction setup information. A strip menu consists of a set of horizontal menu labels and drop-down lists of programs that appear on menus beneath each label.

For example, the promotions edit strip menu includes labels for Header, Detail, Status, and Review, among others. Menu options such as Set to Status 2—Proposed, and so on (see Figure 5.1), are found under Status.

Security for these menus consists of removing and resequencing the menu options, and controlling whether users can view, add, update, or delete information in any program accessed from a strip menu.

Security over strip menus is controlled through security profiles from Profile Maintenance (7.20.24.3). You define security profiles and set strip menu security and access in each profile. You then assign a profile to each TrM staff member. Security profiles are also used in Program Maintenance (7.20.24.9) to control access to user menu options.

The default System profile should not be modified. This profile grants full access to those staff members assigned to it and is updated with each TrM release.

Once the available strip menu options are defined and the security by option is built, you run the initialization programs in Profile Maintenance to build the new menu structures and strip menu program security for the affected security profiles.

User Menu Security

User menus appear when you press the User Menu key (F6 on UNIX terminals). Each user menu consists of a list of programs that impact data in the current program. For example, under Agreements (7.20.21.1), a user menu contains programs to Update References, Update Elements, etc.

Note User menus are also known as Options menus.

Security for user menu options is linked to the program where the user menu is launched and consists of sequencing and removing available options.

Security over user menu options is applied using security profiles in Program Maintenance (7.20.24.9). The security profiles themselves are defined in Profile Maintenance (7.20.24.3).

Define user menu options using menu link programs rather than the actual run program. Menu link programs are required to allow programs to run from the main, strip, and user menus. A different link program is used for each type of menu except the main menus, which are usually called directly. When you assign security to user menu programs, each program name must end with an m; for example, user.p would be referred to as userm.p, user2.p as userm2.p.

Security by Division and Data Groups

Secure master file access by creating division master records or by creating data groups that limit TrM users to specific records. Use Application File Maintenance (7.20.24.24) for both.

Security by Division

Master files are records such as customers, customer groups, products, product groups, cost centers, account codes, and staff. Where multiple divisions exist, access to the data and the type of data stored in these records may be different for different divisions.

Some master records, including those mentioned above, are always stored by division. Others, such as the UDC records, can optionally be stored by division to add security and differentiation during implementation. In

addition, some records are stored by division based on a generic record, when inheritance of information makes sense. These generic records are generally accessible to all divisions.

The following are the records already stored by division. The asterisk denotes files with a generic record.

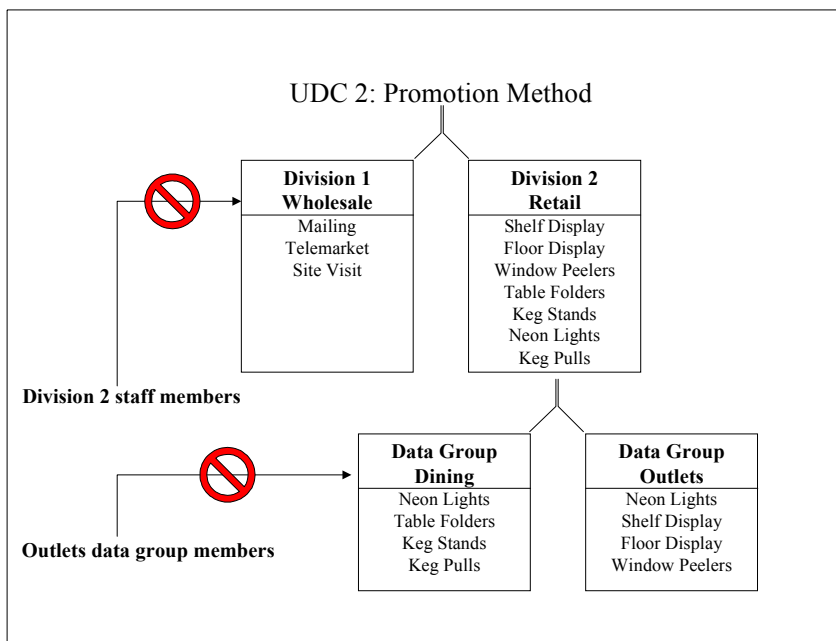
Customer *	Item or Product *
Customer Group *	Product Group
Supplier	Region
Cost Center	Account Code
Staff *	Deal Category *

For these standard division records, users accessing these records in field help, for instance, cannot see customers, products, staff members, and so on that are not in their division. For records stored by division during implementation, like UDCs, such as a Method UDC for promotions, only those method codes relevant to the current division are available to a user.

Data Groups

Data groups and divisions affect the same master files and in a similar way. Once data grouping is applied to a master file, both user access and record content may be different for specific master records. When those staff members assigned to a particular data group add, edit, or delete a data grouped record, they can use the user menu to select which data group or groups the record is attached to.c1.4c-10.2 When field help is chosen, only codes attached to that user’s data group display. If users key in a code that is not part of their data group, it is not accepted.

Fig. 5.2
Data Groups
Extend Divisional
Security



This is used for files like UDCs, deal codes, and perhaps region codes, where grouping records enables further differentiation within divisions by staff members.

You can define data group codes using Data Groups (7.20.21.17). Assign these codes to master files using Application File Maintenance (7.20.24.24), which turns on the data group option for the affected master files. Staff can be assigned to data groups in the Staff file (7.20.21.4).

Transaction and Budget Security

Transaction and budget security limit the access of staff members to add, edit, view, or delete these records. In general, staff members are assigned to various divisions. Each member is then assigned specific access for the following areas:

- Promotions and promotion budgets
- Rebates and rebate budgets
- Agreements
- Bulk changes

- Claims
- Internal sales and internal sales budgets

All of these securities are set separately in the staff record. Each one can be set by division, region, area, and zone with security for updates, additions, and views for the associated records. When Add security is set to Yes for a staff member at the division level, all records in that division are available. If region, area, or zone are entered, then a new transaction or budget must match the full set of these parameters.

Tip
Rebate budgets do not secure zone. Internal sales budgets are secured by division only.

During the addition of one of the secured transaction or budget records, the region and area of the staff member creating the record default to the new record. If the staff member changes the region or area, then the system verifies that the staff member has permission to add transactions in the region and area entered. The change is not allowed if the region or area is restricted in their staff security record. The system also verifies whether the staff member is allowed to modify transactions within the specified zone.

An additional check can be applied to promotions access. A staff member may have a security level of 0, 1, or 2, as follows:

0	Access to promotions as set in the staff Promotion Access Security option.
1	Access to promotions as set in the staff Promotion Access Security option and where staff member is Owner or Responsible for the promotion.
2	Access to promotions as set in the staff Promotion Access Security option and where staff member is Owner for the promotion.

Approval Limits

The final type of security in TrM sets limits to a staff member’s ability to approve promotions and claims.

Promotion Approvals

When a staff member attempts to set a promotion to status 5, Confirmed, staff-linked approval levels can verify their ability to do so.

Each approval level is assigned a code that is then assigned to individual staff members. The code can represent one or all divisions. Each approval code defines individual product discount percentages, low end discounts, total discount, total promotion amount, and total amount that can be spent by product.

Exceptions to the approval levels can be defined for customer groups, customers, product groups, products, high and low percentages, and total spending for these.

The Display Margin? field in staff security setup can be used to hide cost prices of products in the Deal Edit screen in Edit Promotions.

Claim Approvals

Claims are also verified for staff member permission when the claims are moved to status 5, Confirmed. Claim approvals also use a claim approval code that is then assigned to individual staff members.

The claim approval code limits the amount allowed for each claim, the total of all claims against a promotion, for the percentage difference between actual and planned claims, and for the currency amount overrun.

Related Topics

During your security implementation, codes are created that must be entered elsewhere. The following should be done as part of those implementation steps.

Staff Implementation

- Assign a security profile to each staff member (7.20.21.4).
- Assign data groups to staff members (7.20.21.4).
- Assign approval codes to staff members (7.20.21.4).

Default Codes Implementation

- Assign default values by data group (7.20.21.17).

Security Activities

The following activities are optional and can be performed in any sequence.

Activities List

- Apply Main Menu Security 73
- Secure Strip and User Menus 73
- Create Data Security 77
- Set Staff Security for Transactions and Budgets 79
- Set Approval Limits 81

Apply Main Menu Security

Follow instructions in *MFG/PRO User Guide: Manager Functions*.

Secure Strip and User Menus

Create Security Profiles (7.20.24.3)

- 1 Press Insert to add a security profile.
- 2 Add a profile and description.
- 3 Press Go to save the profile.

spprofl	7.20.24.3 Profile Maintenance	06/01/97
Profile	Description	
ADMIN	Administration	
BRYAN	Test defaults	
NOACCESS	Default No Program Access	
RANGI	Rangimarie McColl	
SALES	Sales Staff	
SYSTEM	System Default	
test	test add	
test2	test 2	

Create Strip Menu Security for each Profile

- 1 Select the profile to secure.
- 2 Choose Program Security Edit from the User Menu.
- 3 Enter security for individual programs by the program file name.
- 4 Press Go to save.
- 5 Choose Strip Menu Edit from the User Menu.

spprofl	7.20.24.3 Profile Maintenance	06/01/97
+-----+-----+-----+-----+-----+-----+		
Profile	Description	
+-----+-----+-----+-----+-----+-----+		
ADMIN	Administrat	
BRYAN	Test default	A. Program Security Edit
NOACCESS	Default No	B. Strip Menu Edit
RANGI	Rangimarie	C. Main Menu Edit
SALES	Sales Staff	D. Program Security Initialise
SYSTEM	System Defa	E. Strip Menu Initialise
test	test add	F. Main Menu Initialise
test2	test 2	G. Clear Unattached Menus
+-----+-----+-----+-----+-----+-----+		

- 6 Select Menu Options from the User Menu.
- 7 Select a strip menu such as Promotion Header, and press Go.
- 8 Select a strip menu label such as 1Header, and press Go.
- 9 Toggle security options (Yes/No) for each program under the label.
- 10 To remove an option from the strip menu for this profile, set Occurs to 00.

sppmeno2 7.20.24.3 Menu Options 13/01/97

```

      ++-----++
      ||      Name: tppopup1
      ||      Description: Promotion Header
      ||      --
      ++-----++
      |      Option No: 1
      |      Label: 1Header
      |      Access Key: 1
      |
  
```

Occurs	Program	Description	View?	Add?	Upd?	Del?
01	tppredm	Edit Description/Action	no	no	no	no
02	tpprdatm	Edit Dates	no	no	no	no
03	tpedregm	Edit Region	no	no	no	no
04	tpdeldlm	Change Deal Code	no	no	no	no
05	tpedownm	Edit Owner/Responsibility	no	no	no	no
06	tpedclvm	Edit Customer Promo Level	no	no	no	no

11 Press Go to save revisions and exit to the profiles list.

12 Select Main Menu Edit from the User Menu.

13 Enter the menu name and title to add to the profile.

14 Press Go to save.

15 Select Strip Menu Initialize from the User Menu.

16 Select Program Security Initialize from the User Menu.

17 Select Clear Unattached Menus from the User Menu.

18 Press Go to save, and exit Profile Maintenance.

Set Up User Menu Security in Program Maintenance (7.20.24.9)

1 Select the program that the target user menu is attached to.

2 Select Program Options from the User Menu.

spprog2		7.20.24.9 Program Maintenance		14/01/97	
Program*: spprog2 Versi Description: Program Maint F6 Options Directory: sp/ A. Program Options Procedure Type: codemnt B. Field Maintenance Title: Program Maint C. Update Procedure Help Option Title: D. Report Program Details Top Row: 3 E. Batch Parameter Maintenance Left Column: 10					

- 3 Enter the security profile that impacts this user menu.
- 4 Skip the No. of Options field.
- 5 Set Start Row and Start Column to new values if you want to change the screen location of this user menu for this security profile.

spprgopt		7.20.24.9 Program Options Maintenance		14/01/97																									
Profile*: SYSTEM System Default No. of Options: 5 Start Row: 6 Start Column: 44																													
<table border="1"> <thead> <tr> <th>Pro</th> <th>Program</th> <th>Seq No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>O</td> <td>sphprcum</td> <td>3</td> <td>Update Procedure Help</td> </tr> <tr> <td></td> <td>spprgm2</td> <td>2</td> <td>Field Maintenance</td> </tr> <tr> <td>N</td> <td>spprgm3</td> <td>4</td> <td>Report Program Details</td> </tr> <tr> <td></td> <td>spprgm5</td> <td>5</td> <td>Batch Parameter Maintenanc</td> </tr> <tr> <td>Acc</td> <td>spprgopm</td> <td>1</td> <td>Program Options</td> </tr> </tbody> </table>						Pro	Program	Seq No.	Title	O	sphprcum	3	Update Procedure Help		spprgm2	2	Field Maintenance	N	spprgm3	4	Report Program Details		spprgm5	5	Batch Parameter Maintenanc	Acc	spprgopm	1	Program Options
Pro	Program	Seq No.	Title																										
O	sphprcum	3	Update Procedure Help																										
	spprgm2	2	Field Maintenance																										
N	spprgm3	4	Report Program Details																										
	spprgm5	5	Batch Parameter Maintenanc																										
Acc	spprgopm	1	Program Options																										

- 6 Add, change, or delete the menu link program name for each user menu option as needed. User menu link programs end with an m.
- 7 Reset the sequence number as needed. In the user menus, the sequence is converted to an alphabetic sequence—A, B, C, and so on—which enables keystroke activation of the program.
- 8 Change or modify the title only if necessary. Original titles facilitate product support.
- 9 Press Go to save, and exit Program Maintenance.

Create Data Security

Enter Divisions in Application File Maintenance (7.20.24.24)

- 1 Select the master file to break out by division.
- 2 Set Divisional? to Yes.

spappfl	7.20.24.24 Application File Maintenance	16/01/97
<pre> File Name*: tpromohd Description: Promotion Header File * File Number: 001 Auditing ? : Yes Audit Logging?: Yes Security Ver: aa Data Grouping?: No Divisional ? : no Data Grouped ? : no Notes ? : yes </pre>		

- 3 Press Go to save, and exit the program.

Create Data Group Codes (7.20.21.17)

- 1 Press Insert to add a data group code.
- 2 Enter the new code.

oddatab	7.20.21.18 Data Groups	28/09/96																		
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Division</th> </tr> </thead> <tbody> <tr> <td>ADMIN</td> <td>System Administrators</td> <td></td> </tr> <tr> <td>ADMIN2</td> <td>Division 2 Administrators</td> <td>2</td> </tr> <tr> <td>FS</td> <td>Food Service Administrator</td> <td>1</td> </tr> <tr> <td>SALES</td> <td>Sales People</td> <td></td> </tr> <tr> <td>SYSTEM</td> <td>System Administrators</td> <td></td> </tr> </tbody> </table>			Code	Description	Division	ADMIN	System Administrators		ADMIN2	Division 2 Administrators	2	FS	Food Service Administrator	1	SALES	Sales People		SYSTEM	System Administrators	
Code	Description	Division																		
ADMIN	System Administrators																			
ADMIN2	Division 2 Administrators	2																		
FS	Food Service Administrator	1																		
SALES	Sales People																			
SYSTEM	System Administrators																			

- 3 Press Go to save, and exit the program.

Set Data Grouping in Application File Maintenance (7.20.24.24)

- 1 Select the master file to apply data grouping to.
- 2 The Data Grouping? field is system-maintained. Set Data Grouped? to Yes.

spappfl	7.20.24.24 Application File Maintenance	16/01/97
File Name*: tpromohd Description: Promotion Header File * File Number: 001 Auditing?: Yes Audit Logging?: Yes Security Ver: aa Data Grouping?: No Divisional?: no Data Grouped?: no Notes?: yes		

- 3 Press Go to save, and exit the program.

Link Users to Data Groups (7.20.21.4)

- 1 Select the target staff member.
- 2 Under Data Group, enter the data group for this staff member.
- 3 Press Go to save.

mmstaff	7.20.21.4 Staff	06/01/97
+ + User Code*: root Short Name: root Full Name: System Administrator Profile*: SYSTEM Terminal Type*: vga Col Template*: No. 1 Region*: 2C Area*: 2C Customer*: Supplier*: Stock Locn*: Division*: 2 Data Group*: SYSTEM Device Name*: lasercl System Default VGA Monitor Standard Sudued PC Colors Div2, RegC Div2, AreaC Bakery System Administrators Laser Compressed - Landscape + +		

Set Staff Security for Transactions and Budgets

Apply Staff Transaction Security (7.20.21.4)

- 1 Select the target staff member.
- 2 Choose Division Staff Record from the User Menu.

mmstfo7u	7.20.21.4 Add/Update Staff Division	18/12/96
+ + Division*: 1 Region*: 1C Edit Region: 1C Area*: 1Cn Zone*: Food Service Div1, RegC Div1, RegC Div1, RegC, AreaN + +		

- 3 Enter the appropriate Division, Region, Edit Region, Area, and Zone. Edit Region enables edits where adds are not allowed.
- 4 Press Go to save.

mmstaff		7.20.21.4 Staff		14/01/97	
+-----+-----+-----+-----+-----+-----+					
User Code*: root					
Short Name: root					
Full Name: System Administra		+----- F6 Options -----+			
Profile*: SYSTEM	Sy	A. Security Setup (General)			
Terminal Type*: vga	VG	B. Additional Security (General)			
Col Template*: No. 1	St	C. Division Staff Record			
Region*: 2C	Di	D. Promotion Access Security			
Area*: 2C	Di	E. Promotion Budget Security			
Customer*:		F. Rebate Access Security			
Supplier*:		G. Rebate Budget Security			
Full Name: System Administra		H. Agreement Access Security			
Profile*: SYSTEM	Sy	I. Bulk Changes Security			
Terminal Type*: vga	VG	J. Billback Claim Security			
Col Template*: No. 1	St	K. Lump Sum Claim Security			
Region*: 2C	Di	L. Free Goods Claim Security			
Area*: 2C	Di	M. Coupon Claim Security			
Customer*:		N. GE Claim Security			
Supplier*:		O. Internal Sale Security			
Stock Locn*:		P. Internal Sale Budget Security			
		+-----+-----+-----+-----+-----+-----+			
Division*: 2		Bakery			
Data Group*: SYSTEM		System Administrators			
Device Name*: lasercl		Laser Compressed - Landscape			
+-----+-----+-----+-----+-----+-----+					

- 5 The User Menu provides transaction and budget staff security options. Select Security Setup (General) to enter default security for Approvals, Warning Days, and Margin Display.
- 6 Press Go to save.
- 7 Select Additional Security (General) to enter default security for Clash Codes, Defaults, and processing limits.
- 8 Press Go to save.
- 9 Select Promotion Access Security.

7.20.21.4 Promotion Access Security						
Division	Region	Area	Zone	Update?	Add?	View?
1				yes	yes	yes
2				yes	yes	yes

- 10 Enter the appropriate divisions, and so on, for this staff member, and define their ability to update, add, and view at each level.
- 11 Exit and repeat for each of the remaining staff security options.

Set Approval Limits

Create Promotion Approval Codes (7.20.21.6)

- 1 Enter an approval code.
- 2 Enter a Description and Division.
- 3 Set approval limits for discounts and spending.
- 4 Select Exceptions from the User Menu.
- 5 Enter any exceptions, including percentages and total spending. Press Go to save.
- 6 Select Span and Count Limits from the User Menu.

mmprspn
7.20 Promotion Span & Count Limit
08/21/97

Approval Level: 01
Description: test level

CustGrp	Customer	ProdGrp	Product Code	Prm Days	Yr Days	#Promo's
AJ	AJ2	BU	Clean1			

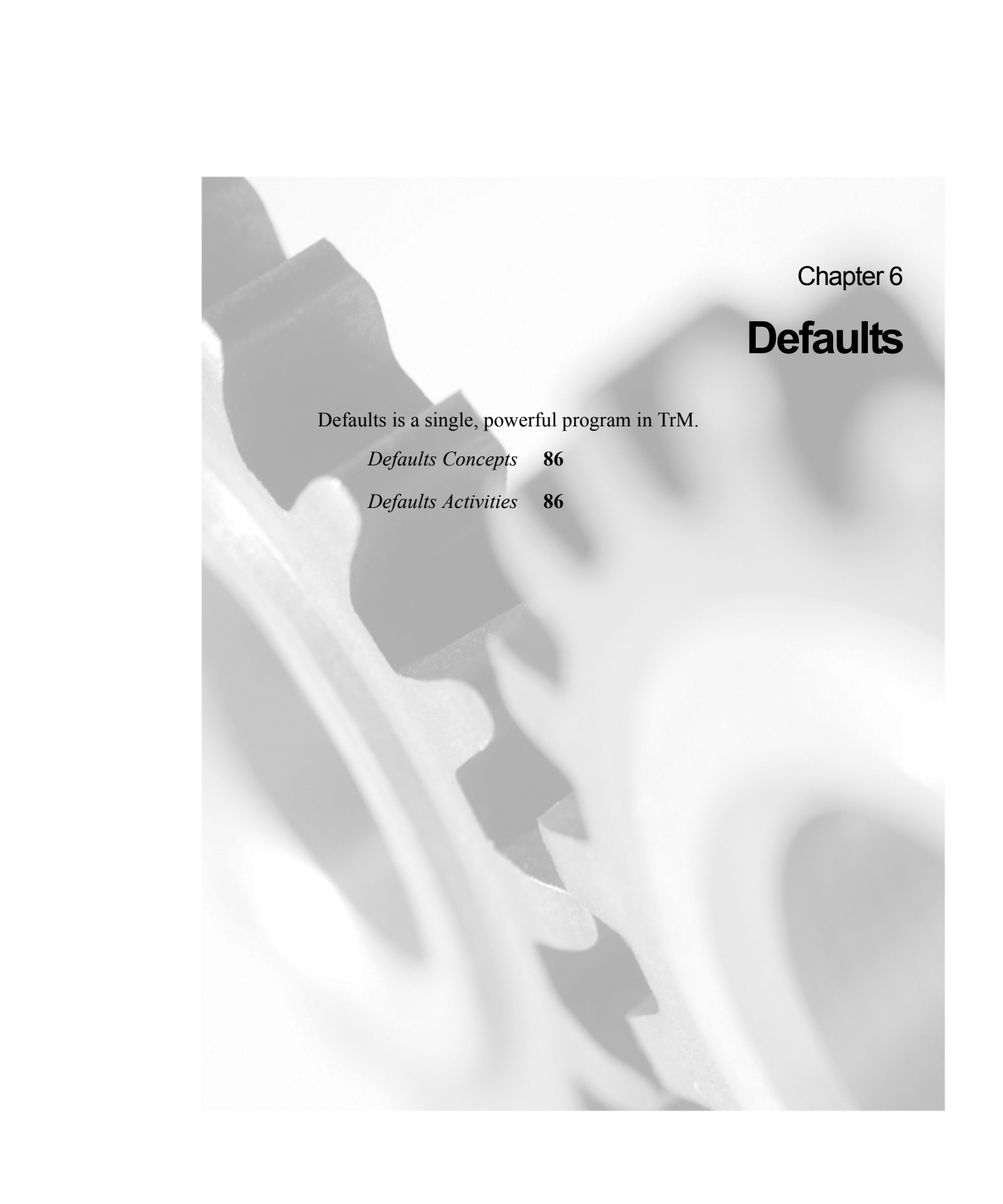
- 7 Enter the span of time this profile will be in effect, and the number of promotions covered, by any set of customer group, customer, product group, and product.
- 8 Press Go to save, and exit the program.

Create Claim Approval Codes (7.20.21.7)

- 1 Enter an approval code.
- 2 Enter a Description.

mmcapl		7.20.21.7 Claim Approval Levels	08/01/97
Approval Level: 01 Description: Level 1 Claim Approvals Each Claim \$: 10000000.00 Total Claim \$: 10000000.00 Actual/Plan %: 100.00 Overrun \$: 10000000.00			
F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr			

- 3 Set approval limits for claim amounts and margins.
- 4 Press Go to save, and exit the program.



Chapter 6

Defaults

Defaults is a single, powerful program in TrM.

Defaults Concepts **86**

Defaults Activities **86**

Defaults Concepts

Default values are entered in every data record—division, staff, customer, product, and so on—and automatically fill fields in with those values when budgets and transactions are added. Additional control over default values by TrM program is available in Default Detail Maintenance (7.20.21.17).

Default Header

Default Header enables the assignment of default values for many TrM programs and fields, tying these back to staff members and their default groups, divisions, and if desired, data groups.

Default Detail

Default detail enables further definition at the program and field level.

Defaults Activities

Activities List

Add Defaults in Defaults Header **86**

Add Default Details **87**

Add Defaults in Defaults Header

- 1 Enter the target staff member ID or group ID, and, optionally, the division and data group.
- 2 Press Go to access the program and field list.

Program	Field Name	Type	Text	Number	Log
TPPRMOD	mdc00a	T	1		no
tpprmod	mdc00c	N	WOOL-NSW	24	no
TPPRMOD	mdc00d	T	4A		no
trpromoa	dealco	T	BB\$		no
trpromoa	prclvc	T	S3		no
trpromoa	prplvc	T	S1		no
trpromoa	udc001	T	WEEKLY O/S		no
trpromoa	udc002	T	MINOR		no

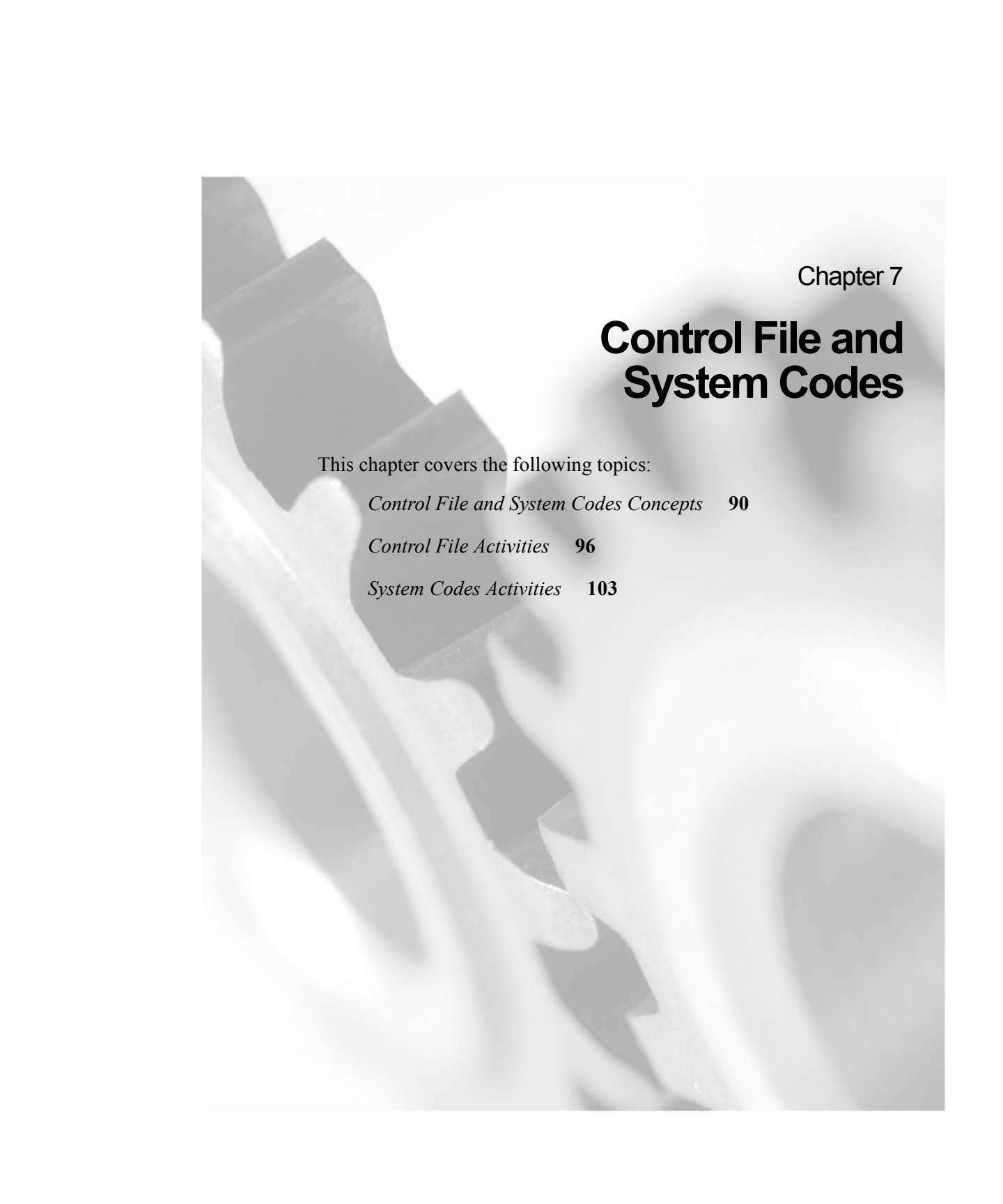
- 3 Enter the program name and field name. The field type is system-maintained.
- 4 Enter the data value to use as a default.
- 5 Press Go to save, and exit the program.

Add Default Details

- 1 Enter the program name and field name for the default value.
- 2 Enter the file number and data type.

Program	Field Name	Type	Text	Number	Log
TPPRMOD	mdc00a	T	1		no
tpprmod	mdc00c	N	WOOL-NSW	24	no
TPPRMOD	mdc00d	T	4A		no
trpromoa	dealco	T	BB\$		no
trpromoa	prclvc	T	S3		no
trpromoa	prplvc	T	S1		no
trpromoa	udc001	T	WEEKLY O/S		no
trpromoa	udc002	T	MINOR		no

- 3 Press Go to save.



Chapter 7

Control File and System Codes

This chapter covers the following topics:

Control File and System Codes Concepts **90**

Control File Activities **96**

System Codes Activities **103**

Control File and System Codes Concepts

TrM Control File

The General Code Maintenance Menu contains the TrM Control File and several other programs where system codes, such as units of measure and cost centers, are maintained. These codes are used throughout TrM.

The general ledger codes on this menu are covered in Financial Structures.

The control file holds system-wide defaults, flags, and setup codes. This file contains 10 pages:

- 1 TrM implementation information
- 2 Customer profile types
- 3 Product profile types
- 4 Financial periods
- 5 Currency increments
- 6 User-defined code (UDC) application
- 7 Data organization and batch processing
- 8 Approval flags
- 9 TrM internal control numbers
- 10 MFG/PRO interface

Specific aspects of these pages that require explanation are described below. Simpler field definitions are described in the activities section at the end of this chapter.

Customer and Product Profiles (Pages 2 and 3)

Once set, these values drive how profiles are made available and what general format the data in those profiles will have. The five valid types follow:

v	A value, typically numeric (but treated for editing as a string), not validated against any code table.
c	A value, validated against a table. A customer or item can only have one value.
I	A value, validated against a table. A customer or item can only have one value.
h	A value, validated against a table. There is a relationship between levels in the profile with a lower level value being tied (a hierarchy) to one or more on the level above.
blank	Means that the profile level is not used.

When values are set as hierarchical, then:

- There must be a minimum of two values (profile levels) set as hierarchical.
- When defined, they must occupy the last places in the list of nine hierarchies. For example, if two profiles are defined as hierarchical, then they must occupy positions 8 and 9; if four, they must occupy positions 6, 7, 8 and 9.
- The hierarchy only exists between a child and the parent code, not between the child and grandparent, or earlier, code.
- A code can be the child of more than one parent.

Maintenance of hierarchical and iterative codes is different from that of standard code structures. This is because for hierarchical codes, the relationship between the parent and child must be defined. For iterative codes, a single customer can be associated with multiple code values. For both types of codes, maintenance is done in code maintenance functions, not in customer or product maintenance.

Financial Periods (Page 4)

TrM contains its own financial period control. Periods are opened and closed for TrM within TrM. Period and ledger opening and closing control is integrated so that transactions cannot be posted to a GL period that is closed in MFG/PRO.

- This functionality duplicates existing functions in MFG/PRO. This is because TrM can operate as a stand-alone module. Therefore, be sure that values here are coordinated with those in MFG/PRO base files.
- The decisions surrounding the actual setting up of these values are usually the responsibility of the finance department. Be sure to alert them.
- This is a once-a-year task executed by the System Administrator. Do not train users in these procedures.

Currency Increments (Page 5)

The currency increments set the incremental values for discount percent, gross currency amount, and net currency amount. These increments are used in promotion, claims, and rebate approvals. The values entered here depend on the average value of goods sold, the size of discounts given, and the size of the increment between price points. Some experimentation may be required.

User-Defined Codes Control (Page 6)

The control file holds flags for the promotion UDC fields. Use of these fields and whether they are mandatory is controlled here, as well as whether programs are attached to the codes, plus the names of those programs.

These flags apply to all divisions.

Data Organization and Batch Processing (Page 7)

This control file page sets the base currency, controls whether data records are maintained by division and data groups, and supports the batch processes.

The division and data group flags are security controls. When you set the division flag, any records that can be maintained by division are maintained by division. This limits access for those records to staff members who have access to those divisions. Data groups are similar on a field level: staff members are assigned to a data group, fields or field values are assigned a data group, and the staff members cannot access or use field values that are not in their assigned data group.

The batch processing fields set whether or not bulk change is automated and whether or not customer addresses and product descriptions are updated during a bulk change.

Approvals Flags (Page 8)

This page initializes promotions, rebates, and claim approvals. The Approval Required field turns on the approvals; the post account fields initialize the approvals by software area.

TrM Internal Control Numbers (Page 9)

The ninth control file page controls the next help and audit entry numbers and lets you enter your own workbench display program.

MFG/PRO Interface (Page 10)

Since TrM can exist in a number of configurations, for example, integrated with MFG/PRO sales order entry but using a different financial system, or vice-versa, the various components of the potential interfaces must be switched off or on as required.

System Codes

Number Ranges

TrM accesses number sequences from a common location, the number ranges file. Each number range is coded uniquely and then referenced from the relevant location. The number range codes and associated data are maintained in this file.

The system is supplied with some number ranges already set up.

These number ranges are used in many places within TrM and are restricted to TrM use only.

Units of Measure

Each item or product is assigned one or several units of measure (UOM). The UOM codes must already exist within MFG/PRO to be entered here.

The general operation method of UOM in TrM differs from that in MFG/PRO. Whereas in MFG/PRO there is a UOM conversion table with (potentially) item or product-specific occurrences, in TrM, an item- or product-specific relationship is defined for four specific UOMs directly on the item or product record itself.

The four important UOMs used in TrM are:

- Pricing UOM: the UOM that prices are set or quoted at to the customer
- SKU UOM: the UOM that stock is kept at in the warehouse
- Retail UOM: the UOM that the item is sold at in the retail store
- Forecasting UOM: the UOM that the Forecasting system uses

General Codes

Typically, there are large numbers of files with fields that have a small number of hard-coded values. The coding is fixed, but the descriptions can change.

Alternatively, users may be required to add or maintain some optional codes—for example, those associated with general expense types. Do this using the general code types and associated code values in this file.

Currencies

Each division has one specified currency. These codes should match the codes in MFG/PRO. A currency is the financial trading unit that transactions are conducted in. These currency codes and descriptions are defined and maintained in this file.

Cost Sets

When TrM is set to use time-passed costing for determination of margins, the applicable cost sets (which must be coded with start and finish dates) must be determined. These cost sets must already exist in MFG/PRO.

Price Lists

When setting up rebates, it is important that the basic price against which the rebate will be calculated is available. When that price is neither the list price nor the invoice price, but some other price—for example, invoice price net of any freight element—then the other price must be defined in a price list.

When the price is defined in a price list, that price list is set up in this file and then tagged to the individual rebates. When the rebate is calculated, it uses the volumes and the dates from the invoice transaction, but uses the price off the price list as the base value that the rebate is calculated against, line by line.

Tax Status Codes

Tax status identifies the relationship between a customer and the local taxation system. Customers are coded only where taxes apply that affect transactions covered by TrM and influence pricing and discounts. Examples are GST in Canada, VAT in the UK, and sales tax in Australia.

These codes will have already been entered in MFG/PRO. Again, as per customer type, tax status can affect various calculations within TrM when constructing a deal. In particular, calculations related to the retail margin which require an accurate value of your product in the customer's store, such as the net wholesale price, require that we correctly calculate certain wholesale taxes such as Australian sales tax.

In TrM, taxes affect claims and rebates. See the sections on tax processing for more information.

Control File Activities

Activities List

Set Up the Control File (7.20.19.1) 96

Set Up the Control File (7.20.19.1)

- 1 Press Go to enter data on the first page.

Page 1: TrM Implementation Information

cdcont	7.20 Control File Maintenance	08/14/97
Page 1 of 10		
Control ID: <u>1</u>		
Menu Start: <u>7.20</u>		
System Name: <u>Blank APM Database</u>		
Division*: _____		
Autogen Promotion Code?: <u>yes</u>		
Promotion No Base: <u>Region</u>		
Use Customer Spreads?: <u>no</u>		
Autogen Rebate Code?: <u>yes</u>		
Rebate Code Prefix: _____		
Rebate # Base: <u>Region</u>		
Default Clash Code*: <u>STD</u>		
Report Driver: <u>sp/sprpdrv3</u>		

Division. If a division is entered, then a divisional record is automatically created when a record is added for any file for which division is mandatory.

Autogen (Autogenerate) Promotion Code. If No, promotion codes must be entered manually.

Promotion Number Base. The level at which new promotions are sequentially numbered. Set to Region or Area as appropriate for your implementation.

Autogen Rebate Code. If No, rebate codes must be entered manually.

Rebate Code Prefix. An optional code appended to the unique rebate numeric code.

Rebate # Base. Usually the same as the promotion base.

- 2 Press Page Down to access page 2. Enter values as required.

Pages 2 and 3: Customer and Product Profile Types

Pages 2 and 3 of Control File hold setup values relating to customer profiles and product profiles, respectively. This is where you indicate which profile fields are used and the types of values these fields contain. See “Customer Profiles” on page 157 and “Product Profiles” on page 193 for more information.

cdcont	7.20 Control File Maintenance	08/14/97
Page 2 of 10		
Autogen	# Customer Hierarchies: _	
Pr	Customer Profile Type 1: _	
Use Cu	Customer Profile Type 2: _	
Autog	Customer Profile Type 3: _	
Reb	Customer Profile Type 4: _	
Defa	Customer Profile Type 5: _	
	Customer Profile Type 6: _	
	Customer Profile Type 7: _	
	Customer Profile Type 8: _	
	Customer Profile Type 9: _	

3 Press Page Down to access the third page. Enter values as required.

cdcont	7.20 Control File Maintenance	08/14/97
Page 3 of 10		
Autogen	# Product Hierarchys: _	
Pr	Product Profile Type 1: _	
Use Cu	Product Profile Type 2: _	
Autog	Product Profile Type 3: _	
Reb	Product Profile Type 4: _	
Defa	Product Profile Type 5: _	
	Product Profile Type 6: _	
	Product Profile Type 7: _	
	Product Profile Type 8: _	
	Product Profile Type 9: _	

4 Press Page Down to access the fourth page. Enter values as required.

Page 4: Financial Periods

cdcont		7.20 Control File Maintenance		08/14/97																																																	
Page 4 of 10																																																					
Financial Start Date:		01/01/97																																																			
Finance Period UOM:		—		No. of Periods: 12																																																	
Finance Period Units:		<table border="1"> <tr><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td></tr> <tr><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td></tr> <tr><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td></tr> <tr><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td><td>—</td></tr> </table>				—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—																																										
—	—	—	—	—	—	—	—	—	—	—	—																																										
—	—	—	—	—	—	—	—	—	—	—	—																																										
—	—	—	—	—	—	—	—	—	—	—	—																																										
Earliest GL Date:		01/01/97																																																			
Latest GL Date:		01/01/97																																																			
Last Open Year:		1997																																																			
Promo Date Default Type*:		1 First Monday for all Dates																																																			
Promo Date Validtn Type*:		1 Retail can be outside Buy																																																			

Financial Start Date. Synchronize these with MFG/PRO. They should be identical.

Finance Period UOM. If using 4-4-5-style periods, then the UOM is weeks; otherwise, it is months.

Finance Period Units. This is set to be the number of Financial Period units in each period.

Earliest GL Date. This is a general control over posting. An interaction of this date and period status, set in Open/Close Financial Periods (7.20.19.20), controls posting dates for TrM. This interacts with the periods made available by the general ledger, and, together, the actual available periods are determined.

Latest GL Date. As per Earliest GL Period. Generally the current period.

Last Open Year. The oldest financial year that has periods open for posting. Generally, the current year except at year-end.

Promo Date Default Type. This is the system-wide default that operates when division-level defaults are not entered.

Promo Date Validtn Type. This is the system-wide default that operates when division-level defaults are not entered.

- 5 Press Page Down to access the fifth page. Enter values as required.

Page 5: Currency Increments

The control file holds values that set the effect of pressing the + key in Deal Edit. These values can be set by site and are maintained on this page.

These flags apply to all divisions.

cdcont		7.20 Control File Maintenance		08/14/97	
Page 5 of 10					
Financial Star	Incremental Value for %:	<u>1.00</u>	iods: 12		
Finance Peri	Incremental Value for \$:	<u>.05</u>			
Finance Period	Increment Value for Net:	<u>.10</u>			
Earliest GL Date: 01/01/97 Latest GL Date: 01/01/97 Last Open Year: 1997					
Promo Date Default Type*: 1 First Monday for all Dates Promo Date Validtn Type*: 1 Retail can be outside Buy					

Incremental Value for %. This value depends greatly on the average value of the goods sold, the size of discounts given, and the size of the increment between price points. Some experimentation is required.

Incremental Value for \$. As above.

Incremental Value for Net. As above.

Incremental Value 4. Not used in this release.

- 6** Press Page Down to access the next page. Enter values as required.

Page 6: User-Defined Code (UDC) Application

cdcont		7.20 Control File Maintenance		08/14/97	
Page 6 of 10					
	Used?	Mandatory	On ADD	On UPD	Program
UDC-1:	<u>no</u>	<u>no</u>	<u>no</u>	<u>no</u>	_____
UDC-2:	<u>no</u>	<u>no</u>	<u>no</u>	<u>no</u>	_____
UDC-3:	<u>no</u>	<u>no</u>	<u>no</u>	<u>no</u>	_____
UDC-4:	<u>no</u>	<u>no</u>	<u>no</u>	<u>no</u>	_____
UDC-5:	<u>no</u>	<u>no</u>	<u>no</u>	<u>no</u>	_____
UDC-6:	<u>no</u>	<u>no</u>	<u>no</u>	<u>no</u>	_____
Promo Date Default Type*: 1 First Monday for all Dates Promo Date Validtn Type*: 1 Retail can be outside Buy					

Used? Set these before adding promotions. Check the budgeting requirements also. If any of these codes are not required, go to Database Field Maintenance and blank out the side and column labels. If a different label is required, then change not only the generic labels, but also the labels attached to this particular program.

Mandatory. If required for budgeting, then set this to mandatory. If for coding, reporting, or viewing, more leniency may be allowed, but generally it is more consistent and, ultimately, useful if the code entry is mandatory. For those users who have very little variation in a certain code, the defaults can be used to pre-fill the field during promotion entry.

On ADD. If set to No, the field is bypassed on add promotion, but can be updated.

On UPD. If set to Yes, the field is accessible by the edit UDC option in the promotion strip menu.

Program. There are no standard programs supplied. The standard functionality uses the flags just described. Anything else requires a customer program. Once written, the name of that site-specific program goes in here.

Type. This sets the timing for when the program is run.

- Batch: When the frame is exited, the program runs in batch.
- Interactive: When the frame is exited, the program runs interactively.
- Validation: When the field is exited, the program runs interactively.

7 Press Page Down to access the next page. Enter values as required.

Page 7: Data Organization and Batch Processing

cdcont		7.20 Control File Maintenance		08/14/97	
Page 7 of 10					
Promo Promo		Divisional?: <u>yes</u>		Type	
		Data Grouped?: <u>no</u>			
		Default ID*: _____			
		Process Batch?: <u>no</u>			
		Splits Prog*: _____			
		Currency*: <u>USD</u> United States Dollar			
		Bulk Change?: <u>no</u>			
		Upd Cust Addr?: <u>no</u>			
Upd Prod Desc?: <u>no</u>					

8 Press Page Down to access the next page. Enter values as required.

Page 8: Approvals Flags

Page 8 of Control File sets whether promotion, rebate, and claim approvals are used.

If set to No, the entire process is bypassed. If set to Yes, the various layers of approvals come into effect. This flag applies to all divisions.

cdcont		7.20 Control File Maintenance		08/14/97	
Page 8 of 10					
Promo Promo		Rebate Post*: ~ _____ Rebate Post [Interfaced to V86]		ype	
		Prom Acc Post*: _____			
		Reba Acc Post*: _____			
		Approval Reqd?: <u>no</u>			
		Cons. P/List: <u>STD</u>			
		Cons. P/L Grp: _____			
Upd Prod Desc?: <u>no</u>					

Approval Reqd? This is a system-wide flag operating across all divisions.

Page 9: TrM Internal Control Numbers

cdcont		7.20 Control File Maintenance		08/14/97	
		Page 9 of 10			
	Rebate P Prom Acc P Reba Acc P Approval R Cons. P/ Cons. P/L	Next Help Reference: <u>34865</u> Next Audit Entry No: <u>1000</u> Workbench Display Prog*: <u>ptpdlisad</u>	to V86]	ype	
		Cons. P/L Grp:			
Promo Promo		Upd Prod Desc?: no			

Page 10: MFG/PRO Interface

Since TrM can exist in a number of configurations, for example, integrated with MFG/PRO sales order entry but using a different financial system, or vice-versa, the various components of the potential interfaces must be switched off or on as required.

Page 10 of Control File handles many of those interface questions.

```

cdcont
7.20 Control File Maintenance
08/14/97
Page 10 of 10
Claim Cr Term*: ~ Monthly
P/List Seq*: _____
MFG/Pro?: no
Pr List Prefix: _____
MFGPro Cst Set: STANDARD
S/Man CusGrps?: no
Sale Data Req?: no
Rebates Used?: no
OI Rebate Prg*: rbaudit View Audit Log
Rebate Prg*: _____
DivCustGrpPrg*: _____
OP Sys Editor: _____
Cost Sel Prog*: _____

```

S/Man CusGrps? If set to Yes, a customer can belong to more than one customer group. Which customer group a sale is processed against is important in the promotion and rebate calculations.

Every generic customer group entered must, prior to adding it, have a salesperson with the same salesperson code added in MFG/PRO.

The divisional customer groups should have a code and description that clearly show they are the divisional version of the generic customer group, for example, Generic = CINCO, Div 1 = CINCO1, Div 2 = CINCO2.

System Codes Activities

Activities List

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Add Discount Types (7.20.19.24)	109

Add Number Ranges (7.20.19.3)

- 1** Press Insert to add a number range; press Enter to edit an existing range.
- 2** Press Go to add a description and field values.

cdnumb	7.20 Number Ranges Maintenance				08/14/97
Seq Code	Description	Start #	Last #	Current #	
BUDTRF	Next Budget Transfer ID	10000	99999	10000	
NXBCHGID	Next Bulk Change Trans ID	10000	9999999	10000	
NXBTCID	Next Batch Process ID	10000	9999999	10000	
NXCLMBTH	Next Claim Offload Batch	10000	9999999	10000	
NXCLMID	Next Claim ID	10000	9999999	10000	
NXCNN0	Next Credit Note No	10000	99999	10000	
NXCONTNO	Next Agreement ID	1000	99999	1000	
NXCSETEN	Next Cost Set Entry	1000	99999999	1000	
NXCSTSET	Next Cost Set No	1000	99999	1000	
NXGLBANO	Next GL Batch No	1000	9999999	1000	
NXISDNO	Next Int Sale Docket No	1000	9999999	1000	
NXISID	Next Internal Sale ID	10000	99999999	10000	
NXISTR	Next Internal Sale Tran No	10000	99999999	10000	
NXJRNLNO	Next Journal No	10000	99999999	10000	
NXNPTRAN	Next Non Promotion Tran No	1	99999999	1	

3 Press Go to save.

Starting #. It may be appropriate to reset the start, finish, and current *n.* number values.

Last #. It may be appropriate to reset the start, finish, and current number values.

Current #. When numbers reach the end of the number range, they start again at the beginning, finding the first number not used. This means that deletes and purges must be done. Because of the need to save history, the recommendation is that number ranges are extended rather than reused.

It may be appropriate to reset the start, finish, and current number values.

Add Units of Measure (7.20.19.4)

1 Press Insert to add a unit of measure; Press Enter to edit an existing UOM.

2 Press Go to add a description.

cdunitm	7.20 Units of Measure Maintenance		08/14/97
	UOM	Description	
	Case	Case	
	Each	Each	
	Pack	Pack (12 to case)	

- 3 Press Go to save.

UOM. These codes should have already been entered in MFG/PRO.

Add General Codes (7.20.19.5)

- 1 Press Insert to add a general code; press Enter to edit an existing code.
- 2 Press Go to add a description.

cdgent	7.20 General Code Type Maintenance	08/14/97
Type*: ACCRMTHD Description: Accrual Methods		

- 3 Press Go to save.

Type. This must be a unique value, since there are many existing code types and code values already in the system.

Code. These are the actual code values associated with each code type.

Add Algorithms (7.20.19.6)

- 1 Press Insert to add an algorithm; press Enter to edit an existing algorithm.
- 2 Press Go to add description and field values.

bdalgor	7.20 Algorithm Maintenance	08/14/97
Algorithm*: EVEN Description: Even Spread # of Splits: 12 Splits Total: 120 10 10 10 10 10 10 10 10 10 10 10 		

- 3 Press Go to save.

Add Currencies (7.20.19.7)

- 1 Press Insert to add a currency; press Enter to edit an existing currency.
- 2 Press Go to add a description.

cdccurcy	7.20 Currency Maintenance	08/14/97												
<table><thead><tr><th>Currency</th><th>Description</th></tr></thead><tbody><tr><td>AUD</td><td>Australian Dollars</td></tr><tr><td>GBP</td><td>Great Britain Pounds</td></tr><tr><td>NZD</td><td>New Zealand Dollars</td></tr><tr><td>USD</td><td>United States Dollar</td></tr><tr><td>DM</td><td><u>Deutschmark</u></td></tr></tbody></table>			Currency	Description	AUD	Australian Dollars	GBP	Great Britain Pounds	NZD	New Zealand Dollars	USD	United States Dollar	DM	<u>Deutschmark</u>
Currency	Description													
AUD	Australian Dollars													
GBP	Great Britain Pounds													
NZD	New Zealand Dollars													
USD	United States Dollar													
DM	<u>Deutschmark</u>													

- 3 Press Go to save.

Add Document Types (7.20.19.8)

- 1 Press Insert to add a document type; press Enter to edit an existing type.
- 2 Press Go to add a description and field values.

cddocty	7.20 Document Type Maintenance	08/14/97								
<table><tr><td>Document Type*:</td><td><u>AGREE</u></td></tr><tr><td>Description:</td><td>Promotion Agreement Form</td></tr><tr><td>Format ID*:</td><td></td></tr><tr><td>Report Prog*:</td><td></td></tr></table>			Document Type*:	<u>AGREE</u>	Description:	Promotion Agreement Form	Format ID*:		Report Prog*:	
Document Type*:	<u>AGREE</u>									
Description:	Promotion Agreement Form									
Format ID*:										
Report Prog*:										

- 3 Press Go to save.

Add Language Codes (7.20.19.9)

- 1 Press Insert to add a language code; press Enter to edit an existing code.
- 2 Press Go to add a description and field values.

cdlang	7.20 Language Code Maintenance	08/14/97
Language Code: <u>US</u> Description: <u>USA</u> - English Profile*: <u>SYSTEM</u> System Default Use Flag?: <u>Yes</u>		

3 Press Go to save.

Add Cost Sets (7.20.19.11)

1 Press Insert to add a cost set; press Enter to edit an existing set.

2 Press Go to add a description.

cdcstst	7.20 Cost Set Maintenance	08/14/97										
<table border="1"> <thead> <tr> <th>Cost Set</th> <th>Cost Set Description</th> </tr> </thead> <tbody> <tr> <td>Standard</td> <td>Standard MFG/PRO Costs</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>			Cost Set	Cost Set Description	Standard	Standard MFG/PRO Costs						
Cost Set	Cost Set Description											
Standard	Standard MFG/PRO Costs											

3 Press Go to save.

Add Price Lists (7.20.19.12)

1 Press Insert to add a price list; press Enter to edit an existing list.

2 Press Go to add a description.

cdprlst	7.20 Price List Maintenance	08/14/97										
<table border="1"> <thead> <tr> <th>Price List</th> <th>List Name</th> </tr> </thead> <tbody> <tr> <td>STD</td> <td>Standard</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>			Price List	List Name	STD	Standard						
Price List	List Name											
STD	Standard											

3 Press Go to save.

Add Payment Codes (7.20.19.17)

- 1 Press Insert to add a payment code; press Enter to edit an existing code.
- 2 Press Go to add a description.

cdpaycd	7.20 Payment Code Maintenance	08/14/97						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Payment Code</th> <th style="width: 70%;">Description</th> </tr> </thead> <tbody> <tr> <td>a1</td> <td>Freeware</td> </tr> <tr> <td>88</td> <td>New Markets</td> </tr> </tbody> </table>			Payment Code	Description	a1	Freeware	88	New Markets
Payment Code	Description							
a1	Freeware							
88	New Markets							

- 3 Press Go to save.

Add Payment Terms (7.20.19.18)

- 1 Press Insert to add payment terms; press Enter to edit existing terms.
- 2 Press Go to add a description.

cdpaytm	7.20 Payment Terms Maintenance	08/14/97												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Term</th> <th style="width: 40%;">Description</th> <th style="width: 15%;">Period</th> <th style="width: 30%;">Units</th> </tr> </thead> <tbody> <tr> <td>COD</td> <td>Cash on Delivery</td> <td>0</td> <td>100</td> </tr> <tr> <td>X30</td> <td>Thirty days, 100%</td> <td>0</td> <td>100</td> </tr> </tbody> </table>			Term	Description	Period	Units	COD	Cash on Delivery	0	100	X30	Thirty days, 100%	0	100
Term	Description	Period	Units											
COD	Cash on Delivery	0	100											
X30	Thirty days, 100%	0	100											

- 3 Press Go to save.

Add Tax Class Codes (7.20.19.19)

- 1 Press Insert to add a tax class code; press Enter to edit an existing code.
- 2 Press Go to add a description and tax rates.

cdtaxst		7.20 Tax Class Code Maintenance			08/14/97
Tax Class	Description	Rate	New Date	New Rate	
CX	Customs	.078	01/31/98	.081	
HX	Murphy's Tax	.009		.009	

- 3 Press Go to save.

Add Discount Sequences (7.20.19.23)

- 1 Press Insert to add a discount sequence; press Enter to edit an existing sequence.
- 2 Press Go to add a description.

cddissq		7.20 Discount Sequence Maintenance		08/14/97
Discount Seq	Disc Seq Name			
010	Testing			
EX	Exclusive of Others			
IL	If Lowest			
IN	Inclusive of Others			
L	Lowest			

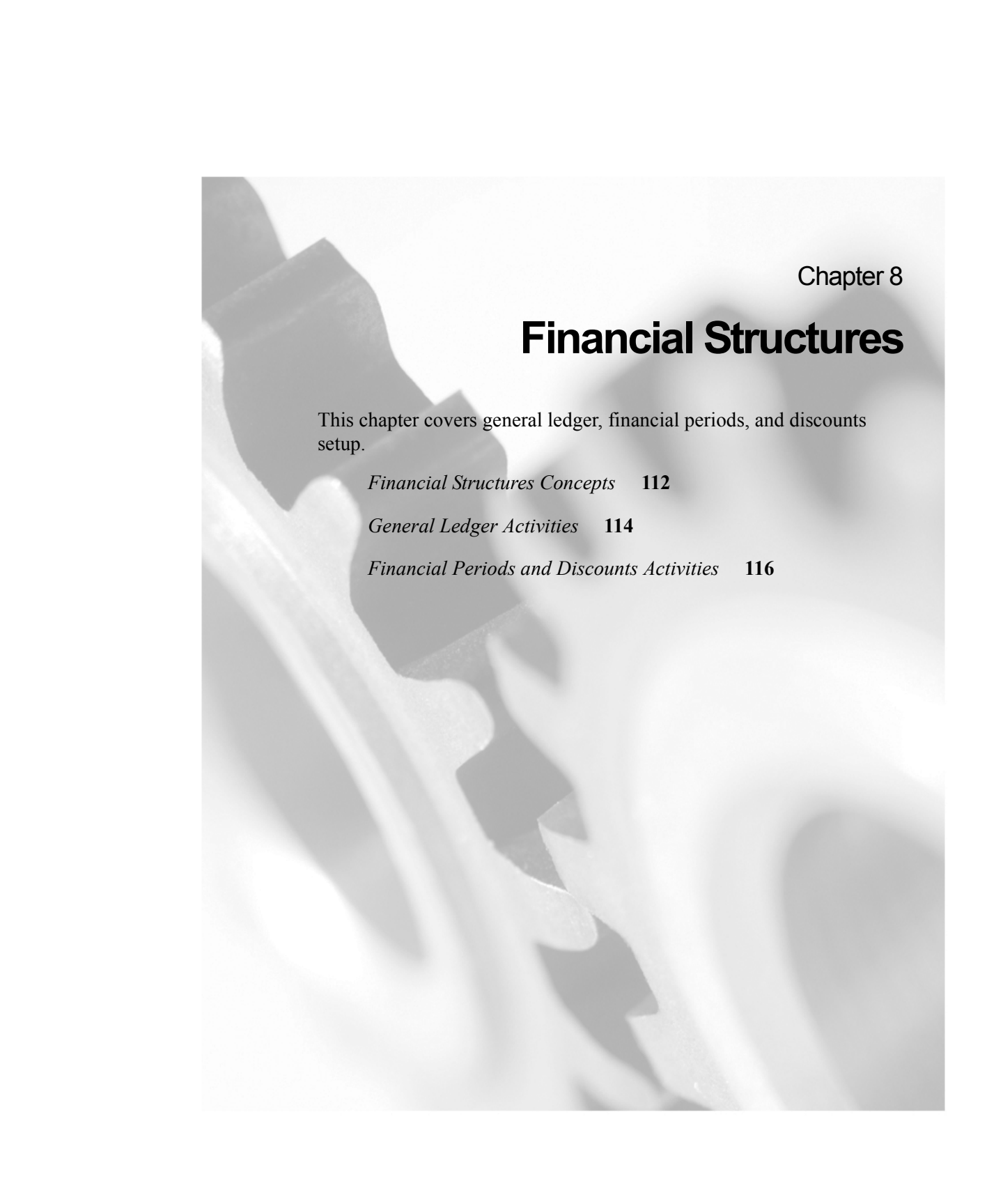
- 3 Press Go to save.

Add Discount Types (7.20.19.24)

- 1 Press Insert to add a discount type; press Enter to edit an existing type.
- 2 Press Go to add a description.

cddisty		7.20 Discount Type Maintenance		08/14/97
Discount Type	Disc Type Name			
\$	Dollar Amount Discount			
%	Percentage Discount			
N	New Dollar Amount			

- 3 Press Go to save.



Chapter 8

Financial Structures

This chapter covers general ledger, financial periods, and discounts setup.

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General Ledger Activities **114**

Financial Periods and Discounts Activities **116**

Financial Structures Concepts

General Ledger Codes

General ledger setup in TrM consists of adding the relevant GL accounts and cost centers from MFG/PRO, and entering relevant transaction types and expense types.

General Ledger Accounts

General ledger (GL) account codes are one of two main attributes of accounts in the general ledger (the other being cost centers). The codes entered are validated against MFG/PRO accounts. Subsequent postings do not occur if a code match does not exist.

Enter the GL accounts to hold the various TrM discount values. Be sure that the entire set of accounts covering off-invoice through to rebate codes is in the system.

TrM gives the site the possibility of greatly reducing the number of accounts on the general ledger. Since, with TrM, there is a sub-ledger that holds discount information down to the finest level of detail, there is no need to reflect that complex structure in the general ledger. The general ledger need only hold summarized values. Make sure account descriptions match account descriptions in MFG/PRO.

General Ledger Cost Centers

General ledger cost centers are one of two main attributes of accounts in the general ledger (the other is Account code). The codes must be entered here as well as already exist in the standard MFG/PRO maintenance area. They are validated against MFG/PRO accounts. This data entry in TrM and subsequent postings will not occur if a code match does not exist.

Each cost center can only exist within one division. Note that if the Default Division flag is set to on (in the control file) then the cost center will always be created attached to that default division, with no option to change it. Therefore, if multiple divisions are used at a site, the Default Division flag should not be used. Make sure cost center descriptions match the code descriptions in the balance of MFG/PRO.

Financial Periods

Financial periods in TrM must be generated, described, and then set to open or closed status.

Financial periods must be generated once per year. (You can generate multiple years if you choose.) The same calendar is used for all divisions. The system uses the number of periods and the units for those periods from Page 4, Financial Periods, on the Control File to build the financial calendar. TrM then generates the start and end dates of the periods.

Period Descriptions

Periods, period descriptions, and the actual financial years are set up within TrM and need to be reproduced on an annual basis. They currently do not read the MFG/PRO financial period information.

Open and Closed Periods

Open and closed periods in TrM do not match those in MFG/PRO. However, TrM transactions do not post to a closed MFG/PRO GL period even if that period is open in TrM. By default, when claims are posted, they post to the earliest financial period, so control in this area is important.

Discount Sequences

The Discount Sequence code assigned in the Division Defaults record defaults onto the price list and can be assigned to a promotion using the strip menu option Edit Financial Details 1. This is a very important value to get correct since it is used when price lists are created in MFG/PRO.

General Ledger Activities

General ledger activities in TrM include entering GL accounts, cost centers, transaction types, and expense types.

Activities List

- Add General Ledger Accounts (7.20.19.14) 114
- Add General Ledger Cost Centers (7.20.19.13) 114
- Add General Ledger Transaction Types (7.20.19.15) 115
- Add General Ledger Expense Types (7.20.19.16) 115

Add General Ledger Accounts (7.20.19.14)

- 1 Press Insert to add an account; press Enter to edit an existing account.
- 2 Press Go to add a description.

cdglac	7.20 General Ledger Account Maint	08/14/97						
	<table><tr><th>Expense Acct</th><th>Description</th></tr><tr><td>3001</td><td>Sales Bonuses</td></tr><tr><td>3002</td><td>Sales Commissions</td></tr></table>	Expense Acct	Description	3001	Sales Bonuses	3002	Sales Commissions	
Expense Acct	Description							
3001	Sales Bonuses							
3002	Sales Commissions							

- 3 Press Go to save.

Add General Ledger Cost Centers (7.20.19.13)

- 1 Press Insert to add a cost center; press Enter to edit an existing cost center.
- 2 Press Go to add a description and division.

cdcctr	7.20 General Ledger Cost Ctr Maint	08/14/97						
	<table><tr><th>Cost Center</th><th>Description</th><th>Division</th></tr><tr><td>0999</td><td>Retail Chains</td><td>2</td></tr></table>	Cost Center	Description	Division	0999	Retail Chains	2	
Cost Center	Description	Division						
0999	Retail Chains	2						

- 3 Press Go to save.

Add General Ledger Transaction Types (7.20.19.15)

- 1 Press Insert to add a transaction type; press Enter to edit an existing type.
- 2 Press Go to add a description.

cdgltt

7.20 GL Transaction Type Maint

08/14/97

Tran Type	Description
PRD	Promotion Credit Note
PVD	Promotion Voucher

- 3 Press Go to save.

Add General Ledger Expense Types (7.20.19.16)

- 1 Press Insert to add an expense type; press Enter to edit an existing type.
- 2 Press Go to add an expense code, description, and other field values.

cdgexp

7.20 General Expense Type Maint

08/14/97

Expense Type*: 01

Expense Code: _____

Description: _____

Gen Code Type: _____

Code Reqd?: No

Unit Reqd?: No

Expense Base*: -

Actuals Base*: -

OI Type*: -

- 3 Press Go to save.

Financial Periods and Discounts Activities

Financial period activities include generating the periods, adding period descriptions, and flagging the periods as open or closed.

Activities List

Generate Financial Periods (7.20.19.22) 116

Add Period Descriptions (7.20.19.21) 116

Set Open and Close Periods (7.20.19.20) 117

Add Discount Sequences (7.20.19.23) 117

Add Discount Types (7.20.19.24) 118

Generate Financial Periods (7.20.19.22)

- 1 Specify the year to generate periods for and the start date.
- 2 Enter the end date for the first period you want to generate and for the last date you want to generate.

spgenpd	7.20 Generate Financial Periods	08/14/97
Financial Year: 1997 Start Date: 01/01/97 Period 1 End Date: 01/31/97 End Date: 12/31/97 Proceed?: <u>Yes</u>		

- 3 Set Proceed? to Yes.
- 4 Press Go to generate financial periods.

Add Period Descriptions (7.20.19.21)

- 1 Press Insert to add a period code; press Enter to edit an existing code.
- 2 Press Go to add the period description.

cdpddsc		7.20 Period Description Maintenance		08/14/97	
Period	Period Description				
01	January				
02	February				
03	March				
04	April				
05	May				
06	June				
07	July				
08	August				
09	September				
10	October				
11	November				
12	December				

3 Press Go to save.

Set Open and Close Periods (7.20.19.20)

1 In the Status column, type a C to close a period, O to open it.

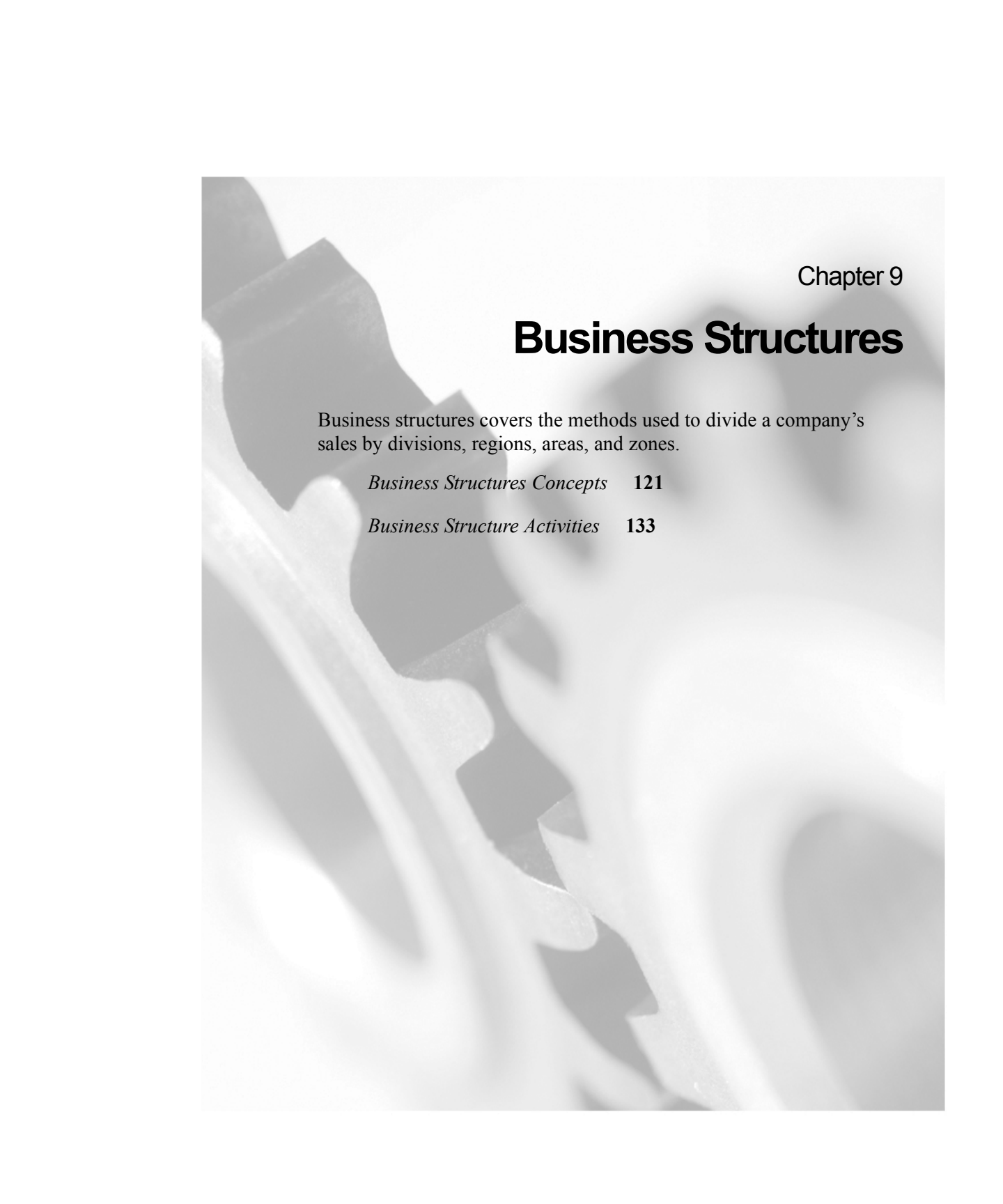
mmocpd		7.20 Open/Close Periods		08/14/97	
Year	Period	Start Date	End Date	Status	
1997	01	01/01/97	01/31/97	I	
1997	02	02/01/97	02/28/97	I	
1997	03	03/01/97	03/31/97	I	
1997	04	04/01/97	04/30/97	I	
1997	05	05/01/97	05/31/97	I	
1997	06	06/01/97	06/30/97	I	
1997	07	07/01/97	07/31/97	I	
1997	08	08/01/97	08/31/97	I	
1997	09	09/01/97	09/30/97	I	
1997	10	10/01/97	10/31/97	I	
1997	11	11/01/97	11/30/97	I	
1997	12	12/01/97	12/31/97	I	

2 Press Go to save.

Add Discount Sequences (7.20.19.23)

1 Press Insert to add a discount sequence; press Enter to edit an existing sequence.

2 Press Go to add a sequence name.

The background of the page is a grayscale photograph of several interlocking gears. The gears are of different sizes and are positioned in a way that creates a sense of depth and mechanical complexity. The lighting is soft, highlighting the metallic texture of the gears.

Chapter 9

Business Structures

Business structures covers the methods used to divide a company's sales by divisions, regions, areas, and zones.

Business Structures Concepts **121**

Business Structure Activities **133**

Related Topics

- Approvals (in the Promotions, Rebates, and Security chapters)
- Clash codes (7.20.13.18)
- Clash check (7.20.1.2) on the Reports menu
- Data groups (7.20.21.17)

Business Structures Concepts

Divisions

A division is a fundamental compartmentalization of the TrM module along lines of business. A division is a structure that occurs only in TrM and not in the balance of MFG/PRO modules. A division can be used for a number of reasons, the two primary reasons are sales structures and differing transaction currencies.

Division Sales Structures

Often within a company, there are several operating units. These are usually aligned with particular market segments or product types. The terms commonly used are lines or channels of business. This enables food service, for example, to be separated from retail, or pharmaceutical to be separated from medical devices. Customers and products may overlap between divisions or may be restricted to a division, but a division generally represents natural and logical grouping of activity within a company.

An important effect of maintaining records by division within TrM is that key data elements are then separated by division automatically. For instance, when a customer is added to MFG/PRO, that customer is available in TrM as well (provided the `cm_promo` field is set to Yes). This customer in TrM (by default) is not attached to any division. A separate divisional customer record is held, which has the division-specific values. This is also true for item and product records. This enables a customer or a product to have different attributes in different divisions. For instance, a product could be grouped one way in the Food Service division and another way in the Retail division.

Division Currencies

All financial transactions within TrM occur in a given currency. For deals, payments, claims, rebate calculations, checks—all of these items within an TrM division must be one currency. This is because summary figures, multiple promotion displays, margin calculations, and so on, cannot be converted from multiple currencies in TrM.

If deals and so on are done in multiple currencies, then all the transactions associated with each currency must exist in a separate division.

Division Setup

Because many base records can be maintained by division, each division must be set up and the many defaults for the division established. Since divisions are mandatory, if only one division is required, it must still be set up. That one division can be set as the default in the Control File so that all division structures (customer, item, product, and so on) will automatically have a divisional record created for them. Division is used only in TrM, but a division must be linked to an MFG/PRO entity.

A division record consists of:

Division Header. This is the master address record and link to an MFG/PRO entity.

Approval Programs. Alternate, custom approval programs run during change of status to promotions, rebates, and so on.

Defaults. Several critical codes for managing your TrM implementation including clash codes, price list policies, and data grouping.

Sundry Parameters. The default methods for entering and validating dates in the division. Also holds default account codes.

Claim Parameters. The default claim parameters if none exist at the deal category level.

Misc Procedures. The names of programs that will replace the standard or default programs for a number of key and specific procedures.

Agreement Parameters. Settings for the Agreements in this division.

Approval Managers. Where a custom approvals program is written, program parameters can be controlled from here.

Notes 1 – Division Master. Notes that are specific to the division record that may record some critical facts and figures for future reference.

Division Header

The major implementation issue in the Division Header relates to deciding whether or not to set up divisions per site. For customer, items, suppliers, product groups, and cost centers, the values are automatically stored by division; that is, they cannot be seen when operating in a division unless there are divisional values for them. That is, all browse lookups for customer, item, supplier, product group and cost center, plus any other code that has been set as divisional, show only those values that are valid for the user's current division.

Division Entity

On integrated systems, you must assign a valid MFG/PRO entity for each division. This allows promotions to be set up for multiple divisions and subsequently to be able to detect which division non-promotional sales are to be assigned allocated to.

If a customer buys product from two divisions of the company and buys the same product from both divisions, where a sale is not linked to a price list, that is, a promotion, the correct division to allocate the non-promotional sales values and units to will be determined by the linkage between division and entity. Entity is derived from the sales order header.

Custom Approval Programs and Parameters

The Approval Programs provide alternate approval programs for nonstandard approvals and, where variables used in the standard approval tables are inappropriate and the alternate table is used, additional parameters can be specified here.

A/P stands for approval program. Enter new approval programs only where approval rules differ from standard approval rules. If this is the case, another approval program is written and the name of that program is put into this field. When the standard approval process is conducted, the program referenced here is accessed instead of the standard.

In a standard system, there is no rebate approval program. It is assumed that people who have the authority to add and maintain rebates also have the authority to approve them. Therefore, a program will go in here only under very unusual circumstances.

Project and invoice approvals are not used.

The second half of the screen contains parameters to be used by the custom approvals programs.

The plan approval program level (Plan A/P Level) is the default promotion approval level for use in any custom approvals program.

The AR Ref Types are used when a customer promotion approval program is written. It refers to a generalized code set that must be accessed when special approval personnel are defined for division approval managers. The Main Approver is the default person responsible for custom approvals if you choose to define one in your custom programs.

Division Defaults

In operation, when a number of fields are accessed in day-to-day transactions, values default in. The default values are set at a variety of levels, some by division. Those set at division are established here.

Sometimes these defaults are used to populate other code files as the setup is undertaken; that is, the values at lower levels in the system are more powerful than those at this higher level. Sometimes the defaults operate directly on transactions and have to be changed on the actual transaction.

Division Clash Code

The default clash code on the Defaults is used if no other defaults are used (there are non-mandatory options on the Staff record) when the Clash Check is run. If left blank, you must enter the required code when you run Clash Check.

Division Discount Sequence

The discount sequence defaults onto price lists and can be maintained on a promotion using the strip menu 1Header option Edit Financial Details 1. This is a very important value to get correct because it is used when price lists are created in MFG/PRO. Decisions relating to price list setup, for example, should have already been made prior to or in conjunction with TrM setup.

Other Division Defaults

In standard installations, leave the P/L Select Program field blank because the version of TrM you have is tailored to read price list files correctly. Sites with versions of MFG/PRO prior to 7.4, which contain the Sales Order Pricing retrofit, or those systems with non-MFG/PRO sales systems, require a custom program to work with their version of price lists. The same is true for stand-alone versions of TrM.

The default behavior for printing discount information on invoice print is controlled by the Print P/Lists field. This can be overwritten by promotion.

If a site uses cost management or if the site requires time-phased costing of promotional activity, set Cost Opt. to Yes. Otherwise, you will operate TrM in a single-cost environment.

Currency must match the division currency.

Budget Summary, Claim Limit, and Price Method are not used.

Additional settings in the Default page of the Division record are the default data group, the approval message limit, the adjustment close date, and the production forecast unit of measure.

For the approval message limit, generally allow the system to go past the first few errors so that if there are several issues wrong with the promotion, they can be picked up with one pass and dealt with altogether before resubmitting the promotion for approval.

The adjustment close date should be occasionally manually reset forward to maintain a future close date.

The production forecast UOM sets the UOM in which the interface to forecasting systems transfers data. UOM conversion tables must be set up in MFG/PRO for all required conversions in order for this to properly calculate the correct forecasting units of measure.

Sundry Parameters

Sundry Parameters controls validate type, default type, and the divisional GL account and cost center.

Default Type lets you set default promotion start and finish dates. In practice, this is not of any use because there is no commonality between the date that the promotion is first entered in the system and the date it is due to start. Consequently, any default will be wrong.

The accrual account and cost center used for promotional and rebate accruals are maintained here. They must be set up for accruals to run.

Claim Parameters

Claim Parameters sets a number of claim defaults in the claim area. It also identifies and sets account codes and flags.

General division-wide claim defaults are set up and maintained here. They can be overwritten at the deal category level and on each promotion.

Specific tax cost center or account codes are specified, as are the division's miscellaneous supplier and the flag to switch on or off taxation of internal sales. Limits are the sum of all customer claims of each type.

Default Claim Limit. The Claim Limit represents the sum for all customers of all types of claims on an individual promotion. This sets a limit after which individual promotions will close automatically. It is rare that a default can be set, but in certain businesses the method of entering and maintaining promotions lets them have such a value.

D/C Limit. This is the sum for all customers of billback claims on an individual promotion. This field sets a limit after which the promotion will automatically close. It is rare that a default is meaningful, but in certain businesses the method of entering and maintaining promotions lets them have such a value.

Coop Limit. This is the sum for all customers of lump sum claims on an individual promotion. This sets a limit after which the promotion will automatically close. Rarely used.

Coupon Limit. This is the sum for all customers of coupon claims on an individual promotion. This sets a limit after which the promotion will automatically close. Rarely used.

Bonus Stock Limit. This is the sum for all customers of free goods claims on an individual promotion. Rarely used.

Tax Credit Account and Cost Center. These must be set up before any claims can be entered in the system.

MFG/PRO Vendor. Unless a valid value is entered here, claims cannot be entered.

Tax Internal Sales. If internal sales is to be used, indicate at the division level whether those sales are to be taxed.

Miscellaneous Division Procedures

There are a variety of (significant) programs that can be set by division. These are maintained here. These programs are generally ones for which a standard is supplied that works correctly with MFG/PRO.

Another program is substituted (entered) here if an alternate system is being used—for example, an earlier version of MFG/PRO.

Price List Pg. Leave blank if using standard MFG/PRO with no modifications in the Sales Order Entry area. If the site uses a modified version of MFG/PRO, a version earlier than V7.4 with the V8.5 Sales Order Pricing retrofit, or an alternate system altogether, then as part of the installation an alternate program must have been written to enable the creation and maintenance of price lists. If this is the case, enter that alternate program here.

Splits Prog. Leave blank if using standard MFG/PRO with no modifications in the Sales Order Entry area. If the site uses a modified version of MFG/PRO, a version earlier than V7.4 with the V8.5 Sales Order Pricing retrofit, or an alternate system altogether, then an alternate program must have been written as part of the installation to enable the splitting of budget values when a promotion is moved to status 3 or status 5. If this is the case, enter that alternate program here.

Advice Prog. Leave blank if using standard MFG/PRO with no modifications in the Sales Order Entry area. If the site uses a modified version of MFG/PRO, a version earlier than V7.4 with the V8.5 Sales Order Pricing retrofit, or an alternate system altogether, then an alternate program must be written as part of the installation to enable the creation and distribution of messages arising from the approvals process. If this is the case, enter that alternate program here.

Pricing Prog. Leave blank if using standard MFG/PRO with no modifications in the Sales Order Entry area. If the site uses a modified version of MFG/PRO, a version earlier than V7.4 with the V8.5 Sales Order Pricing retrofit, or an alternate system altogether, then an alternate program must be written as part of the installation to enable the system to determine the list price when the deal edit screen is displayed. If this is the case, enter that alternate program here.

Division Agreement Parameters

Promotion Seq. This is a mandatory option if agreements are used. It sets the name of the number range to use when agreements are being used. Leave it blank if agreements are not used.

UDC-E Used – UDC-H Used. Activate or deactivate the use of this user-defined code field in Agreements. Mimics the UDC codes used on promotions and rebates. The associated code tables must be populated for these codes to have any validity.

Division Approval Managers

In those circumstances where a custom approvals program is written, then program parameters can be controlled from here. The main control required relates to who is to be assigned the task of approving a promotion that has failed to auto-approve. Thus the name, Approval Managers.

AP Ref A-C. Not used unless a custom approval program is used and that program requires additional parameters as part of the processing. If this is the case, the code associations with generalized codes must be set in the previous option for Division–Approval Programs.

Approver Name. Not used unless a custom approval program is used and that program requires additional parameters as part of the processing. If this is the case, a valid staff member must already exist for this division.

Division Notes

Generally used to document setup issues or variations that have occurred since the initial setup. All fields are date, time, and logon ID stamped.

Division Rebate Parameters

Combine Rules? Logical field with Yes or No. It is rare to have two interacting rebate codes, so generally it is set to No.

Date Base. Generally set to the invoiced date, since invoicing is usually run on a daily basis.

Regions, Areas, and Zones

The following concepts should be understood prior to proceeding: region, area, zone, grouping, and division.

The region, area, and zone structures are fundamental to the makeup of TrM. All promotions, rebates, and budgets are coded with a region and an area, and security is based on association of a user with an area or region. Consequently, these structures are at the very foundation of TrM.

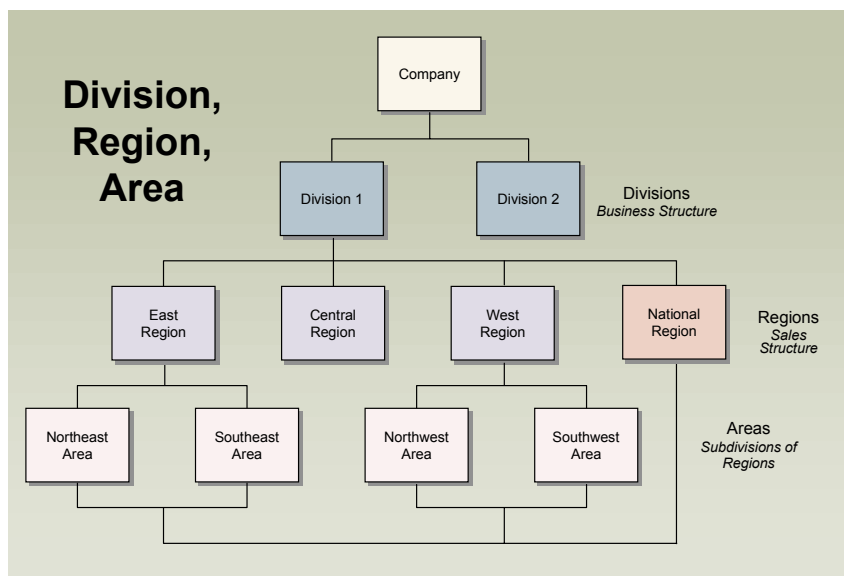
There are several important restrictions placed on users by the inclusion of the region and area concept. First, each user is identified with one area; therefore, users are only able to add promotions to regions where that area is a member of that region or, in TrM terminology, is one of the covered areas of the region. Second, each budget must have a region or an area attached to it, and since each promotion has a region and an area attached to it, there must be a match-up between region and area on budget and promotion for a promotion to be budgeted correctly.

Region is a geographical (generally) or logical sales structure within TrM.

Areas that exist beneath region and area can be part of multiple regions, and each user and customer is generally coded at the area level, thereby restricting or identifying users and customers with specific regions through the area-region linkage.

Zone can optionally be linked to a region and area, but it is generally used for an ad hoc grouping of customers into logical structures; for instance, based around an internal sales structure or perhaps representing a geographical structure that differs from the region and area makeup.

Fig. 9.1
Business Structures
Relationships



Regions

Region is a mandatory structure within TrM, usually matched closely to sales or geographical areas. The various region codes, descriptions, and associated information are maintained here.

Regions are linked to areas, together with which they affect access security for addition and maintenance of promotions, rebates, budgets, and claims. They also affect look-up capabilities when locating customers and customer groups.

Transaction numbering can be set by region. These structures are used only in TrM.

It is extremely important to set the region, area, and zone structures under division correctly. A fundamental concept to keep in mind is that promotions, rebates, and budgets are all coded with a region. Therefore, a promotion can only exist for one region, as can a budget, and the region is entered on the promotion header and on the budget header. Ensure that the breakout of region and area is correct and fully covers the requirements of the site. When region and area structures are set in place for promotions,

rebates, and budgets and all of the records are set up, general changes to the entire concept of the region-area structure are virtually impossible without a great deal of work.

The most common error in setting up regions is revealed in the budget setup. If regions are used, how are national promotions to be budgeted? If there are three regions and a national region (a combination of all areas in the division), and separate budgets exist for each region, but not for the national region, when a promotion is put on for the national region, it cannot be budgeted because there is no budget at the national level.

Most people assume that the system will detect that the three other regions are effectively part of national, and expect the system to split it out and use the regional budgets that do exist.

Be sure to use Grouping to allocate a region to a division. Although the system does not force divisions on Region (as it does with Customer, Item, and Supplier), the link must be created.

Promotion Sequence. Promotions can be numbered using one of two methods. This method is set on page 1 of the Control File where you are prompted to set the numbering sequence to be either area based or region based. If region-based, ensure that the promotion sequence number is entered here. If area-based, be sure it is on the area record. On occasions when a site requires there be only one numeric range for the entire division or company, select region as a methodology and set all regions to reference the same number sequence.

Template Sequence. Check whether templates are to be used; that is, if there is repetitive promotional activity that would be sped up by creating new promotions from a standard template.

Rebate Sequence. If area is chosen as the numbering parameter, rebates will be numbered using this number.

Covered Areas. The areas that are linked to this region are identified here. Areas must be defined before they can be linked to regions.

Areas are directly related to regions. A region is made up of one or many areas. The link between area and region is defined here. These relationships are also set by division.

Areas are a subset of region. One or more areas make up a region. The concept of a national region—that is, one where the entire country is covered under a region—is very often used. This is implemented by establishing a national region and linking all areas to that region as opposed to the smaller regions, which often correspond to, for instance, a state which might have only one or a small number of areas underneath it. Again though, when the structures of region and area are set up, ensure that the concept of the national or total country promotion is allowed for in the budget structures.

Areas

Area is a mandatory structure within TrM, usually matched closely to sales or geographical areas. The various area codes, descriptions, and associated information are maintained here.

Areas are linked to regions, together with which they affect access security for addition and maintenance of promotions, rebates, budgets, and claims. They also affect look-up capabilities when locating customers and customer groups. Transaction numbering can be set by area.

There must be at least one area in a division. If no area or region structure is required, then set up one area and one region; the area code can be the same as the region code.

The numbering sequences are identical to those in regions.

Zones

Zone is not a mandatory structure within TrM. It is meant to reflect a structure other than the (generally) geographical structures that region and area represent. The various zone codes, descriptions, and associated links are maintained here.

Zones can be linked to regions and areas, together with which they affect access security for addition and maintenance of promotions, rebates, budgets, and claims. They also affect look-up capabilities when locating customers and customer groups.

Zone can be used to support a three-tier geographical structure where it exists below region or below area. Its main purpose is really to group customers, thus its field name of Customer Group Zone, and it is meant to operate independently of region and area to pull together customers into some other structure that the site may require. Where there is no relationship between the region-area and the customer zone, then be absolutely sure that zones, when set up here, are not tied to an area.

Zones are attached to customers via customer groups, as opposed to areas, which are attached to customers directly.

Business Structure Activities

The activities for setting up business structures are the definition of divisions, areas, regions, and zones.

Activities List

Set Up Divisions (7.20.21.9) **133**

Set Up Regions (7.20.21.10) **139**

Set Up Areas (7.20.21.11) **140**

Set Up Zones (7.20.21.12) **140**

Set Up Divisions (7.20.21.9)

- 1** Press Insert to access the Division header.
- 2** Enter the division number.
- 3** Press Go to enter additional field values.

cddivis		7.20.21.9 Divisions		11/10/96	
+-----+-----+-----+-----+-----+-----+					
Division*: 1					
Name: Food Service					
Entity: A Entity A					
Address: 111					
111					
111					
City: 111					
State Code: 111					
Country: 111					
Phone No: 111					
Fax No: 111					
Contact: 111					
Device Name*:					
+-----+-----+-----+-----+-----+-----+					

4 Press User Menu to display the Options menu.

cddivis		7.20.21.9 Divisions		11/10/96	
+-----+-----+-----+-----+-----+-----+					
Division*: 1					
Name: Food Service					
Address: 111					
111					
111					
City: 111					
State Code: 111					
Country: 111					
Phone No: 111					
Fax No: 111					
Contact: 111					
Device Name*:					
+-----+-----+-----+-----+-----+-----+					
+----- F6 Options -----+					
A. Approval Programs					
B. Defaults					
C. Sundry Parameters					
D. Claim Parameters					
E. Misc Procedures					
F. Agreement Parameters					
G. Approval Managers					
H. Notes 1 - Division Master					
+-----+-----+-----+-----+-----+-----+					

5 Select Approval Programs, and press Go.

6 Enter any alternative, custom approvals programs and any parameters required for those programs.

oddivo1	7.20.21.9 Approval Programs	11/10/96
Division*: 1 Name: Food Service Promotion A/P*: ptapprv1 Promotion Approval Routine - 1 Claim A/P*: Rebate A/P*: Project A/P*: Invoice A/P*: Span Days: Plan AP Level*: AP Ref Type 1*: AP Ref Type 2*: AP Ref Type 3*: Main Approver*:		

7 Press Go to save.

8 Press User Menu and select Defaults from the Options menu.

oddivo2	7.20.21.9 Defaults	30/12/96
Defl Clash*: STD Customer/Product/Region Discount Seq: EX Exclusive of Others P/L Select Pg*: Print P/Lists? No Costing Opt*: Currency*: AUD Australian Dollars Budgt Summary?: No Data Group*: FS Food Service Administrator Appr Msg Limit: 1 Price Method*: Adj Close Date: / / Prd Fcast UOM*:		

9 Enter default values as needed.

10 Press Go to save.

11 Press User Menu and select Sundry Parameters from the Options menu.

City:	
Validate Type*: 4	Retail must be within Buy
Default Type*: 1	First Monday for all Dates
Cost Centre*:	
Expense A/c*:	

12 Enter values for promotion start date type, accrual cost center, and so on.

13 Press Go to save.

14 Press User Menu and select Claim Parameters from the Options menu.

Address: 111	
Claim Limit:	
D/C Limit:	
COOP Limit:	
Coupon Limit:	
M&E Limit:	
B/S Limit:	
Tax Cr A/c*: 2001	
Tax Cr C/Ctre*: 1A	Auckland
MFGPro Vendor*:	
Tax I/Sales?: no	

15 Enter the divisional claim limits, and so on.

16 Press Go to save.

17 Press User Menu and select Miscellaneous Procedures from the Options menu.

City:	
Price List Pg*: Sale Qty Prog*: Splits Prog*: Approval Prog*: Advice Prog*: Pricing Prog*:	

18 Enter the names of custom sales and pricing programs, and so on.

19 Press Go to save.

20 Press User Menu and select Agreement Parameters from the Options menu.

City: 111	
Promotion Seq*: UDC-E Used?: no UDC-F Used?: no UDC-G Used?: no UDC-H Used?: no	

21 Set whether promotion UDCs are used for this division.

22 Press Go to save.

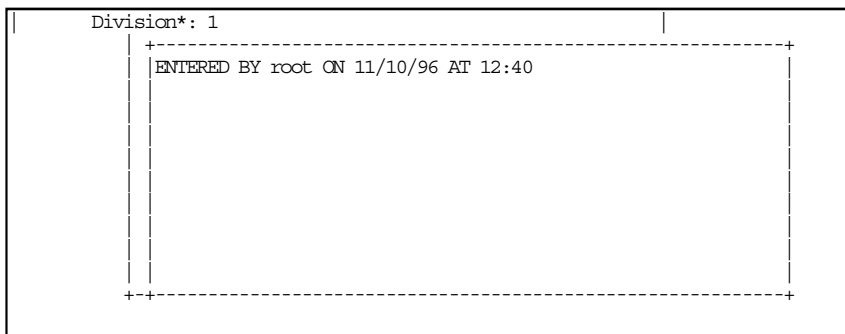
23 Press User Menu and select Approval Managers from the Options menu.

mpamg		7.20.21.9 Approval Managers		10/12/96	
Division*: 1 Name: Retail					
AP Ref A	AP Ref B	AP Ref C	Approver Name		
123	456	789	QSL	Quality Systems Ltd	

24 Press Insert to enter accounts payable references and the approving manager.

25 Press Go to save.

26 Press User Menu and select Notes 1–Division Master from the Options menu.



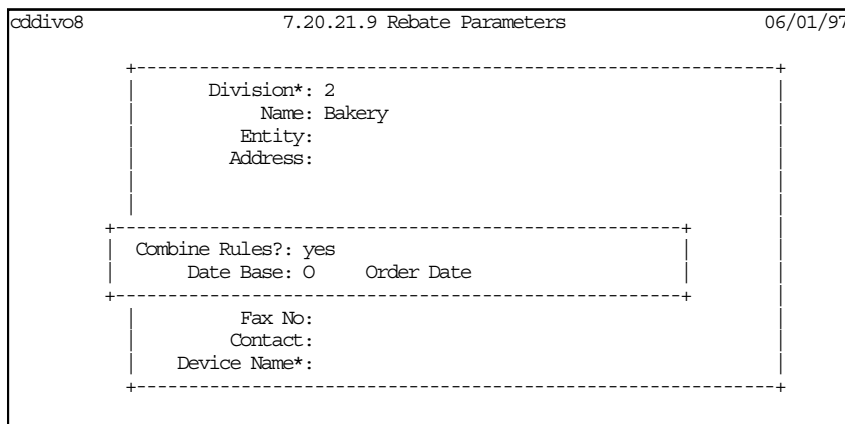
Division*: 1

ENTERED BY root ON 11/10/96 AT 12:40

27 Enter notes regarding divisional set-up issues, divisional variations, and so on.

28 Press Go to save.

29 Press User Menu and select Rebate/Invoice Parameters from the Options menu.



oddivo8 7.20.21.9 Rebate Parameters 06/01/97

Division*: 2
Name: Bakery
Entity:
Address:

Combine Rules?: yes
Date Base: 0 Order Date

Fax No:
Contact:
Device Name*:

30 Set the rebate combine rules and date base.

31 Press Go to save.

32 Exit to the main menu.

Set Up Regions (7.20.21.10)

- 1 Enter the Region name.
- 2 Press Go to enter a description, cost center, sequence numbers, and so on.

cdregn	7.20.21.10 Regions	11/10/96
Region*: 1All Description: Div1, RegAll Cost Centre*: Promotion Seq*: ALLREGPRO All Regions Promo Numbers Template Seq*: ALLREGPRO All Regions Promo Numbers Rebate Seq*: ALLREGPRO All Regions Promo Numbers ME Stock Locn*:		

- 3 Press Go to save.
- 4 Press User Menu and select Covered Areas from the Options menu.

cdregn	7.20.21.10 Regions	11/10/96
Region*: 1All Description: Div1, RegAll Cost Centre*: Promotion Seq*: ALLREGPRO All R+ Template Seq*: ALLREGPRO All Regions Promo Numbers F6 Options A. Covered Areas B. Grouping		

- 5 Press Insert to add an area. Areas must be defined before doing this.

Rebate Seq*: ALLREGPRO All Regions Promo Numbers											
<table border="1"> <thead> <tr> <th>Area</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1CC</td> <td>Div1, RegC, AreaC</td> </tr> <tr> <td>1CN</td> <td>Div1, RegC, AreaN</td> </tr> <tr> <td>1CS</td> <td>Div1, RegC, AreaS</td> </tr> <tr> <td>1EC</td> <td>Div1, RegE, AreaC</td> </tr> </tbody> </table>	Area	Description	1CC	Div1, RegC, AreaC	1CN	Div1, RegC, AreaN	1CS	Div1, RegC, AreaS	1EC	Div1, RegE, AreaC	
Area	Description										
1CC	Div1, RegC, AreaC										
1CN	Div1, RegC, AreaN										
1CS	Div1, RegC, AreaS										
1EC	Div1, RegE, AreaC										

- 6 Press Go to save.
- 7 Exit to the main menu.

Set Up Areas (7.20.21.11)

- 1 Enter the area name.
- 2 Press Go to enter a description, cost center, sequence numbers, and so on.

cdareac	7.20.21.11 Areas	11/10/96
Area*: 1CC Description: Div1, RegC, AreaC Cost Centre*: Promotion Seq*: ALLREGPRO All Regions Promo Numbers Template Seq*: Rebate Seq*: ME Stock Locn*:		

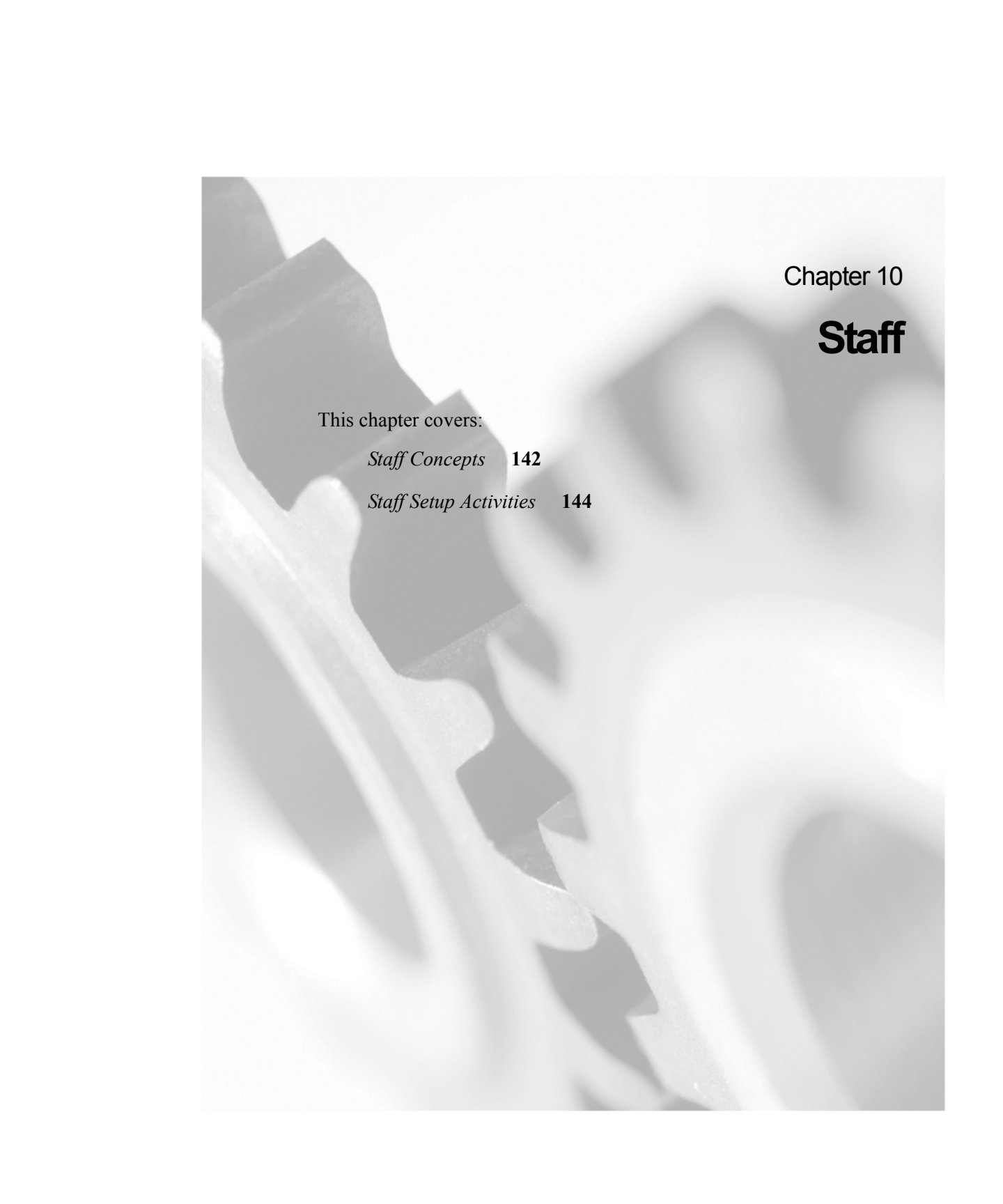
- 3 Press Go to save.
- 4 Exit to the main menu.

Set Up Zones (7.20.21.12)

- 1 Enter the zone name.
- 2 Press Go to enter a description and, optionally, a division, region, and area.

cdzone	7.20.21.12 Zones	11/10/96
Zone*: C Description: Central Zone Division*: 2 Bakery Region*: Area*:		

- 3 Press Go to save.
- 4 Exit to the main menu.



Chapter 10

Staff

This chapter covers:

Staff Concepts **142**

Staff Setup Activities **144**

Staff Concepts

Staff Records

Staff records are created and maintained for each person who uses TrM. These records contain the many items of default data required for setting up the system. Staff records are maintained both generically and by division.

During implementation of TrM, you should consider the coding structures used for log-in IDs. We strongly recommend generic IDs related to staff positions rather than actual names. This allows staff membership of those positions to change without substantial administration changes due to an individual's name being the staff ID rather than the generic name.

▶ See Chapter 5, “Security,” for more information on staff security setup.

The majority of the fields on a staff record are for security purposes. Other fields limit the access of users logged on using this staff identifier to specific regions, areas, customers and so on.

All TrM users and internal and external salespeople must have a staff record.

Staff Security

Setting up staff security involves assigning a security profile and a data group to a staff ID, creating division records for the staff ID, and assigning specific maintenance permissions, approvals, and limits by division. See Chapter 5, “Security,” for more information on these topics.

Security profiles control menu access from the main menu, the strip menus, and the options menus. Data groups limit staff ID access to database records that belong to a data group. The profile and data groups are assigned to the base staff record, both generic and division.

Staff IDs have permission to work only in divisions where they have a division staff record. Maintenance permissions, approvals, and other limits and securities are controlled on the staff record by division.

The staff security record includes managers, levels, and assorted control fields. The managers link to the various approval programs, such as Promotion Approvals. The levels fields set whether this staff ID requires approvals or not.

The Display Margin? field can be used to hide the product margin cost in the Deal Edit program for this staff ID.

Clash Codes

Clash codes are defined by division and are assigned to staff members in the generic and division staff records. The default clash code is used in the promotion strip menus. It can be changed using the strip menu options, but when a promotion is first entered, it is assigned the default clash code set in the staff record.

The Add Clash Code field prompts you to run a clash check after products have been selected and prior to the promotion being committed. The Plan Clash Code prompts you to run a check when you move a promotion to status three. The App Clash Code prompts on a move to status five.

Internal Sales

Where internal sales are implemented, the salesperson staff records should identify the customer and the stock location for the sales. There must be one unique stock location per internal sales user. All sales to the staff customer record are automatically loaded into the stock location for processing by the internal sales mechanisms.

When an order to the staff record customer ID takes place, TrM automatically detects the sale and loads the values and the quantities into the stock location assigned to that staff member. It is from this stock location that internal sales transactions are recorded and assignments to particular accounts, product groups, and so on, are identified by the staff member.

mmstfo1	7.20.21.4 Security Setup	15/11/96
Plan Manager*: root root Claim Manager*: root root Rebate Mgr*: root root Plan AP Level*: 00 Claim AP Level: 00 Rebat AP Level: Exp AP Level: 0 View Code*: Security Level: 2 Warning Days: 2 Disply Margin?: no Product Sec ?: yes Customer Sec ?: no		

- 5 Enter the general security settings.
- 6 Press Go to save.
- 7 Press User Menu and select Additional Security (General) from the Options menu.

mmstfo6	7.20.21.4 Additional Parameters	06/01/97																											
User Code*: root Short Name: root Full Name: System Administrator																													
Term	<table border="0"> <tr> <td>User Code :</td> <td>root</td> <td>System Administrator</td> </tr> <tr> <td>Default ID*:</td> <td></td> <td></td> </tr> <tr> <td>Edit Level*:</td> <td>G</td> <td>Group</td> </tr> <tr> <td>Batch Limit :</td> <td></td> <td></td> </tr> <tr> <td>Message Limit :</td> <td></td> <td></td> </tr> <tr> <td>S Clash Code*:</td> <td>STD</td> <td>Customer/Product/Region</td> </tr> <tr> <td>D Add Clash Cde*:</td> <td>STR</td> <td>Report-Customer/Product/Region</td> </tr> <tr> <td>De PlanClash Cde*:</td> <td>STR</td> <td>Report-Customer/Product/Region</td> </tr> <tr> <td>App Clash Cde*:</td> <td>STR</td> <td>Report-Customer/Product/Region</td> </tr> </table>		User Code :	root	System Administrator	Default ID*:			Edit Level*:	G	Group	Batch Limit :			Message Limit :			S Clash Code*:	STD	Customer/Product/Region	D Add Clash Cde*:	STR	Report-Customer/Product/Region	De PlanClash Cde*:	STR	Report-Customer/Product/Region	App Clash Cde*:	STR	Report-Customer/Product/Region
User Code :	root	System Administrator																											
Default ID*:																													
Edit Level*:	G	Group																											
Batch Limit :																													
Message Limit :																													
S Clash Code*:	STD	Customer/Product/Region																											
D Add Clash Cde*:	STR	Report-Customer/Product/Region																											
De PlanClash Cde*:	STR	Report-Customer/Product/Region																											
App Clash Cde*:	STR	Report-Customer/Product/Region																											

- 8 Enter the edit level, clash codes, and so on.
- 9 Press Go to save.

Add Division Staff Records (7.20.21.4)

- 1 Select a staff record.
- 2 Press User Menu and select Division Staff Record from the Options menu.

mmstfo7u	7.20.21.4 Add/Update Staff Division	18/12/96
+-----+-----+-----+		
Division*:	1	Food Service
Region*:	1C	Div1, RegC
Edit Region:	1C	Div1, RegC
Area*:	1Ch	Div1, RegC, AreaN
Zone*:		
+-----+-----+-----+		

- 3 Press Insert and enter the appropriate Division, Region, Edit Region, Area, and Zone. The Edit Region allows edits where adds are not allowed.
- 4 Press Go to save.

mmstaff	7.20.21.4 Staff	14/01/97
+-----+-----+-----+		
User Code*:	root	
Short Name:	root	
Full Name:	System Administra	
Profile*:	SYSTEM	
Terminal Type*:	vga	
Col Template*:	No. 1	
Region*:	2C	
Area*:	2C	
Customer*:		
Supplier*:		
Full Name:	System Administra	
Profile*:	SYSTEM	
Terminal Type*:	vga	
Col Template*:	No. 1	
Region*:	2C	
Area*:	2C	
Customer*:		
Supplier*:		
Stock Locn*:		
Division*:	2	Bakery
Data Group*:	SYSTEM	System Administrators
Device Name*:	lasercl	Laser Compressed - Landscape
+-----+-----+-----+		

- 5 Press User Menu and select Division Staff Record from the Options menu, then press User Menu again and select Security Setup (Division). Enter default security for division-level approvals, warning days, and margin display.
- 6 Press Go to save.
- 7 Press User Menu and select Additional Security (Division). Enter default security for division-level clash codes, defaults, and processing limits.
- 8 Press Go to save.
- 9 Press End to exit the division record.
- 10 Press User Menu and select Promotion Access Security from the Options menu.

mmstfm5

7.20.21.4 Promotion Access Security

15/11/96

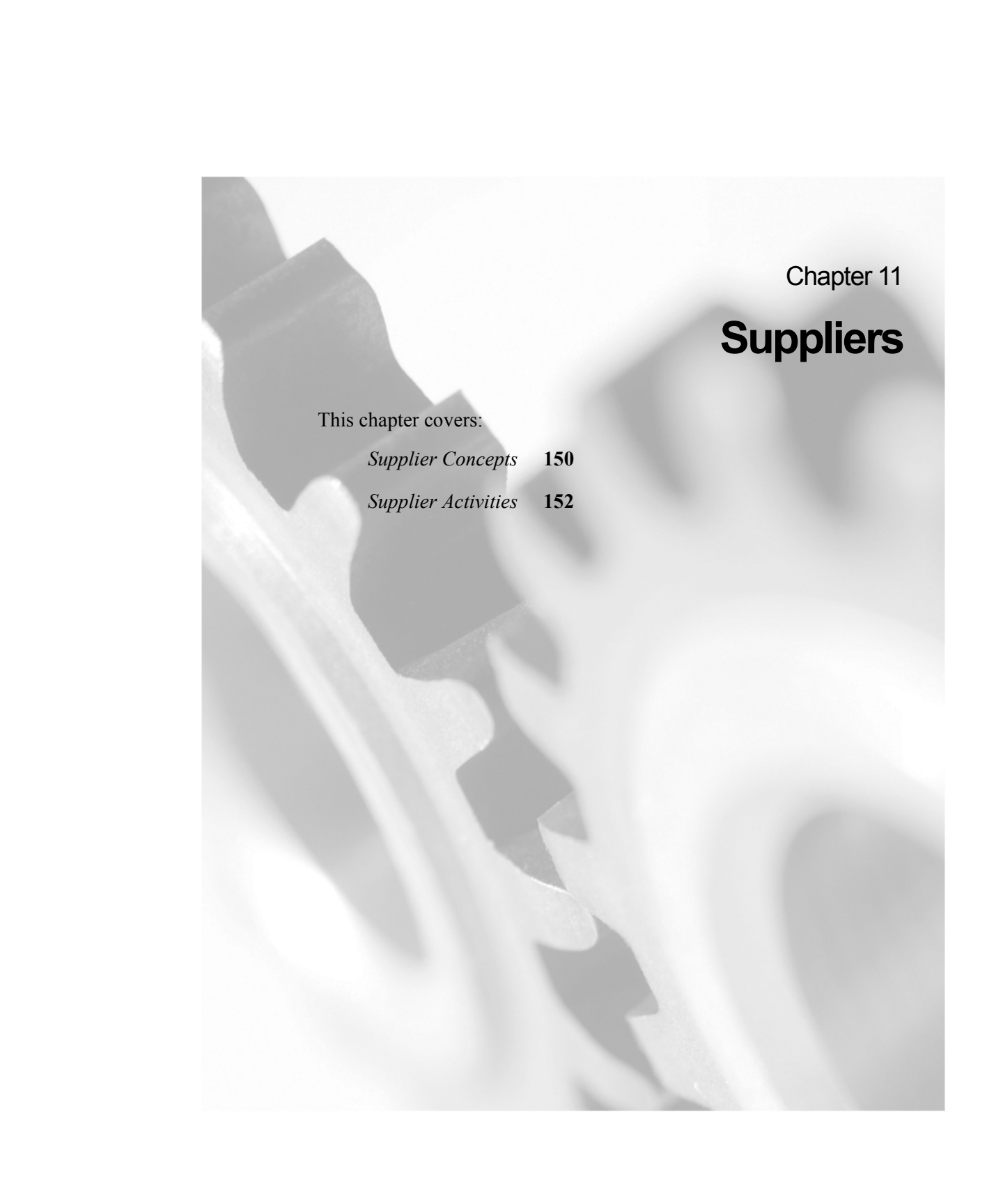
User Code*: root

Short Name: root

Full Name: System Administrator

Division	Region	Area	Zone	Update?	Add?	View?
1				yes	yes	yes
2				yes	yes	yes

- 11 Press Insert and enter values to define this staff member's clearance to update, add, and view promotions at the division, region, area, or zone level, as needed.
- 12 Press Go to save. Repeat the above step for each of the remaining staff security options.



Chapter 11

Suppliers

This chapter covers:

Supplier Concepts **150**

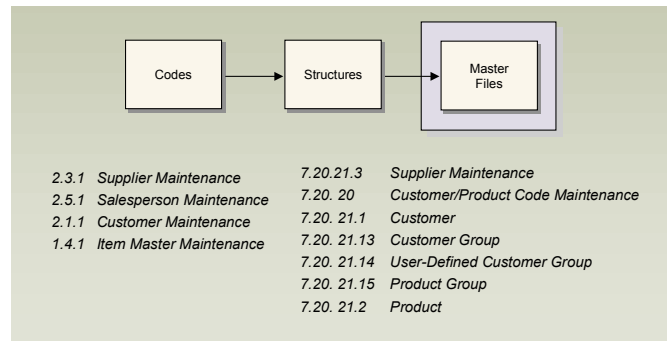
Supplier Activities **152**

Supplier Concepts

TrM Suppliers and Claims Payments

MFG/PRO pays suppliers through the Accounts Payable module. Any payment requires a voucher be created for it. This voucher must be linked to a valid supplier so that a transaction history can be kept for audit and reporting purposes, a ledger of outstanding liabilities is maintained, and voucher creation will have data automatically available for completing the remittance advice.

Fig. 11.1
Adding Suppliers, a
Part of the
Master Files
Implementation



TrM sets up and administers promotions and rebates using customers, that is, accounts receivable customers. Numerous transactions require the payment of promotional or rebate moneys via check. For claim payments, customers must also exist as suppliers. Therefore, a supplier must be available if voucher creation is to be automatic (a feature of TrM).

TrM creates a link between a customer and a supplier in one of three ways:

- Each customer can optionally be coded with a valid supplier code. When a payment is required for the customer, a voucher is created against the linked supplier. This method is used when check payments are regularly made to this customer.
- When a customer exists in your accounts receivable records, but payments to that customer are infrequent, so as not to warrant the creation of a fixed one-to-one link to a specific supplier, then, during claim processing, the customer can be linked to a generic supplier. This generic supplier is known as the miscellaneous supplier, and is

specifically identified within TrM by division. When this supplier is used, a voucher is created against the miscellaneous supplier and a temporary address record is automatically created and attached to the supplier. This address record is automatically populated by data from the accounts receivable record for the customer. This enables multiple customers to be automatically linked to a supplier, and also enables automatic creation of a voucher containing the correct details for payment.

- Sometimes, a customer who requires payment does not exist in your accounts receivable records. In this case, the customer is linked to a miscellaneous supplier during claim processing, as described above. When this supplier is used, a voucher is created against the miscellaneous supplier and a temporary address record is manually created and attached to the supplier. You must manually populate this address record during claim entry, since there is no accounts receivable record to default values from. This enables multiple customers to be automatically linked to a supplier, and also enables automatic creation of a voucher containing the correct details for payment, as manually entered during claim processing.

Supplier Records

The supplier identifies an entity that you purchase from. Valid suppliers are maintained here. This is the generic supplier. A supplier must be linked to, or identified as a valid supplier for, each division within TrM where it is to operate. This is done using the Options menu.

A supplier is used when accounts payable vouchers are created by TrM. A direct customer-to-supplier link can be created by coding a divisional customer with a supplier. Alternatively, a miscellaneous supplier can be defined to enable creation of vouchers for multiple customers via one supplier.

Suppliers by Division

Within TrM, suppliers must be linked to specific divisions. These links are defined using the Associated Divisions option in the Supplier Maintenance Options menu. This restricts the supplier availability by division.

If a default division has been set in the Control File, a divisional supplier record is automatically created for the default division. A supplier can only be available for a division when that division is specified here.

Supplier Name and Address

Generally a supplier's name and address do not change between divisions; this information on the division record makes that record available when operating in the specified division.

Supplier Activities

In these activities, you add suppliers and then add a divisional record for each division where they are used.

Activities List

Add Suppliers (7.20.21.3) **152**

Add Suppliers (7.20.21.3)

- 1 Enter the supplier number.
- 2 Press Go to enter address and contact information.

trmsupp	7.20.21.23 Supplier Maintenance	11/10/96
Supplier*: A123456 Name: New Supplier Short Name: Newone Address: Address222 Address222 Address222 City: City222 State Code: Zip Code: zip222 Country: New Zealand Contact: Phone No: Fax No:		

- 3 Press Go to save.

- 4 Press User Menu and select Associated Divisions from the Options menu.

```

rmsupp      7.20.21.3 Supplier Maintenance      01/12/96

+-----+
| Supplier*: 999                                     |
| Name: AdHoc Suppl+----- F6 Options -----+   |
| Short Name: AdHoc Suppl| A. Associated Divisions |   |
| Address:                +-----+               |
+-----+
  
```

```

rmsuppd      7.20.21.3 Associated Divisions      01/12/96

+-----+
| Supplier*: 999                                     |
| Name: AdHoc Supplier Record                       |
| Short Name: AdHoc Supplier Record                 |
| Address:                                           |
+-----+
| Division  Name                                     |
+-----+
| 1          Retail                                |
+-----+
  
```

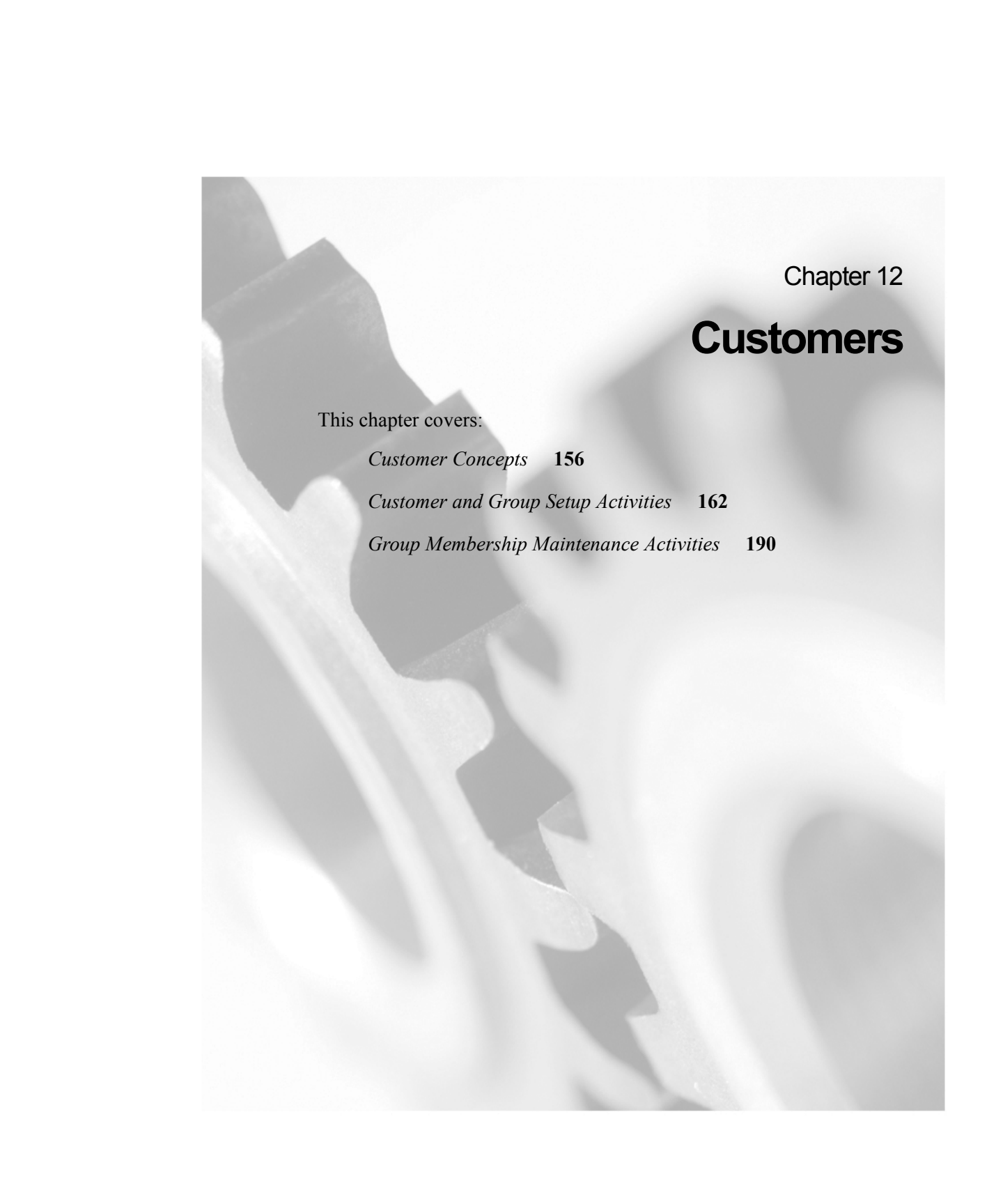
- 5 Press Insert to add a division.
- 6 Press Enter to access the division record. Accept or modify the record as needed, and press Go to save.

```

rmsuppd      7.20.21.3 Supplier Division Maintenance  01/12/96

+-----+
| Division*: 1          Retail                       |
| Name: AdHoc Supplier Record                       |
| Short Name: AdHoc Supplier Record                 |
| Address:                                           |
+-----+
| City:                                               |
| State Code:                                         |
| Zip Code:                                           |
| Country:                                           |
| Contact:                                           |
| Phone No:                                           |
| Fax No:                                           |
| Supplier*:                                         |
+-----+
  
```

- 7 Exit to the main menu.



Chapter 12

Customers

This chapter covers:

Customer Concepts **156**

Customer and Group Setup Activities **162**

Group Membership Maintenance Activities **190**

Customer Concepts

Customer Types

The TrM customer type is identical to the MFG/PRO promotion group on the customer master. Entries in the TrM Customer Type field are stored in the MFG/PRO Generalized Codes table under the Promotion Group. A customer is visible to TrM if the Promotion Group field on the MFG/PRO customer master has a valid value.

TrM has system-defined customer types:

Direct. Buys from the manufacturer and sells to the consumer.

Wholesales/Distributor. Buys from the manufacturer. Sells to an indirect customer who then sells to the consumer.

Indirect. Buys from a wholesaler/distributor. Sells to the consumer.

Customer Group. An entity formed to negotiate pricing and not necessarily to undertake transactions. An entity that is aligned with the manufacturer, a contract salesperson for the manufacturer. Its allegiance is to the manufacturer.

Buying Group. An entity formed to negotiate pricing and not necessarily to undertake transactions. A buying group is an entity that is aligned with the customers, a grouping of (usually) unassociated companies that band together to leverage their combined buying power into a stronger negotiating position. Its allegiance is to the customers.

Internal. Covers a variety of transaction initiators, principally the manufacturer's salespeople who use stock in the field as samples, substitute lump sum payments, and free goods for a variety of reasons.

Intercompany. Associated companies for which TrM may need to track some aspects of transfer pricing.

Supplier/Manufacturer. Identifies the original source of supply when TrM transactions are initiated from a distributor. For tracking transactions within TrM for chargeback purposes.

Customer Profiles

Businesses with large numbers of customers need to categorize customers for control during reporting, selection, and administration. In TrM, this categorization is done through customer profiles.

Customer Profile Uses

The main uses of profiles are:

- For defining customers who belong to user-defined groups
- For defining customers on rebates
- For defining customers and using these attributes as parameters to locate budgets
- For reporting or viewing purposes

Customers can have up to nine profile levels, each representing a separate characteristic or dimension. It is not required that all defined profile levels be used.

These profiles are used only in TrM and therefore are not linked to any other values on the customer master files.

A customer can have a different set of profile values for each division. For example, in one division a customer may belong to Major Customers–Retail 015, while in another division the same customer belongs to Major Customers–High Volume 019.

Profile Level Types

Each profile level can be one of five types:

- v.* A value, typically numeric, not validated against any code table; for example, WEIGHT (KGs): 27.95.
- c.* A code, validated against a table. A customer can have only one value; for example, BRAND: Whippo.
- i.* An iterative code, validated against a table. A customer can have multiple values at one level; for example, PROMOTION GROUP: Sysco National, Sysco East. Iterative profile values cannot be used as promotion budget parameters.

blank. The profile level is not used

h. A hierarchical code, validated against a table. There is a relationship between levels in the profile; a lower-level value is tied hierarchically to one or more profiles at the level or levels above. In this example, shampoo and conditioner are hierarchically related to Hair Care, so they cannot be associated with Skin Care.

Category	Hair care	Hair care	Skin care
Product Line	Shampoo	Conditioner	Sun cream

There must be a minimum of two values (profile levels) defined as hierarchical. Hierarchical codes must occupy the last places in the list of nine levels. For example, if there are two hierarchical codes, they must occupy levels 8 and 9; if four, they must occupy levels 6, 7, 8, and 9.

The hierarchical relationship exists only between the child and the parent level, not between the child and grandparent, or earlier, levels. A code can be the child of more than one parent.

Maintenance of hierarchical and iterative codes is different from that of standard code structures. This is because for hierarchical codes, the relationship between the parent and child must be defined. For iterative codes, a single customer can be associated with multiple code values. For both types of codes, maintenance is done in code maintenance functions, not in customer maintenance.

TrM and MFG/PRO Customer Analysis Groups

MFG/PRO uses the customer analysis group as the grouping mechanism or structure to apply pricing to more than one customer. However, the customer analysis group is restricted to price lists.

TrM customer groups and user-defined customer groups not only cover the same function, but have a wider applicability in standard reporting, budgeting, rebate application, and all the features found in TrM.

TrM does not use customer analysis groups as part of the user interface, but in the background it reduces all transactions or setup to this structure, which is the standard customer grouping mechanism in MFG/PRO.

Customer Groups

A customer group is a logical grouping of customers with which the manufacturer regularly does business and defines deals. It is the most common customer level used for promotions and rebates.

Customer groups are synonymous with buying groups and brokers. For the food-service industry, these are groups of customers associated with a broker. For the retail industry, they represent the national and regional chains. For the medical industry, they are the buying groups.

The existence and regular use of these groups within TrM does not mean that deals cannot take place at lower levels of the customer structures, for example, at the sold-to customer level, or higher, for example, at the zone or region level.

For customers to be on a promotion or a rebate, they must belong to at least one customer group. In the retail and food-service industries, customers usually belong to only one customer group. In the medical industry, it is common for customers to belong to many buying groups.

Customer Groups on Promotions

When customers are added to a promotion, the main selection method is via customer group, even if only one customer is required. This access method means that when a customer is chosen, the associated customer group is known. If a customer is added by merely identifying the customer code, and this customer belongs to multiple customer groups, it will be on the promotion as many times as it is in a customer group. This is because all records are stored by TrM at the customer by product by customer group level.

Customer Groups and MFG/PRO Salespersons

Customers can belong to multiple customer groups within a division. When this occurs and a sale to a customer can be via either customer group, the appropriate customer group must be identified during sales order entry.

In these cases, the method of identifying the customer group is the Salesperson field on the order header. When sales orders are entered, the salesperson is entered on the header. The division is determined by the current entity of the site that the logged-on user is operating in, also recorded on the sales order header. The invoice will therefore locate the correct customer group for the sale.

User-Defined Customer Groups

A user-defined group is a grouping of customers that are logically linked, for example, for a specific deal. However, in general, it is not a grouping of customers with which you regularly do business. For example, a manufacturer can have a promotion for small retail customers in two of four sales territories.

In many markets, the large customer groupings, such as occur in retail or in food distribution, may occasionally be treated as a group for deal and promotion purposes, but are generally broken into smaller groups, for example, state, broker, and so on. When deals are made on a national or entire customer basis, it may be useful to have a user-defined group set up that rapidly selects customers as needed.

User-defined customer groups are defined by templates. Template elements can include area, customer type, and profile level values.

Customer Group Member List

In the medical industry, commercial dealings are (generally) dominated by two main entities:

- The buying group, which negotiates the agreement price and conditions for a specific group of customers for a specific set of products
- The distributor, who buys at list price from the manufacturer and who sells at the agreement price to the customer, claiming the difference in price back from the manufacturer in the Chargeback transaction

Customers are linked or attached to both of these entities:

- Customers are members of buying groups.

- Customers purchase product via distributors (or possibly directly with manufacturers).

Agreements (analogous to promotions) are set up for or in conjunction with buying groups. The members of the buying group are then able to purchase from one or several distributors at the agreement price.

The buying group member list is the third customer grouping that exists in TrM. It consists of a list of customers who are the current members of the buying group. The member is not necessarily on the Customer Master file and consequently TrM identifies buying group members as separate entities from customers per se. If a member does in fact buy from us (the manufacturer), the member must also be a customer.

Customer and Group Setup Activities

Setup activities for customers and various groups of customers are part of TrM system implementation.

Activities List

Customer Types Setup	163
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Division Customer Records Setup	167
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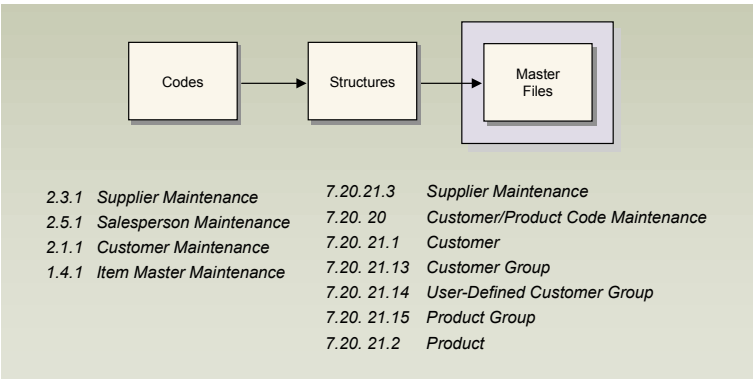


Fig. 12.1
TrM
Implementation
Work Flow: Master
Files

Customer Types Setup

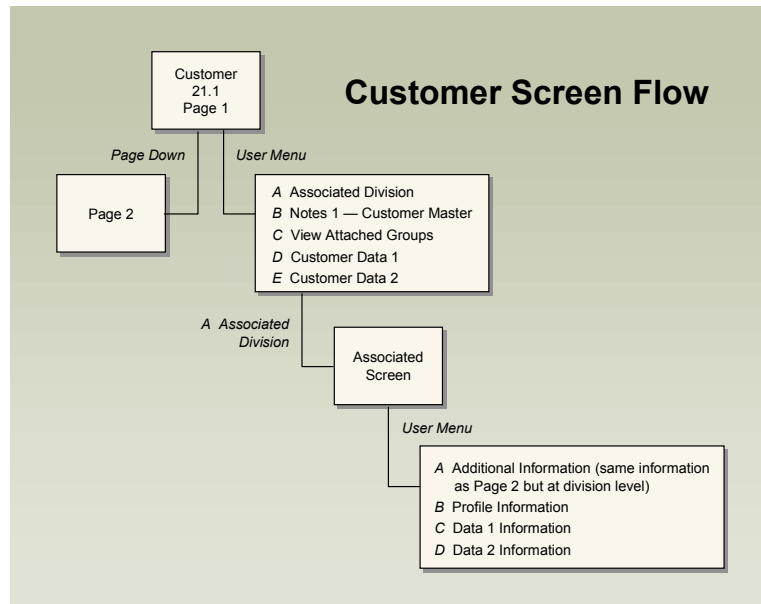
Initialize each of the TrM customer types in Customer Types (7.20.20.1). To initialize a type, highlight the type code, press Enter to access the record, and press Enter again to accept the record.

Customer Setup Activities

The following should be understood prior to proceeding: profile, grouping, division, customer type, approvals, volumes.

Customers records are created and maintained automatically for access by TrM whenever the Customer Master record is maintained in MFG/PRO.

Fig. 12.2
Customer Setup
Screen Flow



Update MFG/PRO Customer Records

Add the TrM customer type to each MFG/PRO customer record (2.1.1). In the Promotion Data frame, enter the customer type in the Promotion Group field.

Generic Customer Records Setup

Use Customers (7.20.21.1) to maintain customer records.

There are two screens of data. All values default from the MFG/PRO customer master record.

mmcust7.20.21.1 Customers11/10/96

Page 1 of 2

Customer Code*: 203882

Full Name: Franklins Stores

Short Name: Franklins

Address:

City:

State Code:

Zip Code:

Country:

Contact:

Phone No:

Fax No:

Area*: NSWNew South Wales

Customer Type*: DIRECDirect Customer

Bill Customer*: 203882Franklins Stores

Supplier*:

Fig. 12.3
Generic Customer
Record, Page 1

Customer Type. Types are the same as the MFG/PRO promotion groups on the customer master and default from there.

Supplier. Only enter a value here if there is an existing link defined. Also, if there is a separate link by division, it is probably better to leave this field blank and enter a value on each division customer record.

- See “Customer Types” on page 156.
- See “Set Voucher Address for Miscellaneous Supplier” on page 469.

Press Page Down to display page 2.

Fig. 12.4
Generic Customer
Record, Page 2

mmcust		7.20.21.1 Customers		11/10/96	
+----- Page 1 of 2 -----+					
Customer Code*: 203882					
Full Name: Franklins Stores					
+----- Page 2 of 2 -----+					
Tax Status*: S Standard					
Buy Days Open:					
Buy Days Close:					
Disc Display:					
Vol Weighting: 10					
Settlement %: .00					
Servicing Fee: .00					
Price List*: std Standard					
Pay Method*:					
+-----+					
Bill Customer*: 203882 Franklins Stores					
Supplier*:					
+-----+					

Tax Status. This is a mandatory field.

Buy Days Open. Not used in the current release.

Buy Days Closed. Not used in the current release.

Discount Display. Not used in the current release.

Volume Weighting. One of several methods for spreading product volume across customers. The method to be used is specified in the spread method on the deal category records.

Weighting indicates the customer's general relative importance to the manufacturer in terms of sales volumes. The range is 1 – 99. For example: Expected sales = 1000 units. Two customers on the promotion: Customer 1 weighting = 10; Customer 2 weighting = 20. Customer 1 would receive one-third of the volume, customer 2 would receive two-thirds.

Implementation Issues: It is rare that sites can provide reasonably accurate figures for all these fields. The general consensus seems to be that after six months or a year, the site should run a custom report that will determine what the average weighting should be, and then input these figures for use from then on.

Settlement Percentage. This is used in only one place in TrM: in Deal Edit, within the Detailed Margin Analysis, where the settlement percentage is calculated as a further discount to derive the correct net wholesale price.

Servicing Fee. For use with indirect customers—that is, customer type 3—who buy from wholesalers. The wholesaler generally charges an incremental fee in addition to their cost price. This fee, called the Warehouse Servicing fee, is paid by the indirect customer, and it pays the wholesaler for the conduct of their business. It is the most common form of charging for distribution service. In determining the net wholesale price for an indirect customer when using the Detailed Margin Analysis as a pricing method, you must factor in the servicing fee component as an increase in price so that the starting point of the net wholesale price is as accurate as possible.

Price List. Not used in this release.

Payment Method. There are only two values, VO for Vouchers (check) or CN for Credit Note. Choose which is the most common payment method for this customer. This value is used as a default for the Payment Method field in claims processing and can be overwritten.

Division Customer Records Setup

Within TrM, customers must be linked to specific divisions, thereby creating a division-specific customer record. This division customer record is maintained here. This makes the customer available by division.

If a default division has been set in the Control File, a division customer record is created automatically for the default division. Divisioning enables a customer to have different attributes by division.

The division customer record is only applicable within TrM.

If there is no default division in the Control File, division records cannot be automatically created and must be manually created.

All values default from the generic customer record.

Fig. 12.5
Division Customer
Record

mmcustdu	7.20.21.1 Customer Division Maintenance	11/10/96
Division*: 2 Full Name: Franklins Stores Short Name: Franklins Address: City: State Code: Zip Code: Country: Contact: Phone No: Fax No: Area*: NSW New South Wales Customer Type*: DIREC Direct Customer Bill Customer*: 203882 Franklins Stores Supplier*:		

Complete the division record from the Options menu.

Screen	Option	Screen	Option
7.20.21.1	Customers	Associated Divisions	Associated Divisions
			Additional Info

Customer Code. Normally these records are added, maintained, and deleted from within MFG/PRO and, as part of the implementation into an existing MFG/PRO site, a bulk load can be done which will pull all these values through. The example given here is if the implementation stands alone and assumes figures are being entered from scratch; in other words, there is no interface to MFG/PRO.

Implementation Issues: Be careful not to confuse the division-specific customer here with the generic customer. Generally, installations are divisioned and, provided the default division record is set on the control file, a division-specific customer is automatically created when a customer is created.

Full Name. Defaulted from generic customer.

Short Name. Defaulted from generic customer.

Address. Defaulted from generic customer.

City. Defaulted from generic customer.

- State.* Defaulted from generic customer.
- Zip.* Defaulted from generic customer.
- Country.* Defaulted from generic customer.
- Contact.* Defaulted from generic customer.
- Phone Number.* Defaulted from generic customer.
- Extension Number.* Defaulted from generic customer.
- Fax Number.* Defaulted from generic customer.
- Area.* Please ensure that the division, region, and area structures are correctly set prior to adding and maintaining these fields on the customer.
- Implementation Issues: Please note the issues discussed in “Regions, Areas, and Zones” on page 129.
- Customer Type.* Please note the issues discussed in “Customer Types” on page 156.
- Bill Customer.* Defaulted from generic customer.

Division Customer Options

From the Associated Divisions screen, press User Menu to display the Options menu.

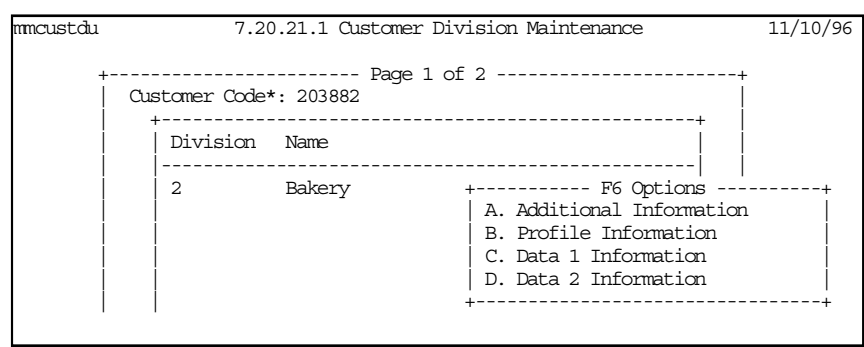


Fig. 12.6
Customer Division
Maintenance

A. Additional Information. The division customer's second page of TrM-related information.

B. Profile Information. The Division Customer's Profile values.

C. Data 1 Information. Ten fields of additional, unstructured text data that can be attached to the Division Customer.

D. Data 2 Information. A further ten fields of additional, unstructured text data (twenty in total) that can be attached to the Division Customer.

Division Customer Setup, Page 2

There are two screens of data for division customers, this is the second page.

From the Associated Divisions screen, choose User Menu to display the Options menu; then choose Additional Information.

Division customer records are created and maintained for access in TrM. An additional menu choice (this option) allows maintenance of fields that are required by TrM to function correctly.

This record is the Division Customer record. On initial creation, Division Customers default from their generic parent (this record).

Fig. 12.7
Division Customer
Record: Additional
Information

7.20.21.1 Additional Information		11/10/96
mmcsd2		
----- Page 1 of 2 -----		
Customer Code*: 203882		
+-----+		
+-----+		
Tax Status*: S	Standard	
Buy Days Open:		
Buy Days Close:		
Disc Display:		
Vol Weighting: 10		
Settlement %: .00		
Servicing Fee: .00		
Price List*: std	Standard	
Pay Method*:		
+-----+		

Tax Status. This is a mandatory field.

Buy Days Open. Not used in the current release.

Buy Days Closed. Not used in the current release.

Discount Display. Not used in the current release.

Volume Weighting. This is used if the second method of entering and spreading promotional volumes is used.

Implementation Issues: It is rare that sites are able to provide reasonably accurate figures for all these fields and the general consensus seems to be that after six months or a year, the site should run a custom report to determine what the average weighting should be. These figures can be input for use from then on.

Settlement Percentage. This is used in only one place within an TrM, on the Deal Edit within the Detailed Margin Analysis where the settlement percentage is calculated in as a further discount to derive the correct net wholesale price.

Servicing Fee. For use with indirect customers, that is customer type 3, who buy from wholesalers. The wholesaler generally charges an incremental fee upon their cost price. This fee is called the Warehouse Servicing fee, is paid by the indirect customer, and it compensates the wholesaler for the conduct of their business; it is the most common form of charging for the distribution service. In determining the net wholesale price for an indirect customer when using the Detailed Margin Analysis as a pricing method, you must factor in the servicing fee component as an increase in price so that the starting point of the net wholesale price is as accurate as possible.

Price List. Not used in this release.

Payment Method. There are only two values, VO for vouchers (check) or CN for credit note. Choose the most common payment method. This value defaults to the Payment Method field in claims processing and can be overwritten

Update Customer Unstructured Data

There are 20 unstructured data fields for each generic and division customer record. Data defaults from generic fields to the division fields.

Screen	Options
7.20.21.1 Customers	Customer Data 1
	Customer Data 2

Fig. 12.8
Generic Customer
Unstructured Data

mmcusd4

7.20 Customer Data 1 Maintenance

08/05/97

Page 1 of 2

Customer Code*: AJ

Full Name: AJ Customer Group

Desc Field 1: Generic data for AJ

Desc Field 2: Generic data item two for AJ

Desc Field 3:

Desc Field 4:

Desc Field 5:

Desc Field 6:

Update the division-specific data from each division record.

Screen	Option	Screen	Options
7.20.21.1 Customers	Associated Divisions	Associated Divisions	Data 1 Information
			Data 2 Information

Fig. 12.9
Division Customer
Unstructured Data

mmcusd4

7.20 Data 1 Information

08/05/97

Page 1 of 2

Customer Code*: AJ

Desc Field 1: Generic data for AJ

Desc Field 2: Division data item two for AJ

Desc Field 3: Division data item three for AJ

Desc Field 4:

Desc Field 5:

Desc Field 6:

Desc field 1 – 10. The major issue here is to remember that these are free format and are not coded. No setup is required other than to change the label. Switch off those fields not required.

Desc field 11 – 20. The major issue here is to remember that these are free format and are not coded. No setup is required other than to change the label. Switch off those fields not required.

Enter division customer-specific unstructured data here. Two screens are available with a total of 20 data elements in all.

This data is specific to the TrM division customer.

Customer Profile Activities

There are nine profile levels for categorizing customers. Each level, or dimension, can be defined as to data type and valid values. Customers can then be assigned a value for each level.

The following sections cover setting up the level types and code tables, updating the user interface, and assigning values to customers.

Customer Profile Level Types Setup

Specify which customer profile levels are to be used and the level types in the Control File, page 2 (7.20.19.1).

See “Profile Level Types” on page 157.

Fig. 12.10
Level Types for
Customer Profiles

cdcont	7.20.19.1 Control File	11/10/96
----- Page 1 of 10 -----		
----- Page 2 of 10 -----		
	No Customer Hierachys:	GII & V8.6
Produ	Customer Profile Type 1: i	
Custom	Customer Profile Type 2: v	
Deal Di	Customer Profile Type 3:	
	Customer Profile Type 4: i	
	Customer Profile Type 5:	
Autogen Pr	Customer Profile Type 6: C	
Pro	Customer Profile Type 7: C	
Use Cust	Customer Profile Type 8: h	
Autogen	Customer Profile Type 9: h	
Reba		

Default Clash Code*: STD		

No Customer Hierarchies. The number of hierarchical relationships defined among the profile levels. If there are any, minimum = 2.

Customer Profile Type 1–9. Valid values are v, c, i, h, and blank.

Customer Profiles Interface Setup

Setting up the customer profiles interface involves updating several interface components:

- Menu item labels on the Customer/Product Code Maintenance menu
- Screen titles for the various profile level programs
- Field labels for the various profile levels

If setup has been completed properly, the labels will be correct and those fields not being used will have no label and have no access to them.

Menu Item Labels

Use Menu Systems Maintenance (36.4.4) to update menu item labels for the Customer/Product Code Maintenance menu. Labels should indicate the dimension reflected by the profile level. For example, Maj/Min indicates that this profile differentiates major customers from minor customers.

Fig. 12.11
Update Profile
Menu Items

mgment.p a+		36.4.4 Menu System Maintenance		08/06/97					
<table border="1"><tr><td>Language ID: US</td><td>U. S. English</td></tr><tr><td>Menu: 7.20.20</td><td>Customer/Product Code Maint</td></tr></table>						Language ID: US	U. S. English	Menu: 7.20.20	Customer/Product Code Maint
Language ID: US	U. S. English								
Menu: 7.20.20	Customer/Product Code Maint								
Sel	Selection Label	Name	Exec File	Help File					
_3	Cust Prof 1 Maj/Min		alcprv1.p						

Screen Titles

Use Program Maintenance (7.20.24.9) to update screen titles for customer profile-level programs. Titles should indicate the dimension reflected by the profile level. Update the title in the Title field.

Fig. 12.12
Update Profile
Screen Labels

spprog2		7.20.24.9 Program Maintenance		08/06/97																							
<table border="1"><tr><td>Program*: cdcprv1</td><td>Version:</td></tr><tr><td>Description: Customer Profile 1 Maintenance</td><td></td></tr><tr><td>Directory: cd/</td><td></td></tr><tr><td>Procedure Type: codemnt</td><td>Code Maintenance</td></tr><tr><td>Option Title: Cust Prof 1 Maj/Min</td><td></td></tr><tr><td>Top Row: 3</td><td></td></tr><tr><td>Left Column: 6</td><td></td></tr><tr><td>No of Occurs: 15</td><td></td></tr><tr><td>Access Program:</td><td>Directory:</td></tr><tr><td>Help Reference: 11545</td><td></td></tr><tr><td>No. Help Pages: 1</td><td></td></tr></table>						Program*: cdcprv1	Version:	Description: Customer Profile 1 Maintenance		Directory: cd/		Procedure Type: codemnt	Code Maintenance	Option Title: Cust Prof 1 Maj/Min		Top Row: 3		Left Column: 6		No of Occurs: 15		Access Program:	Directory:	Help Reference: 11545		No. Help Pages: 1	
Program*: cdcprv1	Version:																										
Description: Customer Profile 1 Maintenance																											
Directory: cd/																											
Procedure Type: codemnt	Code Maintenance																										
Option Title: Cust Prof 1 Maj/Min																											
Top Row: 3																											
Left Column: 6																											
No of Occurs: 15																											
Access Program:	Directory:																										
Help Reference: 11545																											
No. Help Pages: 1																											

Field Labels

Use Database Field Maintenance (7.20.24.8) to update field labels for customer profile levels. The fields are cprfv1–9.

spflinf

7.20.24.8 Database Field Maintenance

08/06/97

Field Name: cprfv1

Description: Profile Value 1

Side Label: Maj/Min Cust*

Column Label: Maj/Min Cust

Other Label: Maj/Min Cust

Used ? : yes

Help Reference: 10220

No. Help Pages: 1

Fig. 12.13
Update Profile
Field Labels

Side Label. It is important to preserve the existing line length, including leading blank spaces.

Customer Profile Code Tables Setup

Set up code tables for customer profiles in Customer Profile 1–9 (7.20.20.3-11). The nature of the code and whether it is used in TrM should have been set previously in the Control File. Given the type of code that it is, enter the valid values for a given level in the profile.

These codes are used only within TrM.

Press Insert to add a code value.

cdcprv1	7.20.20.3 Cust Prof 1 Maj/Min	08/04/97
Code	Description	Division
Major	Major customer	
Minor	Minor customer	

Fig. 12.14
Customer Profile:
Code Tables

Profile Code. A valid value for this profile level.

Implementation Issues: A major implementation issue relates to the divisioning of these codes. For a multidivision site, codes can be either applicable to and used in multiple divisions, or division-specific. Remember that the labels are not division-specific, but apply across the whole system, so generally the label should determine logically what the field contents are going to be, even though the content options may vary by division.

Customer Profiles Setup

Maintain customer profiles on the division customer records, with one exception: profile levels with iterative codes. Maintain iterative profile levels in the code table.

The nature of each profile level has previously been set in the Control file. Whether a profile level is used at all is set in the Control file and in Database Field maintenance.

Value, Code, and Hierarchical Profile Levels Setup

Ensure that a value is set for each profile level used. The system does not force you to enter these, and they are not coded anywhere as mandatory or optional, so they are easy to bypass.

Screen	Option	Screen	Option
7.20.21.1	Customers	Associated Divisions	Associated Divisions
			Profile Information

Fig. 12.15
Customer Profile:
Value, Code,
Hierarchical Levels
Setup

mmcusd3

7.20.21.1 Profile Information

11/10/96

Page 1 of 2

Customer Code*: 203882

Cus Profile 1*:
Cus Profile 2*: 6
Cus Profile 3*:
Cus Profile 4*:
Cus Profile 5*:
Cus Profile 6*: NSW
Cus Profile 7*: AAW
Cus Profile 8*: API
Cus Profile 9*: 4SQ

New South Wales
AAW National Group
API
Four Square

Profile Value. Prior to entering this field, the full customer (and later product) profile setup should be discussed in depth. At some sites, existing Sales Analysis can provide a good source for determining what the profile values should be.

Iterative Profile Levels Setup

Maintain profile levels with iterative codes in the code tables: Customer Profile 1–9. Link each customer to all appropriate values. For example, if the profile level is Promotion Group, a customer can belong to both Promo Group National and Promo Group South.

If the profile level is set as iterative, the link between value and division customer is set in the relevant profile codes, in 20.15-20.23.

For those values that are iterative, that is, one record can have multiple profile values, they are left blank here and you proceed to the code table itself and attach the customers to the code that belonged to each of them.

Screen	Option
7.20.20.3-11 Customer Profile 1–9	Associated Customers

cdcp402		7.20 Associated Customers	08/05/97																				
<table><tr><td>CustProf4</td><td>Description</td><td>Division</td></tr><tr><td>it1</td><td>Iterative 1</td><td>1</td></tr><tr><td>it2</td><td>Iterative 2</td><td>1</td></tr><tr><td>it</td><td colspan="2"><table><tr><td>Customer</td><td>Name</td></tr><tr><td>AJ1</td><td>AJ 1</td></tr><tr><td>BB1</td><td>Big Bargains 1</td></tr><tr><td>MK01</td><td>MK0 1</td></tr></table></td></tr></table>				CustProf4	Description	Division	it1	Iterative 1	1	it2	Iterative 2	1	it	<table><tr><td>Customer</td><td>Name</td></tr><tr><td>AJ1</td><td>AJ 1</td></tr><tr><td>BB1</td><td>Big Bargains 1</td></tr><tr><td>MK01</td><td>MK0 1</td></tr></table>		Customer	Name	AJ1	AJ 1	BB1	Big Bargains 1	MK01	MK0 1
CustProf4	Description	Division																					
it1	Iterative 1	1																					
it2	Iterative 2	1																					
it	<table><tr><td>Customer</td><td>Name</td></tr><tr><td>AJ1</td><td>AJ 1</td></tr><tr><td>BB1</td><td>Big Bargains 1</td></tr><tr><td>MK01</td><td>MK0 1</td></tr></table>		Customer	Name	AJ1	AJ 1	BB1	Big Bargains 1	MK01	MK0 1													
Customer	Name																						
AJ1	AJ 1																						
BB1	Big Bargains 1																						
MK01	MK0 1																						

Fig. 12.16
Customer Profile:
Iterative Profile
Levels Setup

Customer Group Activities

The following should be understood prior to proceeding: customer groups, TrM and MFG/PRO files, grouping, division, region, area, and zone.

Single and Multiple Customer Groups

Multiple Customer Groups Flag Setup

In the “S/Man CusGrps?” on page 102, the S/Man CusGrps flag setting indicates whether this site can have a customer belonging to multiple customer groups in one division. When set, this requires that the generic

User Guide — Trade Management

customer group first exists as a salesperson in the MFG/PRO Salesperson table. When the generic customer group is established, the Salesperson table is checked to ensure the existence of a salesperson with the identical code.

To set up the system for multiple customer groups, in Control File (7.20.19.1), enter Yes in the S/Man CusGrps? field.

Customer Group/MFG/PRO Salesperson Setup

Use Salesperson Maintenance (2.5.1) to set up an MFG/PRO salesperson for each customer group.

Fig. 12.17
Customer Groups
as MFG/PRO
Salespersons

```

User Menu Edit Navigate Config Options Window Help
Salesperson Maintenance (1-Salesperson) 08/22/97

Salesperson: Langs <1-Sales>
<2-Detail>

Address _____
Name: Langs [ ] Temporary
Address: 900 Harbor Dr
Address: _____
Address: _____
City: Baltimore State: MD
Post: _____ Format: 0
Country: _____
Country: _____
Language: _____
Sort Name: Langs

```

Customer Groups Setup

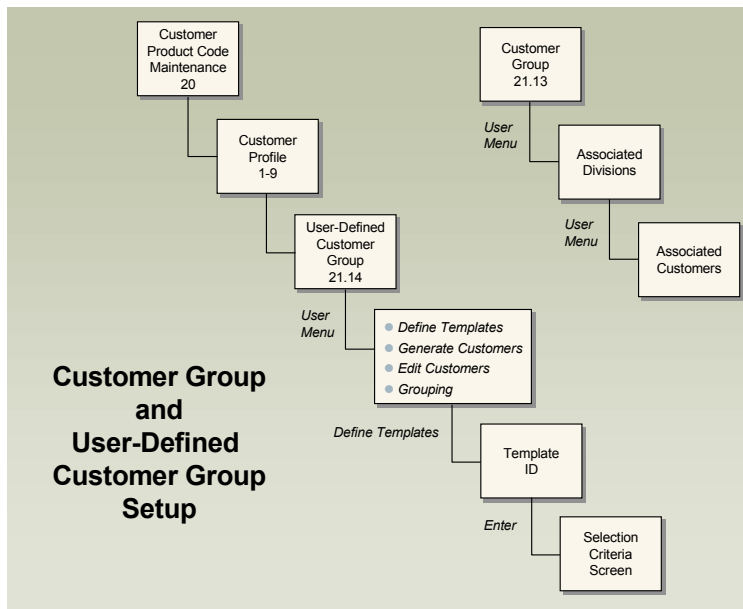


Fig. 12.18
Work Flow for
Customer Groups
and User-Defined
Customer Groups

Within TrM, a customer group is the main commercial grouping of customers with which you do business. The generic customer group record is maintained here.

The division customer group records are attached to this generic customer group.

Each division customer group is attached to the customers that belong to that customer group in that division. This means that no customers are attached directly to the generic customer group, only to the division customer group record.

Customer groups are found only in TrM.

Generic Customer Group

Begin customer group setup in Customer Group (7.20.21.13).

Fig. 12.19
Generic Customer
Group

mmmbrok	7.20.21.13 Customer Group	11/10/96
Cust Group*: 100 Name: Broker 100 Address: 100 Milford Rd Milford City: Auckland State Code: Zip Code: 0987654321 Country: NZ Contact: Fred Phone No: 486-1111 Fax No: 486-1112 Customer Code*:		

▶ For more information, see “Customer Groups” on page 159.

Customer Group. There are many names for these customer groups; for example, brokers, buying groups, and accounts. Be sure that you have a clear understanding of where and how these fit together prior to performing this setup.

Implementation Issues: Every customer in the system must be associated with at least one customer group. This is a fundamental relationship, and a customer cannot be put on a promotion or an agreement unless they belong to a customer group. This does not mean that the customer group is the only structure; in fact, a promotion can apply to just one customer. However, it is here that the mandatory customer-to-customer group relationship is set up, even if it is a one-to-one relationship—that is, there is only one customer in the customer group. During implementation, be aware that the setup is done for the generic customer group first and then the division customer group.

Specify the commercial name for the customer group on the generic record. If there is only one division at the site, the generic and division names for the customer group can be the same. If there are multiple divisions and a customer group can appear in more than one division, the names of the division customer groups that appear under the generic customer group must be different from each other.

Customer Code. This is only relevant at the division level.

Associated Divisions

From the division customer group screen, press User Menu to display the Options menu for specifying divisions that the customer group is associated with.

mmmbrok7.20.21.13 Brokers11/10/96

Broker*: 100

Name: Broker 100

Address: 100 Milford Rd
Milford

F6 Options

A. Associated Divisions

Fig. 12.20
Brokers

A. Associated Divisions. The divisions in which the generic customer group is a valid customer group.

The customer groups belong to one or more divisions and are automatically divisioned. In this screen, divisions that this customer group belongs to are entered and maintained.

mmcanglu7.20.21.14 Templates15/11/96

Customer Group: SYSCO

Description: Sysco National Distributors

Division*: 1

Template+

1

Description: Sysco National Distributors

Area*:

Customer Type*:

National Grp*: CP1C

Major/Minor*:

Fig. 12.21
Templates

Division. On setup, on the majority of implementations, the site is a single sales operation. Because the system has certain records for which divisioning is mandatory, it is possible to set a default division on the Control file in which case the division files automatically have a division record added for the default division.

If there is no default division in the Control file, the division records are not automatically created and must be manually created.

In either case, if a new division Customer Group record needs to be added, it is added here.

Division Customer Group

With the generic customer group record created, the division version is subsequently maintained here.

The customers that belong to the division customer group are attached to this division record. This means that no customers are attached directly to the generic customer group, only to the division customer group record.

The division customer group is found only in TrM.

Fig. 12.22
Division Customer
Group

tmbrkodu		7.20.21.13 Add/Update Broker Division		11/10/96	
+-----+					
+-----+					
Division*: 2 Bakery Customer Grp*: 100 Description: Region*: Area*: Zone*: Address: 100 Milford Rd Milford City: Auckland State Code: Zip Code: 0987654321 Country: NZ Contact: Fred Phone No: 486-1111 Fax No: 486-1112 Customer Code*: Advice Prog*:					
+-----+					

Division. This defaults from the previous screen when the division is entered. Access is not allowed on update, only on initial add.

Div Cust Group. This is the commercial name for the customer group. If there is only one division at the site, the generic and division names for the customer group can be the same. If there are multiple divisions and a customer group can belong to more than one division, the names of the division customer groups that appear under the generic customer group must be different from each other.

Description. At sites where the customer group exists in more than one division, ensure the name of the customer group shows the division affiliation.

Region. Be careful with these next three fields. Where values are entered, they interact and are sensitive to the region entered on promotion and agreement headers. Therefore, if a region is entered for a division customer group and a promotion or agreement is created for a different region within that division, this customer group cannot be used or assigned to that promotion or agreement. Region is not mandatory. This field can be left blank, enabling access to this divisional customer group from all regions in the division.

If turnover figures—that is, capture of nonpromotional sales units and dollars—are required and budgets are region-based, region must be designated on the division customer group record.

Area. The same cautions apply as for region. Area is slightly more forgiving, because areas can appear in more than one region. On occasion, it may be appropriate to restrict access and availability of data and information by region and area, but be aware that this is wide-ranging and powerful in effect.

If turnover figures—that is, capture of non-promotional sales units and dollars—are required and budgets are area-based, an area must be designated on the division customer group record.

Zone. Although not directly related to area and region, zone is powerful when used on zone-level promotions and agreements, and also in association with attached customers. Again, it is restrictive and enables powerful subsetting of data in the look-up browses and restricts data availability when selecting customers and customer groups for a promotion or agreement.

Customer Code. There are numerous transactions that require payments to or application of commercial trading terms to a customer group. For example, periodic payments may be made to a buying group administrator in return for the admin work they undertake on your company's behalf. Since the customer is the only entity that you can actually conduct transactions with, a customer group can be assigned its own customer code.

Advice Program. The advice program is generally used in stand-alone environments where existing e-mail systems are available and an interface is required. A custom advice program can be written to drive

the content and format of the messages that are fed into the e-mail system. This is suitable for customers requiring multiple contact methodologies.

Implementation Issues: For stand-alone sites, specific programs may need to be written to enable attachment to your generic e-mail systems. When TrM is integrated with MFG/PRO, these advice programs are typically not used, since the system is already interfaced. However, they can be used to drive messaging out into an external e-mail system. The main implementation issue is the design, coding, and testing involved in creating a custom advice program.

Assign Customers to Customer Group

From the division customer group screen, press User Menu to display the Options menu.

Fig. 12.23
Add Customers to
Customer Groups

The screenshot shows a terminal window titled '7.20.21.13 Add/Update Broker Division' with a timestamp '11/10/96'. The main content area is enclosed in a dashed border and displays the following information:

```

Broker*: 100
Name: Broker 100
Address: 100 Milford Rd
        Milford

City: Auckland
  
```

At the bottom of the dashed box, there is a horizontal line with a dashed border. To the right of this line, the text 'F6 Options' is displayed. Below this, the text 'A. Associated Customers' is shown, indicating the next step in the process.

A. Associated Customers. The customers who are attached to this division customer group.

Each division customer group has at least one customer attached to it. The link between the customer group and customer is maintained here.

Since customer groups are attached to division, only customers who are valid for the specified division can be linked to the division customer group. The look-up browse displays only customers belonging to the customer group's division.

When a customer is maintained here, there are associated bulk changes that occur automatically. For instance, if a customer is added here, an Add Customer to Customer Group is automatically created for the relevant customer and customer group, and set to run in the next bulk change run.

The alternate method of addition is to add a customer to a customer group using the bulk change utilities, specifying the date when it will be added. One method is immediate, while the other is date sensitive.

City: Auckland	
+-----+	
+-----+	
Customer	Name

200025	Paul West - NSW State Manager
Newtest2	New Test Customer
+	-----+

Fig. 12.24
Eligible Customers
for Customer
Groups

Customer. When Look-Up Browse is pressed to display a list of customers, only customers in the division customer group’s division will display.

Implementation Issues: Each customer must belong to one or more customer groups; these links are created here. Be careful that the customer group structure correctly reflects your commercial situation.

Customer Group and MFG/PRO Customer Setup

Add a customer group as a salesperson to each MFG/PRO customer record (2.1.1). This is used during invoice load into TrM.

Frame	Field	Enter
Customer Data	Multiple	Yes
Multiple Salespersons	Salesperson 3	Customer Group Name

User-Defined Customer Group Activities

An additional method of grouping customers is available that places customers into groups with characteristics that differ from those of customer groups. These additional groups are called user-defined customer groups and are set up and maintained here.

You associate customers with customer groups by adding relevant customers one-by-one. For user-defined customer groups, you can add customers using one of two methods:

- Addition of customers one-by-one.
- Creation of one or several templates of values that, when applied, will select all customers that match any one of the templates. The values that can be applied to templates are area, customer type, and customer profile values 1–9.

You can delete a customer from a list generated from the templates.

User-defined customer groups can be automatically maintained by bulk maintenance.

User-defined groups are used only in TrM.

User-Defined Customer Groups Setup

Fig. 12.25
User-defined
Customer Group

mmcang	7.20.21.14 Predefined Customer Group	15/11/96
<pre> +-----+ Predef CustGrp: SYSCO Description: Sysco National Distributors Division*: 1 Retail Owner*: root System Administrator +-----+ </pre>		

See “User-Defined Customer Groups” on page 160.

Predef CustGrp. Implementation Issues: Be aware of the difference between the customer group structure and these user-defined customer group structures.

The code for a user-defined customer group cannot be the same as that for an existing customer group (in any division).

Division. Specify a division.

Owner. If an owner is specified for a user-defined customer group, then when customers are added to a promotion by user-defined customer group and the look-up browse is accessed, only the user-defined groups that belong to the division specified for that promotion and have an owner value of blank, or for which the owner is the user entering the promotion, will display.

User-Defined Customer Group Options

mmcang		7.20.21.14 Predefined Customer Group		15/11/96	
-----+----- Customer Group: SYSCO Description: Sysco National Division*: 1 Retail Owner*: root System Administ -----+----- F6 Options A. Define Templates B. Generate Customers C. Edit Customers D. Grouping -----+-----					

Fig. 12.26
User-defined
Customer Group

The matrix of values (templates) that customers must match to belong to this user-defined customer group are added here.

- B. Generate Customers.** Having defined the templates, the list of customers that match are then generated.
- C. Edit Customers.** The list of customers generated can be added to or deleted from.

User-Defined Customer Groups Templates Setup

This option is for the maintenance of individual templates. Multiple templates can be created for the same user-defined customer group. If multiple templates exist, then when the Generate Customers option is run, the customers selected need only match one of the templates; that is, it is a Template1 or Template 2 selection process.

These templates are used only for attaching customers to user-defined customer groups. They are not used anywhere else in TrM.

Fig. 12.27
User-Defined
Customer Group
Templates

mmcanglu		7.20.21.14 Templates		15/11/96	
Customer Group: SYSCO Description: Sysco National Distributors Division*: 1					
Template 1 Description: Sysco National Distributors Area*: Customer Type*: National Grp*: CP1C Major/Minor*: Active/Inact*: Cus Profile 4*: Cus Profile 5*: Cus Profile 6*: Cus Profile 7*: Cus Profile 8*: Cus Profile 9*: Auto Add?: no					

Template ID. Multiple templates can be used to define one customer group.

Implementation Issues: The template ID is automatically assigned when the initial add is started.

Description. Enter a clear description of what this template is selecting.

Area. Finds division customers that are coded with this area.

Customer Type. Finds division customers that are of this type.

CusProfile 1 – CusProfile 9. Finds division customers that have these customer profile values.

Auto Add. Is only active if set to Yes. If Yes, when a division customer is added, all templates for that division are checked and any user-defined customer group with a template that selects this customer has the customer added to that user-defined group.

Implementation Issues: Review against the options provided by bulk edit.

User-Defined Customer Group Customers Setup

The Generate Customers option takes the templates attached to this user-defined customer group and uses the values on the templates to select matching customers.

Any existing list of customers for the group is deleted.

mmcang7.20.21.14 Predefined Customer Group15/11/96

Customer Group: SYSCO
Description: Sysco National
Division*: 1
Retail
Owner*: root
System Administ

F6 Options
A. Define Templates
B. Generate Customers
C. Edit Customers
D. Grouping

Fig. 12.28
Customers for
User-Defined
Customer Groups

User-Defined Customer Group Customers Update

The Edit Customers option takes the list of customers generated from the templates and lets you add customers to or delete them from the generated list.

mmcang37.20.21.14 Edit Customers31/12/96

PredefCustGrp*: 300
Description: Customer Group 300
Division*: 1

Customer	Name
111111	Cust 1111
201341	Coles Stores in NSW

Fig. 12.29
Update Customer
List for User-
Defined Customer
Groups

Customer. When you use the look-up browse to display a list of customers, only those in the relevant division display.

Implementation Issues: The list of customers generated from the templates can have individuals deleted from it, or additional customers, not necessarily matching the templates in any way, added to it.

Group Membership Maintenance Activities

With large numbers of groups, larger numbers of customers, and potentially many deals and promotions, it becomes critical that when customers alter the customer groups that they are members of and buying group membership is modified, the changed linkages are reflected, where appropriate, in the price lists and retrospective deals (chargeback).

When changes to membership occur after a promotion has been added and is to run sometime in the future or is currently running, attaching or deleting the customer to or from the customer group record (or buying group member list) does not alter all the promotions or agreements. TrM has a facility called Bulk Edit, which enables the addition and deletion of a customer to a group to be recorded, with an associated effective date. This means that edits do not have to be immediate; they can be pre-entered.

Customer Group Membership

A batch job run on the specified release day can attach or delete the customer to or from the customer or group record. Any promotion set at the customer group level that contains this customer group and is at status less than status 7 has the customer added or deleted, and any associated price lists are amended to reflect the changes.

User-Defined Customer Group Membership

The same applies to the user-defined groups. For user-defined groups, groups are defined by a set of templates (with deletions allowed). Templates can be coded so that on entry of a new customer, the templates are checked and that customer is automatically added to the user-defined group if they match the template values. This means that from then on the group will pick up the correct customers, but any existing deals where the user-defined group was used to select customers will not be updated (except by bulk edit).



Chapter 13

Products

This chapter covers:

<i>Product Concepts</i>	192
<i>Product and Product Group Activities</i>	196
<i>Product Group Membership Activities</i>	209

Product Concepts

Cost Sets

TMTm provides margin analysis during promotion add and subsequently when analyzing promotional performance. This margin analysis requires that the cost of the product is available.

TrM always gets the cost of the product from the divisional product record held in TrM. TrM has two methods of populating this field determined by the Costing Method field held on the Divisional Defaults record. The two potential values produce the following results.

- If C: The cost value held against the divisional product record is automatically maintained on initial product add, or when the Cost Flex program is run. When this is maintained, all transactions subsequent to that change are costed at the new value. On initial add and during the Cost Flex, this value is initially determined by taking the Standard Cost set held against an Item/Product default site record.
- If T: The cost value held against the divisional product record is automatically maintained on initial product add, or when the Cost Flex program is run. On initial add, the value is determined by taking the Standard Cost set held against an Item/Product default site record. During the Cost Flex, the promotions are recosted by product according to the three cost sets held on the division product record. If the site has the Cost Management module installed, time-sensitive cost sets are available for the product for the site that is the default site for the customer. TrM takes the first found customer, finds the default site, finds the cost set that is in operation on the first day of the promotion, and uses that for all calculations. The cost set used is determined by looking at the first date on the promotion and selecting which of the three costs sets this date applies to. Note that the Cost Management module must be installed for the second method to work.

When actuals are posted to TrM, the identical methods are used to calculate the costs.

The costing method is set by division in the division defaults.

Product Profiles

In businesses with large numbers of products, it is necessary to categorize them in order to have some control during reporting, selection, and administration. Generally, products are placed in multiple categories that reflect the viewpoint of the inquirer; for example, brand or category for sales and marketing people, pack size or weight for manufacturing people.

TrM lets a site assign up to nine separate characteristics to a product. Each characteristic describes a separate attribute of the product.

The following are important points about profiles:

- These profiles are used only in TrM (and optionally DSS) and are not linked to any other values in the product (item) master files. This means that if category/brand is required in TrM as an attribute or profile value of a product (item), and is an existing field in the Item Master, it does not automatically appear in TrM.
- Profiles are used in TrM for the rapid selection of appropriate groups of customers, deals, or products.
- Not all profiles have to be used.
- A product can have a different set of profile values by division. For example, in one division a product may belong to Major Product Class 015—Whipped Toppings, while in another Division it may belong to Major Product Class 019—Toppings, Other.

Product Profile Uses

The main uses of profiles are:

- Rapid selection of products on promotion deals.
- Product sorting parameters for reports and views.
- For defining customers and products and using these attributes as parameters to locate budgets. Note that iterative profiles cannot be used for this.

Profile Level Types

Each profile level can be one of five different types:

v. A value, typically numeric, not validated against any code table; for example, WEIGHT (KGs): 27.95.

c. A code, validated against a table. A product can have only one value; for example, BRAND: Whippo.

i. An iterative code, validated against a table. A product can have multiple values at one level; for example, PROMOTION GROUP: Sysco National, Sysco East. Iterative profile values cannot be used as promotion budget parameters.

blank. The profile level is not used.

h. A hierarchical code, validated against a table. There is a relationship between levels in the profile; a lower-level value is tied hierarchically to one or more on the level above. In this example, shampoo and conditioner are hierarchically related to Hair Care so they cannot be associated with Skin Care:

Category	Hair care	Hair care	Skin care
Product Line	Shampoo	Conditioner	Sun cream

There must be a minimum of two values (profile levels) set as hierarchical. Hierarchical codes must occupy the last places in the list of nine levels, for example, if there are two hierarchical codes, they must be levels 8 and 9, if there are four hierarchical codes, they must be levels 6, 7, 8, and 9.

The hierarchical relationship exists only between the child and the parent level, not between the child and grandparent or earlier levels. A code can be the child of more than one parent.

Maintenance of hierarchical and iterative codes is different from that of standard code structures. This is because for hierarchical codes, the relationship between the parent and child must be defined. For iterative codes, a single customer can be associated with multiple code values. For both types of codes, maintenance is done in code maintenance functions, not in product maintenance.

Product Groups

Each and every product in the system is assigned to one and only one product group within a division. The general use of the product group is as a summarizing level for information or as a selection criterion when adding products to transactions. But, like customer groups, the product group level is also very powerful, since the automation of changes to promotions revolves around membership of products to product groups.

TrM and MFG/PRO Product-Related Groups

Although MFG/PRO has a product group field, this is not (necessarily) the same as the TrM product group field.

There is no correlation between TrM's product group and MFG/PRO's product analysis group. Analysis groups are not used within TrM, but TrM does create and maintain them transparently during the process of automatically maintaining the price lists in MFG/PRO.

Product and Product Group Activities

These activities are part of the TrM system implementation that includes setup for codes, business and sales structures, and master files.

Activities List

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Fig. 13.1
TrM System
Implementation
Work Flow

Units of Measure Setup

The general operation method of units of measure (UOM) in TrM is different from that in MFG/PRO. Where in MFG/PRO there is a UOM conversion table with (potentially) item/product-specific occurrences, in TrM, an item/product-specific relationship is defined for four specific UOMs directly on the item/product record itself.

Unit of Measure	Description
Pricing	The UOM that prices are set or quoted at to customers
SKU	The UOM that stock is kept at in the warehouse
Retail	The UOM that the item is sold at in the retail store
Forecasting	The UOM that the Forecasting system uses

Unit of Measure	Description
Pricing	The UOM that prices are set or quoted at to customers
SKU	The UOM that stock is kept at in the warehouse
Retail	The UOM that the item is sold at in the retail store
Forecasting	The UOM that the Forecasting system uses

Each item/product is assigned one or several UOMs. The UOM codes must already exist within MFG/PRO to be set up in TrM.

Set up MFG/PRO units of measure codes in Unit of Measure Maintenance (1.13).

Set up TrM units of measure codes in Units of Measure (7.20.19.4).

Product Setup Activities

Product records are created and maintained automatically for access by TrM whenever the Item Master record is maintained in MFG/PRO.

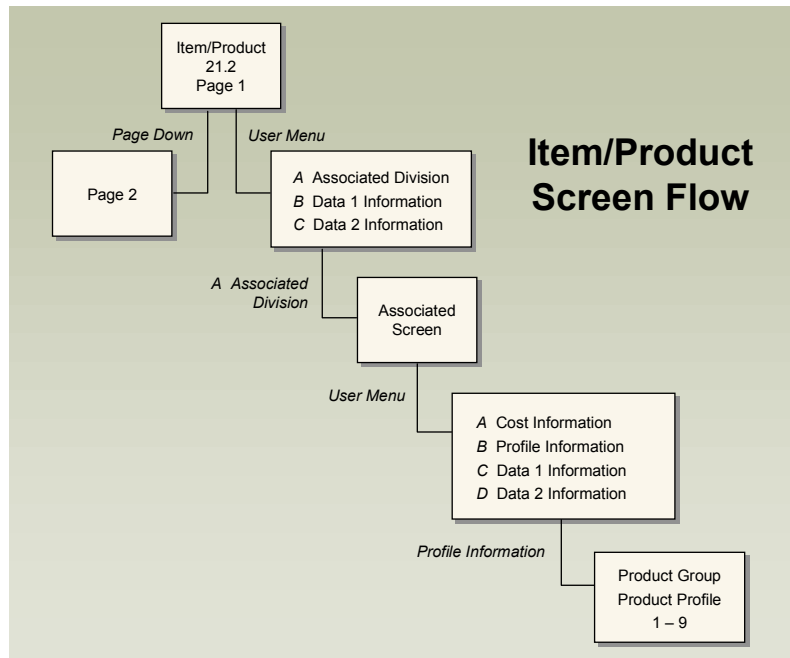


Fig. 13.2
Item-Product Setup
Screen Flow

Generic Product Records Setup

Use Products (7.20.21.2) to maintain the product records.

There are two screens of data. All values default from the MFG/PRO item master record.

Fig. 13.3
Generic Product
Record: Header

tmprod	7.20.21.2 Products	11/10/96
----- Page 1 of 2 -----		
Product Code*:	003026	
Description:	Standard Shampoo 200ml	
	Plastic bottle	
Short Desc:	Standard Shampoo 200ml	
Pricing UOM*:	DZ	Dozen
Stocking UOM*:	CN	Carton
Retail UOM*:	EA	Each
Buying UOM*:	DZ	Dozen
Bonus UOM*:	EA	Each
Tax Status*:	S	Standard
Price List*:	STD	Standard
#PBU in a SKU:	1.50	
#RU in one PBU:	18.00	
F/C Conv Factor:	2.00	
List Price:	150.00	
Retail Price:	225.00	

Product Code. Normally these records are added, maintained, and deleted from within MFG/PRO and, as part of the implementation into an existing MFG/PRO site, a bulk load is done that pulls all these values through. The example given here is if the implementation stands alone and assumes you are entering these figures from scratch; that is, there is no interface to MFG/PRO. This is just for completeness sake in the documentation.

Implementation Issues: Be careful not to confuse the generic product here with the division-specific product. Generally, installations are divisioned and, provided the default division record is set in the Control File, a division-specific product is automatically created whenever a product is created.

In MFG/PRO sites where TrM is added onto the existing system, an initial load must be undertaken to make the products visible to TrM. Usually, this load is customized by site because it also loads the profile values and additional data that is not currently available in MFG/PRO.

Pricing UOM. Be aware that in the deal edit screen, all volumes and prices are shown based on this unit of measure, the pricing unit of measure.

Implementation Issues: This is a critical UOM. It is generally the one found on the printed price list or catalog.

Stocking UOM. This unit of measure is held so that for reports, sales can be converted into a unit of measure relevant to manufacturing and distribution.

Retail UOM. Retail values are displayed on a number of occasions throughout the system, requiring you to perform a conversion from the pricing unit down to the retail unit. You need to know the actual unit itself and the conversion factor.

Buying UOM. Not used in this release.

Bonus UOM. Implementation Issues: This is the UOM that bonus stock or free goods are given in retrospective deals. Be sure to complete this.

Tax Status. In certain countries, notably Australia, a wholesale tax is applied depending on a matrix of customer and product liability. The liability of this product for this wholesale tax must therefore be identified here.

Implementation Issues: Mandatory field.

Price List. Only relevant at sites using nonstandard integration.

#PBU in a SKU. Provided from MFG/PRO.

#RU in one PBU. Provided from MFG/PRO.

F/C Conv Factor. Each division specifies its own forecasting unit. The conversion between the divisional forecasting unit and this product's pricing unit is held in the MFG/PRO UOM conversion file. When the product is loaded from MFG/PRO, the conversion is done and the conversion factor is written in here.

Implementation Issues: Provided from MFG/PRO.

List Price. The price of last resort. This is the price used if no list price is found.

Implementation Issues: Provided from MFG/PRO.

Retail Price. This value is used as the starting point for detailed margin analysis and for pricing, which takes the wholesale price of your goods to the customer, looks at the retail price, and calculates the margin.

Implementation Issues: This is one value set (actually set by division). The best approximation is the average retail price or normal retail price (when not on special).

Press Page Down to display page 2.

Fig. 13.4
Generic Product
Record: Cost Sets

improd 7.20.21.2 Products 13/09/96

0----- Page 1 of 2 -----4

+----- Page 2 of 2 -----+

Cost Price: 25.00

Cost Set 1*:

Cost Set 2*:

Cost Set 3*:

+-----+

| Bonus UOM*: CS Case |

◆ See “Cost Sets”
on page 192.

Cost Price. This is the field accessed if Costing Method = C (for Current against product) is used. **Implementation Issues:** Provided from MFG/PRO.

Cost Set 1. These cost sets must have already been established in the manufacturing modules. Their codes must be set up within TrM. **Implementation Issues:** Generally, the current standard cost set.

Cost Set 2. These cost sets must have already been established in the manufacturing modules. Their codes must be set up within TrM. **Implementation Issues:** Generally, the next future standard cost set.

Cost Set 3. These cost sets must have already been established in the manufacturing modules. Their codes must be set up within TrM. **Implementation Issues:** Generally, the subsequent future standard cost set.

Division Product Records Setup

Within TrM, products must be linked to specific divisions, thereby creating a division-specific product record. This divisional product record is maintained here. This makes the product available by division.

If the default division has been set in the Control File, a division product record is created automatically for the default division. Divisioning allows a product to have different attributes by division.

The divisional product record is only applicable within TrM.

If there is no default division in the Control File, the division records are not automatically created and must be manually created.

All values default from the generic product record.

Screen	Option
7.20.21.2	Products Associated Divisions

improddu7.20.21.2 Product Division Maintenance11/10/96

+-----+

Division*: 1
Description: Standard Shampoo 200ml
Plastic bottle
Short Desc: Standard Shampoo 200ml
Pricing UOM*: DZDozen
Stocking UOM*: CNCarton
Retail UOM*: EAEach
Buying UOM*: DZDozen
Bonus UOM*: EAEach
Tax Status*: SStandard
Price List*: STDStandard
#PBU in a SKU: 1.50
#RU in one PBU: 18.00
F/C Conv Factor: 2.00
List Price: 150.00
Retail Price: 225.00

+-----+

Fig. 13.5
Division Product
Record

Complete the division record from the Options menu.

Screen	Option	Screen	Option
7.20.21.2	Products Associated Divisions	Associated Divisions	Cost Information

Fig. 13.6
Division Products
Record: Cost Sets

mmprdd2		7.20.21.2 Cost Information	15/11/96
Page 1 of 2			
Division	Name		
1	Retail		
Cost Price:		12.00	
Cost Set 1*:			
Cost Set 2*:			
Cost Set 3*:			

Update Product Unstructured Data

There are 20 unstructured (uncoded) data fields for each generic and division product record. Data defaults from the generic fields to the division fields. For convenience, you should update field labels for site-specific data.

Screen	Options
7.20.21.2 Products	Data 1 Information
	Data 2 Information

Fig. 13.7
Generic Product
Unstructured Data

mmprdd3		7.20 Data 1 Information	08/14/97
Page 1 of 2			
Product Code*: Clean1			
Desc Field 1: Generic data 1 for Clean1			
Desc Field 2: Generic data 2 for Clean1			
Desc Field 3:			
Desc Field 4:			
Desc Field 5:			
Desc Field 6:			
Desc Field 7:			
Desc Field 8:			
Desc Field 9:			
Desc Field 10:			
Retail Price:		3.50	

Screen	Option	Screen	Options
7.20.21.2	Products	Associated Divisions	Associated Divisions
			Data 1 Information
			Data 2 Information

mmprdd4

7.20 Data 1 Information

08/14/97

Page 1 of 2

Desc Field 1: Generic data 1 for Clean1

Desc Field 2: Division data 1 for Clean1

Desc Field 3: Division data 2 for Clean1

Desc Field 4:

Desc Field 5:

Desc Field 6:

Desc Field 7:

Desc Field 8:

Desc Field 9:

Desc Field 10:

PBU Basis Wht: .00

List Price: 3.50

Retail Price: 3.50

Fig. 13.8
Division Product
Unstructured Data

Product Profile Activities

There are nine profile levels for categorizing products. Each level, or dimension, can be defined as to data type and valid values. Products can then be assigned a value for each level.

See “Product Profiles” on page 193.

The following sections cover setting up the level types and code tables, updating the user interface, and assigning values to products.

Product Profile Level Types Setup

Specify which product profile levels are to be used and the level types in the Control File, page 3 (7.20.19.1).

See “Profile Level Types” on page 194.

Fig. 13.9
Level Types for
Product Profiles

cdcont	7.20.19.1 Control File	30/09/96
----- Page 1 of 10 -----		
----- Page 3 of 10 -----		
	No Product Hierarchys:	GII & V8.6
	Product Profile Type 1: i	
	Product Profile Type 2:	
	Product Profile Type 3:	
	Product Profile Type 4:	
	Product Profile Type 5: c	
	Product Profile Type 6: c	
	Product Profile Type 7: c	
	Product Profile Type 8: c	
	Product Profile Type 9: c	

	Default Clash Code*: STD	

No Product Hierarchies. The number of hierarchical relationships defined among the profile levels. If there are any, minimum = 2.

Product Profile Type 1–9. Valid values are v, c, i, h, and blank. See “Profile Level Types” on page 194 for more information on profile types.

Product Profiles Interface Setup

Setting up the product profiles interface involves updating several interface components:

- Menu item labels on the Customer/Product Code Maintenance menu
- Screen titles for the various profile level programs
- Field labels for the various profile levels

Menu Item Labels

Use Menu Systems Maintenance (36.4.4) to update the menu item labels for the Customer/Product Code Maintenance menu. Labels should indicate the dimension reflected by the profile level. For example, Category indicates that this profile differentiates products by category.

Fig. 13.10
Update Menu Items

mgment.p a+		36.4.4 Menu System Maintenance		08/14/97	
Language ID: US		U. S. English			
Menu: 7.20.20		Customer/Product Code Maint			
SeI	Selection Label	Name	Exec File	Help File	
15	Prod Prof - Category		aiprv1.p		

Screen Titles

Use Program Maintenance (7.20.24.9) to update the screen titles for the product profile level programs. Titles should indicate the dimension reflected by the profile level. Update the title in the Title field.

spprog2 7.20.24.9 Program Maintenance 08/14/97

Program*: cdpprv1 Version: _____
 Description: Product Profile 1 Maintenance
 Directory: cd/
 Procedure Type: cdemnt Code Maintenance
 Title: Prod Prof - Category
 Option Title: _____
 Top Row: 3
 Left Column: 6
 No of Occurs: 15
 Access Program: _____ Directory: _____
 Help Reference: 11600
 No. Help Pages: 1

Fig. 13.11
Update Screen Labels

Field Labels

Use Database Field Maintenance (7.20.24.8) to update the field labels for the product profile levels. The fields are pprfv1–9.

spflinf 7.20.24.8 Database Field Maintenance 08/14/97

Field Name: pprv1
 Description: Profile Value 1
 Side Label: PPI - Category*
 Column Label: Category
 Other Label: Category
 Used ? : yes
 Help Reference: 10719
 No. Help Pages: 1

Fig. 13.12
Update Field Labels

Side Label. It is important to preserve the existing line length, including leading blank spaces.

Product Profile Code Tables Setup

Set up code tables for product profiles in Product Profile 1–9 (7.20.20.15–23). The nature of the code and whether it is used at all in TrM should have been set previously in the Control File. These codes are used only in TrM.

Press Insert to add a code value.

Fig. 13.13
Product Profile:
Code Tables

cdpprv1		7.20.20.15 Prod Prof - Category		08/14/97
Category		Description	Division	
B		Bath		
G		Glass		
K		Kitchen		

Profile Code. A valid value for this profile level.

Implementation Issues: A major implementation issue relates to the divisioning of these codes. For a multi-division site, codes can be either applicable to and used in multiple divisions, or division-specific. Remember that the labels are not division-specific, but apply across the whole system, so generally the label should determine logically what the field contents are going to be, even though the content options can vary by division.

Product Profiles Setup

Maintain product profiles on the division product records, with one exception: profile levels with iterative codes. Maintain iterative profile levels in the code table.

Value, Code, and Hierarchical Profile Levels Setup

Ensure that a value is set for each profile level used. The system does not force you to enter these, and they are not coded anywhere as mandatory or optional, so they are easy to bypass.

Screen	Option	Screen	Option
7.20.21.2	Products Associated Divisions	Associated Divisions	Profile Information

Fig. 13.14
Product Profile:
Value, Code, and
Hierarchical Levels
Setup

mmprdd3	7.20 Profile Information	08/14/97
Page 1 of 2		
Product Group*: BU Bath unscented Category*: B Bath Pro Profile 2*: Pro Profile 3*: Pro Profile 4*: Pro Profile 5*: Pro Profile 6*: Pro Profile 7*: Pro Profile 8*: Pro Profile 9*:		
List Price: 3.50 Retail Price: 3.50		

Iterative Profile Levels Setup

Maintain profile levels with iterative codes in the code tables: Product Profile 1–9. Link each product to all appropriate values. For example, if the profile level is Promotion Group, a product can belong to both Promo Group National and Promo Group South.

Screen	Option
7.20.20.15-23 Product Profile 1–9	Associated Products

cdpp2o2	7.20 Associated Products	08/14/97
ProdProf2	Description	Division
HC	Hair Care	1
SC	Skin Care	1
Product Code	Description	
Clean1	Clean 1	
Clean2	Clean 2	

Fig. 13.15
Product Profile:
Iterative Levels
Setup

Product Group Activities

Within TrM, all items or products belong to a product group. A product group is a logical grouping of products that generally reflects some common characteristics, relevant to manufacturing and sales. The generic product groups are maintained here.

See “Product Groups” on page 195.

Generic Product Group Setup

Begin product group setup in Product Analysis Groups (7.20.21.15).

cdpgrp	7.20.21.15 Product Groups	11/10/96
Group Code	Description	
BBOAT	Best Brand	
BET	Better Products	
NEUT	Naturally Brand	
PSC	MFGPRO Product Group	

Fig. 13.16
Generic Product
Groups

Group Code. Remember that in a given division, a product can only belong to one product group.

Implementation Issues: When a site is divisioned, the applicable divisions are listed from the Options menu Grouping option. This means that in one division a product can be in one product group, while in another division it can be in another product group.

Division Product Group Setup

A list of divisions that the product group is related to is attached to each product group.

Screen	Option	Options
7.20.21.15 Product Analysis Groups	Grouping (Return)	Assign to All Divisions Specific Assignments

Fig. 13.17
Product Groups:
Division
Assignments

Group Code	Description
BS	Bath scented
BU	Bath unscented
GS	Glass scented
GU	Glass unscented
KS	Kitchen scented
KU	Kitchen unscented

F6 Options
 A. Assign to All Divisions
 B. Specific Assignments
 C. View Divi/Data Grp Assigned
 D. Delete Divi/Data Grp Assigned

Assign Products to Product Groups

Assign product groups to products in the division product record.

Screen	Option	Screen	Option
7.20.21.2 Products	Associated Divisions	Associated Divisions	Profile Information

Fig. 13.18
Product Groups:
Product
Assignments

mmprdd3
7.20 Profile Information
08/14/97

Page 1 of 2

Product Group*: BU Bath unscented
 Category*: B Bath
 Pro Profile 2*:
 Pro Profile 3*:
 Pro Profile 4*:
 Pro Profile 5*:
 Pro Profile 6*:
 Pro Profile 7*:
 Pro Profile 8*:
 Pro Profile 9*:

List Price:
3.50

Retail Price:
3.50

Product Group Membership Activities

When a number of product groups, larger numbers of products, and potentially many deals and promotions are involved, in certain businesses it becomes critical that new products become available for promotion, for example, through line extension. In many instances, this availability should be reflected in existing deals, not just deals created from this day forward.

As with customers, when range additions and deletions occur after a promotion has been added and is to run sometime in the future or is currently running, attaching or deleting the product to or from the product group record does not alter all the promotions. TrM has a facility called Bulk Edit, which enables the addition and deletion of a product to a group to be recorded, with an associated effective date. This means that edits do not have to be immediate; they can be pre-entered. A batch job run on the specified release day can attach or delete the product to or from to or from the product group record. Any promotion set at the product group level that contains this product group and is at status less than status 7 has the product added or deleted, and any associated price lists are amended to reflect the changes.

Note that the addition can only occur automatically on a deal if there is consistency in the pricing on the deal; that is, within the product group, all have the same percentage off or all have the same dollar off.

Note that the difference between customer and product group changes is that with customers, most of the difficulty arises from the customers moving from one group to another. With products, this is virtually unknown, but, in some companies, products are regularly added to or deleted from the range. In either case, the corresponding changes must be reflected, where appropriate, in the price lists and retrospective deals.



Section 2

Trade Spend Plan Implementation

Trade spend plan implementation covers the definition, creation, and use of the various discount instruments that express the plan strategy.

- Budgets to allocate trade spend moneys according to the plan

Budgets **213**

- Promotions to increase sales with short-term incentives

Promotion Concepts and Setup **257**

Promotion Creation **311**

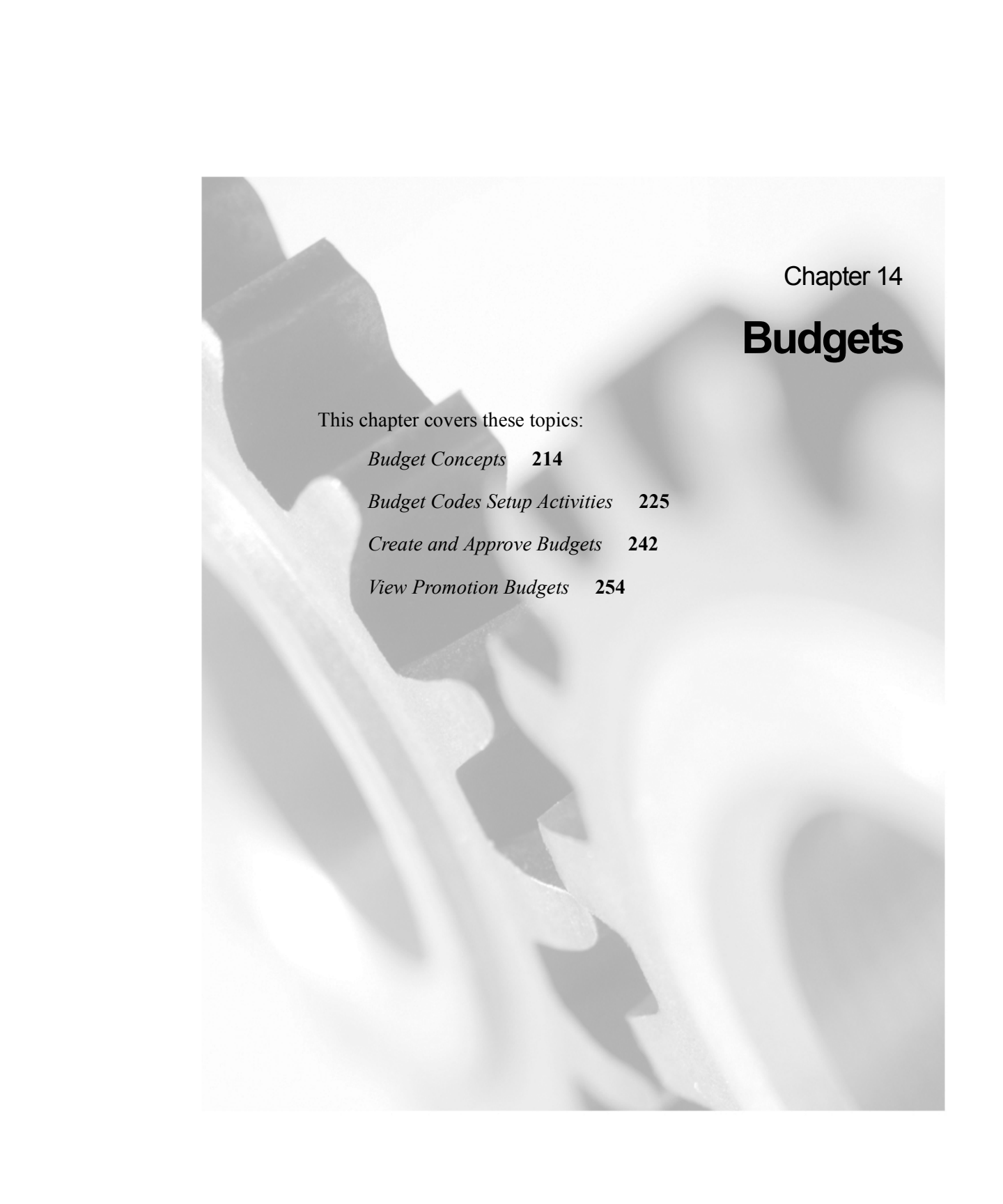
- Rebates to increase sales with long-term incentives

Rebate Concepts and Setup **373**

Rebate Creation **389**

- Agreements to cover contractual arrangements

Agreements Concepts, Setup, and Creation **413**

The background of the page is a grayscale image of several interlocking gears. The gears are of different sizes and are positioned in a way that they appear to be meshing together. The lighting creates highlights and shadows on the teeth of the gears, giving them a three-dimensional appearance. The overall tone is technical and industrial.

Chapter 14

Budgets

This chapter covers these topics:

Budget Concepts **214**

Budget Codes Setup Activities **225**

Create and Approve Budgets **242**

View Promotion Budgets **254**

Budget Concepts

The budget is a structure within TrM that has several purposes:

- It is used to define and hold summarized information and is a specific control point for reporting of budget, planned and actual expenditure on promotions, promotion discounts, and rebate discounts throughout the system.
- It holds the GL cost center and account codes that will be used to post these expenses to the general ledger.
- To monitor promotional and non-promotional sales figures against budget so as to more correctly ascertain the effectiveness of promotions.

While a promotion is a single entity in many respects, it is usually made up of one or many customers, customer groups, and products. TrM always controls functions at the level of each unique combination of product by customer and by customer group within a promotion. Each combination is, from status 3 onward, attached to a budget. This budget has recorded on it two important sets of information:

- Financial coding information: the GL cost center and account code that expenses (billback claims, for example) arising from attached promotion combinations are posted to.
- Optionally, budgeted sales and promotion dollars and quantity figures that are the company's expectations for sales and costs in a specific and defined area of the overall Trade Spend.

Budgets play a key and central role in TrM and, when used with other features within the promotional system, provide much of the justification for installing and running TrM.

Budgets are defined for each financial year and are unchangeable for that period.

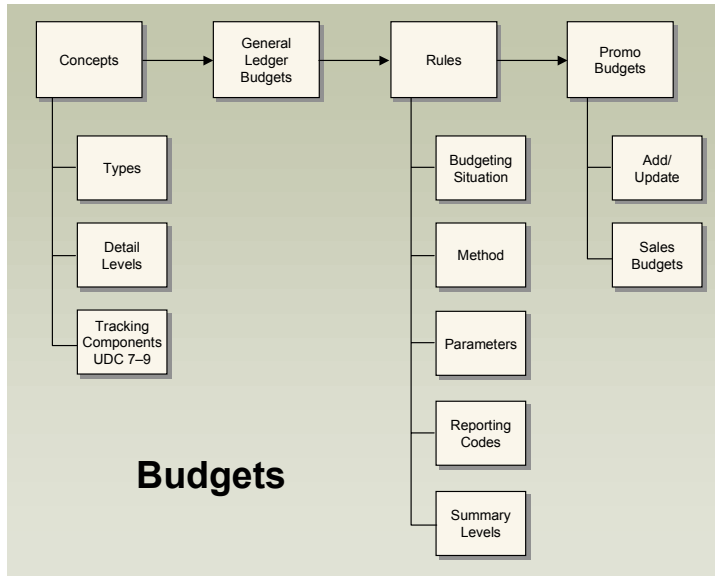


Fig. 14.1
Budget Structures

Budgets as a Management Control Tool

The money given away in discount comes straight off the bottom line of the company. If sales budgets are an important controlling tool, and TrM assumes that they are, then, similarly, a budget can be set for trade spend, a very large and obvious component of costs.

The strategy is to establish a set of budgets to quantify management's expectations in this area. The budgets, rather than being one figure, are divided into components that reflect a structure relevant to each company. For instance, in a marketing-driven company with strong brands, the budgeting may be along product or product group lines; in a company with commodity lines where volume is critical, the budgeting may be by sales region by major customer, and so on. Each company is different.

Budgets are allocated at the beginning of each financial year (or budgeting period). When promotions are planned, the expenditure that each involves falls against one or several of the control points (budgets) that the management has approved. The potential (planned) expenditure can then be checked against the approved (budgeted) expenditure.

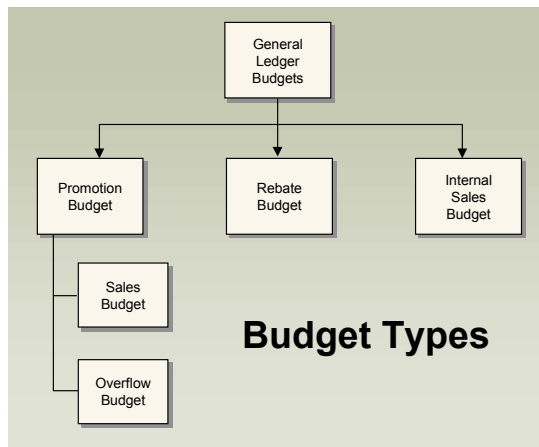
When actual sales occur and the discount is given via invoiced sales or, retrospectively, via claims and deductions, this actual information can be compared to both the planned and the budget data. The variances between these figures and calculations made to adjust for partially completed promotions result in what is known as the *forecast expenditure*.

These figures can be rolled up to higher levels, but in the budgeting areas cannot be broken down to lower levels. For instance, if the budgets are set by region and by customer group, you cannot see budget comparisons at the product group level, because this was not a factor in the budgets. Nor can you see budgeted comparisons by customer, since figures were entered only with a *granularity* of customer group.

Budget Types

The system uses several types of budgets: general ledger, promotion, rebate, internal sales, and non-promotion sales.

Fig. 14.2
Budget Types



Budget Components

Budget. The management figure entered at the beginning of the year.

Planned. The sum of promotional spend linked to this budget.

Actual. The actual spend derived from invoices, claims, and deductions. Total planned and actual amounts are divided into daily buckets:

Plan	250	250	250	250	250 = 1250
	A	B	C	D	E
Actuals	300	10	0	600	0

Forecast. The prorated figure reconciling planned and actual amounts into a single expected value.

	Plan	Actual	Forecast
A	1250	0	1250
B	1000	300	$300 + 750 = 1050$
C	750	10	$310 + 500 = 810$
D	500	0	810
E	250	600	$910 + 0 = 910$

Fig. 14.3
Budget Example

Budget Example			
OI Promotion for One Month			
	Budgeted	5,000	
	Planned	1,000	
	Actual	900	
Period	Plan	Actual	Forecast
A	1000	0	1000
B	750	200	950
C	500	100	800
D	250	100	900

Rebate versus Promotion Budgets

Rebates exist in a different budget structure from promotions. They are simpler structures and do not have the complex allocation mechanism using the rules and methods in the more complex input methodology that promotions have.

It is assumed in TrM that rebates will aggregate to only one or a very small number of GL codes. Consequently, the rebates area will have only a small number of budgets. A rebate, when entered, can only attach to one budget.

This can be a problem when you want to allocate different GL codes by product group. In these cases, a rebate budget must be entered for each product group and when you set up the rebates themselves, they must be broken up, a different rebate for each product group. This can result in the entry of too many rebates. The solution is to have only one rebate budget with all rebates attached to it, and to write a report and use a journal on a periodic basis to spread the moneys to the correct GL accounts.

Promotion Sales Budgets

Figures Stored on Sales Budgets

There are four main figures stored on sales budgets.

If we have a product that costs \$10 and we plan to sell five at list price (non-promoted sales) and five at \$1 off, the amounts stored in the planned area of the relevant budgets would be:

Total Sales	\$95	(5 * 10 + 5 * 9)
Total Units	10	(5 non-promo + 5 promoted)
Promoted Sales	\$45	(5 * 9)
Promoted Units	5	(5 promoted sales)

On the promotion budget itself we would only store the \$5, since this is the amount of discount expenditure planned for.

Link Non-Promotional Sales to the Right Budget

When a sales line is identified as being affected by a promotional discount, the discount amount is recorded on the promotion. It is also recorded on the promotion budget to which that customer/product was linked.

There are rules, called *budgeting methods*, that govern how promotions are linked to promotion budgets. These rules use a variety of information from the promotion header, the attached customer, and attached products, to locate the correct budget.

For non-promotional sales, there is no promotion to retrieve promotion header information from for locating the budget. While some of it can be derived, the following fields cannot be used:

- Deal Category (partial)
- Deal Group (partial)
- Owner
- User-Defined Code 1–4 (partial)

To alleviate this problem, when turnover or sales budgets are used, TrM has a special set of rules that are used for locating the budgets for non-promotional sales. The rule variables are identical to those of promotional budgeting methods, but the Owner is not an option. If UDC fields are used, then the quantities and values are simply prorated over the possible budgets according to their promotion budget figure. If deal elements are used, then it is posted to the Off Invoice component.

Problems Associated with Large Volumes of Data

When volumes of data become large, online performance and the power of the computer become important factors in deciding whether this is a problem or not.

Budget Summary Views

Functionality is provided to enable budgets to be rolled up across common data elements to provide summary data. For instance, if budgets are entered at the product/item level, rollups to summary levels may be

possible at the product group and/or brand level. These rollups occur on line by taking all the identified budgets that meet the criteria and adding them to get one line of summary data (in the same column headings).

This method works well with a small number of budgets, but when the number of budgets increases, performance can slow. To work around this problem, TrM can summarize data on line in any of up to six predefined levels. These summary levels are set in the budget parameters; when a change is made that affects the budget values, not only are individual budgets edited, but the summary levels are also edited. The trade-off is that planning a promotion, which involves TrM automatically editing budgets, can take longer, since there may be up to six extra keys to update.

Budgets Entered at the Customer and/or Product Levels

In installations with large numbers of products or customers, the amount of checking required for each promotion to budget can be large. For instance, if a promotion has 400 products on it and 100 customers, this means that 40,000 combinations must be checked.

Some sites do not require budgets at levels that involve information stored at the product (product code or product profile values 1–9) or customer (customer code, customer type or customer profile values 1–9) levels. In these cases, TrM does not have to look at each individual customer/product record on the promotion, but can look at the summary data held on the promotion product group or customer product group records on a promotion, since there are always fewer of these.

In the above example, if the 400 products were from 8 product groups and the 100 customers belonged to 2 customer groups, there would only be 16 records to check.

Because of this, some sites will not budget down to levels that hold customer or product information.

Currently, although budget parameters can vary by budget/financial year, if a division initially sets its budget structures at levels higher than the product and/or customer, it cannot in later years go down to these levels. The converse is not true: if a division initially sets its budgets at the customer and/or product level, it can later move to a more summarized budget matrix.

End-of-Financial Year Issues

Promotion budgets are set up for all or part of a financial year. A budget cannot fall into multiple financial years. Promotions can be set across financial year boundaries; however, a promotion can only occupy portions of up to two financial years.

TrM deals with each promotion and its budgeting on a period basis; that is, when budgeting, it breaks the promotion into buckets corresponding to the periods the promotion is active across. Each bucket is then checked for a correct budget. If one or more of the buckets is in a different financial year, then the budget parameters from that year are used.

The general budgeting strategy set by most companies is to start each budgeting year from zero. When there is expenditure from the previous year yet to be processed, such as billback or lump-sum claims, and if the value of claims for last year collects against some of this year's budgets, the figures could be skewed unacceptably, debasing the value of the measurements and indices provided by this year's budgets.

TrM enables last year's budgets to point to specific budgets in the new financial year. This allows last year's carryover to be stored in clearly identified overflow budgets that can be excluded from reports, views, and summaries.

General Implementation Issues

There are a number of important issues that should be reviewed prior to implementing TrM budgets. Most of these have already been covered, but are repeated here for completeness.

If Promotional Unit Information Is Required

If information about the number of units sold is required at budget level or higher (it is always available on the individual promotions), then sales budgets must be set up.

Restrictions on Budget Methods

A complex matrix can be established for the correct allocation of discount to the general ledger. This is driven by the budgeting methods. These budget methods are placed in a specific sequence, and a promotion element starts with the first one. If a budget is not found using that rule, the next rule is tried, and so on until a budget is found or no rules/methods are left.

There is a restriction of 10 budget methods per division per financial year.

These budget methods get elements of data from the promotion-related records, build a key, and then compare this to a key on the promotion budget. When a match is found, it budgets; if no match, the next budget method is used. There is a limit to the number of data elements that can be used to make up the key; that is, the number of rule elements on a budgeting method.

The limit is Region/Area plus 9 additional pieces of data. Division, Financial Year, and Period are transparently linked to the key. This limit of 10 data elements is the sum of all elements used on any of the 10 budget methods.

Performance

When large numbers of budgets are required, be sure to review the use of summary levels and budgeting at a level higher than product and/or customer.

It is possible with TrM to greatly reduce the number of account code/cost center combinations in the general ledger. TrM provides the detailed reporting required. Most often the general ledger has been used as a repository for trade spend information because there was nowhere else. The General Ledger Reportwriter became the sales analysis and trade analysis data extractor. This role now lies with TrM, leaving the way clear to hold information on the general ledger as summary data only.

Restrictions with Rebate Budgets

TrM regards rebates as essentially terms of trade discounts. Once set, they are typically beyond manipulation or control by the sales force. TrM therefore regards rebates as requiring less control (and therefore analysis) than do promotional activities.

Consequently, rebate budgets have far fewer variables to their setup. A rebate can only be attached to one budget. This means that if rebates must be split by, for example, product group to post to different accounts, multiple rebates must be set up.

Adjusted Figure Calculations

On promotion budgets, the budget figures are entered after deliberation by management. Planned figures are automatically incremented as promotions are set to status 3 or higher. Actual figures are collected on line from the invoice post or from the claim posts.

The most important control point for management is probably the variance between the budgeted spend and the planned/actual spend. Unfortunately, neither the planned spend nor the actual spend accurately reflect the true situation. Planned is false because while it is the best indicator for the future, for the past it is poor for off-invoice expenditures. Actual figures are the most accurate representation of the past.

To get the best estimate of your overall status for the entire financial year, TrM calculates another figure, the adjusted figure, and uses this to calculate the variance with the budget figures.

TrM uses two methods of calculating the adjusted figure:

1 Pro Rata of Actual and Planned

This uses the actual figure up to the time of the transaction and the planned figure for the future.

2 Choose the Larger of Planned or Actual

This uses the larger figure of planned or actual until the promotion is closed (status 9); then it uses actual.

The following Deal Categories use the first method:

- OI
- DC (when Accrue Method is Actual)
- VI
- BRK
- BO

The following Deal Categories use the second method:

- DC (when Accrue Method is Planned)
- IN
- CSM
- CIL
- CU
- GE
- ME

Budget Codes Setup Activities

Activities List

- Review Existing Budget Types 225
- Algorithms Setup 226
- Code, Description, and Type Setup 227
- Base Flags Setup 228
- Customer Flags Setup 228
- Product Flags Setup 229
- User-Defined Codes Interface Setup 230
- User-Defined Codes Setup 231
- Promotion Budget Parameters 232
- Promotion Budget Report Codes Setup 235
- Promotion Budget Customers Setup 236
- Promotion Budget Products Setup 237
- Promotion Budgeting Methods Selection 238
- Promotion Budget Summary Fields Setup 239
- Rebate Budget Parameters Setup 240

Review Existing Budget Types

Use Budget Types (7.20.16.1) to define budget types. Each type has a code and description. The existing types are:

Code	Description
IS	Internal Sales
PRO	Promotion
REB	Rebate

Code, Description, and Type Setup

Press Page Up and Page Down to scroll through the list. Press Insert to add a new method. Press Enter to update an existing one.

spbdal		7.20.16.2 Budgeting Methods		15/11/96	
+-----+-----+-----+					
		Method	Description	Type	
+-----+-----+-----+					
		R01	Region/CustGrp	PR	
		R02	Region/Customer/Product	PR	
+-----+-----+-----+					

Fig. 14.5
Code, Description,
and Type for
Budget Methods

Method. A three-character code.

You must remember that, in Budgeting Methods, no more than 10 components or data elements can be used across all of the methods set up. One of these elements is already fixed as either region or area, which is mandatory on the budget, so we have an additional one. Different data elements can be used above and beyond the region or area. If both region and area are used, they count as 2.

A budget includes only those elements that make it unique; it does not use redundant elements.

Use of values at the customer by product level will slow the process of budgeting, since there are more records to check.

Use these budget method codes when specifying the algorithms in Promotion Budget Parameters (7.20.16.5).

Description. A full description identifying the method.

Type. There are two types:

- Promotional: Use for promotion budgets
- Non-Promotional: Use for promotion sales budgets

Base Flags Setup

Maintain the usage of various data elements from the promotion in the budget method here.

This is the first of three screens that define the possible combination of fields that will make the budget unique.

Screen	Option
7.20.16.2 Budgeting Methods	Base Flag Usage

Fig. 14.6
Base Usage Flags
for Promotion
Budget Methods

spbdal2	7.20.16.2 Base Usage Flags	15/11/96
Method	Description	Type
R01	Region/CustGrp	Region ? : yes
R02	Region/Customer/Product	Area ? : no
		Zone ? : no
		Deal Category? : no
		Deal Group ? : no
		Customer Grp ? : yes
		Product Group? : no
		Owner ? : no
		UDC-1 ? : no
		UDC-2 ? : no
		UDC-3 ? : no
		UDC-4 ? : no

Customer Flags Setup

Set the usage of customer-related information in the budget method.

This is the second of three screens that define the possible combination of fields that will make the budget unique.

Screen	Option
7.20.16.2 Budgeting Methods	Customer Flag Usage

spbdal3	7.20.16.2 Customer Usage Flags	15/11/96
Method	Description	Type
R01	Region/CustGrp	Customer Type?: no
R02	Region/Customer/Product	Profile 1?: no
		Profile 2?: no
		Profile 3?: no
		Profile 4?: no
		Profile 5?: no
		Profile 6?: no
		Profile 7?: no
		Profile 8?: no
		Profile 9?: no
		Customer?: No

Fig. 14.7
Customer Usage
Flags for Promotion
Budget Methods

Product Flags Setup

Set the usage of product information in the budget method.

This is the third of three screens that define the possible combination of fields that will make the budget unique.

Screen	Option
7.20.16.2 Budgeting Methods	Product Flag Usage

spbdal4	7.20.16.2 Product Usage Flags	15/11/96
Method	Description	Type
R01	Region/CustGrp	Category?: no
R02	Region/Customer/Product	Brand?: no
		Variant?: no
		Pack Size?: no
		Priv/Branded?: no
		Profile 6?: no
		Profile 7?: no
		Profile 8?: no
		Profile 9?: no
		Product?: No

Fig. 14.8
Product Usage
Flags for Promotion
Budget Methods

Budget User-Defined Codes

User-Defined Codes Interface Setup

Setting up the customer profiles interface involves updating several interface components:

- The menu item labels on the User-Defined Code Maintenance menu
- The screen titles for the various user-defined code programs
- The field labels for the various user-defined codes

Menu Item Labels

Use Menu Systems Maintenance (36.4.4) to update the menu item labels for the User-Defined Code Maintenance menu.

Fig. 14.9
Update UDC Menu
Items

mgment.p a+		36.4.4 Menu System Maintenance		08/12/97	
Language ID: US		U. S. English			
Menu: 7.20.16.12		User Defined Code Maintenance			
Sel	Selection Label	Name	Exec File	Help File	
_Z	Budget UDC7 - Purpose		aiudc7.p		
F1=Go 2=Help 3=Ins 4=End 6=Menu 7=Recall 8=Clear 9=Prev 10=Next					

Screen Titles

Use Program Maintenance (7.20.24.9) to update the screen titles for the user-defined code programs.

spprog27.20.24.9 Program Maintenance08/11/97

Program*: cdudc7Version: _____
Description: User Defined Code 7 Maintenance
Directory: cd/
Procedure Type: codemntCode Maintenance
Title: Budget UDC7 - Purpose
Option Title: _____
Top Row: 3
Left Column: 14
No of Occurs: 13

Access Program: _____Directory: _____
Help Reference: 11956
No. Help Pages: 3

Fig. 14.10
Update UDC
Screen Titles

Field Labels

Use Database Field Maintenance (7.20.24.8) to update the field labels for the user-defined codes.

spflinf7.20.24.8 Database Field Maintenance08/11/97

Field Name: udc007
Description: User Defined Analysis Code 7
Side Label: UDC 7 Purpose*
Column Label: UDC7 Purpose
Other Label: UDC7 Purpose
Used?: yes

Help Reference: 11717
No. Help Pages: 1

Fig. 14.11
Update UDC Field
Labels

Side Label. It is important to preserve the existing line length, including leading blank spaces.

User-Defined Codes Setup

The generalized reporting codes for budgets are maintained in Budget UDC7-9 (7.20.16.12.7-9).

cdudc7	7.20.16.12.7 Budget UDC7 - Purpose	08/11/97										
	<table><tr><th>Purpose</th><th>Description</th></tr><tr><td>C</td><td>Competitive response</td></tr><tr><td>E</td><td>Excess Stock</td></tr><tr><td>P</td><td>Price protection</td></tr><tr><td>T</td><td>Temporary price reduction</td></tr></table>	Purpose	Description	C	Competitive response	E	Excess Stock	P	Price protection	T	Temporary price reduction	
Purpose	Description											
C	Competitive response											
E	Excess Stock											
P	Price protection											
T	Temporary price reduction											

Fig. 14.12
Budget UDC Codes

UDC7, UDC8, UDC9. These UDC codes are sometimes confused with UDC1–4. These codes exist only on budgets, and their purpose is to group budgets for reporting purposes. They cannot be used as

part of the logic for a customer and product combination from a promotion to find a budget, because they do not exist on promotions anywhere. They exist only on budgets and are a grouping mechanism for budgets.

Promotion Budget Parameters

The budget parameters that drive each division for each financial year are set up and maintained in Promotion Budget Parameters (7.20.16.5).

Fig. 14.13
Promotion Budget
Methods and
Parameters

Promotion Budget
Methods & Parameters

Define methods or rules for matching promotion budget.

Code	Description
CG	Reg/UDC1/Cust Grp
PC	Reg/UDC1/ProdProf1/Cust
R	Reg

Add operational components from Options to reflect description.

- Basic flags
- Customer flags
- Product flags

Specify mandatory and optional parameters to use on promotion budget.

- Div-year
- Region/Area
- UDC1-4
- Customer group
- Product parameters
- Customer parameters
- Reporting parameters
- Methods listed in order they should be used

The relevant team determines the way that budgets are to be entered, for example, by account by brand. The parameters set up the structure for budget entry in a manner that matches the management's requirements, and are entered in this set of screens.

bdparm

7.20.16.5 Promotion Budget Parameters

15/11/96

Division*: 1

Financial Year: 1997

T/O Included? Yes

Budget Area: Region

Is This Used

Mandatory

Zone: no

Deal Category: no

Deal Group: no

Owner: no

Broker: yes

Product Group: no

Purpose: no

Method: no

User Code 3: no

User Code 4: no

Customer Based: no

Product Based: no

Fig. 14.14
Promotion Budget
Parameters

Division. This is the division that this budget is in.

Financial Year. The financial year this budget applies to. A budget can only be in one financial year.

T/O Included. Implementation Issues: This is an essential question to answer during implementation. Basically, sites that do not include turnover use budgets solely to measure and control trade spend. Sites that do include turnover budgets for figures are interested not only in the spend but in the relationship of that spend to total sales in the division. Putting turnover figures into the system requires that these be available and entered. This increases the workload during the budget add and maintain cycle. The output is considerably more informative. The input for the turnover obviously has an identical structure in terms of the breakdown and the level of detail, to the general budgets because of these turnover figures, therefore, non-promotional sales volumes, are attached directly to an individual budget.

Turnover or Sales Budgets: in order to count promotional sales only once, when budgets are structured using Deal Codes or Deal Categories, they automatically limit the number of entry points to one per logical grouping.

Budget Area. Two options: region, area. Allows a summary or more detailed breakdown of budgets. Either region or area is a mandatory component of a budget.

Is This Used. Toggle Yes or No. This tells the system what fields will potentially be used as parameters for budgets.

Mandatory. If the previous field is used, is its use mandatory?

Zone. Implementation Issues: Remember that there cannot be more than 10 components across all budgets used by whatever combinations to restrict promotions at the target budget. This is dealt with in the budgeting methods.

Customer Based. Implementation Issues: When this flag is set to No, be aware of the following:

When accessing the pop-up menu for the set up customer parameters option, a flag of No does not allow access to that option, similarly for the product pop-up menu.

This is a major implementation issue. There can be many budgets in the system and some of the promotions that are attached to budgets can be quite large in the number of combinations of customers and products they have. To speed performance, the TrM module does a number of things.

When customer-related data elements are not used in the budget parameters for budgeting promotions, TrM does not look at the customer record because it knows that customer data elements are not used. Instead, TrM looks at the customer group level or the broker level. To support this budget, file structures are automatically created underneath when the budget parameters are fixed. When budget parameters are fixed and structures that do not include customer data elements are set in place, you cannot make changes.

Similarly, once you have made this decision for one year that is a level (such as customer group or above) at which you want to operate, you cannot go back in subsequent years and change it back to the customer type, customer profile level, or customer code. Therefore, this is an extremely important decision because it can affect ongoing years' structures. The same is true in the product area.

Product Based. Implementation Issues: When this flag is set to No, be aware of the following:

When accessing the pop-up menu for the set up product parameters option, a flag of No will not allow entry to that option, similarly for the customer.

This is a major implementation issue. There can be many budgets in the system and some of the promotions that are attached to budgets can be quite large in the number of combinations of products and customers they have. To speed performance, the TrM module does a number of things.

When product-related data elements are not used in the budget parameters for budgeting promotions, TrM does not look at the product record because it knows that product data elements are not used. Instead, TrM looks at the product group level or the broker level. To support this budget, file structures are automatically created underneath when the budget parameters are fixed. When budget parameters are fixed and structures that do not include product data elements are set in place, you cannot make changes.

Similarly, once you have made this decision for one year that is a level (such as product group or above) , at which you want to operate, you cannot go back in the subsequent years and change it back to the product type, product profile level, or product code. Therefore, this is an extremely important decision because it can affect ongoing years' structures. The same is true in the customer area.

Promotion Budget Report Codes Setup

These User Defined Code fields are not on any files other than the Budgets. They are used as grouping mechanisms for additional views into the budgets, views that fall outside groupings derived from the standard fields that are listed on the first screen and the customer and product details screen.

Fig. 14.15Promotion Budget
Parameters: Codes

7.20.16.5 Setup Report Codes		15/11/96												
Division*: 1 Financial Year: 1997														
<table border="1"> <thead> <tr> <th></th> <th>Is This Used</th> <th>Mandatory</th> </tr> </thead> <tbody> <tr> <td>Use Code 7: no</td> <td>no</td> <td>no</td> </tr> <tr> <td>Use Code 8: no</td> <td>no</td> <td>no</td> </tr> <tr> <td>Use Code 9: no</td> <td>no</td> <td>no</td> </tr> </tbody> </table>				Is This Used	Mandatory	Use Code 7: no	no	no	Use Code 8: no	no	no	Use Code 9: no	no	no
	Is This Used	Mandatory												
Use Code 7: no	no	no												
Use Code 8: no	no	no												
Use Code 9: no	no	no												

Is This Used. Toggle Yes or No. This tells the system what fields will potentially be used as parameters for budgets.

Mandatory. If the above field is used, is its use mandatory?

Use Code 7 – Use Code 9. Note again to be sure that during implementation, the distinction between these budget codes and promotion codes used in the budget parameters is clear.

Promotion Budget Customers Setup

This is a pop-up option where customer parameters are maintained for this division's year's budgets.

When budgets are divided so that customer-specific information is needed to determine the appropriate budget, customer fields requiring entries are recorded here.

bdparm4

7.20.16.5 Setup Customer Parameters

15/11/96

Division*: 2

	Is This Used	Mandatory
Customer Type: no		no
Profile 1: no		no
Profile 2: no		no
Profile 3: no		no
Profile 4: no		no
Profile 5: no		no
Profile 6: no		no
Profile 7: no		no
Profile 8: no		no
Profile 9: no		no
Customer: yes		no

Fig. 14.16
Promotion Budget
Parameters:
Customers

Is This Used. Toggle Yes or No. This tells the system what fields will potentially be used as parameters for budgets.

Mandatory. If the above field is used, is its use mandatory?

Promotion Budget Products Setup

This is a pop-up option where the product parameters are maintained for products for this division’s year.

When budgets are divided so that product-specific information is needed to determine the appropriate budget, the product fields requiring entries are recorded here.

Fig. 14.17
Promotion Budget
Parameters:
Products

7.20.16.5 Setup Product Parameters		15/11/96
bdparm5 Division*: 2 Financial Year: 1997		
Is This Used	Mandatory	
Profile 1: no	no	
Profile 2: no	no	
Profile 3: no	no	
Profile 4: no	no	
Profile 5: no	no	
Profile 6: no	no	
Profile 7: no	no	
Profile 8: no	no	
Profile 9: no	no	
Product: yes	no	

Is This Used. Toggle Yes or No. This tells the system what fields will potentially be used as parameters for budgets.

Mandatory. If the above field is used, is its use mandatory?

Promotion Budgeting Methods Selection

This is where the rules or methods used for promotions to locate appropriate budgets are set. Define the rules in Budgeting Methods (7.20.16.2).

When many budgets exist, how does a customer by product combination on a promotion find the right budget to attach to? It does this by using a set of rules. These algorithms represent these rules. They are used sequentially. If the first rule does not find an *exact* match, the second rule is invoked and so on down the list of methods until a match is found. If none is found, the promotion cannot be budgeted.

lbdparm3

7.20.16.5 Setup Algorithms15/11/96

Division*: 2

Financial Year: 1997

Method Opt 1*: R02

Method Opt 2*:

Method Opt 3*:

Method Opt 4*:

Method Opt 5*:

Method Opt 6*:

Method Opt 7*:

Method Opt 8*:

Method Opt 9*:

Method Opt 10*:

Fig. 14.18
Promotion Budget
Parameters:
Methods

Method Opt. The sequence in which the budget methods are entered here is critical because the logic engine within budgets searches starts from Method Option 1 to Method Option 10. If it fails at a given level, it uses the next method down. Therefore the sequence in which the options are entered is critical to the effectiveness of their performance.

TrM uses the value of this group of fields when searching for a matching budget. It uses the value in Option 1; if it fails to find one, it uses the values in Option 2 and so on until a match is found. If no matches are found, the promotion will not budget.

Promotion Budget Summary Fields Setup

This is where the summary fields are added and maintained on each division’s budgets for the financial year.

When large numbers of budgets are in the system, it can be time-consuming to look at all the budgets summarized at a certain level. In order to facilitate viewing performance, summary levels can be defined and then automatically accumulated during any add or edit processing. These summary levels are set up here.

Fig. 14.19
Promotion Budget
Parameters:
Summary Fields

bdparm6 7.20.16.5 Setup Summary Fields 15/11/96

Division*: 2
Financial Year: 1997

Summary Field 1
Summary Field 2
Summary Field 3
Summary Field 4
Summary Field 5
Summary Field 6

Summary Field 1 – Summary Field 6. When there are many budgets in a system, the performance of online grouping at higher levels of the hierarchy can deteriorate. To avoid this problem, an additional six levels of summary can be set up to aggregate when a promotion is added to a budget or when any actuals are processed against a promotion against a budget. This means that there is no need to aggregate values to get summary fields in these six because they are automatically summarized at the time the base transaction is entered.

Implementation Issues: Summary fields are used only when very large numbers of budgets exist and rapid performances are required on the budget summary views.

Rebate Budget Parameters Setup

The parameters that drive each division for each financial year in the rebate budget area are set up and maintained in Rebate Budget Parameters (7.20.16.6).

The budget rules and data requirements are established, by division, by financial year. These are much simpler in the Rebate area than that of Promotions.

Once set, these parameters can be changed up until the first rebate budget is approved. Rebate budget parameters are only held and used in TrM.

rbparm	7.20.16.6 Rebate Budget Parameters	15/11/96
Division*: 1 Financial Year: 1997 Region/Area ?: Region Rebate Type ?: no Customer Grp ?: No Product Group?: No		

Fig. 14.20
Rebate Budget
Parameters

Region/Area. Each rebate has a region, an area, or both attached to it. In most cases region is the required structure. Areas tend to be used only when there are large numbers of budgets. In that case, highly fragmented budgets would still tend to apply only in the promotion budget area, rather than rebates are of a more generalized nature.

Create and Approve Budgets

Activities List

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Create Internal Sales Budgets	253
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General Ledger Budgets

The expenses incurred in promotional and rebate activities are allocated to the general ledger by Cost Center and Account code held on the budget. This means that expenses associated with a customer or product on a promotion, say a lump sum claim, are posted to the general ledger according to the values held on the budget that promotion customer and product are attached to.

Valid general ledger Cost Centers and Account codes combinations are set up in Add/Update GL Budgets (7.20.4.1) for the general ledger budgets. These general ledger budgets have their own budget figures for management purposes, which are alternates to budgets actually held in the general ledger.

General Ledger Budget Header Setup

bdglbud

7.20.4.8 Add/Update GL Budgets

08/13/97

Division*: 1

Cost Centre*: 0700

GL Account*: 7000

Financial Year: 1997

Total Budget: 1000000.00

Total Spreads: 1000000.00

Difference: Status: A

Algorithm*: EVEN

Even Spread

Fig. 14.21
Add/Update GL
Budgets

- Division.* The division that this budget is in.
- Cost Center.* General ledger Cost Center code.
- GL Account.* General ledger Account code.
- Financial Year.* Appropriate Financial year.
- Total Budget.* Total Value of the budget (entered).
- Total Spreads.* Sum of the individual period values (derived).
- Difference.* Total Budget and Total Spreads; must be 0 to approve.
- Status.* The status of the budget. Must eventually be set to A.
- Algorithm.* The code that tells how to spread the budget automatically. Amounts per period can still be overwritten.

Update General Ledger Budget Spreads

The value entered on the main screen can be automatically spread using one of the predefined algorithms. Alternatively, the individual values per period can be adjusted in this utility.

Screen	Option
7.20.4.8 Add/Update GL Budgets	Update Spreads

Period. The period number of the budget period.

Budget. The dollar value of the budget for that period. The sum of these figures must equal the entered figure on the budget header.

Approve General Ledger Budgets

When the spreads are satisfactory, approve the general ledger budget. A promotional budget cannot be entered until approved general ledger budgets exist.

Screen	Option
7.20.4.8 Add/Update GL Budgets	Approve Budget

Promotion Budgets

Budgets can best be thought of as *buckets* where various control totals are held and actual transactions are linked to provide consistent reporting.

Promotion Budget Header Setup

Details about each promotion budget are entered in Add/Update Promotion Budgets (7.20.4.3). The correct coding and entry is paramount to getting budgets to function smoothly.

Fig. 14.22
Add/Update
Promotion Budgets

bdprbud		7.20.4.1 Add/Update Promotion Budgets		08/13/97	
Budget Code*:	BUDG 2	Status:	A		
Financial Year:	1997 01 - 12	0/Flow Budget?:	no		
Description:	book budget 2				
Cost Centre*:	0700	Division 1			
GL Account*:	7000	Trade Spend			
Division*:	1	Division 1			
Region*:	E	East			
Area*:					
Zone*:					
Deal Category*:					
Deal Group*:					
Owner*:	SWL	Sarah Lowe			
Customer Group*:					
Product Group*:	KU	Kitchen unscented			
Total Budget:	100000.00				
Total Spreads:	100000.00	Difference:			
Algorithm*:	EVEN	Even Spread			

Budget Code. The unique code for this budget. It is manually input by the user. A structured code is recommended.

Status. The current status of the budgets. These are automatically set by various programs. Promotions can only be planned against approved budgets.

Financial Year. The financial year the budget is in.

These fields have no prompts but are the from and to periods that the budget applies to.

O/Flow Budget. Indicates if this is an overflow budget or not.

Description. A description of the budget. This often needs to be in some form of code.

Cost Center. The cost center on the general ledger that the budget posts its actuals to.

GL Account. The account code and sub-account code on the general ledger that the budget posts its actuals to.

Division. The division this budget is in.

Region. The region this budget applies to.

Area. The area this budget applies to.

Zone. The zone that this budget applies to.

Deal Category. The deal category this budget applies to.

Deal Group. The deal group this budget applies to.

Owner. The owner this budget applies to.

Customer group. The customer group this budget applies to.

Product Group. The product group this budget applies to.

Total Budget. The total value of the trade spend in the budget (the control value on the header).

Total Spreads. The value of the trade spend in the budget as entered on a period-by-period basis.

Difference. The difference between the above two fields. If this is >0, the budget cannot be approved.

Algorithm. A predefined method of spreading the total budget over the periods of the budget. It is a fast and easy way to divide the moneys.

Update Promotion Budget References

Because the main screen cannot contain all potential fields that define a budget, some fields are held in a series of subscreens accessed from the Option menu.

The first of these screens holds the four user-defined code fields found on the Promotion header and the three additional reporting fields.

Screen	Option
7.20.4.1 Add/Update Promotion Budgets	Update References

Fig. 14.23
Update Promotion
Budget References

bdprur

7.20 Update References

08/13/97

F

Budget Code*: BUDG 4

Status:

UDC1*:
UDC2*:
UDC3*:
UDC4*:
UDC 7 Purpose*: C

UDC8*:
UDC9*:

D

Deal Group*:
Owner*: SWL Sarah Lowe
Customer Group*:
Product Group*: BU Bath unscented
Total Budget: 100000.00
Total Spreads: 100000.00 Difference:
Algorithm*: EVEN Even Spread

User Code 1–9. The required fields are highlighted. Enter a value.

Update Promotion Budget Customer Details

Because the main screen cannot hold all potential fields that define a budget, some fields are held in a series of subscreens accessed from the Option menu. The second screen contains customer-related code fields.

Screen	Option
7.20.4.1 Add/Update Promotion Budgets	Update Customer Details

bdprcu

7.20 Update Customer Details

08/13/97

Budget Code*: BUDG 4

Status:

Customer Type*:

Cus Profile 1*:

Cus Profile 2*: AJ Chain

Cus Profile 3*:

Cus Profile 4*:

Cus Profile 5*:

Cus Profile 6*:

Cus Profile 7*:

Cus Profile 8*:

Cus Profile 9*:

Customer Code*:

Total Budget: 100000.00

Total Spreads: 100000.00

Algorithm*: EVEN

Difference:

Even Spread

Fig. 14.24
Update Promotion
Budget Customers

- Customer Type.* The customer type this budget applies to.
- Cus Profile 1–9.* The customer profile values at levels 1–9 this budget applies to.
- Customer Code.* The customer code this budget applies to.

Update Promotion Budget Product Details

Because the main screen cannot contain all potential fields that define a budget, some fields are held in a series of subscreens accessed from the Option menu. The third screen holds product-related code fields.

Screen	Option
7.20.4.1	Add/Update Promotion Budgets
	Update Product Details

- Pro Profile 1–9.* The product profile values at levels 1–9 this budget applies to.
- Product Code.* The product code this budget applies to.

Update Promotion Budget Spreads

When the above details are complete, use the next option, Update Spreads, to adjust values that appear in each period of the budget term.

Screen	Option
7.20.4.1	Add/Update Promotion Budgets
	Update Spreads

Fig. 14.25
Update Promotion
Budget Spreads

bdprus

7.20 Update Spreads

08/12/97

Budget Code*: <u>BUDG 4</u>			Status:
Financial Year: 1997 01 - 12			0/Flow Budget?: no
PerTotal Budget			
01	8337.00	.0000	1
02	8333.00	.0000	ade Spend
03	8333.00	.0000	1
04	8333.00	.0000	
05	8333.00	.0000	
06	8333.00	.0000	
07	8333.00	.0000	we
08	8333.00	.0000	
09	8333.00	.0000	cented
10	8333.00	.0000	
11	8333.00	.0000	Difference:
12	8333.00	.0000	ead

Complete and Approve Promotion Budgets

When the spreads are complete, use the next option, Complete Budgets, to fix the values as they are in the budget.

Screen	Option
7.20.4.1 Add/Update Promotion Budgets	Complete Budget

See “Promotion Sales Budgets” on page 248.

If required, create and approve a promotion sales budget.
Approve the promotion budget.

Screen	Option
7.20.4.1 Add/Update Promotion Budgets	Approve Budget

Promotion Sales Budgets

These subsidiary budgets are not always set up. This documentation assumes that they are. These records are attached to the main budget record and accessed via the same User Menu already in use.

Promotion Sales Budgets Header Setup

Screen	Option
7.20.4.1 Add/Update Promotion Budgets	Sales Budgets

Fig. 14.26
Sales Budgets

bdprsb7.20.4.3 Sales Budgets01/07/96

Budget Code*: DIV4TESTStatus:

Start Period: 01End Period: 12Algorithm*: EVENEven SpreadStatus:

	Entered	Spreads	Difference
Total \$:	1000000	1000000	
Total Qty:	20000	20000	
Promotion \$:	100000	100000	
Promotion Qty:	2500	2500	

Total Budget: 10000.00Total Spreads: 10000.00Difference:

Algorithm*: EVENEven Spread

F1-Go 2-Help 3-Ins 4-End 5-Del 7-Rcl 8-Clr 6-Opt

Start Period. The start period of the period the sales budgets apply to.

End Period. The end period of the period the sales budgets apply to.

Algorithm. A predefined method of spreading the value over the periods of the budget. It is a fast and easy way to divide up the moneys.

Status. The current status of this sales budget. This is automatically set by various programs. Promotions can only be planned against approved sales budgets.

Entered. The header value keyed in as the control total. Manipulate this value directly.

Spreads. The sum of the period values. Manipulate by changing the spreads or period values.

Difference. The entered value minus the spread value. It must be zero to approve a promotion.

Total \$. The sales value in dollars of all promotional and non-promotional sales.

Total Qty. The sales value in units of all promotional and non-promotional sales.

Promotion \$. The sales value in dollars of all promotional sales.

Promotion Qty. The sales value in units of all promotional sales.

Update Promotion Sales Budgets Spreads

Use this to change the values if the algorithm’s results need fine-tuning.

Screen	Option	Option
7.20.4.1	Add/Update Promotion Budgets	Sales Budgets Update Spreads

Fig. 14.27
Update Spreads for
Promotion Sales
Budgets

bdsbus

7.20.4.3 Update Spreads

01/07/96

Period	Promotion \$	Promotion Qty	Total Turnover	Total Qty
01	8337	212	83337	1674
02	8333	208	83333	1666
03	8333	208	83333	1666
04	8333	208	83333	1666
05	8333	208	83333	1666
06	8333	208	83333	1666
07	8333	208	83333	1666
08	8333	208	83333	1666
09	8333	208	83333	1666
10	8333	208	83333	1666
11	8333	208	83333	1666
12	8333	208	83333	1666

F1-Go 2-Help 4-End Enter-Upd 6-Opt Home-PgF End-PgL

Promotion \$. The sales value in dollars of all promotional sales.

Promotion Qty. The sales value in units of all promotional sales.

Total \$. The sales value in dollars of all promotional and non-promotional sales.

Total Qty. The sales value in units of all promotional and non-promotional sales.

Approve Promotion Sales Budgets

After Sales Budget entry has been completed and the Sales Budget approved, exit from the Sales Budget back to the main Promotion Budget. The outstanding activities are:

- Approve the budget (use Approve Budget).
- Reset (use Reset Budgets) and make adjustments if required at a later date (providing no promotions are attached).

Rebate Budgets

Create Rebate Budgets

Create and update rebate budgets in Rebate Budget Maintenance (7.20.4.13).

rbbud7.20.4.13 Add/Update Rebate Budgets08/13/97

Budget Code*: BBUD 1

Financial Year: 1997

Description: Rebate Budget 1

Cost Centre*: 0700Division 1

Expense A/c*: 7000Trade Spend

Division*: 1Division 1

Region*: EEast

Area*:

Rebate Type*:

Customer Group:

Product Group*:

Total Budget: 200000

Total Spreads: 200000

Difference:

Status: A

Algorithm*: EVENEven Spread

Fig. 14.28
Add Rebate
Budgets

Update Rebate Budget Spreads

Use this option to adjust the spread based on the algorithm.

Screen	Option
7.20.4.1 Add/Update Rebate Budgets	Update Spreads

Fig. 14.29
Update Rebate
Budget Spreads

rbbudus		7.20 Update Spreads		08/13/97																																								
Budget Code*: <u>BBBUD 2</u> Financial Year: 1997 <table border="1"><thead><tr><th>Per</th><th>Total</th><th>Budget</th></tr></thead><tbody><tr><td>01</td><td>16663.00</td><td></td></tr><tr><td>02</td><td>16667.00</td><td></td></tr><tr><td>03</td><td>16667.00</td><td></td></tr><tr><td>04</td><td>16667.00</td><td></td></tr><tr><td>05</td><td>16667.00</td><td></td></tr><tr><td>06</td><td>16667.00</td><td></td></tr><tr><td>07</td><td>16667.00</td><td></td></tr><tr><td>08</td><td>16667.00</td><td></td></tr><tr><td>09</td><td>16667.00</td><td></td></tr><tr><td>10</td><td>16667.00</td><td></td></tr><tr><td>11</td><td>16667.00</td><td></td></tr><tr><td>12</td><td>16667.00</td><td></td></tr></tbody></table> dget 1 Division 1 Trade Spend Division 1 East Even Spread						Per	Total	Budget	01	16663.00		02	16667.00		03	16667.00		04	16667.00		05	16667.00		06	16667.00		07	16667.00		08	16667.00		09	16667.00		10	16667.00		11	16667.00		12	16667.00	
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12	16667.00																																											

Approve Rebate Budgets

From Rebate Budget Maintenance (7.20.4.13), press User Menu to display the Options menu. Choose Approve Budget.

Screen	Option
7.20.4.1 Add/Update Rebate Budgets	Approve Budget

Fig. 14.30
Update Rebate
Budget Spreads

rbbdab		7.20 Approve Budget		08/13/97	
Budget Code*: <u>BBBUD 2</u> Financial Year: 1997 Approved By*: Division*: 1 Division 1 Region*: E East Area*: Rebate Type*: Customer Group*: Product Group*: Total Budget: 200000 Total Spreads: 200000 Difference: Status: Algorithm*: EVEN Even Spread					

Internal Sales Budgets

These budgets control and manage expenditure of discount incurred via internal sales transactions. Each sales person is tied to one and only one internal sales budget. An internal sales budget can be attached to only one sales person. This makes internal sales budgets the simplest of all budgets. They are also the most rigid as a consequence.

Create Internal Sales Budgets

Use Add/Update Internal Sales Budget (7.20.4.20) to create internal sales budgets.

bdtibud

7.20.4.20 Add/Update Internal Sale Budgt

08/12/97

Staff Member*: ID

Tom Dirksen

Division*: 1

Division 1

Financial Year: 1997

Cost Centre*: 0700

Division 1

GL Account*: 7000

Trade Spend

Total Budget: 100000.00

Total Spreads: 100000.00

Difference:

Status: A

Algorithm*: EVEN

Even Spread

Entry Date: 06/30/97

Entered By*: sul

Sarah Lowe

Updated Date: 06/30/97

Update By*: sul

Sarah Lowe

Approval Date: 06/30/97

Approved By*: sul

Sarah Lowe

Fig. 14.31
Internal Sales
Budget Header

Approve Internal Sales Budgets

After generating spreads, approve the budget.

Screen	Option
7.20.4.20 Add/Update Internal Sales Budget	Approve Budget

View Promotion Budgets

See Chapter 23, “Views,” for information on creating and maintaining views.

Specify the View

This is where the users actually view their budgets.

Fig. 14.32
Promotion Budget
Views

vbprihdl		7.20.4.3 Promotion Budget Views	07/07/96
+-----+-----+-----+-----+			
View*: div21996			
Year: 1996			
Owner:			
Cost Centre*:	-to-	+----- Options -----+	
GL Account*:	-to-	Run	
Division*: 2	Bakery	Main Selections	
Region*:		Secondary Selections	
Area*:		Customer Selections	
Zone*:		Product Selections	
Deal Group*:		References	
Deal Category*:		Sequence/Formatting	
Customer Grp*:		+-----+	
Product Grp*:			
Budget Code*:	-to-		
Line Format*: ad	Budget/Year/Cat/Amount/Planned/Actual/Ba		
Desc Format*: ac	2 Line Budget Description/Category Descr		
Sequence*: ac	Year, Deal Category, Budget Code		
+-----+-----+-----+-----+			
F1-Go F2-Help F4-End Home-PgF End-PgL PgUp PgDn			

Run. Executes the search for all budgets with the specified parameters.

Main Selections. Allows access to the values on the first screen.

Secondary Selections. Allows access to the values on the second screen.

Customer Selections. Allows access to the values on the customer selection screen.

Product Selections. Allows access to the values on the product selection screen.

References. Allows access to the values on the references selection screen.

Sequences/Formatting. Allows access to the three values for formats, descriptions, and sequences.

Output from the View

This is output from the selected view.

Fig. 14.33
All Budgets View

vbp1fmad			7.20.4.3 All Budgets					07/07/96		
----- Balance -----										%Var
Bud	Code	Yr	Cat	Budget	Planned	Actual	Plan	Actual	toPlan	
2001	96			10000			10000	10000		
2002	96			10000	140664		130664-	10000	999.99	
2003	96			10000	16000		6000-	10000	160.00	
2004	96			10000	21770		11770-	10000	217.70	
2005	96			10000	40698	1110	30698-	8890	406.99	
2011	96			10000	33156	10800	23156-	800-	331.56	
2012	96			10000	175568		165568-	10000	999.99	
2013	96			10000			10000	10000		
2014	96			100000	21333		78666	100000	21.33	
2015	96			100000			100000	100000		

Budget Code: 2005				Div 2 Test 5						
Category :										

F1-Go 2-Help 4-End 6-Opts PgUp PgDn										

Bud Code. The unique code for the budget.

Year. The financial year for that budget.

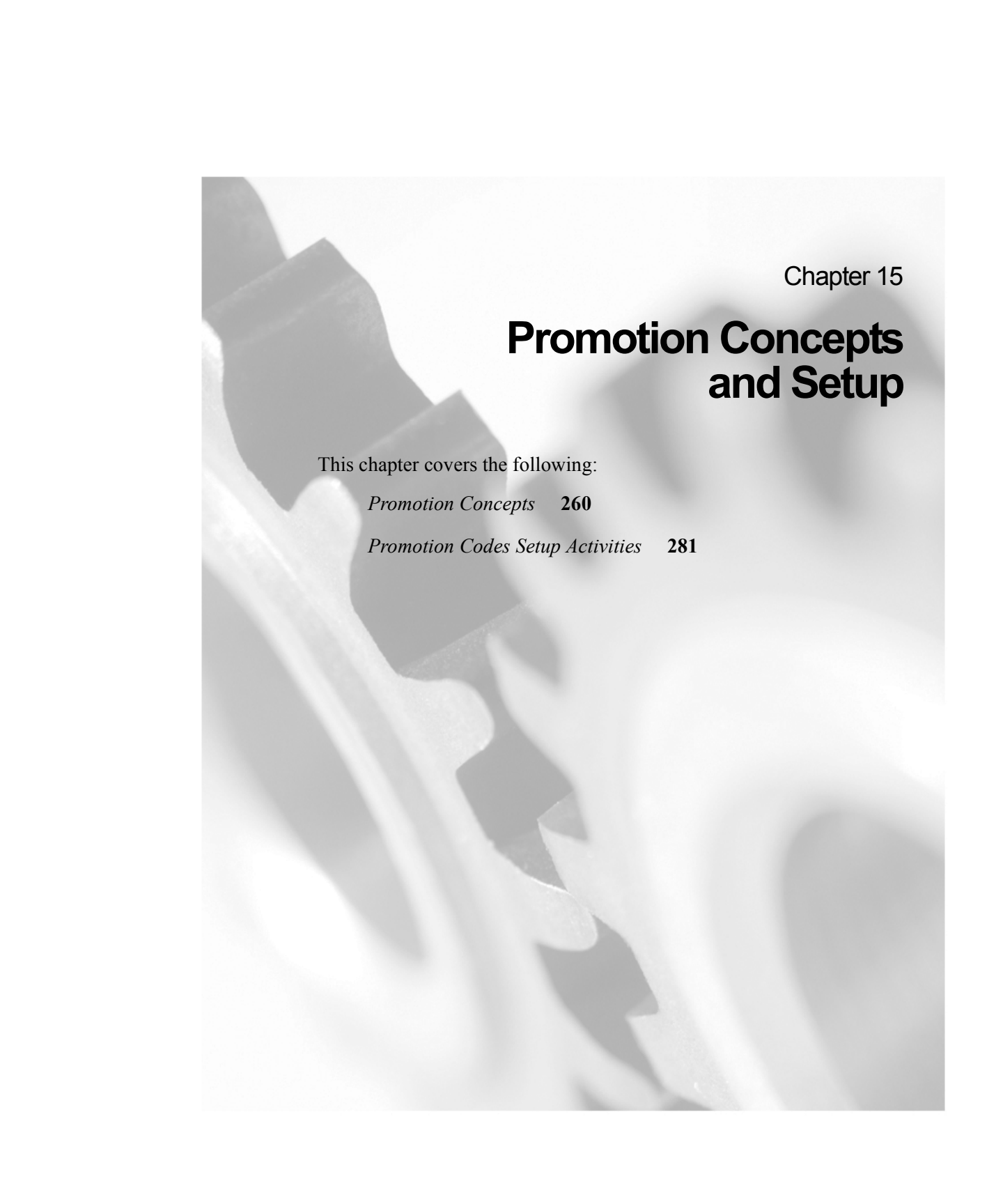
Budget. The total spend dollars for the budget.

Planned. The sum of planned spends on customer by product by customer group records that are attached to this budget.

Actual. The sum of actual spends on customer by product by customer group records that are attached to this budget.

Balance Plan. Budget – Planned.

Balance Actual. Budget – Actual.



Chapter 15

Promotion Concepts and Setup

This chapter covers the following:

Promotion Concepts **260**

Promotion Codes Setup Activities **281**

Related Topics

Promotion access and security

- Set up staff security profiles (7.20.24.3)
- Attach individual staff record to security profile (7.20.21.4)
- Set use of promotion approvals (Control File 7.20.19.1 p8)
- Define promotion approval levels (7.20.21.6)
- Define individual staff member approval level (7.20.21.4 Opt: Security Setup (General))
- Define individual staff member security level (7.20.21.4 Opt: Security Setup (General))
- Set staff promotion access security (7.20.21.4 Opt: Promotion Access Security)
- Set up custom promotion approval programs if wanted (7.20.21.9 Opt: Approval Programs)
- Set up additional program parameters and approval managers as needed (7.20.21.9 Opt: Approval Managers)
- On division record, set close date prior to which a promotion cannot start (7.20.21.9 Opt: Defaults)

Promotion dates

- Set buy in and retail date relationship in control file (7.20.19.1 p4) (if set in control file only, value will be system-wide)
- Set relationship between buy-in and retail dates in division record; if not set here, value held in control file will apply (7.20.21.9 Opt: Sundry Parameters)

Customer groups

- Define MFG/PRO salespersons (2.5.1)
- Define TrM customer groups (7.20.21.13)
- Assign customers to customer groups (7.20.21.13 Opt: Associated Divisions, Opt: Associated Customers)
- Set up user-defined customer groups as needed (7.20.21.14)

Product groups

- Define TrM product groups (7.20.21.15)
- Assign products to product groups (7.20.21.2 Opt: Associated Divisions, Opt: Profile Information)

Bulk change

- Set Bulk Change? flag in control file (Control File 7.20.19.1 p7)
- Set bulk change access security (7.20.21.4 Opt: Bulk Changes Security)

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- Define buying codes (7.20.13.14)
- Define and verify volume spread method on deal category record (7.20.13.4)
- For customer-based volume spread method, set customer volume weighting value in customer record (7.20.21.1 p2)
- Set customer volume weighting value in divisional customer record (7.20.21.1 Opt: Associated Divisions, Opt: Additional Information) for customer-based volume spreads

Clash codes

- Verify Clash codes (7.20.13.18)
- Set date range for clash check on individual deal category records (7.20.13.4)
- Set default clash code on division record (7.20.21.9 Opt: Defaults) (if set on division record only, value will be division-wide)
- Set default clash codes on individual general staff record; if not set here, value held on division record will apply (7.20.21.4 Opt: Additional Security (General))

Promotion Concepts

A promotion is the transaction that causes the organization to give some form of discount. A promotion can be an operation over a short or long period of time. The promotion can have many reasons for existence and can be described in many different ways. Within TrM the promotion is used to either vary the discount shown off invoice or to retrospectively pay discount in the form of a billback, chargeback, or deferred claim, or to pay lumps of money that are required to facilitate commercial transactions, for example, slotting fees, market development fees, new line fees, and so on.

Promotion Deal Concepts

The *deal* for a promotion, shown in the deal code, is the generic name given to the description of the nature of the financial aspects of the promotion. Each deal contains two groups of information: the (up to four) deal categories, and the pricing methods by which the deal categories are applied. Each unique combination of deal category and pricing method is a deal type. In promotions, combinations of deal types are represented by deal codes.

Deal Categories

There are 11 potential deal categories. A promotion can contain anywhere between one and four of these categories, four being the maximum number. If there are five deal components, two deals will have to be created to cover all five categories. The deal can have any combination of categories on it but a particular category cannot be repeated within a deal.

Since a promotion can have up to four elements on it, each of these elements belonging to a different deal category, and since each product can have a different deal, you need to summarize the information by deal category to understand the extent of your expenditure in each area. The system, therefore, holds summary records within the promotion at the promotion-deal category level.

Deal categories are used only in TrM.

The 11 deal categories are summarized in Table 15.1.

Table 15.1
System-Defined
Deal Categories

Code	Common Terminology	Description
OI	Off Invoice	This is a deal where the discount is taken and shown on the invoice.
DC	Billback, Chargeback, Post-Billed, Deferred Claim	This is a deal where the discount is taken retrospectively; that is, after the event, and claimed back from the manufacturer. When there are two deferred discount elements on a deal, this deal element is used for the wholesale portion.
IN	Retail Claim	This deferred deal claim element is similar to the previous element. It is repeated as a possibility of an element on a promotion because, in certain cases, there is a retrospective discount given based on both the wholesale and the retail quantities sold. This deal element is used for the retail element and is generally based on data from scan during the period that the promotion actually runs in store, that is the retail dates.
CSM	Lump Sum, Coop, Straight Moneys	This deal element covers lump sums of money where the amount of money is not a function of the volume of product sold (although the agreement as to the amount may have been originally set in expectation of achieving a certain volume). These deals cover a multitude of reasons, for instance slotting, MDF, and other payments used in the retail trade.
CIL	In Lieu Moneys, Coop In Lieu	This deal element refers to lump sums of money that are funded from rebate moneys previously generated. The special characteristic of these deals is that the value is not posted to the general ledger but merely reported here and displayed for reporting purposes so the customer and the manufacturer can see where rebate moneys are being spent. An alternative strategy exists that allows the moneys to be transferred to the promotion area (that is, the rebate is not paid) and the money is to be spent by promotional activity.
BO	Free Goods, Bonus Stock, Freebies	This refers to stock given away at no charge, either delivered with the order that drove the requirement, or supplied subsequently when sales quantities to indirect customers are known. It may also be as a substitute for Lump Sum payments. The most typical deal is where you buy 12 and get 1 free.

Code	Common Terminology	Description
BRK	Bracket Price	Pricing is set by quantity ordered. For the period of the promotion, the customer is able to buy small quantities at least at a higher level. Pricing includes a pickup price.
GE	General Expense	Covering lump sums of money for general activity not specifically related to the normal lump sum payments in the retail arena (slotting, new line fees, MDF). Typical examples are annual golf tournaments and tradeshow fees.
ME	Merchandising	This deal element covers activity in the form of merchandising. Generally sums of money for hats, tee shirts, POS display, and so-on
VO	Quantity Breaks	Pricing is set by quantity ordered. Increased quantities result in a lower price.
CU	Coupon	A deal where the discount is taken retrospectively; that is, after the event, and claimed back from the manufacturer when evidence of purchases is provided by coupons.

Pricing Methods

Pricing method refers to the way in which deal categories are applied. There are four main pricing methods. A deal category can only contain one method on a promotion; it is not possible to set up a dollar off invoice for one product on a promotion and a 10% off invoice on another product on the same promotion.

Table 15.2 summarizes the pricing methods.

Table 15.2
Pricing Methods

Code	Common Terminology	Description
\$	Dollar Off	A fixed amount of money <i>off</i> whatever is the starting point
%	Percentage Off	A percentage amount <i>off</i> the starting point
N	Net	Ignores the starting point and guarantees the finish point; a guaranteed price, a net price
M	% On or markup	A percentage amount <i>on</i> the starting point

Pricing Methods for Discounts			
	\$	%	Net
List price of ...	\$10	\$10	\$10
Now apply a discount of ...	\$1off	10%	Net price of \$9
Results in a discount value of ...	\$1	\$1	\$1
Invoiced price	\$9	\$9	\$9
Price increase of 10%			
New list price of ...	\$11	\$11	\$11
Apply the same discount of ...	\$1 off	10%	Net price of \$9
Results in a discount value of ...	\$1	\$1.10	\$2
Invoiced price	\$10	\$9.90	\$9
		Relative	Absolute

Fig. 15.1
Pricing Methods for Discounts

Deal Types

The deal type describes the fundamental unit that goes to make up all the deal codes. It is a combination of one of 11 deal categories and one of 4 pricing methods. Each promotion can contain up to four deal types and, noting the deal category on the deal type, a deal category can only be used once per promotion. For example, it is not possible to have the deal types OI\$ (deal category = OI and pricing method = \$) and OI% (deal category = OI and pricing method = %) on the same promotion because they contain the same deal category.

Deal types are used only in TrM.

Table 15.3 shows a few examples of deal types.

Deal Category	Pricing Method	Deal Type
OI: Off invoice	\$, Dollar off	OI\$: \$ Off invoice
OI: Off Invoice	%, Percentage off	OI%: % Off invoice
DC: Billback	\$: Dollar off	BB\$: Billback \$off

Table 15.3
Deal Type Examples

Deal Codes

The deal code is the structure where the various components of a deal (each component called a deal type) are grouped. A deal code can contain up to four deal types; there is one deal code for each promotion.

Deal codes can have any mixture of deal types on them provided that a deal category is used only once per deal code.

Deal codes are used only in TrM.

Table 15.4
Valid and Invalid
Deal Codes

Valid Deal Code	Invalid Deal Code
OI\$BB\$	OI\$OI%
OI%LS	

Deal Groups

Deal groups are structures used in the budgeting process where a site wants to group deal categories into, what are for them, logical groupings. The deal group is then purely a logical grouping structure that pulls (sometimes) disparate deal categories together.

For example, taking the deal categories of OI (Off Invoice), DC (Billback) and CSM (Lump Sum), the budgeting could be arranged on two sites as follows:

Site 1:	Deal Group 1	OI
	Deal Group 2	DC & CSM

This is because the first come off invoice and the second are retrospective

Site 2:	Deal Group 1	OI & DC
	Deal Group 2	CSM

This is because the first are discounts and the second is fixed amounts of cash.

Deal groups are used only in TrM and then only for budgeting.

Promotion Dates Concepts

Each promotion has two sets of dates on it. The first set is mandatory; the second set is optional (they are made optional by switching them off).

Buy-in Dates

The first set of dates are nominally called the buy-in start and finish dates. These dates represent the range when the warehouse is open to sell product at the special price. Within MFG/PRO Sales Order Entry, this date can have one of two meanings: the order date or the due date. Remember that this value can only be set system wide and once set applies to all orders placed within the system. Therefore, the meaning and effect of the date displayed and entered here within the promotion is, in effect, set in the sales order entry control file. It is appropriate that the prompt be changed to reflect the meaning selected within the system. The usual method is for this to mean the order date or buy-in date.

Retail Dates

The second set of dates held on the promotion are the retail dates, generally dates associated with consumer-related activity. This represents, for retail promotions, the dates that the promotion is actually running in store; that is, the promotional pricing and benefits available to consumers within this period. These dates are very important for analysis purposes and also because one of the deal types, the retail billback promotion, uses these dates as the validating date range for claim verification.

In some businesses, there is a requirement to constrain the relationship between the dates. For example, the retail dates may have to be between the buy-in dates. The system has a number of options to allow setting the date interaction rule. These options are set in Division Date Parameters.

Owner and Responsibility Concepts

The concept of responsibility is an important part of TrM in that users of the system and those who make commercial decisions relating to the company, make their decisions available for review by management. To

support this, the major transactions in the system are clearly coded to identify who is accepting responsibility, either because they initiated the transaction, or because they caused it to be authorized.

Each promotion and rebate is coded with both an owner and a responsibility code; either code is a registered user of the system.

Owner

The difference between owner and responsibility refers principally to the power of the code and relationship to security where owner is the most powerful attribute. The owner of the promotion can always enter and modify or delete the promotion regardless of the region, area, or zone control that is in place. When promotions and rebates are added, the user is defaulted to the person entering the transaction.

Responsibility

Similarly, the user whose name is in the responsibility field can enter and do the same but access is generally limited via certain lookup screens where only matches on responsibility are found. When promotions and rebates are added, the responsibility is defaulted to the person entering the transaction.

Next Action Code Concepts

TrM can tag the promotion and rebate records with a code, the next action code, which indicates that some activity is outstanding or due. The meaning and use of these codes is completely determined by each site.

A date follows the codes. Combined with the next action code, together they give the required action and timing of that requirement.

TrM then provides by user a scroller that lists records coded with a next action, sorted by date, the oldest first.

Promotion Level Concepts

The promotion level is set on the promotion header and indicates the way the promotion is internally structured with reference to products and customers.

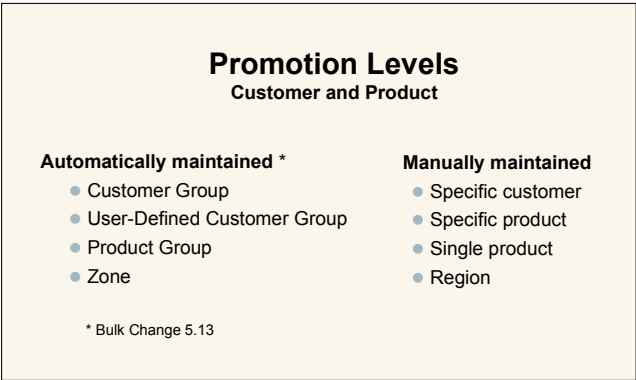


Fig. 15.2
Promotion Levels

Promotion Level for Customers

The promotion customer level represents how the promotion interacts with the customers and customer groups that are linked to the promotion, when changes are made to customer group membership during the life of a promotion.

All customers must belong to at least one customer group. A customer on a promotion has not only their code recorded on the promotion, but also the customer group that they belong to.

A promotion can be set at one of two levels:

- At the individual customer level: if set at the customer level, it indicates that the promotion is only applicable to the customer codes listed on the promotion.
- At the customer group level: if set at the customer group level, it indicates that the promotion is applicable to any customer who is a member of any customer group listed on the promotion. This means that if the membership of the customer group changes (that is, that a customer leaves or joins the group), this change must be reflected in the promotions that this customer group is attached to, provided that the promotion is set as a customer group level promotion.

For instance, you can have two promotions, one written at the customer level and one written at the customer group level. Assuming the customer group has 10 customers attached, then say the customer level promotion has those 10 customers on it, and the customer group level promotion has the same 10 customers, all belonging to the same customer group, on it. When you add an 11th customer as an active member of the customer group, the existing customer group level promotions for that customer group will automatically have an additional customer added to them, leaving the customer level promotion with 10 customers (even though they are the same 10 customers) and the customer group level promotion now with 11 customers.

In reality, the promotions are driven by the list of customers on them. So, if a promotion is set at the customer group level, on entry or edit, the system locates the customers in the group and pulls them onto the promotion.

Automated maintenance occurs when changes to membership occur after a promotion has been added (and is to run sometime in the future or is currently running). Merely attaching or deleting the customer to or from the customer group record does not alter all the promotions. TrM includes a facility called the *edit*, which enables the addition and deletion of a customer to a group to be recorded, with a date for when the change will become effective (meaning the edits do not have to be immediate; they can be pre-entered). In the batch run in the early hours of the day in question, the customer is attached or deleted to or from the customer group record, any promotion set at the customer group level that contains this customer group (and is at status less than status 7) has the customer added or deleted, and any associated price lists are amended to reflect the changes.

While there are two basic levels, customer and customer group, they both come in a number of variations, principally related to how to quickly select customers and customer groups. The variations defined here are:

- Customer-level codes: customer, predefined group
- Customer group-level codes: zone, region, customer group

Customer levels are used only in TrM.

Promotion Level for Products

This same principle applies to products and product groups. For businesses that commonly have line extensions (promotional packs, for example), the automated maintenance is available through the use of product group coding.

The promotion product level represents how the promotion interacts with the products and the product groups that are linked to the promotion, when changes are made to product group membership during the life of a promotion.

All products must belong to at least one product group. A product on a promotion has not only its code recorded on the promotion, but also the product group that it belongs to. If, during the life of a promotion the product is removed from the product group, one of two things happens:

- The product continues to be eligible for the promotion.
- The product is no longer eligible for the promotion.

When the promotion is recorded, the manner in which the promotion is to be dealt with when product or product group changes are made is indicated. This indication is called *promotion product levels*.

A promotion can be set at one of two levels:

- Product level. If set at the product level, the promotion applies only to the product codes listed on the promotion.
- Product Group level. If set at the product group level, the promotion applies to any product that is a member of any product group listed on the promotion. This means that if the membership of the product group changes (that is, that a product is removed from or is added to the group), this change must be reflected in the promotions that this product group is attached to, provided the promotion is set as a product group level promotion.

While there are two basic levels, product and product group, they both come in a number of variations, principally related to how to quickly select products and product groups. The variations defined here are:

- Product-level codes: Selected Product, Single Product
- Product group-level codes: Product Group, All Products

Product levels are used only in TrM.

Promotion Customer Concepts

The customers for whom this promotion will be effective are listed on the promotion. These customers are the sold-to customers, not the ship-to customers, the customers who actually place orders against the system. In addition, the customer groups to which these customers are attached are recorded and held as separate records, so records exist for promotion customer and promotion customer group.

Promotion Product Concepts

The products where sales attract the discounts and other promotion elements from this deal are listed on the promotion. The levels of discount and lump-sum moneys, for example, can be defined by product or at the product group level. The product group that each product belongs to is also recorded as a record on the system so that each promotion contains not only promotion product records but also promotion product group records.

User-Defined Code Concepts

Throughout the system, on four key transaction types (promotion, rebate, budget, and agreement), there are some optional fields that can be added to the transaction. These fields, predefined by the user and generically known as UDCs or user-defined codes, are used for one of three purposes:

- 1 As selection and reporting data elements, which enable subsetting of the transactions into site-appropriate groupings. This way they can be used in the selections for views and the selections for reports. For example, promotions are often coded with a reason, where the reason may be one of:
 - Competitive pressure
 - Part of base activity plan; new product launch
 - Temporary price reduction

It is then possible to find all promotions that have been initiated specifically to counter competitive activity.

- 2 The second purpose relates to the promotion budget area where codes can be used as parameters in the process that selects appropriate budgets for the promotion. For example, promotions are often funded from one of two sources, either field sales moneys or corporate marketing budgets. If promotions are coded as being funded from one source or the other in one of the UDC fields, the budgets can be located correctly and the spend correctly attributed to field sales or marketing.
- 3 Certain fields may have a site-specific program attached to them. When data entry is complete, the program is triggered and, either interactively or in batch, it undertakes some site-specific activity. For example, a site may need to fax brokers with its promotions as they are added or edited. A program can be written at the site, attach it to one of the UDC codes and, on entry or edit, the program runs. This program could prompt for some notes, confirm the fax number, and then take the promotion information and fax the detail to the relevant brokers. Or, the program could check the current value entered and compare it to a value in another field. If the pair of values is valid, then continue; if not, put up a warning that an illegal pair of values exists. These custom programs can then be used for data validation purposes and thus are a (potential) method of restricting data access.

For whatever reason, these fields are first controlled as to use or not from some control structure (this varying, depending on the UDC field). See the table below for the location of these control structures. In a number of cases the control capability is extended further; for example, is completion optional or mandatory, is data entry table-driven or not.

In the case of the promotion and rebate user-defined codes, where programs can be attached to these codes, the names of these programs are set in the relevant control structure.

The selection of options in these fields is also controlled by the standard divisioning and data grouping capabilities to display and have valid only appropriate entries for each user. In addition, the system defaults can be set (again by user) so that, on initial entry to the transaction, the most common code populates the screen.

Note that UDC4 is a code common to both promotions and rebates. This enables a promotion or rebate to have a common control field for functions such as archiving.

UDC codes are used only in TrM.

A summary of promotion UDC codes follows.

Table 15.5
User-Defined
Codes Summary
Table

Field	Where Used	Where Controlled	Uses
UDC1–3	Promotion Header	7.20.19.1 Control File, Page 6	Reporting, Views, Budget Parameters, Run linked programs
UDC4	Promotion Header, Rebate Header	7.20.19.1 Control File, Page 6	Reporting, Views, Budget Parameters for promotions only, Run linked programs

Modifier Concepts

In situations where for promotions the four user-defined fields on the promotion header are insufficient, there are an additional ten user-defined fields available in the form of modifiers.

It should be noted that these modifiers are different from the four user-defined codes in the following ways:

- They are not available as parameters to drive budgets.
- They do not occur on the main screen of the promotion header but automatically pop up after the customer selection is activated.
- They can accept free-form data entry, whereas the first four user-defined codes cannot; that is, the data need not be validated against a table.
- The attached program will always run on add and edit of the code, in which case the program must be written with this in mind.

Modifiers are used only in TrM.

The following is an overview of the promotion modifier codes

Table 15.6
Modifier Codes
Summary Table

Field	Where Used	Where Controlled	Uses
Modifiers1–10	Promotion, (subsidiary screen)	7.20.13.11.13 Modifier Parameter Maint.	Reporting, Views, Run linked programs

Product Volume Concepts

Promotion entry requires the entry of a volume against products or product groups. This is the expected quantity of product to be processed under the terms of this current deal. Entry of volumes occurs in the same units that pricing occurs in. Entry of volumes is one figure across the entire period of the promotion. Entry of these volumes, even though performed at the product level, is divided in two ways: it must be split across the customers, and it must be split over time: that is, time that is phased over the period of the promotion.

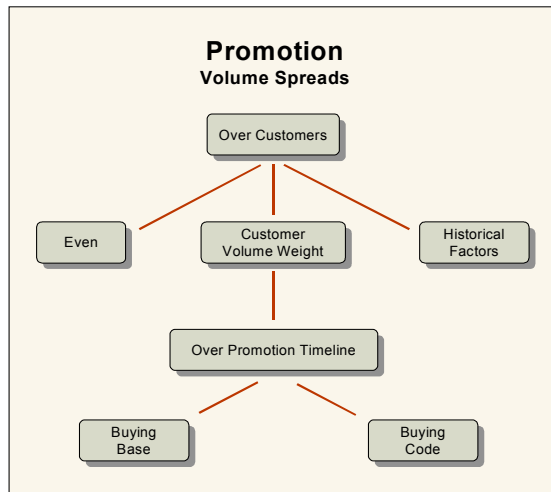


Fig. 15.3
Promotion Volume Spreads

Volume Spreads Across Customers

During or after entry of the volume in Deal Edit, volumes are split automatically by one of three methods:

- It can have a simple pro rata across the customers. Ten customers with 1,000 cases in expected sales has exactly 100 cases on each customer.
- Each customer is weighted according to its general relative importance in terms of sales volumes to the business. This number can range between 1 and 99. This means that with 2 customers, 1,000 cases in expected sales, one with the weighting of 10 and one with the weighting of 20, one would receive one third of the volume and the other would receive two thirds of the volume.

Fig. 15.4
Customer Volume
Weighting for
Promotions

Promotion Volume Spread	
Customer Volume Weighting	
Promotion Volume	
1000 units	
Customer	Volume
A	50
B	75
C	<u>30</u>
	155
 $A = 50/155 \times 1000 = 320 \text{ units}$	
$B = 75/155 \times 1000 = 480 \text{ units}$	
$C = 30/155 \times 1000 = 200 \text{ units}$	

- The system displays existing sales information and lets users manipulate that data as the input for the customer-products.

The third method requires some additional explanation. TrM can store sales data in three different ways. The three ways are chosen from a possible six different methods:

- Last Half-Year: sales by customer-product for the most recent six full months
- Last Quarter: sales by customer-product for the most recent three full months
- Last Month: sales by customer-product for the most recent full month
- Rolling Annual: sales by customer-product from yesterday and back twelve months
- Rolling Half-Year: sales by customer-product from yesterday and back six months
- YTD Sales: sales by customer-product from the beginning of the financial year forward to yesterday

When the volumes are required during data entry, the three values are displayed (at the product level but can be displayed or manipulated at the customer-product level). The user elects to take a percentage of those figures. The volumes are then auto-generated and split down to the customer-product level.

The split method is determined by the code known as the Spread Method. This spread method is set on the Deal Category, each category being able to have a separate method. Since each deal type on the promotion belongs to a separate deal category, the spread method is initially determined by the spread method held (as a default) on the relevant deal category.

Volume Spreads Over Time

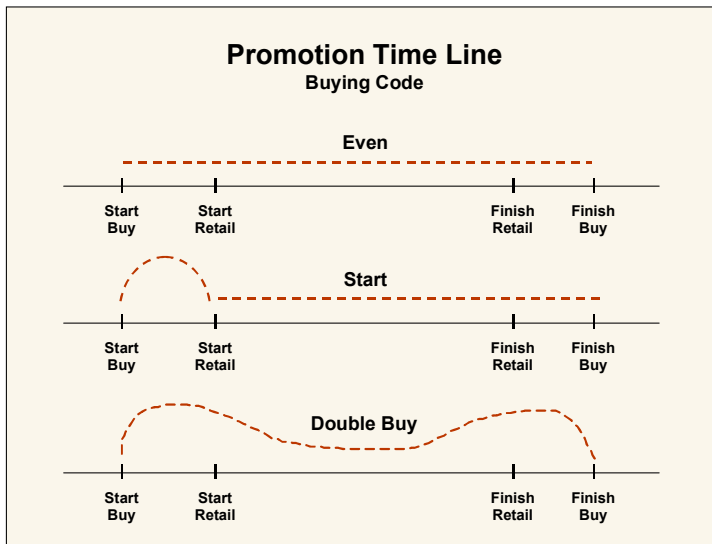


Fig. 15.5
Volume Weighting
Over Promotion
Time Line

Each of these volumes, once split or apportioned or generated in the above manner, is spread for each customer-product over the period of the promotion.

Promotional volumes, entered as a single figure, need to be spread over the period of the promotion. This is achieved by the Buying Code and the Buying Base acting together.

On each division deal, category is held by the buying code and the buying base. The Buying Codes are predefined and automatically applied to each Deal Category on a promotion; the Buying Code is defaulted from the Divisional Deal Category record. It can then be maintained individually on each promotion.

- The buying code gives the pattern by which the volume should be spread over time.

- The buying base indicates whether this should be spread over the buy-in dates or over the retail dates.

The key here is that the two codes work together to define how volumes spread over time.

Since each deal type on the promotion belongs to a separate deal category, the spread over customers is initially determined by the spread method held (as a default) on the relevant deal category.

Each customer-product volume, once determined, is further split according to the effect of the buying code and the buying base.

Note A Buying Code consists of seven values, called weights, which represent seven points on a curve. The shape of the curve is the user's estimation of the purchase pattern of the promotion customers during the period of the promotion. When these buying codes are set up, the mathematics in the system will take those seven points, calculate a smooth curve through them, and then apply this curve over whatever period between the dates as determined by the buying base.

Clash Concepts

A clash is a situation where the current promotion has a deal in operation at the same time as another promotion (at status 3 or above) for the same product, division, and region.

There are many businesses where only one promotion should be in effect at the same time. If there are two, something is wrong and should be resolved immediately. For other businesses, overlapping promotions are standard, leading to the necessity for layered pricing, where a discount is applied on top of another discount, to arrive at a final discounted price.

In either case, it is a requirement (potentially) to identify not only that a clash does occur, but what customer-product combinations it occurs on.

The current promotion is said to clash with another when:

- There is an overlap of at least one day
- In the same division
- In the same region
- For the same customer

- For the same product
- The target promotion (for the check) has a status > 2 but < 7

This first rule stops doubling a deal to a given customer.

Alternatively, the current promotion is said to clash with another when:

- There is an overlap of at least one day
- In the same division
- In the same region
- For a different customer
- For the same product
- The target promotion (for the check) has a status > 2 but < 7

The reason for the second one is not to check doubling of promotions, but to prevent a situation (in retail in particular) where within the same area, two competitors are being offered a promotion on the same day for the same products with different deal values.

Both of these are clash rules and can be applied in TrM.

In a system with many thousands of active deals, to check online for a clash during data entry would potentially be a system performance issue. To accommodate this situation, the user can be prompted so that on exit from adding the deal, as well as or alternatively when it moves through status 2-3-5, they can be prompted if they want to run a clash check, either interactively or in batch with an on-screen resultant list or a printed list from batch.

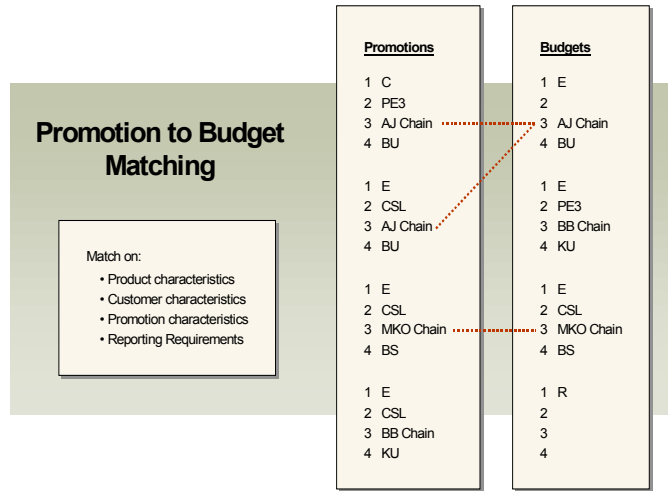
The concept of a clash, and therefore the clash code, is used solely within the TrM module.

Promotion Budgeting Concepts

When a promotion is set to status 3 or above, its various elements are linked to specific budgets according to the budget methods held in the promotion budget parameters, which are specified by the user and reflect the particular requirements of the site. For instance, in a marketing-driven company with strong brands, the budgeting may be by product or product

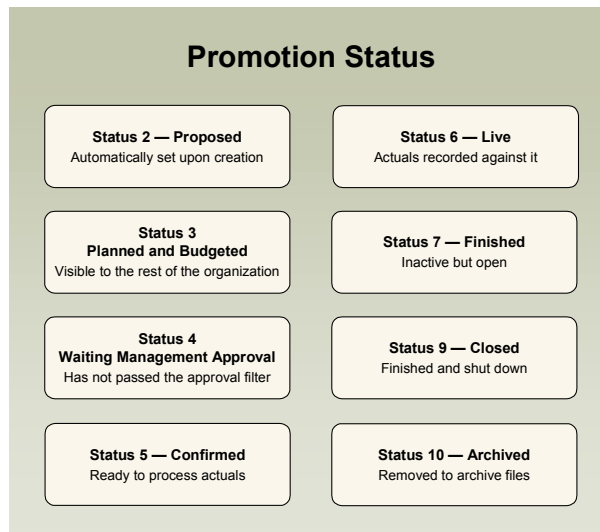
group, while, for a company that strongly emphasizes product sales volume, the budgeting criteria may consist of such elements as sales region and major customer.

Fig. 15.6
Promotion to
Budget Matching



Status Concepts

Fig. 15.7
Promotion Status
Descriptions



Every promotion (and consequently all product-customer-broker combinations on that promotion) has, at any one time, a status that is represented by a number ranging from 0-10.

Descriptions for these status codes can be changed to reflect the terminology used at a site. The effect and consequential work flows relating to a status cannot be changed because TrM ties certain actions and processes to specific status levels.

Generally, status moves below 5 are manual actions. Those above 5 are automatic actions.

Table 15.7
Promotion Status

Promotion Status	Status Description
0	The promotion has been deleted and will eventually be completely purged from the system. You cannot edit a deleted promotion.
1	The promotion is a Template promotion; that is, it is used as a model to copy. At Status 1, a promotion can only be deleted.
2	This is the level where all promotions are automatically added. The promotion is on the system but nothing is going to happen with it until it is moved, by the user, up through the status levels. Some bulk edits may change promotions at this status.
3	This level is selected by the user. At this level the promotion is linked to one or more budgets; that is, each product-customer-customer group combination is linked to a single budget, but the different combinations may be linked to different budgets, depending on how the budgeting criteria are set up. At this point, the promotion becomes an internal company commitment but is not yet driving the full promotion functionality. At this point, it is a planned or budgeted promotion. Bulk edits can change promotions at this status.
4	This level is automatically set. When a promotion fails the Approvals check on the way to status 5, it is automatically assigned to status 4 and placed in a queue for approval by the relevant manager. This manager must change the status from 4 to either 5 or 3. Bulk edits can change promotions at this status.
5	This level is selected by the user. When moving from Status 2 or 3 to level 5, the promotion is first checked for conformance with Company rules regarding levels of discount. This is the approvals check. If it fails this check, it is set to status 4 and placed in the queue for a specified manager to approve. If it passes the check, it is set to status 5 and is confirmed as an active promotion. When a promotion contains an off-invoice element, the price lists are also automatically created at this point. Bulk Edits can change promotions at this status, but the budgets are be affected.

Promotion Status	Status Description
6	This level is automatically set. For a promotion that is at status 5, when the first related actual transaction is processed in the system, for example, an invoice or a posted claim, the system automatically sets the status to 6, indicating a live promotion. Bulk edits can change promotions at status 6.
7	This level is automatically set. It can also be selected by the user as a means of temporarily stopping a promotion. The automatic method looks at the dates of a promotion and, when these are passed, the system changes the status to 7, finished. Refer to the section on accruals, which considers differences between status and status 9.
8	Not currently used by the system.
9	This level is automatically set by the system or can also be selected by the user. The system selects status 9, closed, when the promotion is an off-invoice promotion only and the dates are passed, or if the dates are passed on any retrospective deal, for example, a billback, and the limits on number of claims or number of days open have been exceeded. When these limits are left open during setup, the user has the option to manually close the promotion. Until a promotion is at status 9, the adjusted figure on the budgets continues to use the larger of the planned or actual figures for its calculations.
10	This level is set by the system when the archive options are run.

“Promotion Edit Rules” on page 523, describes changes that can and cannot be made to a promotion at each status level.

Promotion Codes Setup Activities

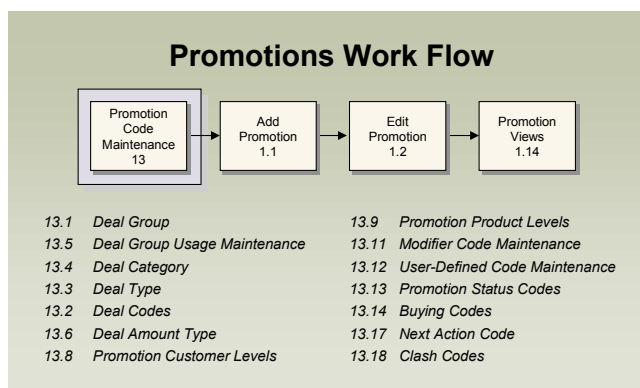


Fig. 15.8
Promotion Setup

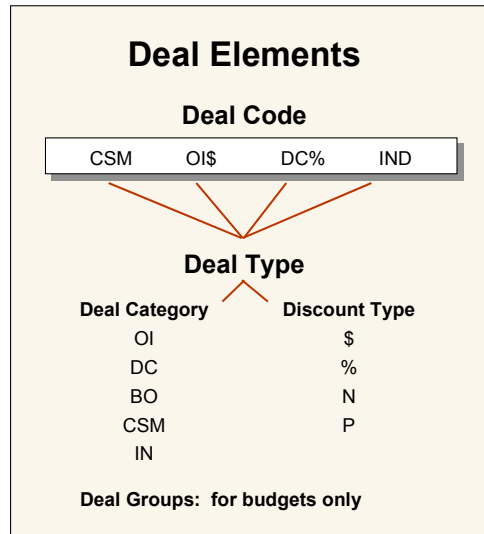
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Deal Category Setup

Fig. 15.9
Deal Elements



There are 11 hard-coded deal categories in TrM. The general characteristics of each deal category are fixed, but certain values associated with each deal category can be tailored by site and by division. In addition, there are many values placed on the deal category that act as defaults (and can be overwritten) on promotions and claims.

Set Up Generic Deal Category

Use Deal Categories (7.20.13.14) to update fields in the generic deal category record as required for site.

oddecat	7.20.13.4 Deal Categories	15/11/96
Deal Category*: CSM Description: Lump Sum straight monies Deal Type*: CSM Lump Sum (straight monies) Expense A/c*: Sales Bucket: Buying Code*: START Load all At Promotion Start Buying Base*: 2 Promotion Dates Deal Group*: Clash Dates*: 1 Buyin Dates Spread Method*: 2 Even Adj Val Prog*: tpadjcsn Calculate COOP Adjusted Values		

Fig. 15.10
Deal Categories

Deal Category. This is the generic deal category. Under no circumstances change this code. Its meaning is hard-coded in the associated programs. Change the description if necessary.

Description. Change this description so that it matches the terminology used on this site.

Deal Type. Leave these settings as they are.

Expense A/c. Not currently used

Sales Bucket. Not currently used.

Buying Code. See “Product Volume Concepts” on page 273 and Chapter 20, “Accruals,” for more information. Ensure an accurate entry because this value defaults to every promotion, although it can be edited there as well. This is the default buying code set by deal category.

Buying Base. See “Product Volume Concepts” on page 273 and Chapter 20, “Accruals,” for more information. Be sure this is discussed and set correctly at each site. It cannot be changed on a promotion; that is, it is set at the divisional level.

Deal Group. Refer to the deal group setup. Deal groups are structures that assist in budgeting and are used only where budgets accumulate a number of deal categories expenditures into site-specific groupings.

Clash Dates. An input parameter to the clash calculations, which forces the check to operate between the correct set of dates, either promotion start or finish or retail start or finish.

Spread Method. See “Product Volume Concepts” on page 273 and Chapter 20, “Accruals,” for more information. To use the option that gives the most accurate detail, a full year’s history must be available and loaded. There will be a performance penalty.

Adj Value Program. The adjusted value is that value found on the budgets that gives the best estimate of where we stand today with respect to a netting-off of planned and actual.

Be sure the site understands the standard calculation methods for adjusted values for each deal category. If these are not suitable and a different adjusted method is required, these can be written but they are custom programs that will be slotted in here and used by the budget process when actuals and planned are added or maintained in the system.

The promotions deal category setup covers these tasks:

- Setting up deal category claim defaults
- Creating a division record for each deal category

Fig. 15.11
Deal Categories
Options Menu

cddecat		7.20.13.4 Deal Categories		15/11/96	
Deal Category*: CSM		+----- F6 Options -----+			
Description: Lump Sum straight mon		A. Claim Defaults			
Deal Type*: CSM		Lum B. Division Parameters			
Expense A/c*:		+-----			
Sales Bucket:					
Buying Code*: START		Load all At Promotion Start			
Buying Base*: 2		Promotion Dates			
Deal Group*:					
Clash Dates*: 1		Buyin Dates			
Spread Method*: 2		Even			
Adj Val Prog*: tpadjcsn		Calculate COOP Adjusted Values			

Set Deal Category Claim Defaults

There are controls placed by the system on how claims are processed within TrM. The claim control is set at the deal category level. For each deal category, values can be set for claim limits, follow-up days, and accrual method, which defaults to individual promotions.

The claim defaults for divisional deal categories are derived from these and are attached to the divisional deal category record.

Set deal category claim defaults as required for site.

Screen	Option
7.20.13.4 Deal Categories	Claim Defaults

Buying Code*: START		Load all At Promotion Start	
B+			
C	Claim Limit:		
Spr	Customer Limit:		
Ad	Followup Days:		
	Accrue Method*: P0	Planned Overall	

Fig. 15.12
Deal Categories
Option: Claim
Defaults

Claim Limit. Be sure the site understands that when this limit is reached (posted claims) and, taking into consideration any other Deal Categories existing on the promotion, the promotion is automatically closed (status 9).

Customer Limit. Similar to the overall claim limit. Be sure the site understands that when the customer limit is reached and the claim limit is not reached, it disallows the customer claim being approved and someone with the right security must go into the promotion to adjust the customer limit to allow the extra claim to be processed.

Follow-up Days. Be sure the site understands that if a figure is entered here, the same number of days after the end of the promotion, the promotion is automatically closed, regardless of the number of claims. It can be reopened, but for accrual purposes, you want to maintain a definite finalization of each promotion after giving it a due period for claims to come in. The fact that the reopen promotion functionality exists is only recognition that claims can come in at considerably later dates.

7.20.13.4 Division Parameters		15/11/96
+-----+-----+		
+-----+-----+		
Division*:		
Expense A/c*:		
Sales Bucket:		
Buying Code*:	START	Load all At Promotion Start
Buying Base*:	2	Promotion Dates
Clash Dates*:	1	Buyin Dates
Spread Method*:	2	
Adj Val Prog*:	tpadjcsm	Calculate COOP Adjusted Values
Claim Limit:		
Customer Limit:		
Followup Days:		
+-----+-----+		
+-----+-----+		

Fig. 15.14
Deal Categories
Option: Division
Parameters

Division. Set one of these per division to be used at this site.

Expense A/c. Not currently used

Sales Bucket. Not currently used.

Buying Code. See “Product Volume Concepts” on page 273 and Chapter 20, “Accruals,” for more information. Defaults from the generic deal category record.

Buying Base. See “Product Volume Concepts” on page 273 and Chapter 20, “Accruals,” for more information. Defaults from the generic Deal Category record.

Clash Dates. Defaults from the generic deal category record.

Spread Method. See “Product Volume Concepts” on page 273 and Chapter 20, “Accruals,” for more information. Defaults from the generic deal category record.

Adj Value Program. The adjusted value is the value found on the budgets that gives the best estimate of the current netting-off of planned and actual. Defaults from the general Deal Category record.

Claim Limit. Defaults from the general deal category record.

Customer Limit. Defaults from the general deal category record.

Follow-up Days. Defaults from the general deal category record.

Accrue Method. Read Chapter 20, “Accruals,” for information on this topic. Defaults from the general Deal Category record.

Deal Types Setup

The deal type describes the fundamental unit that goes to make up all the deal codes. It is a combination of deal category and pricing method.

The general characteristics of each deal type are fixed, but certain values associated with each deal type can be tailored by site.

Modify Deal Types

Use Deal Types (7.20.13.3) to update the deal types descriptions and payment methods, as required, for each site.

Fig. 15.15
Deal Types

oddealt	7.20.13.3 Deal Types	15/11/96
Deal Type*: CSM Description: Lump Sum (straight monies) Deal Category*: CSM Lump Sum straight monies Discount Type: \$ Deal Level: O Value Base: B Pay Method*: CLM Claim		

Deal Type. This table is a system set-up table and none of the values should be changed except the description or payment method. Although the code can actually be changed here, it should not be. Associated programs expect specific values; that is, they are hard-coded.

Description. Change this to use site terminology.

Deal Category. All deal types belong to a given deal category. Leave these settings as they are. Leave these settings as they are.

Pricing Method. Leave these settings as they are.

Deal Level. Leave these settings as they are.

Value Base. Leave these settings as they are.

Payment Method. Change this to match the method of payment for this deal type. Deductions are a form of claim.

Deal Codes Setup

The deal code is the structure whereby the various components of a deal (each component called a deal type) are grouped.

Some deal codes are provided as standard with TrM. Other combinations can be constructed and coded as required by the site, based on a generic deal code and associated Deal Edit browsers.

Modify Standard Deal Codes Descriptions

For the predefined deal codes, specialized Deal Edit screens are provided that have a structure particularly appropriate for that type of deal.

In general, the actual deal code and the deal code description can and will be changed on a site-by-site basis. For standard deal codes, the only items that should be changed are the code and description. The rest must stay the same.

Use Deal Codes (7.20.13.2) to change the deal code and description on standard supplied deal codes as required for each site.

cddealc7.20.13.2 Deal Codes15/11/96

Deal Code*: BB\$LS
Description: BB\$ Allowance & Lump Sum
Edit Scroller*: trdea499
Deals Edit*: ptupdl130
Product Deals*: ptpdl150
Bonus's Differ: no
Deal Group*:
Group Editing?: yes
Edit Group 1*: PG
Edit Group 2*:
Edit Group 3*:

Edit Billback/Lump Sum Deals
Update Billback Deal
Create work file for Lump Sum
Product Group

Fig. 15.16
Deal Codes

Set Up New Deal Codes

The generic deal type, from which a site can build its own combination of deal types into a unique deal code, has a basic and standard layout that is more utilitarian in its makeup than that of the predefined deal codes.

The generic deal code is used as the template for deal codes that the site finds are not present and need to be constructed. The code and description are again changed as required but the Edit Scroller, Deals Edit, and Product Deals values on the main screen remain the same. The Options menu option of Associated Deal Types is where the actual components that are specific to the new deal are selected.

Using the system-supplied generic deal code template in Deal Codes (7.20.13.2), set up new deal codes as required by site.

Fig. 15.17
Deal Codes

oddealc		7.20.13.2 Deal Codes	15/11/96
Deal Code*: BB\$LS Description: BB\$ Allowance & Lump Sum Edit Scroller*: trdea499 Edit Billback/Lump Sum Deals Deals Edit*: ptupdl30 Update Billback Deal Product Deals*: ptpdl150 Create work file for Lump Sum Bonus's Differ: no Deal Group*: Group Editing?: yes Edit Group 1*: PG Product Group Edit Group 2*: Edit Group 3*:			

Deal Code. Review in depth all the deal combinations that the site requires and generate a list. Match the list to existing standard deal codes. Any that are not present must be constructed from the generic deal code that is supplied.

All deal codes should be immediately understandable to the staff on site.

Description. All deal code descriptions should be immediately understandable to the staff on site.

Edit Scroller. Leave these settings as they are.

Deals Edit. Leave these settings as they are.

Product Deals. Leave these settings as they are.

Bonus's Differ. Not used in this release. Leave these settings as they are.

Deal Group. If the deal group is set at the deal code level, access is possible. If no access is possible, it is either not used or it is set at the deal category level.

Group Editing. This can be maintained. Products for promotion are often selected that have the same sell price to the customer and the same deal. The most common form of this is when products fall into a logical group with similar characteristics; for example, twin bar soaps that vary only in color, or soup cups that vary only in flavor. These groupings (often due simply to line extension) are commonly called *variants* or *generics*. When this is the case for many sites, deal with these products as one line on the pricing screen (the Deal Edit screen).

This field enables the site to code similar products using the product group or any of the product profile values and to specify that during pricing, any products that fall into the same category should be summarized on one line.

Edit Group 1 – Edit Group 3. Only the first of these is currently used. If group editing is activated, this field sets the value by which to accumulate the products.

New deal code setup covers the following tasks:

- Identify associated deal types.
- Set up scroller formats.
- Set up scroller descriptions.
- Set up full display formats.

Fig. 15.18
Deal Codes Options
Menu

cddealc		7.20.13.2 Deal Codes	15/11/96
Deal Code*: BB\$LS		+----- F6 Options -----+	
Description: BB\$ Allowance & L		A. Associated Deal Types	
Edit Scroller*: trdea499	Edit B	B. Scroller Formats	
Deals Edit*: ptupd130	Update	C. Scroller Descriptions	
Product Deals*: ptpdl150	Create	D. Full Display Formats	
Bonus's Differ: no		E. Grouping	
Deal Group*:		+-----+	
Group Editing?: yes			
Edit Group 1*: PG	Product Group		
Edit Group 2*:			
Edit Group 3*:			

Identify Associated Deal Types

Deal codes can have any mixture of deal types on them provided that a deal category is used only once per deal code. Which deal types appear on this particular deal code is determined by this list.

Note that a number of deal codes are provided as standard with TrM. For these, the member deal types setting should be left as it is.

When a site has a particular combination of deal types that do not already exist, the generic deal code is accessed and the required site-specific deal codes can be constructed and coded as required with the correct deal types specified. The code and description are again changed as required but the Edit Scroller, Deals Edit, and Product Deals values on the main screen remain the same. This option of Associated Deal Types is where the actual components specific to the new deal are selected.

Press Add to enter, Delete to delete deal types associated with new deal code.

Screen	Option
7.20.13.2 Deal Codes	Associated Deal Types

cddeco17.20.13.2 Associated Deal Types15/11/96

Deal Code*: BB\$LS
Description: BB\$ Allowance & Lump Sum
Edit Scroller*: trdea499 Edit Billback/Lump Sum Deals
Deals Edit*: ptupdl130 Update Billback Deal

Prod+

Bonu	Deal Type*	Description
D		
Grou	CSM	Lump Sum (straight monies)
Edi	DCD	Billback \$
Edi		
Edi		

Fig. 15.19
Deal Codes Option:
Associated Deal
Types

Deal Type. For the standard deal codes, leave these settings as they are. For the generic deal code used to build a new deal code, add or delete deal types as appropriate. Be sure to have only one of each deal category per deal code.

Set Scroller Formats

The predefined on-screen layout for three scrollers that display deal code data are set here.

Specify the scroller formats for new deal codes.

Screen	Option
7.20.13.2	Deal Codes Scroller Formats

cddeco27.20.13.2 Scroller Formats15/11/96

Deal Code*: BB\$LS
Description: BB\$ Allowance & Lump Sum

Summary Format: ab	Planned Versus Actual
Trans Format*: aa	Full Details
LSum History*:	

Group Editing?: yes
Edit Group 1*: PG Product Group

Fig. 15.20
Deal Codes Option:
Scroller Formats

Set Scroller Descriptions

The predefined on-screen description layouts for scrollers that display Deal Code data are set here.

Specify the scroller descriptions for new deal codes.

Screen	Option
7.20.13.2	Deal Codes Scroller Descriptions

Fig. 15.21
Deal Codes Option:
Scroller
Descriptions

cddeco37.20.13.2 Scroller Descriptions15/11/96

Deal Code*: BB\$LS

DC Format*: aaPlanned/Actual/Variances

CU Format*: aaPlanned/Actual/Variances

PR Format*: aaPlanned/Actual/Variances

CP Format*: aaPlanned/Actual/Variances

PC Format*: aaPlanned/Actual/Variances

PG Format*: aaPlanned/Actual/Variances

CG Format*: aaPlanned/Actual/Variances

BD Format*: aaPlanned/Actual/Variances

BS Format*: aaPlanned/Actual/Variances

Set Full Display Formats

The predefined on-screen Full Screen layouts for scrollers that display Deal Code data are set here.

Specify the full display formats for new deal codes.

Screen	Option
7.20.13.2	Deal Codes Full Display Formats

cddeco47.20.13.2 Full Display Formats15/11/96

Deal Code*: BB\$LS
Description: BB\$ Allowance & Lump Sum

DC Display*: aa	Planned/Actuals/Variances
CU Display*: aa	Planned/Actuals/Variances
CP Display*: aa	Planned/Actuals/Variances
PR Display*: aa	Planned/Actuals/Variances
HD Display*: aa	Planned/Actuals/Variances
PC Display*: aa	Planned/Actuals/Variances
PG Display*: aa	Planned/Actuals/Variances
CG Display*: aa	Planned/Actuals/Variances
BD Display*: aa	Planned/Actuals/Variances
BS Display*: aa	Planned/Actuals/Variances

Fig. 15.22
Deal Codes Option:
Full Display
Formats

Deal Groups Setup

Deal groups are structures used in the budgeting process where a site can group deal categories into logical groupings. The deal group is then purely a logical grouping structure that pulls disparate deal categories together.

Deal groups are used only for budgeting in TrM.

Set Deal Group Usage

Once deal groups have been established, you must specify whether they are used and at what level deals are grouped and whether entry of deal group is mandatory on deal records.

Use Deal Group Usage Maintenance (7.20.13.5) to set deal group use to Yes and set site-appropriate values for other fields as needed.

cddealp7.20.13.5 Deal Group Usage Maintenance15/11/96

Deal/G Used?: no
Mandatory?: no
Level*:

Fig. 15.23
Deal Group Usage
Maintenance

Deal/G Used. Specify if the deal group is to be used or not. This is generally determined during the business analysis that takes place when setting up the budget structures. On initial setup of the various deal codes, this might be bypassed and the site may return at a later date to use it.

Mandatory. Specify if the use of the code is mandatory on either the deal category or the deal code. If used, set to Yes. If deal group usage is activated later, relevant codes will have to be maintained.

Level. The two levels that the deal group can be set to are deal category or deal code. Be careful if setting these at the deal code level, since deal codes can contain up to four deal types that belong to different deal categories. If great care is not taken, similar spend can fall into different deal groups, thereby short-circuiting effectiveness of the budget groupings.

Set Up Deal Groups

Use Deal Groups (7.20.13.1) and press Insert to add deal groups that correspond to deals used at site.

Fig. 15.24
Deal Groups

cddealg		7.20.13.1 Deal Groups	13/0-/-6
O-----4			
Deal Group	Description		
CASH	Off Invoice Cash Discounts		
RETRO	Retrospective Disc&Payments		

Deal Group. A logical name for the group. Include all deal types undertaken by the site.

Next Action Codes Setup

TrM can tag promotion and rebate records with the next action code, which indicates that some activity is outstanding or due. The meaning and use of these codes are completely determined by each site.

The codes are followed by a date. Combined with the next action code, together they give the required action and its timing.

TrM provides a scroller by user that lists records coded with the next action, sorted by date, the oldest first.

Set Up Next Action Codes

Using Next Action Codes (7.20.13.17), press Insert to set up next action codes as required by site.

cdactn	7.20.13.17 Next Action Codes	15/11/96										
+-----+-----+ <table><tr><td>Next Action</td><td>Description</td></tr><tr><td colspan="2">-----</td></tr><tr><td>CALL</td><td>Call Customer</td></tr><tr><td>DOC</td><td>Get Customer Documentation</td></tr><tr><td>REV</td><td>Account Review Due</td></tr></table> +-----+-----+			Next Action	Description	-----		CALL	Call Customer	DOC	Get Customer Documentation	REV	Account Review Due
Next Action	Description											

CALL	Call Customer											
DOC	Get Customer Documentation											
REV	Account Review Due											

Fig. 15.25
Next Action Codes

Next Action. This is infrequently used on a site-by-site basis but more often on a user-by-user basis. Be sure to canvass a wide body of opinion before deciding whether to use this functionality. Data Grouping can restrict certain users to a selected subset of available codes. They can also be controlled by division.

Promotion Levels Setup

The promotion level is set on the promotion header and indicates the way the promotion is internally structured with reference to products and customers.

Modify Promotion Customer Level Descriptions

After the promotion is recorded, the way that the promotion is to be dealt with for customer or customer group changes is decided. This is called the *promotion customer level*.

Use Promotion Customers Levels (7.20.13.18) to modify promotion customer level customer level and description fields, as required by site.

Fig. 15.26
Promotion
Customers Levels

cdprclv	7.20.13.8 Promotion Customers Levels	15/11/96
Level No*: 21 Customer Level: G Description: Customer Group Select Prog*: trslc21 Select Customers - Level 21 Auto Batch ?: no Defer Add ?: no Auto Add ?: no		

Level No. A mandatory code on the promotion. These options are hard-coded. You cannot add more valid options. You can delete those options that are not required. This number is set by the system; leave it as it is.

Customer Level. Adjust this so that it is a meaningful code for this site. This is the code that is displayed on the screen and can be changed without affecting the processing.

Description. Adjust this so that it uses the site's terminology.

Select Prog. Leave these settings as they are.

Auto Batch. Leave these settings as they are. If this is set by the site to Yes, the promotion add for these deals does not occur online, but is put into batch.

Defer Add. Leave these settings as they are.

Auto Add. Leave these settings as they are.

Modify Promotion Product Level Descriptions

After the promotion is recorded, the way that the promotion is to be dealt with for product or product group changes is decided. This is called the *promotion product level*.

Use Promotion Product Level (7.20.13.9) to modify promotion product level product level and description fields, as required by site.

cdprplv	7.20.13.9 Promotion Product Levels	15/11/96
Level No*: 21 Product Level: P Description: Specific Products Select Prog*: trslp21 Select Products - Level 21 Auto Batch?: no Defer Add?: no		

Fig. 15.27
Promotion Product Levels

Level No. A mandatory code on the promotion. These options are hard-coded. You cannot add more valid options. You can delete options that are not required. This number is set by the system; leave it as it is.

Product Level. Adjust this so that it is a meaningful code for this site. This is the code that is displayed on the screen and can be changed without affecting the processing.

Description. Adjust this so that it uses the site's terminology.

Select Prog. Leave these settings as they are.

Auto Batch. Leave these settings as they are. If this is set by the site to Yes, promotion add for these deals cannot occur online, but is put into batch.

Defer Add. Leave these settings as they are.

User-Defined Codes Setup

On a promotion, four optional fields can be added to the transaction.

The selection of options in these fields is also controlled by the standard divisioning and data grouping capabilities to display and validate appropriate entries for each user. In addition, the system defaults can be set (again by user) so that, on initial entry to the transaction, the most common code populates the screen.

Set Promotion User-Defined Code Usage

Use of these fields is determined from the Control file (page 6), as well as whether programs are attached to the codes, plus the names of those programs.

These flags apply to all divisions.

Use Control File Page 6 (7.20.19.1) to set use of promotion UDC codes in Control File and set site-specific values for other fields as needed.

Fig. 15.28
Control File Page 6

cdcont

7.20.19.1 Control File

05/01/97

----- Page 6 of 10 -----

	Used ?	Mandatory	On ADD	On UPD	Program	Type
UDC-1:	yes	yes	yes	yes		
UDC-2:	yes	yes	yes	no		
UDC-3:	no	no	no	no		
UDC-4:	no	no	no	no		
UDC-5:	no	no	no	no		
UDC-6:	no	no	no	no		

Used? Set these before adding promotions. Check the budgeting requirements as well. If any of these codes are not required, go to Database Field Maintenance and delete the side and column labels. If different labels are required, change the generic labels and labels attached to this particular program.

Mandatory. If required for budgeting, these are generally set to mandatory. For coding, reporting, or viewing, some leniency can be allowed, but it is more consistent and ultimately useful if the code entry is mandatory. For users who have very little variation in a certain code, defaults can be used to pre-fill the field during promotion entry.

On ADD. If set to No, the field is bypassed on add promotion, but can be updated.

On UPD. If set to Yes, the field is accessible by the edit UDC option in the promotion strip menu.

Program. There are no standard programs supplied. The standard functionality uses the flags just described. Anything else will require a customer program. Once written, the name of that site-specific program will go in here.

Type. This sets the timing of when the program is run.

- Batch: When the frame is exited, the program runs in batch.
- Interactive: When the frame is exited, the program runs interactively.
- Validation: When the field is exited, the program runs interactively.

Define User-Defined Code Values

Using Promotion UDC1–3 and Promotion and Rebate UDC4 (7.20.13.12.1–4), press Insert to set site-specific values for user-defined codes.

cdudc1	7.20.13.12.1 Promotion UDC1 Purpose	15/11/96														
<table><tr><th>Purpose</th><th>Description</th></tr><tr><td>B</td><td>Part Of Base Activity Plan</td></tr><tr><td>C</td><td>Competitor Activity</td></tr><tr><td>N</td><td>New Product Launch</td></tr><tr><td>O</td><td>Over and Above Base Plan</td></tr><tr><td>P</td><td>Price Protection</td></tr><tr><td>T</td><td>Temporary Price Reduction</td></tr></table>			Purpose	Description	B	Part Of Base Activity Plan	C	Competitor Activity	N	New Product Launch	O	Over and Above Base Plan	P	Price Protection	T	Temporary Price Reduction
Purpose	Description															
B	Part Of Base Activity Plan															
C	Competitor Activity															
N	New Product Launch															
O	Over and Above Base Plan															
P	Price Protection															
T	Temporary Price Reduction															

Fig. 15.29
Promotion UDC1

Purpose. These are extremely important codes. Not only do they support site-specific reporting, but they can also be used as parameters for budgets where they have a wide and powerful usage within the TrM promotion area. Generally, it is difficult to get all possible uses of UDC1 to UDC4 in the initial pass of the business analysis; and later questions reveal a solution to the use of these values.

Note that only the UDC values 1–4 can be used for budgeting. The modifiers are an additional 10 values for coding and can also be used for reporting but are not available for budgeting.

Modifiers Setup

In situations where the four user-defined fields on the promotion header are insufficient for promotions, there are an additional ten user-defined fields available in the form of the modifiers.

Set Promotion Modifier Usage

Use Modifier Parameter Maintenance (7.20.13.11.13) to set use of promotion modifiers in modifier parameters and set site-specific values for other fields as needed.

Fig. 15.30
Modifier Parameter
Maintenance

cdmmdp	7.20.13.11.13 Modifier Parameter Maintenance	13/0-/-6
0-----	-----	-----4
	Field Type	Edit Rule
	-----	-----
Modifier A: T	1	
Modifier B: T	2	
Modifier C: T	2	
Modifier D: T	2	
Modifier E:		
Modifier F:		
Modifier G:		
Modifier H:		
Modifier I:		
Modifier J:		
5-----	-----	-----N

Field Type. Sets if text or numeric. Be sure to change the side and column labels for those modifiers being used. If not used, enter a blank for the label (which switches it off).

Edit Rule. Four values are available only. If used, one of these values must be chosen. The options are:

Table 15.8
Modifier Edit Rule
Values

Value	Description
1	Optional, no code
2	Mandatory, no code

Value	Description
3	Optional, code
4	Mandatory, code

Validate Program. Be sure to cover this if modifiers are used and a specific validation program has to be written for this site. No standard validation programs exist because the standard options are covered under the four edit rules.

Run Program. Input of a program in this field results in the automatic running of that program. This enables the driving of various processes that are not part of the standard promotion add routine in TrM; that is, are site-specific requirements. If such a procedure is required, it must be site-specific.

Define Modifier Values

Any of the modifiers, if used, can be set to be driven from a code table. Where this is set on the Modifier Parameter table, then the relevant codes have to be entered.

Using Modifier A-J (7.20.13.11.1–10), press Insert to set site-appropriate values for promotion modifiers.

cdmoda7.20.13.11.1 PO Number13/0/-6

O-----4
PO NumberDescription
YYes

Fig. 15.31
Modifier A

PO Number. This example screen and this field have been modified from the defaults. The default screen name is Modifier A; the default field name is Code. Set the code values for this modifier in this field.

Description. The description of the effect of this code value for this modifier.

General Expense Type Setup

The deal category of general expense is extremely varied in its applicability due to the eclectic nature of deals that use it. An internal coding process defines how TrM handles processing. These codes, the general expense type, are maintained here.

General Expense Types are used only in TrM.

Set Up General Expense Types

Use General Expense Type (7.20.19.16) to set up general expense types as required by site.

Fig. 15.32
General Expense
Type

cdgexp	7.20 General Expense Type Maint	08/14/97
Expense Type*: <u>01</u> Expense Code: _____ Description: _____ Gen Code Type: _____ Code Req'd?: <u>No</u> Unit Req'd?: <u>No</u> Expense Base*: _____ Actuals Base*: _____ OI Type*: _____		

Expense Type. These codes are determined by site, and there should be one per general expense group. Each site that requires general expense type deals usually has one or two. Over the years as the sites get more creative, general expense deals become the usual place to record and transact the more unusual deal types.

Expense Code. A short, meaningful name.

Gen Code Type. Links to the Generalized Code that validates the General Expense code during daily usage. Specify if code validation is required.

Code Req'd. Sets if the Generalized Code is required.

Unit Req'd. Sets if quantity is required during setup of the promotion.

Expense Base. Sets the nature of the discount (dollar off, percentage off, and so on).

Actuals Base. Sets if the discount is given off invoice or by some form of claim.

Off/Inv Type. If it is off invoice, is it a discount, free goods, and so on.

Link General Expense Types to General Codes

Typically, there are large numbers of files with fields that have a small number of often hard-coded values. The coding is fixed but the descriptions can change. The codes are maintained in Generalized Codes.

At some point, users may be required to add and maintain some optional codes, such as those associated with General Expense Types. The General Code Type and associated code values, accessed from the general expense type options menu, are where this is done.

Press User Menu to display the Options menu.

General Code Type Maintenance. The generalized General Code Types are maintained here. The associated codes are accessed through the options menu from these.

General Code Maintenance. When a particular General Code Type is already specified for a General Type, the associated codes can be directly accessed.

Link general expense types to general codes as required by site.

Screen	Option
7.20.19.16 General Expense Type	General Code Type Maintenance

Type. This must be a unique value, since there are many existing code types and code values already in the system.

Code. These are the actual code values associated with each code type.

Buying Codes Setup

A Buying Code consists of seven values, called weights, which represent seven points on a curve. The shape of the curve is the user's estimation of the purchase pattern of the promotion customers during the period of the promotion. The buying code, together with the buying base, determines the spread of product volume over the period of a promotion.

The Buying Codes are predefined and automatically applied to each Deal Category on a promotion. The Buying Code defaults from the Divisional Deal Category record. It can then be maintained individually on each promotion.

Buying Codes are used only in TrM.

Set Up Buying Codes

Use Buying Codes (7.20.13.14) to set up buying codes as required by site.

Fig. 15.33
Buying Codes

cdbuyed	7.20.13.14 Buying Codes	08/22/97																								
<table border="1"> <tr> <td>Buying Code*:</td> <td colspan="7">EVEN</td> </tr> <tr> <td>Description:</td> <td colspan="7">Even Buying Spread</td> </tr> <tr> <td>Weighting:</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> </tr> </table>			Buying Code*:	EVEN							Description:	Even Buying Spread							Weighting:	10	10	10	10	10	10	10
Buying Code*:	EVEN																									
Description:	Even Buying Spread																									
Weighting:	10	10	10	10	10	10	10																			

Buying Code. See “Product Volume Concepts” on page 273 and Chapter 20, “Accruals,” for more information. These are defined by each site. Two are supplied as standard, EVEN and START.

Description. An accurate description is useful.

Weighting. Not all values need to be filled in. Use 0 in the unused ones.

Update Default Buying Codes for Deal Categories

The default buying code for promotions is held on the deal category record. Use Deal Categories (7.20.13.4) to modify the buying codes on deal category records as required by site.

7.20.13.4 Deal Categories	
Deal Category*: CSM	
Description: Lump Sum straight monies	
Deal Type*: CSM	Lump Sum (straight monies)
Expense A/c*:	
Sales Bucket:	
Buying Code*: START	Load all At Promotion Start
Buying Base*: 2	Promotion Dates
Deal Group*:	
Clash Dates*: 1	Buyin Dates
Spread Method*: 2	Even
Adj Val Prog*: tpadjcsn	Calculate COOP Adjusted Values

Fig. 15.34
Deal Categories

Clash Codes Setup

A clash is a situation where the current promotion has a deal in operation at the same time as another promotion (at status 3 or above) for the same product, division, and region.

Clashes specify which promotion elements should be compared for precedence. TrM includes several clash-checking routines; users can define others.

Modify Clash Codes Descriptions

The various clash codes, descriptions, check programs and their default line, description, and sequence formats are maintained here. These clash codes are then used in a variety of locations throughout the system, either as defaults or in actual routines.

Use Clash Code Maintenance (7.20.13.18) to modify the clash code description on standard supplied clash codes as required for each site.

Fig. 15.35
Clash Code
Maintenance

odclsht		7.20.13.18 Clash Code Maintenance		11/10/96																																											
<table> <tr> <td>Clash Code*:</td> <td>STD</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Description:</td> <td colspan="5">Customer/Product/Region</td> </tr> <tr> <td>Check Routine*:</td> <td>tpclshfa</td> <td>Clashes Checking Routine</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Scroller*:</td> <td>pvcls</td> <td>Clashes Scroller Prefix</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Line Format*:</td> <td>aa</td> <td>Broker/Deal/Date/Stat/Own/UDC1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Desc Format*:</td> <td>aa</td> <td>UDC2/UDC3/UDC4/Plan\$/Act\$/Qtys</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sequence Code*:</td> <td>aa</td> <td>Buyin Date/Status</td> <td></td> <td></td> <td></td> </tr> </table>						Clash Code*:	STD					Description:	Customer/Product/Region					Check Routine*:	tpclshfa	Clashes Checking Routine				Scroller*:	pvcls	Clashes Scroller Prefix				Line Format*:	aa	Broker/Deal/Date/Stat/Own/UDC1				Desc Format*:	aa	UDC2/UDC3/UDC4/Plan\$/Act\$/Qtys				Sequence Code*:	aa	Buyin Date/Status			
Clash Code*:	STD																																														
Description:	Customer/Product/Region																																														
Check Routine*:	tpclshfa	Clashes Checking Routine																																													
Scroller*:	pvcls	Clashes Scroller Prefix																																													
Line Format*:	aa	Broker/Deal/Date/Stat/Own/UDC1																																													
Desc Format*:	aa	UDC2/UDC3/UDC4/Plan\$/Act\$/Qtys																																													
Sequence Code*:	aa	Buyin Date/Status																																													

Clash Code. The standard clash option checks this promotion (whatever its status) against promotions above status 2 and below status 7, which are in the same region, have at least one customer the same, have at least one product the same, and overlap by at least one day. Promotions that clash are listed in one of two ways (these two methods are represented by the two standard codes available):

- On screen (for the view version) with the user having themselves to determine which is the actual cause of the clash
- In a printed report where the actual lines that clash are detailed so that no search is required

An alternative to this clash option display is in the on-screen Promotion Timetable scroller, which places the promotions in a Gantt chart format across the screen.

Two clash code options are provided standard with the system: the on screen (STD) and the report (STR). The logic as to what is a clash is reported as above in related information. If these are not appropriate, additional options must be designed and written and made available via the clash code maintenance option here.

Performance is an important consideration when using the clash checks. If the system is very large with many promotions that have many customers and products on them, the check can take some time. In the online check this means time spent waiting for answers to come back to the screen. For the report, it means that if many clashes are found, the report could be very large, since each instance of a clash is detected and printed.

Description. Make sure the description wording is site-specific. In general, this is the only field you will change in this record.

Check Routine. Leave these settings as they are. If you are adding a new entry, enter the name of the program that your site has written, or caused to be written; that is, your own clash routine.

Scroller. Leave these settings as they are. This tells the system what type of scroller output this program produces.

Line Format. In general, leave these settings as they are. If your site has written, or caused to be written, other line formats, this field can be changed. This is the default and only option supplied with the standard system.

Desc Format. In general, leave these settings as they are. If your site has written, or caused to be written, other description formats, this field can be changed. This is the default and only option supplied with the standard system.

Sequence Code. In general, leave these settings as they are. If your site has written, or caused to be written, other description formats, this field can be changed. This is the default and only option supplied with the standard system.

Promotion Status Codes Setup

Every promotion (and consequently all product-customer-broker combinations on that promotion) has, at any one time, a status that is represented by a number ranging from 0-10.

Modify Promotion Status Code Descriptions

The business effect and meaning of each status is fixed and cannot be changed. It is just the descriptions that are maintained here, that is, the effect and consequential work flows relating to a status cannot be changed because TrM ties certain actions and processes to specific status levels.

Use Promotion Status Codes (7.20.13.13) to change the promotion status codes and descriptions as required for site.

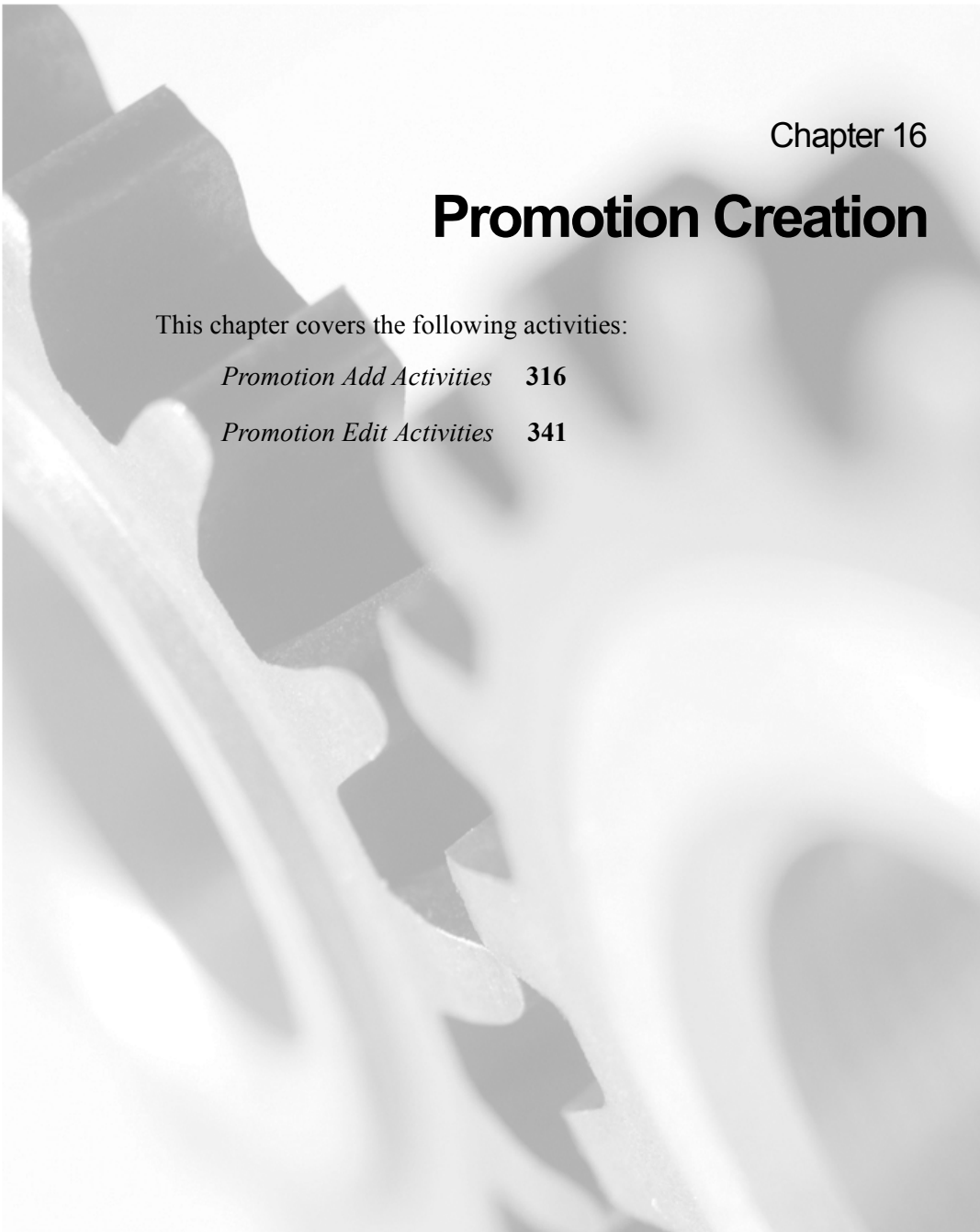
Fig. 15.36
Promotion Status
Codes

cdstat	7.20.13.13 Promotion Status Codes		15/11/96
Status	Code	Description	
01	1Copy	Saved for copy purposes	
02	2Proposed	Proposed Promotion	
03	3Budgeted	Planned & Budgeted Promotn	
04	4WaitApprv	Awaiting Managemt Approval	
05	5Confirmed	Confirmed by all parties	
06	6Live	Currently running promotin	
07	7Finished	Finished waiting claims	
08	NU	Not Used	
09	9Closed	Promotion Closed	
10	Archived	Promotion Archived	

Status. These are fixed. Their meaning cannot be changed.

Code. This can and should be changed to meet the exact terminology of the site. It is recommended that the number of the status be incorporated into the short code so that varying code descriptions that go against are given specific code. For instance, 2 can easily be translated for support purposes.

Description. This should be changed to support the terminology at each site.

The background of the page is a grayscale photograph of several interlocking mechanical gears. The gears are of different sizes and are positioned in a way that creates a sense of depth and motion. The lighting is soft, highlighting the metallic texture and the sharp edges of the gear teeth.

Chapter 16

Promotion Creation

This chapter covers the following activities:

Promotion Add Activities **316**

Promotion Edit Activities **341**

Related Topics

Promotion access and security

- Set up staff security profiles (7.20.24.3).
- Attach individual staff record to security profile (7.20.21.4).
- Set use of promotion approvals (Control File 7.20.19.1 p8).
- Define promotion approval levels (7.20.21.6).
- Define individual staff member approval level (7.20.21.4 Opt: Security Setup (General)).
- Define individual staff member security level (7.20.21.4 Opt: Security Setup (General)).
- Set staff promotion access security (7.20.21.4 Opt: Promotion Access Security).
- Set up custom promotion approval programs if desired (7.20.21.9 Opt: Approval Programs).
- Set up additional program parameters and approval managers as needed (7.20.21.9 Opt: Approval Managers).
- On division record, set close date prior to which a promotion cannot start (7.20.21.9 Opt: Defaults).

Promotion sequence codes

- Set promotion number base to region or area (Control File 7.20.19.1 p1).
- If promotion number is set to region-based in the control file, set promotion sequence on region records; if all promotions are to have the same number range, set promotion sequence the same for all regions (7.20.21.10).
- If promotion number is set to area-based in the control file, set promotion sequence on area records (7.20.21.11) accordingly.
- Set autogenerate promotion code option in control file; if set to No, input all promotion numbers individually (Control File 7.20.19.1 p1).
- If templates are used and the template sequence is region-based, define template sequence code in appropriate region records (7.20.21.10).
- If templates are used and the template sequence is area-based, define template sequence code in appropriate area records (7.20.21.11).

Promotion dates

- Set buy in and retail date relationship in the control file (7.20.19.1 p4) (if set in the control file only, the value will be system-wide).
- Set relationship between buy-in and retail dates in the division record; if not set here, the value held in the control file will apply (7.20.21.9 Opt: Sundry Parameters).
- Set default method for promotion start and finish dates in the control file (Control File 7.20.19.1 p4). If set in the control file only, value will be system-wide.
- Set default method for promotion start and finish dates in the division record; if not set here, the value held in the control file will apply (7.20.21.9 Opt: Sundry Parameters).

Promotion header defaults

- Set default region and area on staff record (7.20.21.4).

Customer groups

- Define MFG/PRO salespersons (2.5.1).
- Define TrM customer groups (7.20.21.13).
- Assign customers to customer groups (7.20.21.13 Opt: Associated Divisions, Opt: Associated Customers).
- Set up user-defined customer groups as needed (7.20.21.14).

Product groups

- Define TrM product groups (7.20.21.15).
- Assign products to product groups (7.20.21.2 Opt: Associated Divisions, Opt: Profile Information).

Deal edit

- Set incremental values (effect of + key click) for deal edit (Control File 7.20.19.1 p5).
- Verify pricing workbench parameters (7.20.13.16).
- If custom deal edits require it, set Workbench Display Program in the control file; otherwise, leave setting as it is (Control File 7.20.19.1 p9).
- Set the display margin option on individual staff record (7.20.21.4 Opt: Security Setup (General)).

- Set product edit level on individual staff record (7.20.21.4 Opt: Additional Security (General)).
- Set Bonus Unit of Measure for products in Item/Product record (7.20.21.2) for bonus stock deals.

Promotion volume

- Define buying codes (7.20.13.14).
- Define and verify the volume spread method on the deal category record (7.20.13.4).
- For the customer-based volume spread method, set the customer volume weighting value in customer record (7.20.21.1 p2).
- Set the customer volume weighting value in divisional customer record (7.20.21.1 Opt: Associated Divisions, Opt: Additional Information) for customer-based volume spreads.

Bulk change

- Set the Bulk Change? flag in control file (Control File 7.20.19.1 p7).
- Set the bulk change access security (7.20.21.4 Opt: Bulk Changes Security).

Claim parameters

- Set promotion claim limits, if desired (7.20.21.9 Opt: Claim Parameters).

Clash codes

- Verify Clash codes (7.20.13.18)
- Set the date range for clash check (promotion or retail start and finish dates) on individual deal category records (7.20.13.4).
- Set the default clash code on division record (7.20.21.9 Opt: Defaults). If set on division record only, the value will be division-wide.
- Set the default clash codes on individual general staff record; if not set here, value held on division record will apply (7.20.21.4 Opt: Additional Security (General)).
- Set the Add Clash Code in staff record, if desired, to automatically prompt for clash check during Promotion Add (7.20.21.4 Opt: Additional Security (General)).

- Set the Plan Clash Code in staff record, if desired, to automatically prompt for clash check before the user sets promotion to status 3 (7.20.21.4 Opt: Additional Security (General)).
- Set the App Clash Code in staff record, if desired, to automatically prompt for clash check before user sets to status 5 (7.20.21.4 Opt: Additional Security (General)).

Budgeting methods

- Define budgeting methods (7.20.16.2, Opt: all).
- Set up budgeting methods in Promotion Budget Parameters (7.20.16.5 Opt: Set Up Methods).

Approval messages

- On the division record, set the maximum number of promotion approval messages the system generates before automatically stopping the approval process (7.20.21.9 Opt: Defaults). If set in the division record only, the value will be division-wide.
- Set the approval message limit in the individual staff record; if not set here, value held in division record will apply (7.20.21.4 Opt: Additional Security (General)).

Next action codes and display

- On individual staff record, set the number of days prior to promotion start in which pending promotion warning will be displayed in the next action scroller (7.20.21.4 Opt: Security Setup (General)). If warning days are not used, leave blank.

Price lists

- Set the default discount sequence to determine the order in which discounts are taken when multiple discounts exist on a price list (7.20.21.9 Opt: Defaults).
- Set up the price list with quantity-determined discount pricing in MFG/PRO for promotions containing VI and BRK deal categories (mandatory for deal) (1.10.1.1).

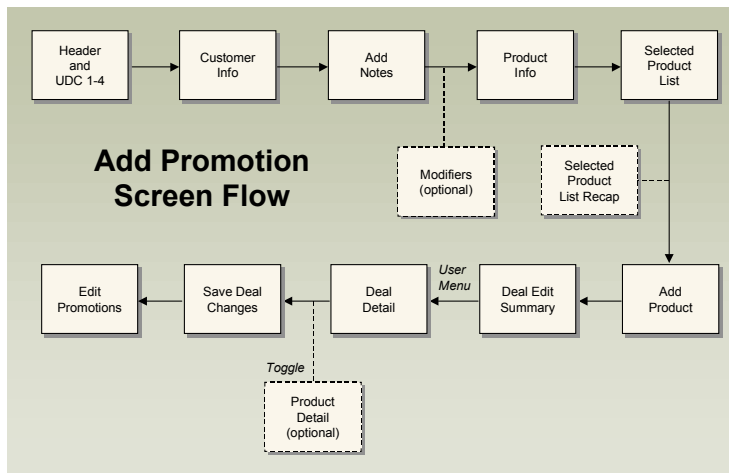
Promotion Add Activities

There are three ways to create a new promotion in the system: use the Add New Promotion program, copy an existing promotion, or create a promotion from a template. Only the first method is described here.

Add New Promotion (7.20.1.1) has a fixed work flow. Pressing Go after completing each of these promotion elements displays the screen for the next element.

- Create the promotion header.
- Specify customers the promotion is available to.
- Add notes of pertinent information.
- Add Modifiers.
- Specify products included in the promotion.
- Define the deal to be offered by the promotion.

Fig. 16.1
Add Promotion
Screen Flow



Activities List

- Promotion Header Setup **317**
- Specify Promotion Customers by Region **320**
- Specify Promotion Customers by Zone **322**
- Specify Promotion Customers by Customer Group **325**
- Specify Promotion Customers by Predefined Group **327**
- Specify Individual Promotion Customers **329**
- Add Promotion Notes **330**
- Add Promotion Modifiers **331**
- Specify Individual Promotion Products **331**
- Specify Promotion Products by Product Group **333**
- Define Deal Details from Promotion Pricing Workbench **334**
- Define Off Invoice Promotion Deal Details **336**
- Define Lump Sum Deal Details **338**
- Define Deal Using Target by Totals **340**

Promotion Header Setup

The promotion header contains information common to all customers and products on the promotion. The important items include the date range that the promotion is effective on, who the owner of the promotion is, the type of deal off invoice, deferred \$ discount, % discount and the division and region where the promotion is operating. While this data is common to all customers and products on the promotion if, for instance, one of the customers or one of the products has the discounts stated in a different date range, this is a separate promotion.

Set site-specific field values in the promotion header.

Screen	Frame
7.20.1.1 Add New Promotion	Header

Fig. 16.2
Add New
Promotion

trpromo		7.20.1.1 Add New Promotion		07/08/96	
+-----+-----+-----+-----+-----+-----+					
Promotion Code :		10028	Status*:	2Proposed	Proposed Contract
Description :					
Buy Start:	12/08/96 Mon 12 Aug	Retail Start :	12/08/96 Mon 12 Aug		
Buy Close:	12/08/96 Mon 12 Aug	Retail Finish:	12/08/96 Mon 12 Aug		
Deal*:					
Division*:	1	Division	1		
Region*:	D1R1	Region	1, Division 1		
Owner*:	qad	QAD.Inc Demonstrator			
Responsibility*:	qad	QAD.Inc Demonstrator	Next Action*:		
Customer Level*:				/ /	
Product Level*:					
Code1*:					
Code2*:					
Code3*:					
Code4*:				Notes : n	
Customer Details:					
+-----+-----+-----+-----+-----+-----+					

Promotion Code. A number automatically generated for your division. It cannot be entered; it is pre-assigned. If the promotion is exited at this point or before being saved, this number is not reused. It is the unique identifier for this promotion.

Status. Each Promotion is automatically assigned the status 02 in the default setup, this is the proposed status. Status change is otherwise achieved by a menu pick when in edit promotion mode. It is not editable from here.

Description. Two lines of free-format description of the promotion. The lines do not wrap. At least one character on the first line is mandatory.

Buy Start. The date your warehouses open for sale of products to customers using this deal.

Buy Close. The date your warehouses close for sale of products on this promotion.

Retail Start. The date the promotion, if a retail promotion, starts in store.

Retail Finish. The date the promotion, if it is a retail promotion, finishes in store.

Deal. The code that indicates the types of deals that are part of the promotion. Deal codes are defined in Promotion Code Maintenance. Deal codes group deal elements (a maximum of four per promotion). The code also indicates the pricing method; for example, \$off, or %off.

Division. The company division that this promotion is being entered for.

Region. Indicates the geographical or business unit coverage of this promotion. It defaults as a value to the value held on your user file.

Owner. Current user is the default. Changing the owner has security implications. A more detailed description of security is contained in “Security” on page 65.

Responsibility. Identifies the system user who is currently in charge of this promotion. It can vary from the owner, for a number of reasons, but typically it is the same as the owner. There are security controls whereby the owner of a promotion has greater power than a person who has only responsibility. Refer to the Security chapter.

Next Action. An optional field that lets you specify a particular activity that must occur next on this promotion. A list of promotions is assigned to you (your responsibility) that have activity and date listed. Use this list to determine work necessary to complete or move on a promotion.

Date. The date the next action must be completed.

Customer Level. The level at which the promotion is set; that is, order, customer, customer group, region, zone, and division.

Product Level. The level at which the promotion is set with respect to product; that is, one product, multiple products, product groups.

Code 1–Code 4. A site-specific code used for reporting, subsetting, and budgeting. It is defined in Promotion Code Maintenance.

Choosing User Menu at the Save and Exit? prompt displays the Options menu.

trslc017.20.1.1 Customers in a Region17/08/96

Promotion Code : 10100Status*: 2ProposedProposed

D+-----+Customer Level: RCustomers in aRegion 1, DiviOptions

BuyRegion: D1R1Select CGroups

BuyPDGrp*:

Save & Exit ?: yes

Region*: D1R1Region 1, Division 1

Fig. 16.4
Add New
Promotion,
Customer Level
(Region), Options
Menu

Remove Customer Groups from Promotion

The Tag/Untag Required Customer Groups option lists all customer groups that selected customers are attached to. Selecting a group from this list toggles the asterisk off and removes the group from the promotion.

Remove customer groups from promotion as required.

Screen	Frame	Option
7.20.1.1 Add New Promotion	Customer Information	Tag/Untag Required Customer Group

trslgrp7.20.1.1 Select CGroups17/08/96

Promotion Code : 10100Status*: 2ProposedProposed

D+-----+Customer Level: RCustomers in aRegion

BuyCGroup Name19 Aug

Buy19 Aug

Sav-----+

Re* B1Makro

O* B2Robinson

Responsibi

Customer L

Fig. 16.5
Add New
Promotion,
Customer Level
(Region), Option:
Tag/Untag
Required Customer
Group

Remove Individual Customers from Promotion

Choosing User Menu displays the Options menu. Choosing Select Customers from the Options menu displays the screen for selecting individuals.

Fig. 16.6
Add New
Promotion,
Customer Level
(Region), Option:
Tag/Untag
Required Customer
Group, Options
Menu

trslgrp		7.20.1.1 Select CGroups		17/08/96	
+-----+-----+-----+-----+-----+-----+					
Promotion Code :		10100		Status*:	2Proposed Proposed
+-----+-----+-----+-----+-----+-----+					
D+		Customer Level: R		Customers in a Region	
Buy	Buy	+-----+-----+-----+-----+-----+-----+		Options	
		CGroup	Name	Select Customers	
	Sav	+-----+-----+-----+-----+-----+-----+			
		* B1	Makro		
	Re	* B2	Robinson		
	O	+-----+-----+-----+-----+-----+-----+			

The Select Customers option lists all customers attached to the selected customer group. Selecting a customer from this list toggles the asterisk off and removes the customer from the promotion.

Remove individual customers from promotion as required.

Screen	Frame	Option	Option
7.20.1.1 Add New Promotion	Customer Information	Tag/Untag Required Customer Groups	Select Customers

Fig. 16.7
Add New
Promotion,
Customer Level
(Region), Option:
Tag/Untag
Required Customer
Group, Option:
Select Customers

trslcus		7.20.1.1 Select Customers		17/08/96	
+-----+-----+-----+-----+-----+-----+					
Promotion Code :		10100		Status*:	2Proposed Proposed
+-----+-----+-----+-----+-----+-----+					
D+		Customer Level: R		Customers in a Region	
Buy	Buy	+-----+-----+-----+-----+-----+-----+		19 Aug	
		Customer	Name	19 Aug	
	Sav	+-----+-----+-----+-----+-----+-----+			
		* C1A	Makro Store - North		
	Re	* C1B	Makro - South		
	O	+-----+-----+-----+-----+-----+-----+			

Specify Promotion Customers by Zone

This option enables the quick selection of customers who are in the same zone. It is used for large-scale promotions.

Screen	Frame
7.20.1.1 Add New Promotion	Customer Information

```
trslc11          7.20.1.1 Customers in a Zone          17/08/96
+-----+
| Promotion Code : 10101   Status*: 2Proposed   Proposed |
| D+-----+ |
| | Customer Level: Z      Customers in a Zone |
| | Region: D1R1          Region 1, Division 1 |
| | Zone*:                |
| | PDGrp*:               |
| | Save & Exit ? :       |
| +-----+ |
| Owner*: qad             QAD.Inc Demonstrator |
+-----+
```

Fig. 16.8
Add New
Promotion,
Customer Level
(Zone)

The region defaults from the promotion header. It cannot be changed. The zone is a mandatory field and must be entered. A predefined group can be entered in which case it acts as a filter so that only customers in the region, zone, and the predefined group are selected.

Specify promotion customers by zone using the following tasks:

- Remove customer groups from promotion.
- Remove individual customers from promotion.

Choosing User Menu at the Save and Exit? prompt displays the Options menu.

```
trslc11          7.20.1.1 Customers in a Zone          17/08/96
+-----+
| Promotion Code : 10101   Status*: 2Proposed   Proposed |
| D+-----+ |
| | Customer Level: Z      Customers in a+----- Options -----+ |
| | Region: D1R1          Region 1, Divi | Select CGroups |
| | Zone*: D1Z1          Division 1 Zon |
| | PDGrp*:               |
| | Save & Exit ? : no    |
| +-----+ |
| Owner*: qad             QAD.Inc Demonstrator |
+-----+
```

Fig. 16.9
Add New
Promotion,
Customer Level
(Zone), Options
Menu

Remove Customer Groups from Promotion

The Select Customer Groups option lists all customer groups that any selected customers are attached to. Selecting an item from this list toggles the asterisk off and removes the item from the promotion.

Remove customer groups from promotion as required.

Screen		Frame	Option
7.20.1.1	Add New Promotion	Customer Information	Tag/Untag Required Customer Group

Fig. 16.10
Add New Promotion,
Customer Level
Frame, Option:
Tag/Untag
Required Customer
Groups

trslgrp		7.20.1.1 Select CGroups		17/08/96	
+-----+-----+-----+-----+-----+-----+					
Promotion Code :		10100		Status*:	2Proposed Proposed
+-----+-----+-----+-----+-----+-----+					
D+		Customer Level: R		Customers in a Region	
Buy	Buy	CGroup	Name		
Sav				19 Aug	
				19 Aug	
+-----+		* B1 Makro			
		* B2 Robinson			
Re					
O					
Responsibi					
Customer L					

Remove Individual Customers from Promotion

Choosing User Menu displays the Options menu for access to individual customers.

Fig. 16.11
Add New Promotion,
Customer Level
Frame, Option:
Tag/Untag
Required Customer
Groups, Options
Menu

trslgrp		7.20.1.1 Select CGroups		17/08/96	
+-----+-----+-----+-----+-----+-----+					
Promotion Code :		10100		Status*:	2Proposed Proposed
+-----+-----+-----+-----+-----+-----+					
D+		Customer Level: R		Customers in a Region	
Buy	Buy	CGroup	Name	Options	
Sav				Select Customers	
+-----+		* B1 Makro			
		* B2 Robinson			
Re					
O					

The Select Customers option lists all customers attached to the selected customer group. Selecting an item from this list toggles the asterisk off and removes the item from the promotion.

Remove individual customers from promotion as required.

Screen		Frame	Option	Option
7.20.1.1	Add New Promotion	Customer Information	Tag/Untag Required Customer Groups	Select Customers

trslcus		7.20.1.1 Select Customers		17/08/96	
+-----+-----+-----+-----+-----+-----+					
Promotion Code : 10100 Status*: 2Proposed Proposed					
D+-----+-----+-----+-----+-----+-----+					
Customer Level: R Customers in a Region					
Buy	+	Customer Name			19 Aug
Buy	+				19 Aug
Sav-----+-----+-----+-----+-----+-----+					
* C1A Makro Store - North					
Re * C1B Makro - South					
O-----+-----+-----+-----+-----+-----+					

Fig. 16.12
Add New Promotion, Customer Level Frame, Option: Tag/Untag Required Customer Groups, Option: Select Customers

Specify Promotion Customers by Customer Group

This option lets you select one or more customer groups and customers who are members of each customer group.

Screen	Frame
7.20.1.1	Add New Promotion Customer Information

trslc21		7.20.1.1 Specific CGroups		07/08/96	
+-----+-----+-----+-----+-----+-----+					
Promotion Code : 10029 Status*: 2Proposed Proposed					
D+-----+-----+-----+-----+-----+-----+					
Customer Level: B CGroup					
Buy	Region: D1R1	Region 1, Division 1			01 Jan
Buy	Zone*:				30 Aug
PDGrp*:					
CGroup*:					
Save & Exit ?:					
+-----+-----+-----+-----+-----+-----+					
Responsibility*: qad QAD.Inc Demonstrator Next Action*:					

Fig. 16.13
Add New Promotion, Customer Level Frame (Customer Group)

The region defaults from the promotion header. It cannot be changed. The zone is an optional field and can be entered. A single customer group can be entered. A predefined group can be entered in which case it acts as a filter so that only customers in the region, zone, customer group, and predefined group are selected.

Specify promotion customers by customer group using these tasks:

- Add additional customer groups to promotion.
- Remove individual customers from promotion.

trslgrp7.20.1.1 Select CGroups17/08/96

Promotion Code : 10100Status*: 2ProposedProposed

D+

Customer Level: B

CGroup

Buy

Buy

Sav

Re

O

CGroup

Name

B1

B2

Makro

Robinson

Options

Select Customers

Fig. 16.16
Add New Promotion, Customer Level Frame (Customer Group), Option: Add Required Customer Groups, Options Menu

The Select Customers option lists all customers attached to the selected customer group. Selecting an item from this list toggles the asterisk off and removes the item from the promotion.

Remove individual customers from promotion as required.

Screen	Frame	Option	Option
7.20.1.1 Add New Promotion	Customer Information	Add Required Customer Groups	Select Customers

trslcus7.20.1.1 Select Customers17/08/96

Promotion Code : 10100Status*: 2ProposedProposed

D+

Customer Level: B

CGroup

Buy

Buy

Sav

Re

O

Customer

Name

* C1A

* C1B

Makro Store - North

Makro - South

19 Aug

19 Aug

Fig. 16.17
Add New Promotion, Customer Level Frame (Customer Group), Option: Add Required Customer Groups, Option: Select Customers

Specify Promotion Customers by Predefined Group

This option lets you select one, and only one, predefined customer group and customers that are members of that group.

Screen	Frame
7.20.1.1 Add New Promotion	Customer Information

Fig. 16.18
Add New
Promotion,
Customer Level
(Predefined
Customer Group)

trslc31		7.20.1.1 Specific Customer PDGrp		17/08/96	
+-----+-----+-----+-----+					
Promotion Code :		10102	Status*: 2Proposed	Proposed	
+-----+-----+-----+-----+					
D+-----+					
Buy		Customer Level: G	Specific Customer PDGrp		
Buy		Region: D1R1	Region 1, Division 1		19 Aug
		Zone*:			19 Aug
		PDGrp*:			
		Save & Exit ?:			
+-----+-----+-----+-----+					
		Owner*: qad	QAD.Inc Demonstrator		

The region defaults from the promotion header. It cannot be changed. The zone is an optional field and can be entered. If a predefined group is entered and combined, the values act as a filter so that only customers who are in the region, zone, and the predefined group are selected.

Remove Individual Customers from Promotion

Choosing User Menu at the Save and Exit? prompt displays the Options menu where customers can be excluded if required.

Fig. 16.19
Add New
Promotion,
Customer Level
Frame (Predefined
Customer Group),
Options Menu

trslc31		7.20.1.1 Specific Customer PDGrp		17/08/96	
+-----+-----+-----+-----+					
Promotion Code :		10102	Status*: 2Proposed	Proposed	
+-----+-----+-----+-----+					
D+-----+					
Buy		Customer Level: G	Specific Custo+	Options -----+	
Buy		Region: D1R1	Region 1, Divi	Select Customers	
		Zone*:			
		PDGrp*: CG2	Customer PDGrp		
		Save & Exit ? : no			
+-----+-----+-----+-----+					
		Owner*: qad	QAD.Inc Demonstrator		

The Tag/Untag Customers option lists all the customers in the selected predefined group. Selecting a customer from this list toggles the asterisk off and removes the customer from the promotion.

Remove individual customers from promotion as required.

Screen	Frame	Option
7.20.1.1 Add New Promotion	Customer Information	Tag/Untag Customers

trslcu4		7.20.1.1 Tag/Untag Customers		17/08/96	
+-----+-----+-----+-----+-----+-----+					
Promotion Code : 10102 Status*: 2Proposed Proposed					
D+-----+-----+-----+-----+-----+-----+					
Buy		Customer Level: G		Specific Customer PDGrp	
Buy		Customer Name		19 Aug	
				19 Aug	
Sav		* C1A Makro Store - North			
+-----+		* C1B Makro - South		+-----+	
O					

Fig. 16.20
Add New Promotion, Customer Level Frame (Predefined Customer Group), Option: Tag/Untag Customers

Specify Individual Promotion Customers

This option lets you select one or more customers. It is typically used when only one or a few individual accounts are on a promotion.

Screen	Frame
7.20.1.1	Add New Promotion Customer Information

trslc41		7.20.1.1 Specific Customers		17/08/96	
+-----+-----+-----+-----+-----+-----+					
Promotion Code : 10103 Status*: 2Proposed Proposed					
D+-----+-----+-----+-----+-----+-----+					
Buy		Customer Level: C		Specific Customers	
Buy		Region: D1R1		Region 1, Division 1	
		Zone*:		19 Aug	
		PDGrp*:		19 Aug	
		CGroup*:			
		Customer*:			
		Save & Exit ?:			
Resp+				+-----+	
Customer Level*: C		Specific Customers			

Fig. 16.21
Add New Promotion, Customer Level Frame (Specific Customers)

The region defaults from the promotion header. It cannot be changed. The zone is an optional field where a single customer group can be entered. If a predefined group is entered, it acts as a filter so that only customers who are in the region, zone, customer group, and predefined group can be selected.

Add Individual Customers to Promotion

Choosing User Menu at the Save and Exit? prompt displays the Options menu where additional customers can be added.

Fig. 16.22
Add New
Promotion,
Customer Level
Frame (Specific
Customers),
Options Menu

trslc417.20.1.1 Specific Customers17/08/96

Promotion Code : 10103Status*: 2ProposedProposed

D+

BuyBuy

Customer Level: CRegion: D1R1Zone*:PDGrp*:CGroup*:Customer*: CIA Makro Store -Save & Exit ?: no

Resp+Customer Level*: CSpecific Customers

Specific Custo----- Options
Region 1, DiviSelect Customers

The Select Customers option lists all customers who are valid within the region, zone, predefined group, and customer group selected. Press Insert to add customers.

Add individual customers to promotion as required.

Screen	Frame	Option
7.20.1.1 Add New Promotion	Customer Information	Select Customers

Fig. 16.23
Add New
Promotion,
Customer Level
Frame (Specific
Customers),
Option: Select
Customers

trslcu37.20.1.1 Customers17/08/96

Promotion Code : 10103Status*: 2ProposedProposed

D+

BuyBuy

Customer Level: CSpecific Customers

Customer Name
CIA Makro Store - North

Save

Resp+-----
Customer Le

19 Aug
19 Aug

Add Promotion Notes

You are next prompted to add Notes. Enter Yes to access this area. Each entry is date and time stamped with the user ID attached. This is a free-format area where any relevant fact relating to the promotion can be entered. The lines wrap allowing head-down typing to speed the process. These notes can be updated later from a menu selection. They can

optionally be printed on various reports. If notes exist on the main promotion header screen, the Notes prompt has a Y beside it indicating that notes do exist.

Add promotion notes as required.

Screen	Frame
7.20.1.1	Add New Promotion Add Notes

Add Promotion Modifiers

The specialized modifiers values are automatically prompted for on the screen.

The form and content of these modifiers is set up during the initial business analysis phase.

Specify promotion modifiers as required by site.

Screen	Frame
7.20.1.1	Add New Promotion Modifiers

Promotion Products Setup

Depending on the value entered into the Product Level field on the promotion header, a tailored product selection screen appears. Two approaches for specifying products are described: by individual product and by product group.

Specify Individual Promotion Products

This option lets you select one product or a group of products, not necessarily related in any way, or perhaps they are through some combination of profile value.

With product level in the header set to Specific Products, use the following process to select products for promotion.

Screen	Frame
7.20.1.1 Add New Promotion	Product Information

Fig. 16.24
Add New
Promotion, Product
Level Frame

```

trpromo5                                7.20.1.2 Select Products                                07/08/96
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+
Contract Code :      10031      Status*: 2Proposed      Proposed Contract
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Pro Profile 1*:                                     | ug |
| Pro Profile 2*:                                     | ug |
| Pro Profile 3*:                                     |   |
| Pro Profile 4*:                                     |   |
| Pro Profile 5*:                                     |   |
| Pro Profile 6*:                                     |   |
| Pro Profile 7*:                                     |   |
| Pro Profile 8*:                                     |   |
| Pro Profile 9*:                                     |   |
|                                                     |   |
| Product Code*:                                     |   |
| Product Group:                                     |   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Fig. 16.25
Add New
Promotion, Product
Level Frame

```

trpromo5                                7.20.1.2 Select Products                                07/08/96
+---1Header 2Detail 3Status 4Review 5Views  6Claim  7Budget 8Report 9Navig ---+
|Con+-----Select Product Group-----+
|+----+Group Code  Description                      Access Group      +----+
|-----+-----+-----+-----+-----+-----+-----+-----+
|PG1       Product Group 1                               |ug|
|PG2       Product Group 2                               |ug|
|PG3       Product Group 3                               |ug|
|-----+-----+-----+-----+-----+-----+-----+-----+
|+----+-----+-----+-----+-----+-----+-----+-----+
|-----+-----+-----+-----+-----+-----+-----+-----+

```

The above screens vary depending on the product level of the promotion. In the sample, the initial selection is via any of the associated product codes. After the optional entry of any value as a starting point, press Go to access and select all products that meet the task.

Fig. 16.28
Add New
Promotion, Product
Level Frame

trpromo5

7.20.1.2 Select Products

07/08/96

1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig

Contract Code : 10031 Status*: 2Proposed Proposed Contract

Pro Profile 1*:
Pro Profile 2*:
Pro Profile 3*:
Pro Profile 4*:
Pro Profile 5*:
Pro Profile 6*:
Pro Profile 7*:
Pro Profile 8*:
Pro Profile 9*:

Product Group:

ug
ug

Promotion Pricing Workbench Setup

Depending on the value entered in the Deal field on the promotion header, a tailored data entry screen appears. This is the pricing workbench, where the volumes and deal details are entered.

There are a variety of Edit options, typically at least one for each deal type. Combinations of deal types, up to a maximum of four on one promotion, can be assembled. The following examples display the major characteristics of all deal edit variables.

Define Deal Details from Promotion Pricing Workbench

Press Toggle to display products on the promotion at the product or product group level.

Screen	Frame
7.20.1.1 Add New Promotion	Pricing Workbench

trdea486		7.20.1.2 Edit Off Invoice/Lump Sum Deal				09/08/96	
Product Group 1		Promotion Code: 10033					
Group	Volume	List	\$Off	\$LumpS	Spend Tot	%Off	Rate/C Margin
*PG1		36.00	.00			.00	.000
*PG2		.00	.00			.00	.000
4		.00	.00			.00	.000

Fig. 16.29
Add New
Promotion,
Promotion Deal
Summary

trdea480		7.20.1.2 Edit Off Invoice/Lump Sum Deal				09/08/96	
Product 1, Product Group 1 Second line of description		Promotion Code: 10033					
Product	Volume	List	\$Off	\$LumpS	Spend Tot	%Off	Rate/C Margin
*P1PG1	Produc	36.00	.00			.00	.000
*P2PG1	Produc	36.00	.00			.00	.000
*P3PG2	Produc	72.00	.00			.00	.000
*P4PG2	Produc	48.00	.00			.00	.000

Fig. 16.30
Add New
Promotion,
Promotion Deal
Summary

The pricing workbench display has the following information:

Product. The actual product code of a product on the promotion. Notice that the full two-line description appears above the heading prompts at the top of the promotion. As you move the cursor up and down, the descriptions match the highlighted product. If the display is the Predefined Groups level, this description is that of the group.

Volume. The expected volume of the product that is sold under the terms of this promotion. The unit of measure is the pricing unit. When multiple products are tagged, the volume entered is spread over all those products.

List. The standard or list price for this product for the first customer found on the list of customers on this promotion.

\$Off. The discount amount, not lump sum or other component, expressed as a \$ off amount.

Lump\$. The proportion of lump sum money that has been apportioned to each product.

Spend. The discount multiplied by the volume plus the lump sum. This is the cost of undertaking the promotion for this product.

Tot%Off. Total gross margin.

Rate/C. Total spend expressed as a rate per case.

Margin. The net margin. You can switch this figure off or on.

Edit deal from promotion pricing workbench can include one or more of the following tasks, depending on which deal categories are included in promotion deal code:

- Define off-invoice promotion deal details.
- Define lump-sum promotion deal details.
- Define promotion deal using target by totals.

Choosing User Menu provides access to the relevant menu options used to edit the volumes and deal details.

Fig. 16.31
Add New
Promotion,
Promotion Deal
Summary, Options
Menu

trdea480		7.20.1.2 Edit Off Invoice/Lump Sum Deal				09/08/96	
Product 1, Product Group 1 Second line of description Promotion Code:						10033	
-----+-----							
Product		Volume	List	\$Off	\$LumpS	S+	Options
-----+-----							
*P1PG1	Produc	36.00		.00			Edit Off Invoice Deal
*P2PG1	Produc	36.00		.00			Edit Lump Sum Deal
*P3PG2	Produc	72.00		.00			Target by Totals
*P4PG2	Produc	48.00		.00			View Promotion History
-----+-----							

Define Off Invoice Promotion Deal Details

Edit the values for off-invoice portion of deal as required.

The following graphics show the input screen before and after input of relevant values.

Screen Frame
7.20.1.1 Add New Promotion Pricing Workbench

trdea4807.20.1.2 Edit Off Invoice/Lump Sum Deal09/08/96

Product 1, Product Group 1 Second line of description Promotion Code: 10033

Product	Volume	List	\$Off	\$LumpS	Spend Tot	%Off	Rate/C	Margin
P1PG1	P+							+000
P2PG1	P	Group Level: PG1						000
P3PG2	P	Product : P1PG1						000
P4PG2	P	Product 1, Product Group 1						000
		List Price:	36.00					
		Volume:						
DISCOUNT			\$Off	%Off	New\$			
Price by Unit (CN):			.00	.00	36.000			
Retail Unit (EA):			.00	.00	3.000			

Fig. 16.32
Add New
Promotion, Off
Invoice Deal
Pricing Workbench

trdea4807.20.1.2 Edit Off Invoice/Lump Sum Deal09/08/96

Product 1, Product Group 1 Second line of description Promotion Code: 10033

Product	Volume	List	\$Off	\$LumpS	Spend Tot	%Off	Rate/C	Margin
P1PG1	P+							+000
P2PG1	P	Group Level: PG1						000
P3PG2	P	Product : P1PG1						000
P4PG2	P	Product 1, Product Group 1						000
		List Price:	36.00					
		Volume:	2000					
DISCOUNT			\$Off	%Off	New\$			
Price by Unit (CN):			2.50	6.94	33.500			
Retail Unit (EA):			.21	6.94	2.792			

Fig. 16.33
Add New
Promotion, Off
Invoice Deal
Pricing Workbench
(with values
entered)

- Group Level.** The product group the product belongs to.
- Product.** The full description of the product.
- List Price.** The standard list price for this product for this customer.

Volume. The number of price-by units that are expected to be sold.

Discount \$. The discount being given expressed as a \$off figure.

Discount %. The discount being given expressed as a %off figure.

Discount New \$. The discount being given expressed as a net figure.

Price By Unit. A line of the above three figures expressed in terms of the Price By unit, shown in brackets.

Retail Unit. A line of the above three figures expressed in terms of the retail unit, shown in brackets.

Depending on the products selected, the result is similar to the following, with the full calculations now displayed.

Fig. 16.34
Add New
Promotion, Off
Invoice Deal
Summary (Values
Entered)

trdea480		7.20.1.2 Edit Off Invoice/Lump Sum Deal						09/08/96	
Product 2, Product Group 1 Second line of description Promotion Code: 10033									
Product	Volume	List	\$Off	\$LumpS	Spend	Tot%Off	Rate/C	Margin	
*P1PG1	Produc	400	36.00	3.60	1440	10.00	3.600	80	
*P2PG1	Produc	400	36.00	3.60	1440	10.00	3.600	80	
P3PG2	Produc		72.00	.00		.00	.000		
P4PG2	Produc		48.00	.00		.00	.000		
4	800	36.00	3.60		2880	10.00	3.600	80	

Define Lump Sum Deal Details

Edit values for lump-sum portion of deal as required.

Screen

Frame

7.20.1.1 Add New Promotion Pricing Workbench

trdea480		7.20.1.2 Edit Off Invoice/Lump Sum Deal					09/08/96	
Product 4, Product Group 2 Second line of description Promotion Code: 10033								
Product	Volume	List	\$Off	\$LumpS	Spend Tot	%Off	Rate/C	Margin

*P1PG1	P+					+600		80
*P2PG1	P	Group Level:				600		80
*P3PG2	P	Product Code:				600		76
*P4PG2	P					400		79
		List Price:						
		Planned Vol:	2800					
			\$	%				
				.00	.00			

4	2800	53.14	8.53		23880	16.05	8.529	78

*P1PG1	P+					+600		80
*P2PG1	P	Group Level:				600		80
*P3PG2	P	Product Code:				600		76
*P4PG2	P					400		79
		List Price:						
		Planned Vol:	2800					
			\$	%				
			12000.00	.00				

Fig. 16.35
Add New
Promotion, Lump
Sum Deal Pricing
Workbench

- Group.* The product group the product belongs to.
- Product.* The full description of the product.
- List Price.* The standard list price for this product for this customer.
- Planned Volume.* The sum of all individual volumes over which the lump sum is to be apportioned.
- \$.* The lump sum amount in total.
- %.* Where possible, the amount is expressed as a percent of the list for the products.

Define Deal Using Target by Totals

Edit values for lump sum and off-invoice combination deal as required.

Screen

Frame

7.20.1.1 Add New Promotion Pricing Workbench

Fig. 16.36
Add New
Promotion, Deal
Summary, Option:
Target by Totals

trdea480		7.20.1.2 Edit Off Invoice/Lump Sum Deal					09/08/96	
Product 4, Product Group 2 Second line of description Promotion Code: 10033								
Product	Volume	List	\$Off	\$LumpS	Spend Tot	%Off	Rate/C Margin	
*P1PG1	Produc	400+				18.06	6.503 64	
*P2PG1	Produc	400	Enter any two amounts			18.06	6.503 64	
*P3PG2	Produc	1000				25.56	18.406 65	
*P4PG2	Produc	1000				25.57	12.272 69	
			Discount	:	23880	16.05		
			COOP	:	12000	8.06		
			=====		=====			
			Total	:	35880	24.11		
*P1PG1	Produc	400+				18.06	6.503 64	
*P2PG1	Produc	400	Enter any two amounts			18.06	6.503 64	
*P3PG2	Produc	1000				25.56	18.406 65	
*P4PG2	Produc	1000				25.57	12.272 69	
			Discount	:	20000	13.44		
			COOP	:	10000	6.72		
			=====		=====			
			Total	:	30000	20.16		

Discount \$. Total value of the discount that you want to spend.

Discount %. This amount as a percentage.

Coop \$. Total lump-sum amount that you want to spend.

Coop %. This amount expressed as a percentage.

Total \$. Sum of the discount and coop dollar amounts.

Total %. Total dollar figure expressed as a percentage.

trdea480		7.20.1.2 Edit Off Invoice/Lump Sum Deal							09/08/96	
Product 4, Product Group 2 Second line of description Promotion Code:									10033	

Product		Volume	List	\$Off	\$LumpS	Spend	Tot%Off	Rate/C	Margin	

P1PG1	Produc	400	36.00	4.84	968	2903	20.16	7.258	60	
P2PG1	Produc	400	36.00	4.84	968	2903	20.16	7.258	60	
P3PG2	Produc	1000	72.00	9.68	4839	14516	20.16	14.516	72	
P4PG2	Produc	1000	48.00	6.45	3225	9676	20.16	9.676	76	

4		2800	53.14	7.14	10000	29998	20.16	10.714	72	

Fig. 16.37
Add New
Promotion, Deal
Summary (Values
Entered)

Promotion Edit Activities

- Promotions can be edited in one of two ways:
- By locating an individual promotion and manually changing values in the promotion with the users themselves accessing options from the menus
 - By the user maintaining the membership of customer groups, predefined groups, and product groups using the Master File menu options and then having the system automatically (in batch in the background) identify what promotions require what change, and when, as a result of that maintenance. This is called *Bulk Edit*.

The two methods of editing promotions, manually or via Bulk Edit, can produce different results. Note that in this release, promotions can be modified manually at Status 5 and above, increasing the financial liability for the company, without recourse to the Approvals filter.

Only the first method of editing promotions is outlined here.

Access existing promotions via two main methods:

- Using the exact promotion ID, use the menu option Edit Promotion. This requires that you know the number or you can select from a list of promotions sorted numerically.

- When you do not know the exact promotion ID, use one of the menu options that displays a subset of promotions; for example, User's Promotions or Promotions for a Customer. When you locate correct promotion on the scrolling list, access it using the pop-up menu.

Which elements of a promotion can be edited is determined by the promotion status. See "Promotion Edit Rules" on page 523 for a complete listing of elements that can be edited at each status.

When the correct promotion is identified and accessed, a range of edit options becomes available via a strip menu. Note that no promotion can be directly edited on screen. Access the required data area using a security-controlled menu selection.

Edit Promotion (7.20.1.2) has nine items in its strip menu:

- Header
- Detail
- Status
- Review
- Views
- Claim
- Budget
- Report
- Navigation (not used in this release)

Click an item in the strip menu to display its selection criteria.

Activities List

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Header Menu Activities

The first strip menu is the Header menu. This provides access to each element in the promotion header as well as to some hidden data elements that apply to the promotion overall.

Fig. 16.38
Edit Promotion,
Strip Menu,
1Header

trpromoe		7.20.1.2 Edit Promotion		29/08/96	
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ----+					
+-----+:		2Proposed Proposed			
A. Edit Description/Action		d Lump Sum deal			
B. Edit Dates					
C. Edit Region		Retail Start : 29/07/96 Mon 29 Jul			
D. *Transfer Deal Code		Retail Finish: 04/08/96 Sun 04 Aug			
E. *Change Deal Code		wance \$ & Lump Sum			
F. Edit Owner/Responsibility		n 1			
G. Edit Customer Promo Level		1, Division 1			
H. Edit Product Promo Level		Demonstrator			
I. Edit User Defined Code 1		Demonstrator Next Action*:			
J. Edit User Defined Code 2		Group			
K. Edit User Defined Code 3		c Products			
L. Edit User Defined Code 4		1			
M. Edit Alternate Reference					
N. *Edit Financial Details 1					
O. Edit Financial Details 2		Notes : n			
+-----+		+1, Division 1			
+-----+					

Edit Promotion Description and Next Action Code

Use the Edit Description/Action option to access the promotion description and next action code and date.

Modify the promotion description and next action code as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	1 Header	Edit Description/Action

trpromoe7.20.1.2 Edit Promotion29/08/96

Promotion Code : 10008Status*: 2ProposedProposed

Description : Sample Billback and Lump Sum deal

New Product Launch

Buy Start: 29/07/96 Mon 29 JulRetail Start : 29/07/96 Mon 29 Jul

Buy Close: 04/08/96 Sun 04 AugRetail Finish: 04/08/96 Sun 04 Aug

Deal*: OI&LSOI Allowance \$ & Lump Sum

Division*: 1Division 1

Region*: D1R1Region 1, Division 1

Owner*: qadQAD.Inc Demonstrator

Responsibility*: qadQAD.Inc DemonstratorNext Action*:

Customer Level*: BBuying Group / /

Product Level*: S1Specific Products

Fig. 16.39
Edit Promotion,
Strip Menu,
1Header, Edit
Description/Action

Description. Accesses the two description lines.

Next Action. Accesses the next action code field.

Date. Accesses the next action date field.

Edit Promotion Dates

When a promotion is at status 2, use this option to change the relevant dates.

Modify the promotion buy-in and retail dates as needed.

Screen	Strip	Option
7.20.1.2	Edit Promotion	1 Header Edit Dates

tpprdat7.20.1.2 Change Buyin From/To Dates29/08/96

+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+

Promotion Code : 10008Status*: 2ProposedProposed

D+-----+

BuyBuy Start: 29/07/96Retail Start: 29/07/9629 Jul

BuyBuy Finish: 04/08/96Retail Finish: 04/08/9604 Aug

+-----+

Fig. 16.40
Edit Promotion,
Strip Menu,
1Header, Edit Dates

Buy Start and Finish. Accesses the buy start and finish.

Retail Start and Finish. Accesses the retail start and finish.

Edit Promotion Region and Area

Use this option to change the region or the area on the promotion. This is a significant change and can result in changes to access security, customers on the promotion, and so on. This option is typically used only when this promotion has been created by copying from another promotion which, although generally correct, is to be run for different customers in a different region or area.

Modify the promotion region and area as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	1 Header	Edit Region/Area

Fig. 16.41
Edit Promotion,
Strip Menu,
1Header, Edit
Region/Area/Zone

tpedregn		7.20.1.2 Change Region		29/08/96	
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+					
Promotion Code : 10008 Status*: 2Proposed Proposed					
Des+-----+					
Buy St		Enter New Region:		n 29 Jul	
Buy Cl				n 04 Aug	
+-----+					
Division*: 1		Division 1			

Region. Accesses the region code.

Area. Accesses the area code.

Change Promotion Deal Code

Use this option when you want to change the deal code. If a deal element is present in the old and the new deal code, it is retained; otherwise the deal element is deleted and Deal Edit must be used to reset the actual deal details.

Change the promotion deal code as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	1 Header	Change Deal Code

Deal*: OI&LS OI Allowance \$ & Lump Sum

Respon
Custom
Produ

Promotion Code: 10008

Current Deal: OI&LS OI Allowance \$ & Lump Sum *:

New Deal*:

Proceed ?: No

Fig. 16.42
Edit Promotion,
Strip Menu,
1Header, Change
Deal Code

Current Deal. The Deal Code currently on the promotion.

New Deal. The alternate Deal Code that you want to replace the old one with. Remember that regardless of whether there are any compatible Deal Types, all deal details are deleted when this option is used.

Edit Promotion Owner and Responsibility

Use the Edit Owner/Responsibility option to change either the owner or responsibility . There are consequences relating to access security, which means that changing the owner can result in not being able to change or view this promotion.

Modify the promotion owner and responsibility as needed.

Screen	Strip	Option
7.20.1.2	Edit Promotion	1 Header Edit Owner/Responsibility

tpedown 7.20.1.2 Edit Owner/Responsibility 29/08/96

-----1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig -----

Promotion Code : 10008 Status*: 2Proposed Proposed

Des+-----+

Owner*: qad

Buy St| Responsibility*: qad |n 29 Jul

Buy Cl+-----+n 04 Aug

Deal*: OI&LS OI Allowance \$ & Lump Sum

Fig. 16.43
Edit Promotion,
Strip Menu,
1Header, Edit
Owner/
Responsibility

Owner. Accesses the Owner field.

Responsibility. Accesses the Responsibility field.

Edit Promotion Customer Level

Use this option with care; it removes all customers prior to changing the level.

Modify the promotion customer level as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	1 Header	Edit Customer Promotion Level

Fig. 16.44
Edit Promotion,
Strip Menu,
1Header, Edit
Customer
Promotion Level

tpedclvl		7.20.1.2 Edit Customer Promo Level		29/08/96	
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+					
Promotion Code :		10008		Status*: 2Proposed Proposed	
Des+		-----+			
		This deletes all Customers. Continue y/n ?: n			
Buy St					Jul
Buy Cl		Customer Level:			Aug
+		-----+			

Customer Level. Accesses the customer level code. Because a change in code can have a significant change on the valid and available set of customers, this option deletes all customers and you must reenter them.

Edit Promotion Product Level

Use this option with care; it removes all products prior to changing the level.

Modify the promotion product level as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	1 Header	Edit Product Promotion Level

tpedplvl7.20.1.2 Edit Product Promo Level29/08/96

-----1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig -----

Promotion Code : 10008 Status*: 2Proposed Proposed

Des-----

This deletes all Products. Continue y/n ?: n

Buy St|

Buy Cl| Product Level:

Division*: 1 Division 1

Jul

Aug

Fig. 16.45
Edit Promotion,
Strip Menu,
1Header, Edit
Product Promotion
Level

Product Level. Accesses the customer level code. Because a change in code can have a significant change on the valid and available set of customers, this option deletes all customers and you must reenter them.

Edit Promotion User-Defined Codes 1–4

Use this option to change the code. Although not displayed on the screen, these codes can be set as optional or mandatory and have attached to them programs that automatically activate when the code is accessed. The program will run after entry or edit of the code. Contact your systems manager to check whether any such program exists against your codes.

Edit the promotion user-defined codes as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	1 Header	Edit User Defined Code 1
		Edit User Defined Code 2
		Edit User Defined Code 3
		Edit User Defined Code 4

Product Level*: S1 Specific Products

Style*: udc1A Reason 1

Rank*:

Cover*:

Notes : n

Customer Details: D1R1 Region 1, Division 1

Fig. 16.46
Edit Promotion,
Strip Menu,
1Header, Edit User
Defined Code 1

Codes 1–4. Enables direct access to the relevant code.

tppromop7.20.1.2 Edit Financial Details 129/08/96

+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+

Promot+

Des

Price List ID*:

Maximum Price :.00

Buy St

Minimum Price :.00

Buy Cl

Maximum Qty :.00

Minimum Qty :.00

Minimum Net Ord :.00

Discount Type*:

Respon

Discount Seq*:

Custom

UOM*:

Produ

Cost Set 1*:

Manual Price : n

Combine Type*:

Qty Break Type*:

Currency*:

Custome

Amount Type*:

Jul

Aug

n

Fig. 16.48
Edit Promotion,
Strip Menu,
1Header, Edit
Financial Details 1

Price List Details. Accesses the details that appear on price lists when they are created.

Edit Promotion Financial Details 2

A variety of values on the promotion are set by Deal Category. In this option, the Deal Categories for this promotion display and division defaults are displayed. These default values can be edited.

Modify the deal category division defaults for promotion as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	1 Header	Edit Financial Details 2

Fig. 16.49
Edit Promotion,
Strip Menu,
1Header, Edit
Financial Details 2

tppromf2		7.20.1.2 Edit Financial Details 2						29/08/9	
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+									

		--Number of Claims--		Followup	Accrual	Committ	Planned		
		Overall	Customer	Days	Method	Value	Value		

Promotion		:							
Lump Sum Monies - s :		2	2	60	PS			8000	
Off Invoice		:						64200	

+									

Deal Type. Displays the Deal Types that make up the Deal Code. It also displays a prompt for promotion, and on this line to the right are displayed the values that are valid at the overall promotion level.

Number of Claims, Overall. The maximum number of claims allowed on the promotion before it automatically closes.

Number of Claims, Customer. The maximum number of claims allowed by any one customer on the promotion before it automatically closes.

Follow-up days. The maximum number of days allowed to pass after the promotion has ended before it automatically closes.

Accrual Method. The method by which the Promotion Accrual process accrues values when the promotion is not yet closed.

Commit Value. A value that can be manually entered and used in the accruals processing. It is maintained here.

Planned Value. The amount planned through the deal edit process.

Detail Menu Activities

The second strip menu is the Detail menu. This accesses various elements in the body of the promotion. It is mainly concerned with changing the customers, products, and deal details.

7.20.1.2 Edit Promotion		29/08/96
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+		
Pr+-----+roposed		Proposed
A. Deal Edit/Pricing Wrkbench		mp Sum deal
B. View Deal/Pricing Wrkbench		
Bu C. Add/Delete Customer/CGroup	etail Start : 29/07/96 Mon 29 Jul	
Bu D. Add a Single Customer	etail Finish: 04/08/96 Sun 04 Aug	
E. Delete All Customers		e \$ & Lump Sum
F. Add/Edit a Product/Group		
G. Delete All Products		ivision 1
H. *Volumes From Sales Histor		onstrator
Re I. Edit Promotion Modifiers	onstrator Next Action*:	
Cu J. Edit Notes	p	
P K. Display Clashes Online	oducts	
L. *Link Promotion to Contrac		
+-----+		
Cover*:		
Customer Details: D1R1		Notes : n
Region 1, Division 1		
+-----+		

Fig. 16.50
Edit Promotion,
Strip Menu, 2Detail

Edit Promotion Deal from Pricing Workbench

The Deal Edit/Pricing Workbench option lets you access the deal using the available pop-up menu option. Since the nature of the deal changes with every deal code, the screen layout also changes.

Review “Promotion Edit Activities” on page 341 to display the exact details of each deal screen. Also review “Promotion Edit Rules” on page 523.

Edit the promotion deal from the pricing workbench as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	2 Detail	Deal Edit/Promotion Workbench

Fig. 16.51

Edit Promotion,
Strip Menu,
2Detail, Deal Edit/
Promotion
Workbench

```

trdea480                7.20.1.2 Edit Off Invoice/Lump Sum Deal                29/08/96

    Kiwi Shoe Polish - Black Second line of description      Promotion Code:   10008

+-----+
| Product          | Volume | List  | $Off | $LumpS | S+-----+ Options -----+
+-----+-----+-----+-----+-----+-----+-----+
| *P1PG1          | Kiwi S | 5000  | 36.00 | 1.62   | 1500  | Edit Off Invoice Deal
| *P2PG1          | Kiwi S | 5000  | 36.00 | 1.62   | 1500  | Edit Lump Sum Deal
| *P3PG2          | Househ | 4000  | 72.00 | 7.20   | 3000  | 3 Target by Totals
| *P4PG2          | Househ | 4000  | 48.00 | 4.80   | 2000  | 2 View Promotion History
+-----+-----+-----+-----+-----+-----+-----+
|                                     +-----+
+-----+-----+-----+-----+-----+-----+-----+
| 4              | 18000 | 46.67 | 3.57 | 8000   | 72200 | 8.60 | 4.011 | 89
+-----+-----+-----+-----+-----+-----+-----+

```

This screen is display only; use the pop-up menu to edit.

[View Promotion Deal Pricing Workbench](#)

This accesses the deal in view mode only. Although it appears to be identical to the menu option above, no pop-up menu option exists.

Review the deal details from the pricing workbench.

Screen	Strip	Option
7.20.1.2 Edit Promotion	2 Detail	View Deal/Pricing Workbench

Fig. 16.52

Edit Deal, Strip Menu, 2Detail, View Deal/Pricing Workbench

trvw480 7.20.1.2 View Off Invoice/Lump Sum Deal 29/08/96									
Kiwi Shoe Polish - Black Second line of description								Promotion Code: 10008	
Product		Volume	List	\$Off	\$LumpS	Spend	Tot%Off	Rate/C	Margin
P1PG1	Kiwi S	5000	36.00	1.62	1500	9600	5.33	1.920	89
P2PG1	Kiwi S	5000	36.00	1.62	1500	9600	5.33	1.920	95
P3PG2	Househ	4000	72.00	7.20	3000	31800	11.04	7.950	85
P4PG2	Househ	4000	48.00	4.80	2000	21200	11.04	5.300	87
4		18000	46.67	3.57	8000	72200	8.60	4.011	89

Add or Delete Customer Groups on Promotion

The Add/Delete Customer/Customer Group option lets you edit the promotion customers, customer groups, and predefined groups.

Add or delete customer groups on promotion as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	2 Detail	Add/Delete Customer/Customer Group

Press Add to add, Delete to delete customer groups.

tpupdogp7.20.1.2 Add/Delete CGroups29/08/96

-----1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig -----+

Promotion Code : 10008Status*: 2ProposedProposed

Description : +-----+Options -----+

Buy Start: 2

Buy Close: 0

Deal*: B2

Division*:

Region*:

Owner*:

Responsibility*:

Customer Level*:

Group CodeDescription

B1B1

B2B2

Add/Delete Customers

Fig. 16.53
Edit Promotion,
Strip Menu,
2Detail, Add/
Delete Customer/
Customer Group

Add or Delete Individual Customers on Promotion

The Add/Delete Customer/Customer Group option lets you edit the promotion customers, customer groups, and predefined groups. Individual customers can then be edited using the Options menu.

Add or delete individual customers on promotion as needed.

Screen	Strip	Option	Option
7.20.1.2 Edit Promotion	2 Detail	Deal Edit/Promotion Workbench	Add/Delete Customers

Press Add to add, Delete to delete individual promotion customers.

Fig. 16.54
Edit Promotion,
Strip Menu,
2Detail, Add/
Delete Customer/
Customer Group

tpupdcgp		7.20.1.2 Add/Delete CGroups		29/08/96	
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+					
Promotion Code : 10008 Status*: 2Proposed Proposed					
Description : +-----+-----+-----+-----+-----+-----+					
		Group Code Description		Add/Delete Customers	
Buy Start: 2		-----			
Buy Close: 0		B1 B1			
Deal*: B2		B2			
Division*:					
Region*:					
Owner*:					
Responsibility*:					
Customer Level*:				+-----+	

Add a Single Customer to Promotion

This is a specific option that lets you add just one customer to the promotion. It is assumed that you know the customer that you want so the lookup is simply a list of customers.

Add one customer to promotion as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	2 Detail	Add a Single Customer

Fig. 16.55
Edit Promotion,
Strip Menu,
2Detail, Add a
Single Customer

tpaddlc		7.20.1.2 Add a Single Customer		29/08/96	
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+					
Promotion Code : 10008 Status*: 2Proposed Proposed					
Description : Sample Billback and Lump Sum deal					
New Product Launch					
Buy Start: +-----+				Jul	
Buy Close: Customer Code*:				Aug	
D+-----+					
Division*: 1		Division 1			

Customer Code. The new customer to be added.

Delete All Customers from Promotion

This deletes all customers, customer groups, and predefined groups.

Delete all customers from promotion as needed.

Screen	Strip	Option
7.20.1.2	Edit Promotion	2 Detail Delete All Customers

tpcudel	7.20.1.2 Delete All Customers	29/08/96
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+		
Promotion Code : 10008 Status*: 2Proposed Proposed		
Description :+-----+		
Buy Start:	2 Delete All Customrs. Continue? n :	29/07/96 Mon 29 Jul
Buy Close:	0	04/08/96 Sun 04 Aug
Deal*:+-----+um		
Division*: 1 Division 1		

Fig. 16.56
Edit Promotion,
Strip Menu,
2Detail, Delete All
Customers

Add and Delete Products and Product Groups from Promotion

Similar to the related Customer option, this lets you add and delete products on a promotion. The display is identical to that accessed during Add Promotion product selection.

Add or delete individual products and product groups on promotion as needed.

Screen	Strip	Option
7.20.1.2	Edit Promotion	2 Detail Add/Delete a Product/Group

trpromo7	7.20.1.2 All Product List/Tag	29/08/96
+-----+		
Code	Description	
+-----+		
* P1PG1	Kiwi Shoe Polish - Black	Second line of description
* P2PG1	Kiwi Shoe Polish - Tan	Second line of description
* P3PG2	Household Detergent 2Kg	Second line of description
* P4PG2	Household Detergent - 1kg	Second line of description

Fig. 16.57
Edit Promotion,
Strip Menu,
2Detail, Add/
Delete a Product/
Group

Delete All Products from Promotion

This removes all products and product groups.

Delete all products from promotion as needed.

Fig. 16.58
Edit Promotion,
Strip Menu,
2Detail, Delete All
Products

Screen	Strip	Option
7.20.1.2 Edit Promotion	2 Detail	Delete all Products

tpprdel	7.20.1.2 Delete All Products	29/08/96
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ----+		
Promotion Code : 10008 Status*: 2Proposed Proposed		
Description :+-----+-----+		
Buy Start: 2	Delete All Products. Continue? n	: 29/07/96 Mon 29 Jul
Buy Close: 0		: 04/08/96 Sun 04 Aug
Deal*:+-----+-----+um		
Division*: 1 Division 1		

Set Promotion Volumes from Sales History

This option lets you view sales history for selected products on the promotion. This history can be manipulated and then input as the volumes in the Deal Edit.

Set promotion product volumes from sales history as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	2 Detail	Use History to Set Volumes

Edit Promotion Modifiers

This option accesses the Modifiers screen the same way as Add Promotion.

Edit the promotion modifiers as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	2 Detail	Edit Promotion Modifiers

[illegible]

Fig. 16.59
Edit Promotion,
Strip Menu,
2Detail, Edit
Promotion
Modifiers

Edit Promotion Notes

Accesses the Notes function. Access to previous notes is available and any new entry is date, time, and ID stamped.

Edit the promotion notes as needed.

Screen	Strip	Option
7.20.1.2	Edit Promotion	2 Detail Edit Notes

```
nl001ul          7.20.1.2 Notes 1 - Promotion Header File          *          29/08/96
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+
Promot+-----+
Des| ENTERED BY gad ON 12/08/96 AT 06:43
   | Sample of the notes
Buy St|
Buy Cl|
     |
Respon|
Custom|
Produ+-----+
      Style*: udc1A          Reason 1
```

Fig. 16.60
Edit Promotion,
Strip Menu,
2Detail, Edit Notes

View Promotion Clash Report Online

This option displays clashing promotions. It runs online (there is a batch option in Reports). The output is a scroller of promotions and the pop-up gives immediate access to promotion detail.

Check for clashing promotions online as needed.

Screen	Strip	Option
7.20.1.2	Edit Promotion	2 Detail Display Clashes Online

Fig. 16.61
Edit Promotion,
Strip Menu,
2Detail, Display
Clashes Online

Screen		Strip	Option	
7.20.1.2		Edit Promotion	2 Detail	Display Clashes Online


```

trpromoe                                7.20.1.2 Edit Promotion                                29/08/96
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     |
| Clash Code*: std                   |
| Description: Same Customer/Product/Date | 9/07/96 Mon 29 Jul |
| Line Format*: aa                   | CGroup/Deal/Date/Stat/Own/UDC1 | 4/08/96 Sun 04 Aug |
| Desc Format*: aa                   | UDC2/UDC3/UDC4/Plan$/Act$/Qtys |
| Sequence Code*: aa                | Buyin Date/Status              |
|                                     |
| Proceed ? : n                     |
+-----+-----+-----+-----+-----+-----+-----+-----+
| Customer Level*: B                | Buying Group                    |
|                                     |
+-----+-----+-----+-----+-----+-----+-----+
  
```

Fig. 16.62
Edit Promotion,
Strip Menu,
2Detail, Display
Clashes Online

Screen		Strip	Option	
7.20.1.2		Edit Promotion	2 Detail	Display Clashes Online


```

pvcslsaa                                7.20.1.2 Line Format                                29/08/96
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| Code   | Group Code | Deal Code | Buy Start | Code   | Owner   | UDC1 |
+-----+-----+-----+-----+-----+-----+-----+-----+
| 00010004 | B1        | Makro    | OI&LS    | 01/06 31/10 | 5Confirm root | udc1A |
| 00010005 | B1        | Makro    | BB$LS    | 01/06 30/1+ | ----- Options ----- |
| 00010001 | B1        | Makro    | BB$LS    | 01/07 01/0 | Edit Promotion |
| 00010014 | B1        | Makro    | OI&LS    | 01/07 01/0 | Pricing Work Bench |
| 00010006 | B1        | Makro    | BB$LS    | 29/07 04/0 | Product View |
|                                     | Customer View |
|                                     | Transactions |
|                                     | Full View |
|                                     | View Promotion |
+-----+-----+-----+-----+-----+-----+-----+-----+
+-----+-----+-----+-----+-----+-----+-----+-----+
| Sample Off Invoice and Lump Sum Promo Temporary Price Reduction |
| User Code 2*: udc2A      Competitive pre Planned      3800    P      1000 |
| User Code 3*: udc3A      UDC Code 3 A      Actual      0      0 |
|                               udc4A      UDC Code 4 A      Cus B      Pr S1      Notes:      n |
+-----+-----+-----+-----+-----+-----+-----+-----+
  
```

Link Promotion to an Agreement

This option creates a link between a promotion and an agreement header.
Link promotion to agreement as required.

Screen	Strip	Option
7.20.1.2	Edit Promotion	2 Detail Link Promotion to Agreement

Change Promotion Buying Code

The buying code, together with the buying base, determines the spread of product volume over the promotion period.
The Buying Codes are predefined and automatically applied to each Deal Category on a promotion. The Buying Code defaults from the Divisional Deal Category record. It can be maintained individually for each promotion.

Change the promotion buying code as needed.

Screen	Strip	Option
7.20.1.2	Edit Promotion	2 Detail Change Buying Codes

Status Menu Activities

▶ See “Promotion Edit Rules” on page 523.

These options are principally concerned with the status of a promotion and changing that status.

Fig. 16.63
Edit Promotion,
Strip Menu, 3Status

```

trpmpromoe                                7.20.1.2 Edit Promotion                                29/08/96
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+
Promoti+-----+-----+-----+-----+-----+-----+-----+-----+-----+
Desc|A. Set to Status 2 - What-if|m deal
    |B. Set to Status 3 - Planned
Buy Sta|C. Set to Status 5 - Confirm    Start :    29/07/96 Mon 29 Jul
Buy Clo|D. Set to Status 7 - Finished  Finish:    04/08/96 Sun 04 Aug
        |E. Set to Status 9 - Closed    Lump Sum
        |F. Reopen a Closed Promotion
        |G. Delete Promotion            on 1
        |H. Copy Promotion            ator
Respons|I. *Attach to Specific Budget   ator    Next Action*:
Custome|J. View Budgeting Messages
Produc |K. Test Move to Status 5       s
        |L. View Approval Messages
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Set Promotion to Status 2 – Proposed

This option changes the status back to status 2.

Set promotion back to status 2.

Screen	Strip	Option
7.20.1.2	Edit Promotion	3 Status Set to Status 2 – Proposed

Fig. 16.64
Edit Promotion,
Strip Menu,
3Status, Set to
Status 2 – Proposed

```

trpromeo                                7.20.1.2 Edit Promotion                                29/08/96
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+
Promotion Code : 10008 Status*: 3Planned Status: Planned & Budgeted
Description : Sample Billback and Lump Sum deal
              New Product Launch
Buy St+-----+start : 29/07/96 Mon 29 Jul
Buy Cl|         |insh: 04/08/96 Sun 04 Aug
      | Set Status to What-If (y/n) : n |ump Sum
      |         |         |
      +-----+ 1
              Owner*: gad QAD.Inc Demonstrator

```

Set Status. Confirm the action.

Set Promotion to Status 3 – Planned

This option changes the status to status 3.

Set promotion to status 3.

Screen	Strip	Option
7.20.1.2	Edit Promotion	3 Status Set to Status 3 – Planned

trpromoe		7.20.1.2 Edit Promotion		29/08/96	
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+					
Promotion Code : 10008 Status*: 2Proposed Proposed					
Description : Sample Billback and Lump Sum deal					
New Product Launch					
Buy St	-----+tart :			29/07/96 Mon 29 Jul	
Buy Cl	inish:			04/08/96 Sun 04 Aug	
Set Status to Planned (y/n) : n			ump Sum		
-----+ 1					
Owner*: qad			QAD.Inc Demonstrator		

Fig. 16.65
Edit Promotion,
Strip Menu,
3Status, Set to
Status 3 – Planned

Set Status. Confirm the action.

Set Promotion to Status 5 – Confirmed

This option changes the status to status 5.

Set promotion to status 5.

Screen	Strip	Option
7.20.1.2	Edit Promotion	3 Status Set to Status 5 – Confirmed

Fig. 16.66
Edit Promotion,
Strip Menu,
3Status, Set to
Status 5 –
Confirmed

trpromoe		7.20.1.2 Edit Promotion		29/08/96	
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ----+					
Promotion Code : 10008 Status*: 3Planned Planned & Budgeted					
Description : Sample Billback and Lump Sum deal					
New Product Launch					
Buy St+	-----+tart :			29/07/96 Mon 29 Jul	
Buy Cl	inish:			04/08/96 Sun 04 Aug	
Set Status to Confirmed (y/n): n			ump Sum		
+-----+ 1					

Set Status. Confirm the action.

Note When a promotion is moved to status 5, it may optionally be forced to pass the Approvals check. If it fails this check, its status will be set to status 4 and the name in the responsibility field will be changed to whoever has been designated as the owner’s Approval Manager. There is a view option that lists all promotions that are set at status 4 and has your name in the Responsibility field. The resultant list displays all promotions awaiting your (as manager) approval.

Set Promotion to Status 7 – Finished

This option changes the status back to status 7.

Set promotion to status 7.

Screen	Strip	Option
7.20.1.2 Edit Promotion	3 Status	Set to Status 7 – Finished

Fig. 16.67
Edit Promotion,
Strip Menu,
3Status, Set to
Status 7 – Finished

trpromoe		7.20.1.2 Edit Promotion		29/08/96	
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ----+					
Promotion Code : 10008 Status*: 5Confirmed Confirmed by all parties					
Description : Sample Billback and Lump Sum deal					
New Product Launch					
Buy St+	-----+tart :			29/07/96 Mon 29 Jul	
Buy Cl	inish:			04/08/96 Sun 04 Aug	
Set Status to Finished (y/n) : n			ump Sum		
+-----+ 1					
Owner*: qad		QAD,Inc Demonstrator			

Set Status. Confirm the action.

Set Promotion to Status 9 – Closed

This option changes the status to status 9.

Set promotion to status 9.

Screen	Strip	Option
7.20.1.2	Edit Promotion	3 Status Set to Status 9 – Closed

trpromoe7.20.1.2 Edit Promotion29/08/96

-----1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig -----+

Promotion Code : 10008 Status*: 7Finished Finished waiting claims

Description : Sample Billback and Lump Sum deal

New Product Launch

Buy St+-----+tart : 29/07/96 Mon 29 Jul

Buy Cl| |inish: 04/08/96 Sun 04 Aug

Close this Promotion (y/n) : n |ump Sum

+-----+ 1

Owner*: gad QAD,Inc Demonstrator

Fig. 16.68
Edit Promotion,
Strip Menu,
3Status, Set to
Status 9 – Closed

Set Status. Confirm the action.

Reopen a Closed Promotion

This option resets a closed promotion at status 9 back to status 7, thereby allowing claims processing.

Set closed promotion back to status 7.

Screen	Strip	Option
7.20.1.2	Edit Promotion	3 Status Reopen a Closed Promotion

Customer Details: D1R1Region 1, Division 1Notes : n

-----+

Reopen Promotion ? y

F1-Go 2-Help 4-End 6-Opt

Fig. 16.69
Edit Promotion,
Strip Menu,
3Status, Reopen a
Closed Promotion

Delete Promotion

This option permanently removes the current promotion. A promotion that has actual transactions against it (invoices or claims) or has outstanding orders cannot be deleted.

Delete promotions as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	3 Status	Delete Promotion

Fig. 16.70
Edit Promotion,
Strip Menu,
3Status, Delete
Promotion

tpprodel		7.20.1.2 Delete Promotion		29/08/96	
+---1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig ---+					
Promotion Code :		10009		Status*: 2Proposed Proposed	
Description :		Sample of a+-----+			
Buy Start:	01/08/96 Thu	Promotion Code:	10009	01/08/96 Thu	01 Aug
Buy Close:	30/08/96 Fri			30/08/96 Fri	30 Aug
Deal*: BB\$LS		Proceed ?:		n	
Division*: 1		+-----+			
Region*: D1R1		QAD.Inc Demonstrator			
Owner*: qad					

Copy Promotion

This option creates an identical copy of the current promotion. The deal details can be copied if needed. After copying, the user is placed in edit mode in the new promotion. The Audit Logs of both promotions are annotated with notes regarding what the source and destination promotions are.

Copy promotions as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	3 Status	Copy Promotion

trprcopy7.20.1.2 Copy from existing Promotion29/08/96

-----1Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig -----

Promotion Code : 10009 Status*: 2Proposed Proposed

Description : Sample of a-----+

Buy Start: 01/08/96 Thu

Buy Close: 30/08/96 Fri

Deal*: BB\$LS

Division*: 1

Region*: D1R1

Owner*: qad

Responsibility*: qad

From Promotion: 10009

To Promotion: 10082

Proceed ? : n

01/08/96 Thu 01 Aug

30/08/96 Fri 30 Aug

QAD.Inc Demonstrator Next Action*:

Fig. 16.71
Edit Promotion,
Strip Menu,
3Status, Copy
Promotion

Customer Details: D1R1Region 1, Division 1Notes : y

Copy Deal Details y/n ? n

F1-Go 2-Help 3-Ins 4-End 7-Rcl 8-Clr 6-Opt

Fig. 16.72
Edit Promotion,
Strip Menu,
3Status, Copy
Promotion

Attach Promotion to Specific Budget

When promotions are set to status 3 or higher, each of their components (the customer by product by predefined group combinations) are attached to budgets. The attachment logic, (the budget each promotion component is linked to), is set in Budget Parameters. This option lets you bypass this logic and specify a particular budget that you think is appropriate. This is most often used for project launch situations where particular budgets are set and need to be used for associated promotional activity.

Attach promotions to specific budgets as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	3 Status	Attach to Specific Budget

View Promotion Budgeting Messages

When a promotion is set to status 3, it can fail to find budgets for its components. The system generates messages giving the failure reason and on which promotion component it failed. This option displays any such messages.

View promotion budgeting messages as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	3 Status	View Budgeting Messages

Test Move Promotion to Status 5

When a promotion is set to status 5, it must first pass the Approvals Filter. This checks for a variety of conditions on the promotion and the level at which the current user can approve promotions. If this check is failed, the promotion is set to status 4 and manager approval is required.

To avoid failure and the wait for manager approval, check or test to see if the promotion can be moved to status 5 with no problems. If problems are encountered, the detail can be viewed in the next option.

Test move promotion to status 5 as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	3 Status	Test Move to Status 5

View Promotion Approval Messages

This option displays messages generated during a status change to Status 5, Approved, or during a Test Move to Status 5 (discussed above).

View promotion approval messages as needed.

Screen	Strip	Option
7.20.1.2 Edit Promotion	3 Status	View Approval Messages

Views Menu Activity

Review Promotion History

Selection of View Promotion History from the 5 Views strip menu enables access to a variety of subsets of that history.

♦ See “Views” on page 487.

Fig. 16.75
Edit Promotion,
Strip Menu:
5Views, View
Promotion History

vpprflaa		7.20.1.2 Line Format				09/08/96	

Promo#	CGroup	Deal	From--To	Status	Owner	UDC1	
				Options			
00010004	B1	CGroup/Acc OI&LS	01/06 31/	Edit Promotion			
00010005	B1	CGroup/Acc BB\$LS	01/06 30/	Pricing Work Bench			
00010001	B1	CGroup/Acc BB\$LS	01/07 01/	Product View			
00010014	B1	CGroup/Acc OI&LS	01/07 01/	Customer View			
00010020	B1	CGroup/Acc BB\$LS	01/07 07/	Transactions			
00010002	B1	CGroup/Acc BB\$LS	08/07 14/	Full View			
00010006	B1	CGroup/Acc BB\$LS	29/07 04/	View Promotion			
				Multi Promo Full Display			

Sample Off Invoice and Lump Sum Promo Temporary Price Reduction							
Rank	: udc2A	Competitive pre	Planned \$	3800 Units	1000		
Coverage	: udc3A	UDC Code 3 A	Actual \$	0 Units	0		
Archive	: udc4A	UDC Code 4 A	CL: B	PL: S1	Notes Flag n		

Run Promotion Reports

Define reports in Promotion Reports. The definition includes parameters such as these.

Table 16.1
Sample Report
Parameters

Format	For example, region based with general details or region based with financial details.
Sequence	For example, region, deal code, and promotion code or region, retail start date, and promotion code.
Options	For example: • Inclusion parameters such as promotion range, customer, and profile values. • Output device selection. • When to run: now or in batch.

Define and run promotion reports as needed.

Screen	Options
7.20.1.12 Promotion Reports	Enter Parameters
	Select Output Device
	Run Now
	Run in Batch

Alternate New Promotion Setup Activities

There are three ways to create a new promotion in the system: use the Add New Promotion program, copy an existing promotion, or create a promotion from a template.

Copy Promotions

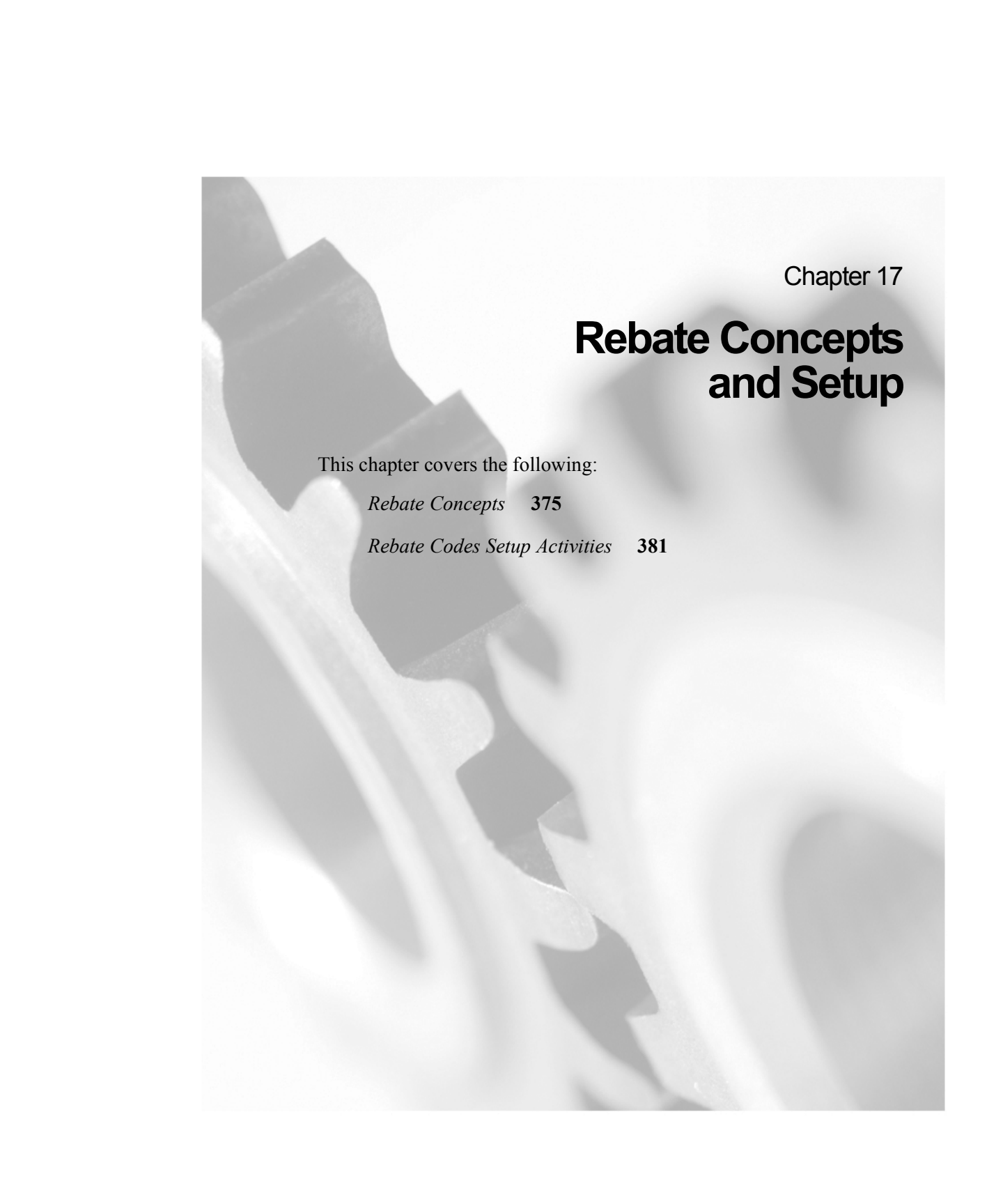
Use Copy from Existing Promotion (7.20.1.5) to copy one promotion to another.

Copy promotions as needed.

Create Promotion Templates

Use Create Template Promotion (7.20.1.6) to create promotion templates. The source promotions are generally at status 1.

Create promotion templates as needed.



Chapter 17

Rebate Concepts and Setup

This chapter covers the following:

Rebate Concepts **375**

Rebate Codes Setup Activities **381**

Related Topics

Rebate access and security

- Set rebate access security in staff record (7.20.21.4 Opt: Rebate Access Security).
- Set up custom rebate approval program if desired (7.20.21.9 Opt: Approval Programs).

Rebate sequence codes

- Set rebate number base to region or area (Control File 7.20.19.1 p1).
- If rebate number is set to region-based in the control file, set rebate sequence on region records; if all rebates are to have the same number range, set rebate sequence same for all regions (7.20.21.10).
- If rebate number is set to area-based in control file, set rebate sequence on area records (7.20.21.11) accordingly.
- Set autogenerate rebate code option in control file; if set to No, all rebate numbers must be manually input (Control File 7.20.19.1 p1).
- Set up and define rebate code prefix, if desired (Control File 7.20.19.1 p1).

Next action codes

- Set up and define next action codes (7.20.13.17).

Rebate financial details

- Verify rebate payment methods in general codes (7.20.19.5).

Rebate processing

- Verify rebate post program (Control File 7.20.19.1 p8).
- Verify off-invoice rebate load program (Control File 7.20.19.1 p10).
- Verify rebate calculation program (Control File 7.20.19.1 p10).
- Set rebate budget parameters (7.20.16.6).

Rebate accruals

- Set use of rebate accruals in division record (7.20.21.9 Opt: Rebate/ Invoice Parameters).
- Verify rebate accrual post program (Control File 7.20.19.1 p8).

- Set Accrual GL and Accrual CCtre if rebates are to be accrued to separate accounts rather than same as promotion accruals (7.20.21.9 Opt: Rebate/Invoice Parameters).

Rebate invoices

- Set rebate use. (Control File 7.20.19.1 p10) If set to No, the system does not create rebate links during invoice load.

Rebate claims

- Set rebate date base (date on invoice used by rebate calculations to determine if transaction is within this month) on division record (7.20.21.9 Opt: Rebate/Invoice Parameters).
- Set use of rebate combine rules on division record (7.20.21.9 Opt: Rebate/Invoice Parameters).

See also related information in these chapters.

- Chapter 3, “Business Considerations,” Figure 3.9, “Ongoing Rebates Time Line,” on page 21.
- Chapter 9, “Business Structures,” “Division Rebate Parameters” on page 129.
- Chapter 20, “Accruals,” “Rebate Accruals” on page 437.

Rebate Concepts

A rebate is a specific type of commercial transaction. It is, generally, an ongoing term of trade discount that is paid retrospectively and calculated against, or triggered by, invoiced sales. The names of these transactions can vary significantly. Rebate is used as a generic term for the type of transaction described.

Rebate Structure

Because they are long-term arrangements, with little or no variation during their lifetime, the physical arrangement and processing methodology of rebates is significantly different from that of promotions. The main difference is that rebate processes, except for add, are batch-driven with few interactive functions.

Rebate Facts

- All financial transactions within TrM must occur in one currency. Deals, payments, claims, rebate calculations, checks, must be one currency within a TrM division. Summary figures, multiple promotion displays, margin calculations, and so on, cannot be calculated in multiple currencies at the same time.
- All promotions, rebates, and budgets are coded with a region and an area.
- One or more rebates can be pulled together into another commercial structure: the agreement.
- TrM sets up and administers promotions and rebates using accounts receivable customers. Numerous transactions require the payment of promotional or rebate moneys via check. This being the case, a Supplier must be available if voucher creation is to be automatic (a feature of TrM).
- Customer group is the most common level at which promotions and rebates are set. For the food-service industry, these groups are set by the groups of customers associated with a broker. For the retail industry, they represent the national and regional chains. For the medical industry, they are the buying groups.
- Each promotion and rebate is coded with both an owner and a responsibility code, either code is a registered user of the system. When promotions and rebates are added, both owner and responsibility default to the person entering the transaction.

Rebate Types

The reasons that rebates are available vary widely. Some examples are:

- In certain businesses, rebates are used as an additional form of discount given retrospectively; a common practice in the retail business. For example, every month an additional 1.5% on invoiced sales, over and above any discounts paid off-invoice, is given via billback.

- In other businesses such as food service, rebates are used as incentive or growth multipliers with targets set and additional rebates paid on achieving those targets. For example, when the customer achieves last year's sales plus 25%, then at the end of the year an additional 1% of sales is calculated.
- In many industries, a rebate is used as a generator of funds to pay for promotional activity and, in this case, rebates generate market development funds. Rather than direct payment to the customer, rebates are used to supply funds for lump-sum and discount promotional activity, often called *in lieu* moneys as opposed to straight moneys, which normally pay lump sums.
- Due to varied representation and distribution networks, retrospective sales commissions of various forms can be paid, and are calculated against the value of sales. Often the sale triggers the commission, but the sales value is determined by reference to an alternate selling price. For example, broker commissions are often calculated against a special price list that has had the freight cost removed from it.
- Sales of certain products attract royalties to licensors. These are usually paid on a periodic basis with the sale triggering some form of royalty check.
- Many businesses integrate a variety of reasons into one monthly rebate calculation; for example, the 4.65% rebate may be 3% for a promotional rebate, 1.5% for spoilage, and 15% for a warehousing and distribution discount.

Rebate Dates

Each rebate holds three date sets: from and to dates, anniversary dates, and review dates.

From and To Dates

The rebate from and to dates represent the range within which the rebate is effective. This can extend over many years.

Anniversary Date

The anniversary date represents the date where annualized rebates (rebates that cycle around on a yearly basis) have their start and finish. This date need not correspond to the dates of the installation's financial year simply because they might match the customer financial year or, in fact, there might be an ad hoc start as negotiated for this rebate.

Review Date

The review date represents a date beyond which the promotion automatically calculates rebates and accruals. This forces the rebate to be reviewed on a periodic basis so that it cannot be entered into the system, approved, and then run on endlessly without a periodic review of its appropriateness and applicability.

Rebate User-Defined Codes

Three optional fields can be added to the rebate transaction. These fields, predefined by the user and generically known as user-defined codes (UDCs), are used for a combination of up to two purposes:

- They can be used as selection and reporting date elements to subset transactions into site-appropriate groupings. This way they can be used in the selections for views and the selections for reports.
- Certain fields can have a site-specific program attached to them. When data entry is complete, the program is triggered and, either interactively or in batch, it undertakes some site-specific activity. For example, a site may want to fax brokers with its promotions as they are added or edited. The site can write a program, attach it to one of the UDC codes, and on entry or edit, the program runs. This program can prompt for notes, confirm the fax number, and then take the promotion information and fax the detail to the relevant brokers.

Use of these fields is controlled from the Control File, page 6, as well as whether programs are attached to the codes, and the names of those programs.

In the case of rebate user-defined codes where programs can be attached, the names of these programs are set in the relevant control structure.

The selection of options in these fields is also controlled by the standard divisioning and data grouping capabilities to display and make valid only appropriate entries for each user. In addition, the system defaults can be set (again by user) so that, on initial entry to the transaction, the most common code populates the screen.

UDC4 is a code common to both promotions and rebates that lets a promotion and rebate have a common control field for items such as archiving. UDC 5 and 6 can be used only for rebates.

UDC codes are used only in TrM.

The following is a summary of the UDC codes available for rebates.

Field	Where Used	Where Controlled	Uses
UDC4	Promotion Header Rebate Header	19.1 Control File, Page 6	Reporting, Views, Budget Parameters for promotions only, Run linked programs
UDC5-6	Rebate Header	19.1 Control File, Page 6	Reporting, Views, Run linked programs

Table 17.1
Rebate UDCs

Rebate Status

Every rebate has, at any one time, a status represented by a number ranging from 0 to 10.

Note that the business effect and meaning of each status is fixed and cannot be changed. Only descriptions are maintained here; that is, the effect and consequential work flows relating to a status cannot be changed because TrM ties certain actions and processes to specific status levels.

Typically, status moves below 5 are performed manually. Moves above code 5 are automatic. Rebate status levels are defined in Table 17.2.

Table 17.2
Rebate Status
Codes

Rebate Status Code	Description
0	The rebate has been deleted and will eventually be completely purged from the system. You cannot edit a deleted promotion.
1	Not used.
2	This is the level that all rebates are automatically added at. The rebate is on the system but nothing is going to happen to it unless it is moved, by the user, up through the status levels. Some Bulk Edits may change rebates at this status.
3	This level is selected by the user. At this level the rebate is linked to a budget. At this point the rebate becomes an internal company commitment but it is not yet driving the full rebate functionality. The general term at this point is a planned or budgeted rebate. Bulk Edits may change rebates at this status.
4	Not used.
5	This level is selected by the user. When set to Status 5 and the start date is today or earlier, the rebate is considered active. Bulk Edits may change rebates at this status.
6	This level is automatically set. For a rebate at Status 5, when the first rebate run or accrual is processed in the system, that is, an invoice processed, the system automatically sets the Status to 6, indicating a live rebate. Bulk Edits may change rebates at this status.
7	This level is automatically set. It can also be selected by the user as a means of temporarily stopping a rebate. The automatic method looks at the dates of a rebate and when these are passed, the system changes the status to 7. It usually indicates that no more processing of rebates can occur against current invoices.
8	Not used.
9	This level is automatically set or it can be selected by the user. The system selects Status 9, closed, when the rebate is past the finish dates and the last rebate run is cleared of all outstanding calculation.
10	This level is set by the system when the archive options are run.

Rebate Codes Setup Activities

Activities List

- Set Rebate Types 381
- Modify Rebate Calculation Base Code Descriptions 382
- Modify Rebate Calculation Unit Descriptions 382
- Modify Rebate Calculation Scope Descriptions 383
- Modify Rebate Combine Rule Descriptions 383
- Modify Rebate Tax Rule Code Descriptions 384
- Set Up Price Lists 385
- Set Rebate User-Defined Code Usage 385
- Define User-Defined Code Values 387
- Modify Rebate Status Code Descriptions 387

Set Rebate Types

The rebate type is a form of coding for rebates that can optionally be used for budgeting or reporting. It is similar to a user-defined code.

Using Rebate Types (7.20.14.1), press Insert to set rebate types as required by site.

cdrtyp

7.20.14.1 Rebate Types

15/11/96

Rebate Type	Description
PROMOTION	Promotion Rebate

Fig. 17.1
Rebate Types

Rebate Type. These are usually group rebates. The important implementation issues relate to the fact that rebate budgets can be set by rebate type, which might become more useful than a simple reporting parameter. Some examples of rebate types are Commission, Growth, Incentive, and Product.

Modify Rebate Calculation Base Code Descriptions

The rebate calculation base codes are generally hard-coded and should not be altered.

Use Rebate Calculation Base Codes (7.20.14.2) to change the rebate calculation base code descriptions as required for site.

Fig. 17.2
Rebate Calculation
Base Codes

cdrcbs	7.20.14.2 Rebate Calculation Base Codes	15/11/96						
<table><tr><td>Calc Base</td><td>Description</td></tr><tr><td>I</td><td>Invoiced Price</td></tr><tr><td>L</td><td>List Price</td></tr></table>			Calc Base	Description	I	Invoiced Price	L	List Price
Calc Base	Description							
I	Invoiced Price							
L	List Price							

Calc Base. Leave these settings as they are; these are hard-coded values.

Description. The description can be edited to suit a site.

Modify Rebate Calculation Unit Descriptions

The rebate calculation units are generally hard-coded and should not be altered.

Use Rebate Calculation Units (7.20.14.3) to change the rebate calculation unit descriptions as required for site.

Fig. 17.3
Rebate Calculation
Units

cdrcmd	7.20.14.3 Rebate Calculation Units	06/01/97						
<table><tr><th>Calc Unit</th><th>Description</th></tr><tr><td>1</td><td>Dollar</td></tr><tr><td>2</td><td>Percentage</td></tr></table>			Calc Unit	Description	1	Dollar	2	Percentage
Calc Unit	Description							
1	Dollar							
2	Percentage							

Calc Unit. These options are fixed. Leave these settings as they are. Using other codes does not automatically produce a change in the transaction calculation.

Description. Adjust to suit the terminology used on site.

Modify Rebate Calculation Scope Descriptions

A sale transaction can drive more than one rebate. For example, member stores in a chain could each be given a rebate of 3% on their sales by setting up one rebate and having the calculation scope set to I. The corporate head office could be paid a further rebate of 1% by setting up another rebate and having the calculation scope set to A.

The Rebate Calculation Scope codes are generally hard-coded and should not be altered. Adding new codes does not add new functionality or processing capability.

Rebate calculation scopes are used only in TrM.

Use Rebate Calculation Scopes (7.20.14.4) to change the rebate calculation scope descriptions as required for site.

cdrcsc

7.20.14.4 Rebate Calculation Scopes

15/11/96

Calc Scope	Description
A	Calculate on sum of all Cust's
I	Calculate on each Customer

Fig. 17.4
Rebate Calculation
Scopes

Calc Scope. Leave these settings as they are; these are hard-coded.

Description. The description can be edited to suit a site.

Modify Rebate Combine Rule Descriptions

Rebate Combine Rules define the combining rules for situations when there are two rebates of the same type (rule 1) and two rebates of different types (rule 2) for a single customer or product.

The rule codes are hard-coded and cannot be adjusted. Adding new codes does not add new functionality or processing capability.

The effect of these rules is determined by the fields set in the division rebate parameter record. Rebate combine rules are used only in TrM.

Use Rebate Combine Rules (7.20.14.5) to change the rebate combine rule descriptions as required for site.

Fig. 17.5
Rebate Combine
Rules

cdrinr	7.20.14.5 Rebate Combine Rules	15/11/96
Combine Rule 1		Description
H		Highest
L		Lowest
S		Additive/Sum All

Combine Rule 1. Leave these settings as they are; these are hard-coded values.

Description. The description can be edited to suit a site.

Modify Rebate Tax Rule Code Descriptions

The Rebate Tax Rule codes are generally hard-coded and should not be altered. Adding new codes does not add new functionality or processing capability.

Rebate tax rules are used only in TrM.

Use Rebate Tax Rule Codes (7.20.14.6) to change the rebate tax rule descriptions as required for site.

Fig. 17.6
Rebate Tax Rule
Codes

cdrtxr	7.20.14.6 Rebate Tax Rule Codes	15/11/96
Tax Rule		Description
EX		Exclude All Taxes
IN		Include All Taxes

Tax Rule. Typically, rebates are calculated net of tax. They are rarely calculated to include tax. Leave these settings as they are; these are hard-coded values.

Description. The description can be edited.

Set Up Price Lists

It is important when setting up rebates that you understand the basic price against which the rebate is calculated. Where that price is neither the list price nor the invoice price, but some other price, for example, invoice price net of any freight element, the other price must be defined in a price list.

These price lists are used only in TrM.

Use Price Lists (7.20.19.12) to define price lists as required by site.

Price List	List Name
STD	Standard

Fig. 17.7
Price Lists

Price List. When the price is defined in a price list, that price list is set up here and then tagged to the individual rebates. When the rebate is calculated, it uses volumes and dates from the invoice transaction but uses the price off the price list as the base value against which the rebate is calculated line by line.

Set Up Rebate User-Defined Codes

Three optional fields can be added to the rebate transaction.

The selection of options in these fields is controlled by the standard divisioning and data grouping capabilities to display and have valid only appropriate entries for each user. In addition, the system defaults can be set by the user so that, on initial entry to the transaction, the most common code populates the screen.

Set Rebate User-Defined Code Usage

Use of these fields is controlled as to use or not and whether mandatory from the Control File, page 6, as well as whether programs are attached to the codes, plus the names of those programs.

Set use of rebate user-defined codes in Control File page 6 (7.20.19.1) and set site-appropriate values for other fields as needed.

Fig. 17.8
Control File Page 6

cdcont

7.20.19.1 Control File

05/01/97

----- Page 6 of 10 -----

	Used ?	Mandatory	On ADD	On UPD	Program	Type
UDC-1:	yes	yes	yes	yes		
UDC-2:	yes	yes	yes	no		
UDC-3:	no	no	no	no		
UDC-4:	no	no	no	no		
UDC-5:	no	no	no	no		
UDC-6:	no	no	no	no		

Used? Set these before adding rebates. If any of these codes are not required, go to Database Field maintenance and blank out the side and column labels. If a different label is required, not only change the generic labels but also the labels attached to this particular program.

Mandatory. Generally it is more consistent and ultimately useful if the code entry is mandatory, but in certain cases, some leniency may be allowed. For those users who have very little variation in a certain code, the defaults can be used to pre-fill the field during promotion entry.

On ADD. If set to No, the field is bypassed on add promotions, but can be updated.

On UPD. If set to Yes, the field is accessible by the edit UDC option in the promotion strip menu.

Program. There are no standard programs supplied. The standard functionality uses the flags just described. Anything else will require a customer program. Once written, the name of that site-specific program will go in here.

Type. This sets the timing of when the program is run.

- **Batch:** When the frame is exited, the program is run in batch.
- **Interactive:** When the frame is exited, the program is run interactively.
- **Validation:** When the field is exited, the program is run interactively.

Define User-Defined Code Values

UDC4 is a code common to both promotions and rebates to let a promotion and rebate have a common control field for items such as archiving. UDC 5 and 6 can be used only for rebates.

Using Promotion and Rebate UDC4 and Rebate UDC5-6 (7.20.14.12.4-6), press Insert to set values for user-defined codes as required by site.

cdudc1		7.20.13.12.4 UDC4: Promotion Purpose		13/0/-6	
0-----		Purpose		-----4	
		Description			
1		New Product Support			
2		Competitive Response			
3		Threat of Deletion			
4		Product Suppt within Acct			
5		Account Specific			
6		Stock Clearance			
7		Opposition Blocking			
8		Test Market			
5-----				-----N	

Fig. 17.9
Promotion and
Rebate UDC4

UDC4-UDC6. In this example, the UDC4 column label has been changed to Purpose showing that the value entered for UDC4, wherever that field is available, indicates the purpose of the promotion or rebate. For user interface consistency, the UDC4 field label can also be changed to Purpose in the Add New Promotion and Add Rebate programs.

Typically, in the initial pass of the business analysis, it is difficult to get all possible usages of UDC4-UDC6 and later questions can find a solution with further use of these values.

Modify Rebate Status Code Descriptions

Each rebate in TrM has a status. A status represents where the rebate is in its life cycle.

The business effect and meaning of each status is fixed and cannot be changed. Only descriptions are maintained here; that is, the effect and consequential work flows relating to a status cannot be changed because TrM ties certain actions and processes to specific status levels.

Use Rebate Status Codes (7.20.14.13) to change the rebate status codes and descriptions as required for each site.

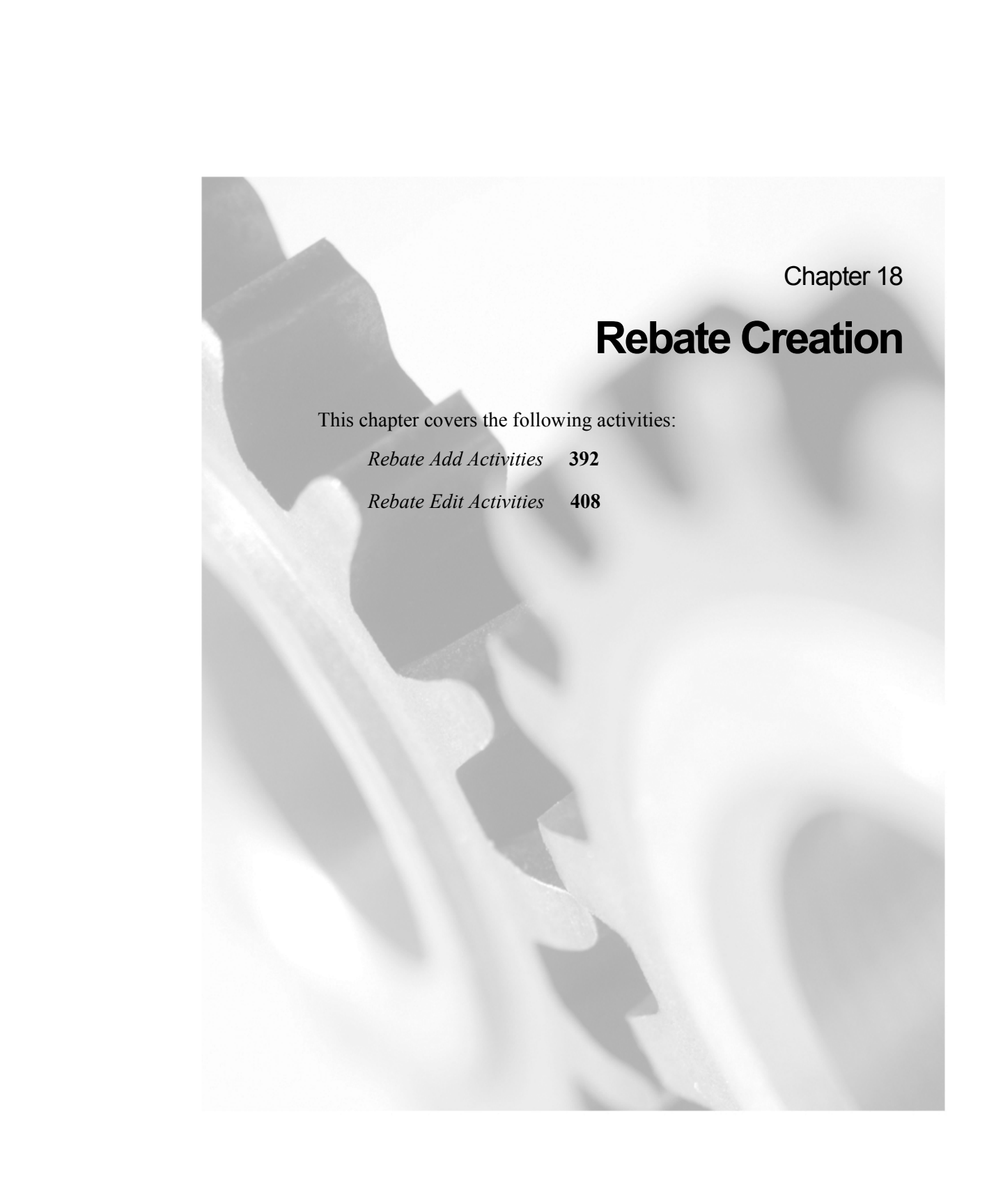
Fig. 17.10
Rebate Status
Codes

cdrrsta	7.20.14.13 Rebate Status Codes		15/11/96
Status No	Status	Description	
00	Deleted	Deleted	
01		Not Used	
02	2Proposed	Proposed Rebate	
03	3Planned	Planned and Budgeted Rebate	
04	4AwaitApp	Rebate Waiting for Approval	
05	5Confirmed	Confirmed/Approved Rebate	
06	6Live	Live & Active Rebate	
07	7WaitFin	Waiting to Finish	
08	Finished	Finished	
09	Complete	Completed/Expired	
10	Archived	Archived	

Status No. These programmatic actions are fixed; they cannot be changed.

Status. This should be changed to support the terminology at each site. It is recommended that the number of the status be incorporated into the short code so that varying descriptions that differ are given specific code. For instance, 2 can easily be translated for support purposes.

Description. This should be changed to support the terminology at each site.



Chapter 18

Rebate Creation

This chapter covers the following activities:

Rebate Add Activities **392**

Rebate Edit Activities **408**

Related Topics

Rebate access and security

- Set rebate access security in staff record (7.20.21.4 Opt: Rebate Access Security)
- Set up custom rebate approval program if wanted (7.20.21.9 Opt: Approval Programs)

Rebate sequence codes

- Set rebate number base to region or area (Control File 7.20.19.1 p1)
- If rebate number is set to region-based in control file, set rebate sequence on region records; if all rebates are to have the same number range, set rebate sequence same for all regions (7.20.21.10)
- If rebate number is set to area-based in control file, set rebate sequence on area records (7.20.21.11) accordingly
- Set autogenerate rebate code option in control file; if set to No, all rebate numbers must be manually input (Control File 7.20.19.1 p1)
- Set up and define rebate code prefix, if wanted (Control File 7.20.19.1 p1)

Next action codes

- Set up and define next action codes (7.20.13.17)

Rebate processing

- Verify rebate post program (Control File 7.20.19.1 p8)
- Verify off-invoice rebate load program (Control File 7.20.19.1 p10)
- Verify rebate calculation program (Control File 7.20.19.1 p10)
- Set rebate budget parameters (7.20.16.6)

Rebate accruals

- Set use of rebate accruals in division record (7.20.21.9 Opt: Rebate/Invoice Parameters)
- Verify rebate accrual post program (Control File 7.20.19.1 p8)
- Set Accrual GL and Accrual CCTre if rebates are to be accrued to separate accounts rather than same as promotion accruals (7.20.21.9 Opt: Rebate/Invoice Parameters)

Rebate invoices

- Set rebate use (if set to No, the system does not create rebate links during invoice load) (Control File 7.20.19.1 p10)

Rebate claims

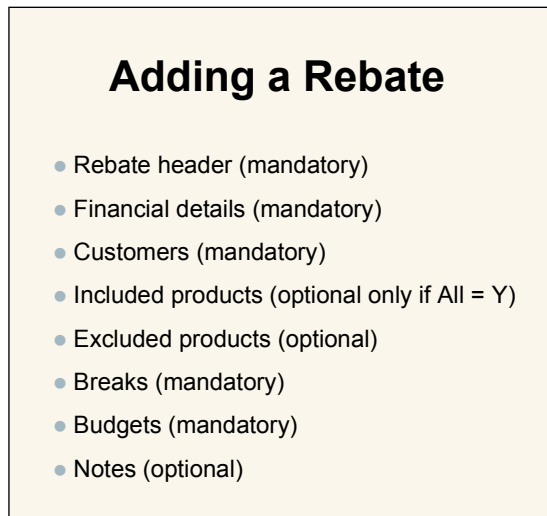
- Set rebate date base (date on invoice used by rebate calculations to determine if transaction is within this month) on division record (7.20.21.9 Opt: Rebate/Invoice Parameters)
- Set use of rebate combine rules on division record (7.20.21.9 Opt: Rebate/Invoice Parameters)

See also related information in these chapters.

- Chapter 3, “Business Considerations,” Figure 3.9, “Ongoing Rebates Time Line,” on page 21.
- Chapter 9, “Business Structures,” “Division Rebate Parameters” on page 129.
- Chapter 20, “Accruals,” “Rebate Accruals” on page 437.

Rebate Add Activities

Fig. 18.1
Adding a Rebate



Activities List

Set Rebate Header Values	392
Add Rebate Financial Details	396
Add Rebate Customers	398
Add Rebate Products	401
Define Rebate Breaks	404
Attach Budget to Rebate	405
Approve Rebate Spreads	406
Add Rebate Notes	407

Set Rebate Header Values

Rebate entry is done on one main screen, the rebate header, with the details added from pull-down or strip menus accessed from choices on the top line of the header screen.

Use Add Rebate (7.20.2.1) to set site-specific field values in rebate header.

Screen	Frame

7.20.2.1 Add Rebate	Header

7.20.2.1 Add Rebate		25/07/96
-----+-----		
Rebate Code : 00000003	Status*: 2 WhatIf	What If
Description :		
Rebate Start : / /	Anni. Date : / /	Last Accrual :
Rebate Finish : / /	Review Date : / /	Last Change : 25/07/96
Rebate Type*:		
Division*: 1	Division 1	
Region*: D1R1	Region 1, Division 1	
Home Area*: D1A1A	Area 1A, Region 1, Div 1	
Zone*:		
Owner*: qad	QAD.Inc Demonstrator	
Responsibility*: qad	QAD.Inc Demonstrator	
Next Action:		
Action Date: / /		
Analysis Code 4*:		
Analysis Code 5*:	Notes: n	
Analysis Code 6*:	All Products: n	
-----+-----		

Fig. 18.2
Add Rebate

The following fields require addition of details:

Rebate Code. This number is automatically generated for your division. It cannot be entered as it is preassigned. If the rebate is exited at this point or before being saved, this number is not reused. It is the unique identifier for this rebate.

Status. Each rebate is automatically assigned the status 02 in the default setup; this is the what if status. Status change otherwise is achieved by a menu pick when in change rebate mode. It cannot be edited from here.

Description. There are two lines of free format description of the rebate. The lines do not wrap. It is mandatory to have at least one character on the first line.

Rebate Start. This is the date that your rebate commences.

Rebate Finish. This is the date that your rebate finishes.

Anni Date. This is the date that your rebate has its start for the purpose of calculating annual rebate charges. This supports situations where customer financial periods are different than yours.

Review Date. This is the date that the rebate is due for review by management. If the review date falls into a current calculation period, the rebate does not calculate.

Last Accrual. The date when the last rebate calculation was run for this rebate.

Last Change. The date the details of the rebate were last changed.

Rebate Type. A general code for categorizing rebates.

Division. The company division that this rebate is being entered for.

Home Area. This indicates the geographical or business unit coverage of this rebate. It defaults as a value to the value held on your user file.

Zone. This indicates the geographical or business unit coverage of this rebate. It defaults as a value to the value held on your user file.

Owner. By default, this holds your name. It can be changed now or at a later date, but beware of the security issues involved. If you are uncertain of these issues, refer to Chapter 5, “Security,” on page 65.

Responsibility. This identifies the user of the system who currently is in charge of this rebate. It can vary from the owner, but typically it is the same as the owner. There are security controls whereby the owner of a rebate has greater power than a person who has only responsibility. Refer to Chapter 5, “Security,” on page 65.

Next Action. This is not a mandatory field. It lets you specify a particular activity that must occur next on this rebate. A list of rebates that are assigned to you (your responsibility) have activity and date listed. From this you can get a list of necessary work to complete or move on a rebate.

Date. This is the date the next action must be complete.

Analysis Code 1–3. These are general codes that you can optionally use to code rebates due to various characteristics.

Notes. This field is set if the notes area contains anything.

All Products. This field is set to Y if the rebate applies to all products.

```

rbreba                                7.20.2.1 Add Rebate                                25/07/96
+-----1Add      2Edit      3Change  4ReViews 5Reports-----+
  Rebate Code : 00000003  Status*: 2 WhatIf  What If
  Description : Sample for Documentation

  Rebate Start : 01/01/96  Anni. Date : 01/01/96  Last Accrual :
  Rebate Finish : 31/12/96  Review Date : 30/12/96  Last Change : 25/07/96
  Rebate Type*: PRODUCT  Product Rebate
  Division*: 1           Division 1
  Region*: D1R1         Region 1, Division 1
  Home Area*: D1A1A     Area 1A, Region 1, Div 1
  Zone*:
  Owner*: qad           QAD.Inc Demonstrator
  Responsibility*: qad   QAD.Inc Demonstrator
  Next Action:
  Action Date:
  Analysis Code 4*:
  Analysis Code 5*:
  Analysis Code 6*:
                                           Notes: n
                                           All Products: n
+-----+

```

Fig. 18.3
Add Rebate
(Values Entered)

Add Rebate Details

When you have entered header values, press Enter to access the rebate strip menus. To complete the rebate entry, access and populate each of the options in the Add menu. Note that these options are used only during the Add process, when something has been added, it can be altered using the Change options.

It is best to enter the details in the same order as the menu options.

```

rbreba                                7.20.2.1 Add Rebate                                25/07/96
+-----1Add      2Edit      3Change  4ReViews 5Reports-----+
+-----+ 2 WhatIf  What If
|A. Add Financial Details|tation
|B. Add Customers       |
|C. Add Products        |ate : 01/01/96  Last Accrual :
|D. Add Breaks          |ate : 30/12/96  Last Change : 25/07/96
|E. Add Budgets         |Rebate
|F. Notes               |n 1
+-----+1, Division 1
  Home Area*: D1A1A     Area 1A, Region 1, Div 1
  Zone*:
  Owner*: qad           QAD.Inc Demonstrator
  Responsibility*: qad   QAD.Inc Demonstrator
  Next Action:
  Action Date:
  Analysis Code 4*:
  Analysis Code 5*:
  Analysis Code 6*:
                                           Notes: n
                                           All Products: n
+-----+

```

Fig. 18.4
Add Rebate, Strip
Menu, 1Add

Add Rebate Financial Details

Enter site-specific rebate financial details.

Screen	Strip	Option
7.20.2.1 Add Rebate	1 Add	Financial Details

Fig. 18.5
Add Rebate, Strip
Menu, 1Add,
Financial Details

zrbrefn		7.20.2.1 Financial Details		25/07/96	
-----1Add 2Edit 3Change 4ReViews 5Reports-----					
		Customer*:			
		Tax Rule*:			
R		Payment Method*:			
Re		Combine Rule 1*:			07/96
		Combine Rule 2*:			
		Calc Method*:			
		Calc Scope*:			
		Calc Base*:			
		Inv Price List*:			
		Calc Period*:			
Res		Calc Interval :			
		Calc Rule :			
		Payment Period*:			
Anal		Payment Interval :			
Anal		Break Base*:			es: n
Anal		Break Rule*:			ts: n

Customer. If a check or a credit is being generated for each customer on the rebate, leave this field blank. If payments or credits are to be made to only one entity, for example, to a National or Corporate office, enter a customer ID.

Tax Rule. Sets whether the calculation uses the tax-inclusive or tax-exclusive amounts.

Payment Method. How this rebate is paid: by check (VO) or by credit (CN).

Combine Rule 1. If there are two rebates of the same Rebate Type, for a customer or product, how they interact with each other.

Combine Rule 2. If there there are two rebates of different Rebate Types, for a customer or product, how they interact with each other.

Calc Method. This sets whether the calculation rate is a \$ or % amount.

Calc Scope. When breaks exist, this sets whether the calculation is on each customer sale or on the sum of customer sales.

Calc Base. Sets whether to use the invoiced price or the list (pre-discount) price.

Inv Price List. If the list price is indicated above, if this field is filled in, it uses this price list to get the list from, not the one used at invoicing time.

Calc Period. Sets (in conjunction with interval below) how often the calculation is run. This determines the size of the pool of money against which the calculation is made. When breaks exist, this is important.

Calc Interval. See above; this is numeric and sets the periodicity of the calculation.

Calc Rule. Important with annual growth plans, this sets whether to incorporate prior period sales or just sales since the last rebate run.

Payment Period. Sets (in conjunction with interval below) the frequency of a payment.

Payment Interval. See above; this is numeric and sets the periodicity of the payment.

Break Base. This sets the way the break values are entered; for example, if the 3% rebate calculated against the \$ sales value or on units sold.

Break Rule. This sets the rule for boundaries with breaks. It specifies the calculation rate for previous breaks when a new break level is reached; for example, if you are now in a higher rate, do previous sales get the new rate or only the incremental sales amount.

The following is a sample of a completed screen of financial details.

Fig. 18.6
Add Rebate, Strip
Menu, 1Add,
Financial Details
(Values Entered)

7.20.2.1 Financial Details		25/07/96
-----1Add 2Edit 3Change 4ReViews 5Reports-----		
	Customer*:	
	Tax Rule*: EX	Exclude All Taxes
R	Payment Method*: CN	Credit Note
Re	Combine Rule 1*: S	Additive/Sum All
	Combine Rule 2*: S	Additive/Sum All
	Calc Method*: I	Inclusive
	Calc Scope*: I	Calculate on each Customer
	Calc Base*: I	Invoiced Price
	Inv Price List*:	
	Calc Period*: M	Monthly
Res	Calc Interval : 1	
	Calc Rule : R	Recalculate
	Payment Period*: M	Monthly
Anal	Payment Interval : 1	
Anal	Break Base*: V	Amount/Value
Anal	Break Rule*: H	Calculate on Highest Break
		es: n
		ts: n

Add Rebate Customers

Next, define the customers against whose sales this rebate will be calculated. On initial entry, the list is empty.

Press Add to access the customer information screen and specify customers for rebate.

Screen	Strip	Option
7.20.2.1	Add Rebate	1 Add Customers

rbcust		7.20.2.1 Customers		25/07/96	
Entry	Description	Customer	CGroup		
Responsibility*: qad		QAD, Inc Demonstrator			
Next Action:					
Action Date:					
Analysis Code 4*:					
Analysis Code 5*:					
Analysis Code 6*:					
Notes: n					
All Products: n					

Fig. 18.7
Add Rebate, Strip
Menu, 1 Add,
Customers

Add Customers individually or define as groups through common characteristics, thereby saving customer entry time. There can be many entries here.

Figure 18.9 shows where customers or predefined groups are defined.

rbcustu		7.20.2.1 Edit Customers		25/07/96	
Entry :	1				
Customer*:					
Description :					
CGroup*:					
Customer PDGrp*:					
Customer Type*:					
Cus Profile 1*:					
Cus Profile 2*:					
Cus Profile 3*:					
Cus Profile 4*:					
Cus Profile 5*:					
Cus Profile 6*:					
Cus Profile 7*:					
Cus Profile 8*:		n			
Cus Profile 9*:		n			

Fig. 18.8
Add Rebate, Strip
Menu, 1 Add,
Customers

Entry. Each record is automatically numbered by the system.

Customer. If the rebate requires specification of individual customers, these can be entered by using the specific code here. The customer description defaults to the Description field.

Description. A mandatory field. Describes the template for users who may be maintaining this rebate.

Customer Group. If selected, this field pulls in all customers attached to a specific customer group.

Predefined Group. If selected, this field pulls in all customers attached to a specific predefined group.

Customer Type. If selected, this field pulls in all customers of a specific customer type.

Cust Profile 1–9. If selected, this field pulls in all customers who have profile values matching this entry.

As each entry is complete, it is added to the list.

Fig. 18.9
Add Rebate, Strip
Menu, 1Add,
Customers

Entry	Description	Customer	CGroup
1	Customer 1A	CL	

Customer Group:	Cus Profile 5*:
Cus Profile 1*:	Cus Profile 6*:
Cus Profile 2*:	Cus Profile 7*:
Cus Profile 3*:	
Cus Profile 4*:	Cus Profile 9*:

Figure 18.10 is a sample of using the system to add a group of customers; in this case, all customers in a customer group.

rbcustu		7.20.2.1 Edit Customers		25/07/96	
+-----+-----+					
+-----+-----+					
Entry : 2					
Customer*: CGroups in Northwest					
CGroup*: B1 CGroup 1 Division 1					
Customer PDGp*:					
Customer Type*:					
Cus Profile 1*:					

Fig. 18.10
Add Rebate, Strip
Menu, 1 Add,
Customers

Figure 18.11 shows the resulting customer list.

rbcustu		7.20.2.1 Edit Customers		25/07/96	
+-----+-----+					
Entry	Description	Customer	CGroup		
+-----+-----+					
1	Customer 1A	C1A			
2	CGroups in Northwest		B1		

Fig. 18.11
Add Rebate, Strip
Menu, 1 Add,
Customers

Add Rebate Products

Adding rebate products is similar to adding rebare customers. If you have answered Y on the header for All Products, you can use the Exclude option. Otherwise, use the Include Products option. Both options act in the same way.

Press Add to access the product information screen and specify products for rebate.

Screen	Strip	Option
7.20.2.1 Add Rebate	1 Add	Add Inclusion Products

Fig. 18.12
Add Rebate, Strip
Menu, 1Add, Add
Inclusion Products

ribprod		7.20.2.1 Edit Products	25/07/96
Entry	Description	Product	
Owner*: qad QAD.Inc Demonstrator Responsibility*: qad QAD.Inc Demonstrator Next Action: Action Date: Analysis Code 4*: Analysis Code 5*: Analysis Code 6*: Notes: n All Products: n			

Fig. 18.13
Add Rebate, Strip
Menu, 1Add, Add
Inclusion Products

ribprodu		7.20.2.1 Edit Products	25/07/96
Entry	Description	Product	
Entry :	1		
Product Code*:			
Description :			
Product Group*:			
Pro Profile 1*:			
Pro Profile 2*:			
Pro Profile 3*:			
Pro Profile 4*:			
Pro Profile 5*:			
Pro Profile 6*:			
Pro Profile 7*:			
Pro Profile 8*:			
Pro Profile 9*:			
		n	
		n	

Entry. Each record is automatically numbered by the system.

Product Code. If the rebate requires specification of individual products, these can be entered by using the specific code here. The Product description auto-fills the Description field.

Description. A mandatory field. Describes the template for users who may be maintaining this rebate.

Prod Profile 1–9. If selected, this field pulls in all products that have profile values matching this entry .

Figure 18.14 is a sample of defining a product.

Entry	Description	Product
Entry :	1	
Product Code*:	P1PG1	Product 1, Product Group 1
Description :	Product 1, Product Group 1	
Product Group*:		
Pro Profile 1*:		

Fig. 18.14
Add Rebate, Strip
Menu, 1Add, Add
Inclusion Products
(Values Entered)

Entry	Description	Product
1	Product 1, Product Group 1	P1PG1 Product 1, Product Gr
Product Group:	Pro Profile 5*:	
Pro Profile 1*:	Pro Profile 6*:	
Pro Profile 2*:	Pro Profile 7*:	
Pro Profile 3*:	Pro Profile 8*:	
Pro Profile 4*:	Pro Profile 9*:	

Fig. 18.15
Add Rebate, Strip
Menu, 1Add, Add
Inclusion Products
(Values Entered)

Figure 18.16 is a sample of collecting all products in a product group.

Entry	Description	Product
Entry :	2	Gr
Product Code*:		
Description :	Product Group Selection for Major Group	
Product Group*:	PG1	Product Group 1
Pro Profile 1*:		

Fig. 18.16
Add Rebate, Strip
Menu, 1Add, Add
Inclusion Products
(Values Entered)

Fig. 18.17
Add Rebate, Strip
Menu, 1Add, Add
Inclusion Products
(Values Entered)

rbprodu	7.20.2.1 Edit Products	25/07/96
-----+-----		
Entry	Description	Product
-----+-----		
1	Product 1, Product Group 1	P1PG1 Product 1, Product Gr
2	Product Group Selection for Ma	

Define Rebate Breaks

Define breaks using specialized screens.

Enter site-specific rebate break values.

Screen	Strip	Option
7.20.2.1 Add Rebate	1 Add	Breaks

Fig. 18.18
Add Rebate, Strip
Menu, 1Add,
Breaks

rbrebbk	7.20.2.1 Breaks	25/07/96
-----+-----		
1Add	2Edit	3Change 4ReViews 5Reports
-----+-----		
Rebate Code : 00000003 Status*: 2 WhatIf What If		
-----+-----		
	Value	QUANTITY \$/%
Break 1 :	.00	.0000
Break 2 :	.00	.0000
Break 3 :	.00	.0000
Break 4 :	.00	.0000
Break 5 :	.00	.0000
Break 6 :	.00	.0000
Break 7 :	.00	.0000
Break 8 :	.00	.0000
Break 9 :	.00	.0000
Break 10:	.00	.0000
-----+-----		
-----+-----		

Value. The \$ amount at or under which the \$ or % rate applies.

Quantity. The quantity in units at or under which the \$ or % rate applies.

\$/%. The \$ or % rate applying to that break.

Break 1–10. A maximum of 10 break levels are available.

7.20.2.1 Breaks		25/07/96
-----1Add 2Edit 3Change 4ReViews 5Reports-----		
Rebate Code : 00000003 Status*: 2 WhatIf What If		
	Value	QUANTITY PERCENTAGE
Break 1 :	100000.00	1.0000
Break 2 :	200000.00	1.5000
Break 3 :	999999999.00	2.0000
Break 4 :	.00	.0000
Break 5 :	.00	.0000
Break 6 :	.00	.0000
Break 7 :	.00	.0000
Break 8 :	.00	.0000
Break 9 :	.00	.0000
Break 10 :	.00	.0000

Fig. 18.19
Add Rebate, Strip
Menu, 1Add,
Breaks (Values
Entered)

Attach Budget to Rebate

You must establish the budget detail before entering rebates.

A rebate, when entered, can only attach to one budget.

Attach rebate to budget as required.

Screen	Strip	Option
7.20.2.1 Add Rebate	1 Add	Add Budgets

7.20.2.2 Add Rebate Budgets		25/07/96
-----1Add 2Edit 3Change 4ReViews 5Reports-----		
Reb	Year : 1996	
Des	Budget Code*: HOLD	
Reba	Algorithm*: even	
Rebat	Status :	96
Reb	Planned	Entered
	12000	12000
	Total Sales :	
	Total Qty :	
H	Base Sales :	12000
	Base Qty :	12000
	Rebate :	6000
Respon		
Ne		
Action Date:		

Year. The financial year the budget is running in.

Budget Code. The budget that this rebate is linked to.

Algorithm. The method the system uses to automatically spread the planned amounts over the periods.

Status. System maintained, the status of the budget. It must be approved for the rebate to move to status 5.

Planned. The total figures.

Entered. The sum of the figures in each period.

Difference. The difference (must be 0 for the budget to approve).

Total Sales. The planned \$ figure for all sales against which this rebate is calculated.

Total Quantity. The planned units for all sales against which this rebate is calculated.

Base Sales. The planned \$ figure for all sales against which this rebate is calculated. This is different from the total figure only when breaks occur.

Base Quantity. The planned units for all sales against which this rebate is calculated. This is different from the total figure only when breaks occur.

Rebate. The planned value of the total rebate spend for the year.

Approve Rebate Spreads

Using the algorithm entered in the add rebate budgets frame, the system automatically spreads the planned rebate amounts over the periods. These spreads can then be manually updated, as needed, using the Update Spreads option in the Options Menu.

When you are satisfied with the rebate spreads, approve the spreads.

Screen	Strip	Option	Option
7.20.2.1 Add Rebate	1 Add	Add Budgets	Approve Spreads

Note that the Status field now shows an A for approved.

ibbudga		7.20.2.2 Add Rebate Budgets		25/07/96	
-----1Add 2Edit 3Change 4ReViews 5Reports-----					
Reb+					
Des	Year : 1996				
	Budget Code*: HOLD				
Reba	Algorithm*: even				
Rebat	Status : A				
Reb	Planned	Entered	Difference		
	Total Sales : 12000	12000	96		

Add Rebate Notes

Notes can be entered at any time. If they exist, the Notes field on the main screen is set to on.

Add rebate notes as required.

Screen	Strip	Option	Field
7.20.2.1 Add Rebate	1 Add	Notes	Notes

nl251u1		7.20.2.2 Notes 1 - Rebate Header		* 25/07/96	
-----1Add 2Edit 3Change 4ReViews 5Reports-----					
Rebate Code : 00000003		Status*: 2 WhatIf What If			
Descrip+-----					
Rebate S					
Rebate Fi					
Rebate	6				
Divi					
Re					
Home					
O					
Responsibi					
Next A+					

Fig. 18.20
Add Rebate, Strip
Menu, 1Add, Notes

Edit Rebate from Change Menu

Edit the rebate financial details, breaks, customers, products, dates, region, area, zone, and budgets as needed.

Screen	Strip
7.20.2.1 Add Rebate	3 Change

7.20.2.2 Edit Rebate		25/07/96
1Add 2Edit 3Change 4ReViews 5Reports		
Rebate Code : 0+	Med/Approved	
Description : S A. Financial Details		
	B. Breaks	
Rebate Start : 0 C. Customers	Accrual :	
Rebate Finish : 3 D. Products	t Change : 25/07/96	
Rebate Type*: P E. Dates		
Division*: 1 F. Location Details		
Region*: D+		
Home Area*: D1A1A	Area 1A, Region 1, Div 1	
Zone*:		
Owner*: gad	QAD.Inc Demonstrator	
Responsibility*: gad	QAD.Inc Demonstrator	
Next Action:		
Action Date:		

Fig. 18.22
Add Rebate, Strip
Menu, 3Change

Change Rebate Status

Every rebate has, at any one time, a status that is represented by a number ranging from 0 to 10. A status represents where the rebate is in its life cycle.

Set Rebate to Status 5 – Confirmed

After data entry, ensure accurate details and approve the rebate. This means that the rebate run or calculation will now also run this rebate.

Approve rebate.

Screen	Strip	Option
7.20.2.1 Add Rebate	2 Edit	Confirm Rebate

The confirm option requires a Yes or No answer.

Fig. 18.23
Add Rebate, Strip
Menu, 2Edit,
Approve

```
+-----+
Confirm this Rebate ? n
F1-Go 2-Help 3-Ins 4-End 7-Rcl 8-Clr PgUp PgDn
```

Figure 18.24 shows the status changes.

Fig. 18.24
Add Rebate

```
rbrebe                                7.20.2.2 Edit Rebate                                25/07/96
+-----1Add      2Edit      3Change  4ReViews  5Reports-----+
Rebate Code : 00000003   Status*: 5 Approved   Confirmed/Approved
Description : Sample for Documentation
Rebate Start : 01/01/96   Arni. Date : 01/01/96   Last Accrual :
```

Set Rebate to Status 7- Finished

The finish rebate option changes the rebate status to status 7. Typically, this status means that no more processing of rebates can occur against current invoices. It is set by the user to temporarily or automatically stop a rebate after the rebate finish date has passed.

Set rebate to status 7.

Screen	Strip	Option
7.20.2.1 Add Rebate	2 Edit	Finish Rebate

Set Rebate to Status 9 – Completed

The complete option changes the rebate status to status 9.

Set rebate to status 9.

Screen	Strip	Option
7.20.2.1 Add Rebate	2 Edit	Complete

Delete Rebate

This option removes the current rebate.
Delete rebates as needed.

Screen	Strip	Option
7.20.2.1	Add Rebate	2 Edit Delete Rebate

Copy Rebate

This option creates a copy of the current rebate. You can define the new rebate start, finish, anniversary, and review dates and edit the new rebate as required.
Copy rebates as needed.

Screen	Strip	Option
7.20.2.1	Add Rebate	2 Edit Copy a Rebate

View Rebate

To see the details in terms of actual customers and products, use the Review options.
View rebate details as needed.

♦ See “Views” on page 487.

Screen	Strip
7.20.2.1	Add Rebate 4 Reviews

Fig. 18.25
Add Rebate, Strip
Menu, 4Reviews

rbrebe		7.20.2.2 Edit Rebate	25/07/96
-----1Add		2Edit	3Change 4ReViews 5Reports-----+d
Rebate Code : 00000003		A. Included Product Groups	
Description : Sample for D		B. Included Customer Groups	
Rebate Start : 01/01/96		C. Included Products	
Rebate Finish : 31/12/96		D. Included Customers	
Rebate Type*: PRODUCT		E. Full Display	
Division*: 1		F. Budget Summary	
Region*: D1R1		G. Rebate Period Summary	
Home Area*: D1A1A		H. Product Group Summary	
Zone*:		I. CGroup Summary	
Owner*: qad		J. Product Summary	
Responsibility*: qad		K. Customer Summary	
Next Action:		L. Rebate Transactions	
Action Date:		-----+-----	

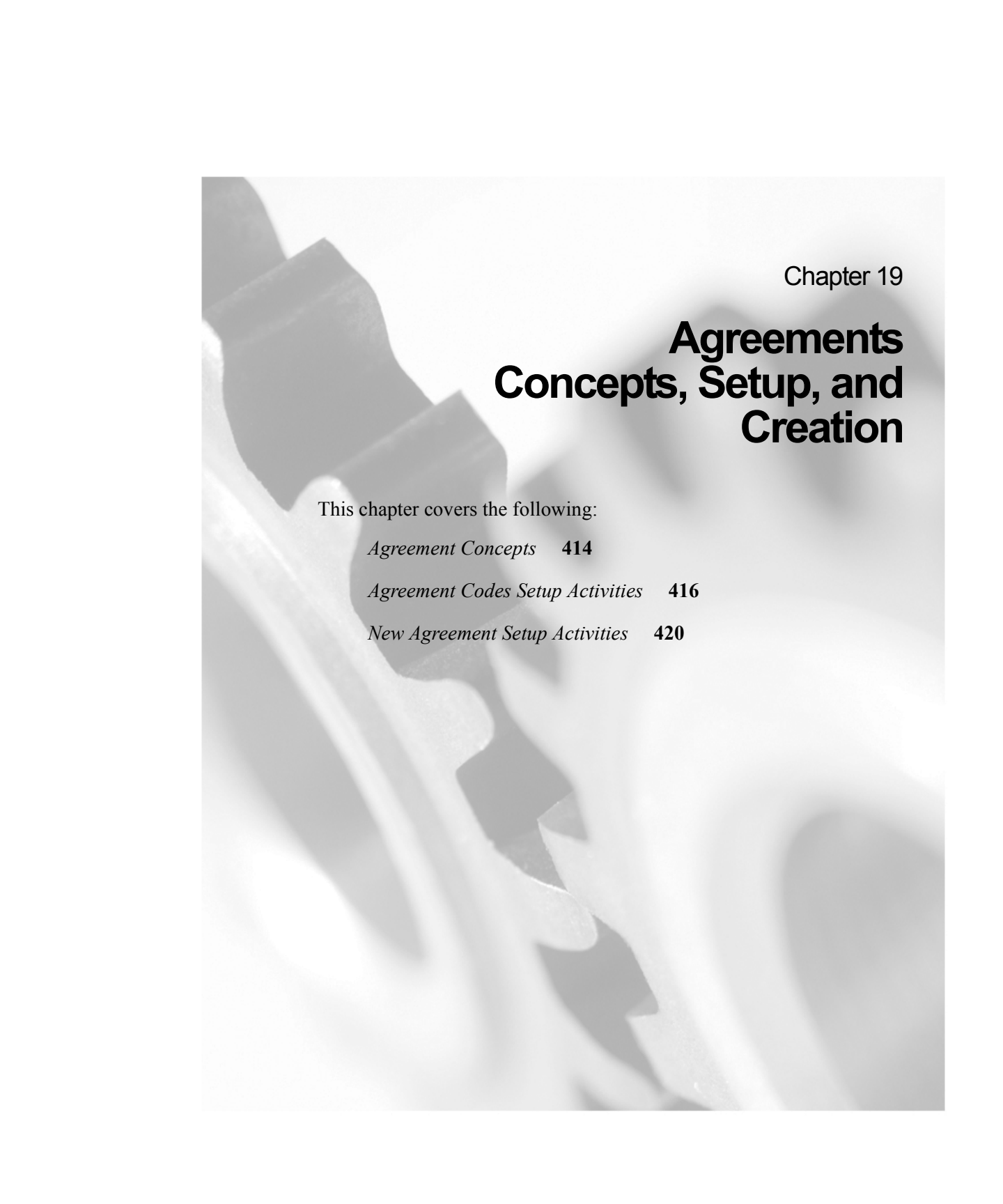
Fig. 18.26
Add Rebate, Strip
Menu, 4Reviews,
Included Customers

rbvincu			7.20.2.2 Included Customers	25/07/96
-----+-----				
Group Code	Customer			
-----+-----				
B1	C1A	Customer 1A		
B1	C1B	Customer 1B		

Fig. 18.27
Add Rebate, Strip
Menu, 4Reviews,
Included Products

rbvinpr		7.20.2.2 Included Products	25/07/96
-----+-----			
Product Code	Description		
-----+-----			
P1PG1	Product 1, Product Group 1		
P2PG1	Product 2, Product Group 1		

Note When you add a new rebate and add the customers or products by designating the group, you cannot view the customers or products until the rebate is confirmed. If you try to select views from the strip menu option, Review, you will get an error message saying that no customers or products exist. The rebate must be confirmed in order to use the review function.

The background of the page is a grayscale image of several interlocking gears. The gears are of different sizes and are positioned in a way that they appear to be meshing together. The lighting creates highlights and shadows on the teeth of the gears, giving them a three-dimensional appearance. The overall tone is technical and industrial.

Chapter 19

Agreements Concepts, Setup, and Creation

This chapter covers the following:

Agreement Concepts **414**

Agreement Codes Setup Activities **416**

New Agreement Setup Activities **420**

Related Topics

Agreement access and security

- Set up staff security profiles (7.20.24.3)
- Attach individual staff record to security profile (7.20.21.4)
- Set staff agreement access security (7.20.21.4 Opt: Promotion Access Security)

Agreement sequence codes

- Set agreement sequence in the division record (7.20.21.9 Opt: Agreement Parameters)

Next action codes

- Set up and define the next action codes (7.20.13.17)

Agreement Concepts

Agreements are structured promotions; they are also useful for linking new product roll out to trade spend budgets.

An agreement is a structure that pulls together one or more promotions or rebates into another commercial structure, the agreement. Its main purpose is to run contract or project work; for example, new product launches, ongoing medical contracts, special project related matters for varying market conditions.

Facilities within Agreement enable a user to view summarized transactions that are due to multiple promotions and rebates.

A rebate or a promotion must be specifically linked to an agreement. An agreement can have its own budget so that attached promotions can be funded from this same source.

Agreement User-Defined Code Concepts

Four optional fields can be added to the agreement transaction. These fields, predefined by the user and generically known as User Defined Codes (UDCs), are used as selection and reporting parameters, to enable subsetting of the transactions into site-specific groupings. They can also be used in the selections for views and reports.

When these fields are used, they must first be controlled for use or not from the division file (agreement parameters).

The selection of options in these fields is also controlled by the standard divisioning and data grouping capabilities to display and have valid only appropriate entries for each user. In addition, the system defaults can be set (again by the user) so that, on initial entry to the transaction, the most common code populates the screen.

UDC Codes are used only in TrM.

The following is a summary of agreement UDC codes.

Field	Where Used	Where Controlled	Uses
UDCE-H	Agreement	7.20.21.9 User Menu, Division	Reporting, Views

Agreement Element Concepts

Agreements can comprise promotions, rebates, or a combination of both. The portions of an agreement can also be separated into different components for reporting reasons.

The use of these elements is varied. Each agreement must contain at least one element to hold rebates or promotions. If both rebates and promotions are attached to the agreement, there must be at least one element for each of the rebates and promotions. An element can only contain promotions or rebates, not a mixture of both.

For example, the agreement can be used to group activity associated with the launch of a new product. The launch can include subgroups of activity such as advertising, sales, and kick-off. Each of these can be grouped as an element and associated activities (recorded as promotions) linked to the related element.

Agreement elements are used only in TrM.

Agreement Status Concepts

Every agreement has, at any one time, a status that is represented by a number ranging from 0 to 10.

Note that the business effect and meaning of each status is fixed and cannot be changed. Only the descriptions are maintained here; that is, the effect and consequential work flows relating to a status cannot be changed because TrM ties certain actions and processes to specific status levels.

In general, agreement status codes have the following meanings.

Table 19.1
Agreement Status
Codes

Status	Description
0	The agreement has been deleted and will eventually be completely purged from the system. You cannot edit a deleted agreement, nor can you usually see it.
1	Not used.
2	This is the level where all agreements are automatically added. The agreement is on the system but nothing is going to happen with it unless it is approved by a user.
3	Not used.
4	Not used.
5	This level is selected by the user. When set to Status 5 and the start date is today or earlier, the agreement is considered active.
6	Not used.
7	This level is automatically set. The automatic method looks at the dates of an agreement and, when these are passed, the system changes the Status to 7. In general, it indicates that no more processing of agreements can occur from attached promotions or rebates.
8	Not used.
9	This level is automatically set by the system or can also be selected by the user. The system selects Status 9, closed, when the agreement is past the finish dates and the last promotion or rebate run has cleared all outstanding transactions.

Agreement Codes Setup Activities

Activities List

Set Up Agreement Types	417
Set Agreement User-Defined Code Usage	417
Define User-Defined Code Values	418
Set Up Agreement Elements	418
Modify Agreement Status Code Descriptions	419

Set Up Agreement Types

Agreement Types are used for reporting and viewing purposes.

Agreement Types are used only in TrM.

Use Agreement Type Maintenance (7.20.13.23.1) to set up agreement types as required by site.

cdconty	7.20.13.23.1 Agreement Type Maintenance	15/11/96						
<table><tr><th>Code</th><th>Description</th></tr><tr><td>NATIONAL</td><td>National Marketing</td></tr><tr><td>NEW-LAUNCH</td><td>New Product Launch</td></tr></table>			Code	Description	NATIONAL	National Marketing	NEW-LAUNCH	New Product Launch
Code	Description							
NATIONAL	National Marketing							
NEW-LAUNCH	New Product Launch							

Fig. 19.1 Agreement Type Maintenance

Code. This is essentially a reporting structure; it is mandatory on an agreement.

Set Up User-Defined Codes, UDCE—UDCH

Four optional fields can be added to the agreement transaction.

The selection of options in these fields is also controlled by the standard divisioning and data grouping capabilities to display and have valid only appropriate entries for each user. In addition, the system defaults can be set (again by the user) so that, on initial entry to the transaction, the most common code populates the screen.

Set Agreement User-Defined Code Usage

When these fields are used, they must first be controlled as to use or not from the division file (agreement parameters).

These are not defaults, but are straight control fields. They are relevant only to TrM.

Set the use of agreement UDC codes in division record.

cdcele	7.20.13.23.3 Agreement Elements	15/11/96
Code	Element Base	Description
PR	P Promotion	Promotional
RB	R Rebate	Rebate

Fig. 19.4
Agreement
Elements

Code. Elements are one of two types: either promotion elements or rebate elements. When attached, rebates and promotion must be attached to an appropriately coded element. There must be a minimum of one element per agreement.

Element Base. There are only two possibilities: promotion or rebate.

Description. This can vary by Agreement and should match the subgroup reason. If only one element is used per agreement, the name is meaningless.

Modify Agreement Status Code Descriptions

Every agreement has, at any one time, a status that is represented by a number ranging from 0 to 10. The short and long names for these codes are maintained here.

These status codes are used only in TrM.

Use Agreement Status Codes (7.20.13.23.4) to change the agreement status field and descriptions as required for site.

cdcsta	7.20.13.23.4 Agreement Status Codes	15/11/96
Status No.	Status	Desc
02	2Proposed	Proposed Agreement
05	5Approved	Approved Agreement
07	7Finished	Finished Agreement
09	9Closed	Closed Agreement

Fig. 19.5
Agreement Status
Codes

Status No. Fixed; leave these settings as they are.

Status. This can and should be changed to meet the exact terminology of the site. The number of the status should be incorporated into the short code so that the varying code descriptions are given specific code. For instance, 2 can easily be translated for support purposes.

Description. This should be changed to support the terminology at each site.

New Agreement Setup Activities

After entering the agreement header information, select User Menu to display the Options menu for these choices:

- Update References = UDCE to UDCH
- Update Elements
- Approve Agreement
- Update Budgets
- Link promotion to agreement
- Link Rebate to agreement

Activities List

Set Agreement Header Values	421
Update Agreement User-Defined Codes	423
Update Agreement Elements	423
Approve Agreement	424
Update Budgets	424
Link Promotions to Agreement	424
Link Rebates to Agreement	424
Set Agreement to Status 7—Finished	425
Set Agreement to Status 9—Close	425
Reset Agreement (status 2)	425
View Agreements	426

Set Agreement Header Values

Use Agreement (7.20.21.1) to set site-specific field values in the agreement header.

cocont		7.20.1.21 Agreement		08/22/97	
Agreement #:		1000		5Confirm Confirmed/Approved Agr	
Description: new product launch					
Internal Ref:					
External Ref:					
Agreement Start:		01/01/97		Review Date: 11/30/97	
Agreement Finish:		12/31/97		Last Fee Calc	
Next Action:					
Action Date:					
Agreement Type:		New-Prod New product launch			
Division:		1 Division 1			
Region:		e East			
Zone:					
Owner:		sul Sarah Lowe			
Responsibility:		sul Sarah Lowe			
Customer Group:					
Predef Group:					
				Notes?: no	
				Promotions?: yes	
				Rebates?: no	

Fig. 19.6
Agreement
Elements

Agreement #. The unique identifier of the agreement. This number is automatically generated by TrM.

Status. All agreements are automatically assigned to status 2 by the system on entry. Status can be changed by the user, using the Options menu, when Agreement add is complete; otherwise, it cannot be edited from header.

Description. There are two lines of free-format description of the agreement. The lines do not wrap. It is mandatory to have at least one character on the first line.

Internal Reference. An optional internal alternate reference identifier for this agreement other than TrM's code. Within the company, other sections such as finance can have significant agreements recorded into their own subsystems. Such a cross-reference number can optionally be recorded here by the user.

External Reference. The customer identifier for this agreement. With large and significant agreements, the customer often has their own internal coding. This can optionally be recorded here by the user.

Agreement Start. This is the date that your agreement activates. Any activity (promotion or rebate) attached to the agreement must begin on or after this date. The system checks this; a promotion or rebate that starts prior to this date cannot be added.

Agreement Finish. This is the date that your agreement terminates. Any activity (promotion or rebate) attached to the agreement must finish on or before this date.

Review Date. This is the date that your agreement is due for review by management. No special functionality is attached to this date (as there is with rebate). Its purpose is to remind the user that the agreement needs an audit.

Next Action. This field is optional. It lets the user specify a particular activity that must occur next on this agreement.

Action Date. This is the date the next action must be completed by.

Agreement Type. Code defined and set by the user for the purpose of grouping agreements by similar elements. This is essentially a reporting structure; it is mandatory on an agreement.

Division. The company division that this agreement is being entered for.

Region. This indicates the geographical or business unit coverage of this agreement. It defaults as a value to the value held on your user file.

Zone. This indicates the geographical or business unit coverage of this agreement. It defaults as a value to the value held on your user file.

Owner. By default, this holds your name. It can be changed now or at a later date but beware of the security issues involved. If you are uncertain of these issues, refer to Chapter 5, “Security,” on page 65.

Responsibility. This identifies the user of the system who is currently in charge of this agreement. It can vary from the owner, for a number of reasons, but generally it is the same as the owner. There are security controls whereby the owner of an agreement has greater power than a person who has only responsibility. Refer to Chapter 5, “Security,” on page 65.

Customer Group. If entered by the user, the system pulls in all customers attached to the specified customer group. If this criteria is used, attached promotions and rebates must also include all customers in the customer group.

Predefined Group. If entered by the user, the system pulls in all customers attached to the specified predefined group. You can only enter a value here if the customer group is not used. If this criteria is used, attached promotions and rebates must include all customers in the predefined group.

Add Agreement Details

After entering the header information, select User Menu to display the Options menu to access agreement user-defined codes and elements.

Update Agreement User-Defined Codes

Specify agreement user-defined codes as required.

Screen	Option
7.20.1.21 Agreement	Update References

Update Agreement Elements

When attached to an agreement, rebates and promotions must be attached to an appropriately coded element. Elements are one of two types: either promotion elements or rebate elements. There must be a minimum of one element per agreement. If both rebates and promotions are attached to the agreement, there must be at least one element for each rebate and promotion.

Use Insert to add agreement elements as required.

Screen	Option
7.20.1.21 Agreement	Update Elements

Approve Agreement

Before promotions and rebates can be linked to an agreement, the agreement must first be approved by the appropriate user.

Set agreement to status 5—confirmed and approved.

Screen	Option
7.20.1.21 Agreement	Approve Agreement

Update Budgets

An agreement can have its own budget so that attached promotions can be funded from this same source.

Enter the appropriate financial year. Use Insert to specify a single budget for all attached promotions and a single budget for all attached rebates, as required by site.

Screen	Option
7.20.1.21 Agreement	Update Budgets

Link Promotions to Agreement

Use Insert to specify promotions to link to agreement, as needed.

Screen	Option
7.20.1.21 Agreement	Link Promotion to Agreement

Link Rebates to Agreement

Use Insert to specify rebates to link to agreement, as needed.

Screen	Option
7.20.1.21 Agreement	Link Rebate to Agreement

Change Agreement Status

Every agreement has, at any one time, a status that is represented by a number ranging from 0 to 10. A status represents where the agreement is in its life cycle.

Set Agreement to Status 7—Finished

Although this level is generally automatically set, it can be set by the user to indicate that no more processing of agreements occurs from attached promotions or rebates.

Set agreement to status 7.

Screen	Option
7.20.1.21 Agreement	Finish Agreement

Set Agreement to Status 9—Close

This level is automatically set by the system or can also be selected by the user.

Set agreement to status 9.

Screen	Option
7.20.1.21 Agreement	Complete Agreement

Reset Agreement (status 2)

This option takes an agreement at status 5 and resets it to status 2.

Set status 5 agreement back to status 2.

Screen	Option
7.20.1.21 Agreement	Reset Agreement

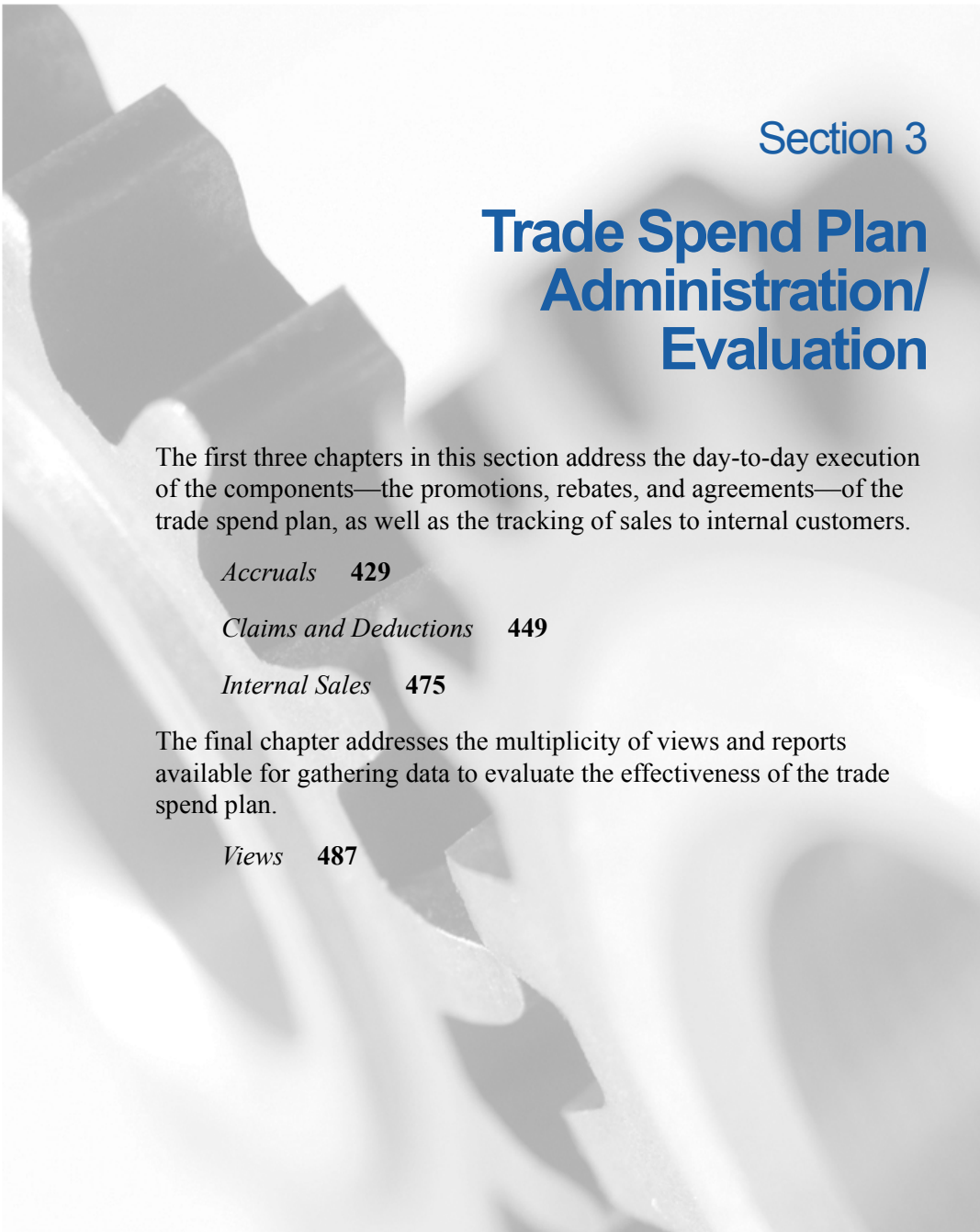
View Agreements

▶ See “Views” on page 487.

Facilities within Agreement enable a user to view summarized transactions that are due to multiple promotions and rebates.

View agreement details as needed using the following Options menu selections.

Screen	Options
7.20.1.21 Agreement	View Linked Promotions
	View Linked Rebates
	View References
	View Agreement Elements
	View Budgets
	View Summarized Costs



Section 3

Trade Spend Plan Administration/ Evaluation

The first three chapters in this section address the day-to-day execution of the components—the promotions, rebates, and agreements—of the trade spend plan, as well as the tracking of sales to internal customers.

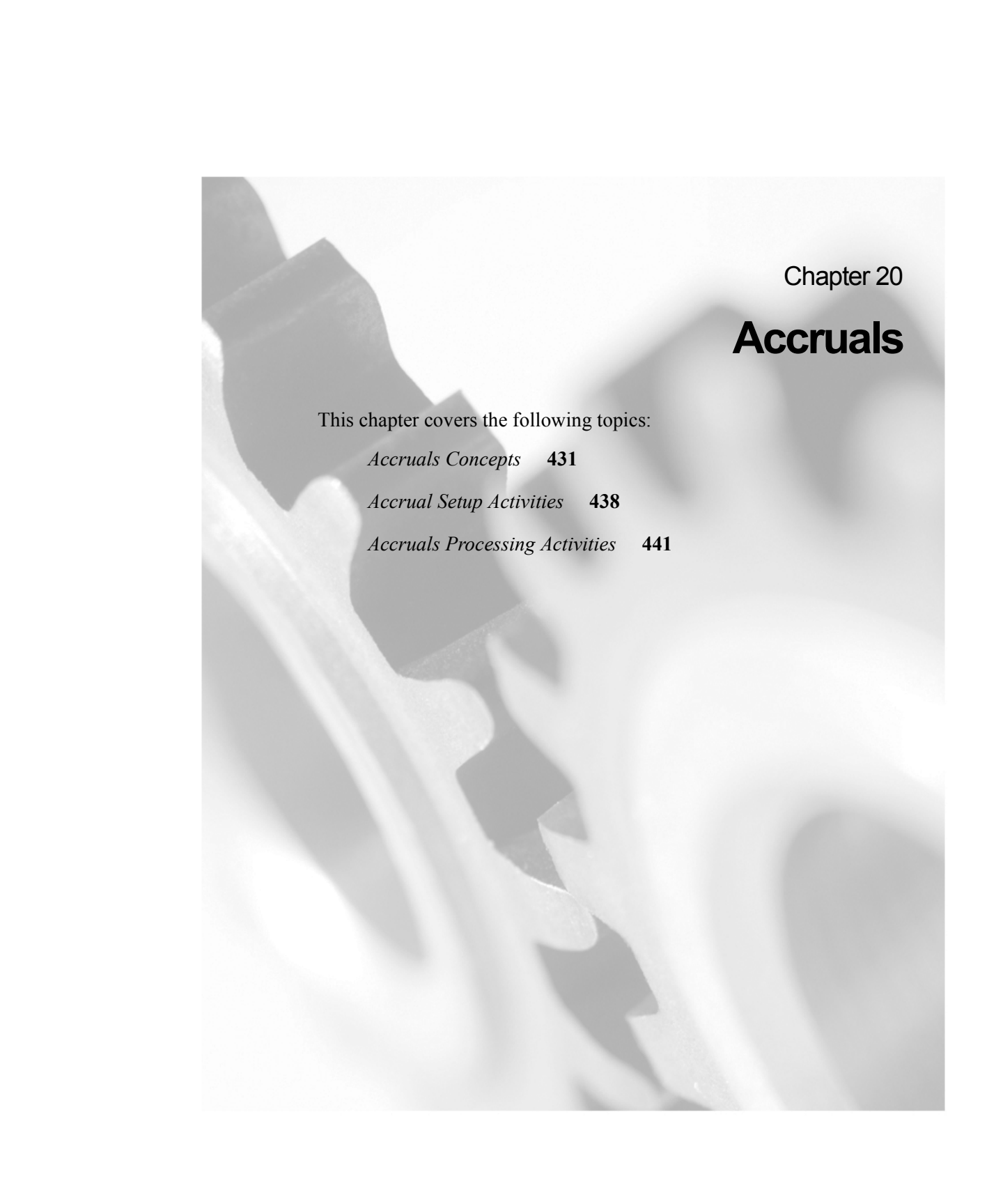
Accruals **429**

Claims and Deductions **449**

Internal Sales **475**

The final chapter addresses the multiplicity of views and reports available for gathering data to evaluate the effectiveness of the trade spend plan.

Views **487**



Chapter 20

Accruals

This chapter covers the following topics:

Accruals Concepts **431**

Accrual Setup Activities **438**

Accruals Processing Activities **441**

Related Topics

Accrual general ledger (GL) account and cost center

- Define MFG/PRO GL accrual account (25.3.13)
- Define MFG/PRO cost center (25.3.20)
- Define TrM GL accrual account (7.20.19.14)
- Define TrM cost center (7.20.19.11)
- Specify GL account and cost center (7.20.21.9 Opt: Rebate/Invoice Parameters)

Buying code

- Define in Buying Codes (7.20.13.14)
- Specify in Deal Category (7.20.13.4)

Buying base

- System defined
- Specify in Deal Category (7.20.13.4)

Deal categories

- Define in Deal Category (7.20.13.4)
- Specify in Add New Promotion (7.20.1.1)

Accruals Concepts

The company is liable for the commitments defined in each promotion or rebate that reaches status 5, Confirmed. For rebates and promotions that are not off-invoice discounts, this liability is paid later. Accruals are the moneys a company sets aside to meet these delayed liabilities.

Promotion accrual and rebate accrual are separate operations. For promotions, the accrual calculation is based on actual or planned product sales volume for the period; the reversal calculation is based on posted claims and closed promotions for the period. For rebates, accruals are always based on actual product sales volume for the period. After inspecting, adjusting, and approving the results of the accrual run, post the accruals to create an MFG/PRO general ledger (GL) transaction.

General Ledger Accounts

Two types of GL accounts are relevant to accruals: the accruals account and the expense accounts.

Set the single GL accrual control account for each division on the division record. Set the single GL expense account for rebates on the rebates budget. Set the GL expense accounts for promotions on the various promotion budgets that customer-product combinations are attached to.

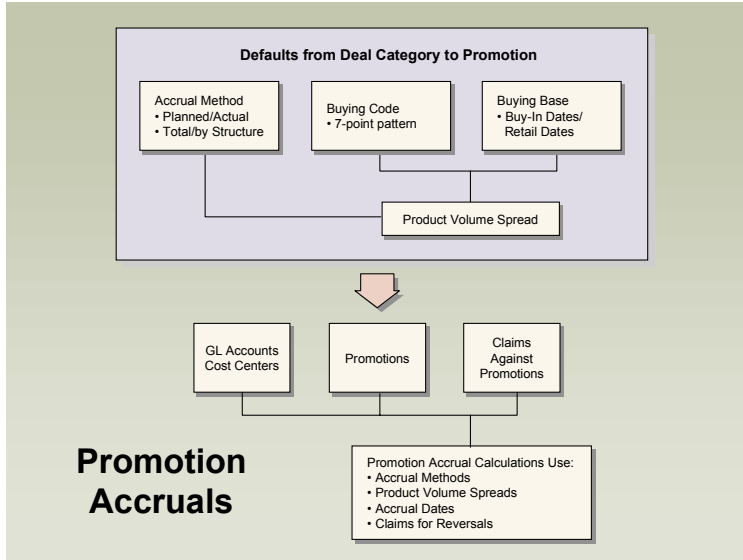
The accruals run calculates the various additions to and reversals from the accruals account. Posting the accruals moves the accrued amounts from the rebate and promotion expense accounts to the accrual control account and moves the reversed-out moneys back to the appropriate expense accounts.

The accrual entries and the adjusting entries are type JL rather than type RV.

Promotion Accruals

The calculations for promotion accruals are based on accrual methods on the promotion, product volume spreads over time, and relevant dates.

Fig. 20.1
Promotion Accruals



Accrual Methods

Accrual methods specify the sales basis for accrual calculations. The deal categories on a promotion supply the default accrual methods. Update accrual methods on individual promotions from Edit Promotion (7.20.1.2).

Accruals are based on planned sales or actual sales; they are also based on total sales or sales by structures such as products or customer groups. Table 20.1 shows accrual method codes.

Table 20.1
Accrual Methods

	Planned Sales	Actual Sales
Total sales	P0	A0
Customer Group	P1	A1
Customer	P2	A2
Product Group	P3	A3
Product	P4	A4
Customer Group-Product Group	PA	AA
Customer Group-Product	PB	AB
Customer-Product Group	PC	AC

	Planned Sales	Actual Sales
Customer-Product	PD	AD
Accruals are not applicable = N0 (zero)		

Specify the default accrual method on the deal category record (7.20.13.4) for these deal categories:

- Deferred claim (DC)
- Retail claim (IN)
- Coop straight moneys (CSM)
- Coop in lieu (CIL)
- Merchandising (ME)
- Coupon (CU)

For bonus stock (BO) and general expense (GE), specify an accrual method to use when these discounts are not paid off invoice.

These other deal categories do not require accruals because the discount is provided off invoice:

- Off invoice (OI)
- Bracket price (BRK)
- Volume discount (VI)

Product Volume Spread Over Time

The spread of product volume over the duration of a promotion is determined by the buying code and the buying base. The deal categories on a promotion supply the default buying code and buying base.

Buying code is the seven-point pattern for spreading product volume over the dates of a promotion. For example, an even pattern over the life of a promotion has an equal number of units in each pattern period. A front-loading or back-loading pattern for a promotion such as a lump sum has all of the product volume represented in the pattern period when the payment is made.

Buying base specifies whether the pattern determined by the buying code should extend over the promotion buy-in dates or the retail dates.

Update buying code on individual promotions from Edit Promotions (7.20.1.2).

Accrual Dates

The accrual calculation references two sets of dates: the promotion start and finish dates and the current and previous accrual dates.

The promotion dates are specified in the buying base. Specify the accrual dates on Promotion Accruals (7.20.5.1).

Promotion Accruals Processing

The accruals run calculates the following:

- The amount to be accrued from each promotion or rebate expense account to the division accruals account
- The amount to be reversed out from the accruals account in response to claims
- The amount to be reversed out from the accruals account in response to closed promotions or rebates

Depending on accrual method, the accrual is processed for planned or actual product sales quantity. The accrual calculations and planned sales quantity calculations are described below.

Accrual Calculations

If the accrual method is actual sales, the calculation is:

$$\text{actual sales quantity} * \text{discount value per unit}$$

If the accrual method is planned sales, the calculation is based on planned or actual sales, whichever is greater:

$$\frac{[\text{planned sales quantity} * \text{discount value per unit}] - [\text{actual sales quantity} * \text{discount value per unit}]}{}$$

Planned Sales Quantity Calculations

This example illustrates the planned sales quantity calculations for a seven-point buying code pattern and a five-month promotion. The buying code pattern in the example does not represent any common business expectation; it was defined only to illustrate both small and large fluctuations.

Days in financial period	30
Days in promotion	5 months * 30 = 150
Buying code seven-point pattern (pattern period values)	1215141
Days per buying code pattern period (promotion days/#pattern periods)	150/7 = 21
Total pattern point values	1+2+1+5+1+4+1 = 15
Total planned sales quantity	1000

This is the basic planned sales quantity calculation expression; the terms are explained below:

*(Pattern period days used/Days per pattern period) x
(Pattern period value/Total pattern point values) *
(Total planned sales quantity)*

Expression denominators. For the denominators in the expression, days per pattern period is 21 and total pattern point values is 15. Using these data from the above table, this is now the basic planned sales quantity expression:

$(n/21) * (n/15) * 1000$

Expression numerators. For each accrual, planned sales quantity expressions are combined so that the total number of pattern period days used equals the number of days in the financial period.

For example, to accrue for a 30-day financial period, the first accrual uses the 21 days from the first pattern period and then 9 days from the second pattern period.

$(21/21) * (n/15) * 1000 + (30-21/21) * (n/15) * 1000 =$
 $(21/21) * (n/15) * 1000 + (9/21) * (n/15) * 1000$

Each pattern period value is used *days per pattern period* times, which for this example is 21. The first accrual uses the first pattern period value (1) for 21 days and the second (2) for 9 days, giving this expression:

$$(21/21) * (1/15) * 1000 + (9/21) * (2/15) * 1000$$

The second accrual uses the remaining days from the second pattern period and enough days from pattern period 3 to equal 30. The pattern period values are also changed according to the above explanation:

$$(21-9/21) * (2/15) * 1000 + (30-(21-9)/21) * (1/15) * 1000 =$$

$$(12/21) * (2/15) * 1000 + (18/21) * (1/15) * 1000$$

Table 20.2 shows the accrual calculations, based on planned sales, for the five-month promotion.

Table 20.2
Accrual
Calculations for
Planned Sales

Accrual	Calculation	
1	$(21/21 * 1/15 * 1000) + (9/21 * 2/15 * 1000)$	= 123.8
2	$(12/21 * 2/15 * 1000) + (18/21 * 1/15 * 1000)$	= 133.3
3	$(3/21 * 1/15 * 1000) + (21/21 * 5/15 * 1000) + (6/21 * 1/15 * 1000)$	= 361.9
4	$(15/21 * 1/15 * 1000) + (15/21 * 4/15 * 1000)$	= 238.1
5	$(6/21 * 4/15 * 1000) + (21/21 * 1/15 * 1000)$	= 142.9
Total		= 1000.0

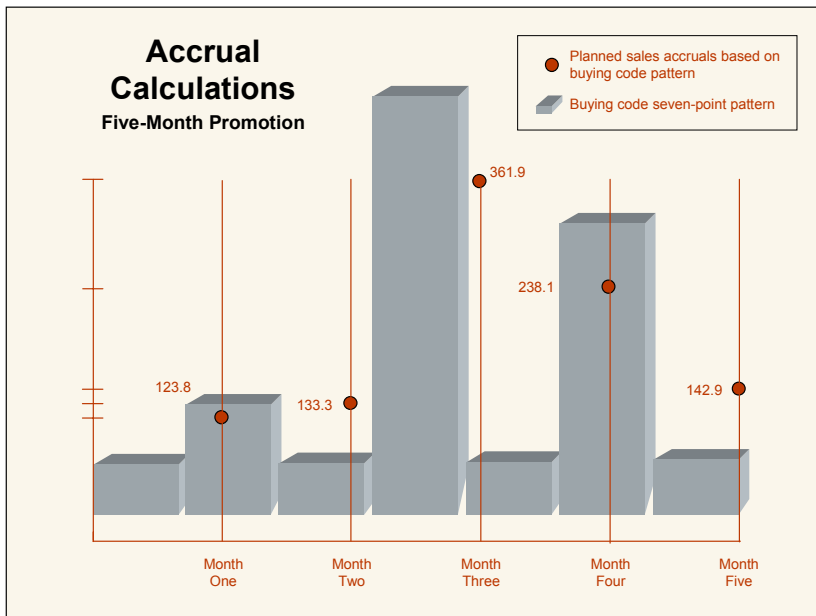


Fig. 20.2
Accruals for
Planned Sales

Rebate Accruals

Rebate accruals are always based on actual sales, never on planned sales. Although rebate runs and rebate accruals are separate operations, they are generally calculated on the same financial period schedule. The financial period or payment schedule for rebates is determined by the payment period and payment interval specified on the rebates.

Accrual Setup Activities

Accrual setup activities include GL accounts, accrual methods, and accrual amounts on promotions.

Activities List

Set Up Accruals General Ledger Account	438
Update Accrual Methods Descriptions	439
Set Default Accrual Methods for Deal Categories	439
Update Accrual Methods on Promotions	440
Update Accrual Amounts on Promotions	440

Set Up Accruals General Ledger Account

There is one GL accrual control account for both rebates and promotions in each division. Create the account in MFG/PRO (25.3.13) and in TrM (7.20.19.14). Specify the account on each division record.

Screen	Option	Field
7.20.21.9 Divisions	Rebate/Invoice Parameters	Accrual GL

Fig. 20.3
Division accrual
account

cddivo8	7.20 Rebate Parameters	07/23/97
Division*: 1 Name: Division 1 Combine Rules?: no Date Base*: Accrue Rebate?: no Accrual GL*: Accrual Cctre*: Sale Date Bse*: Phone No: Fax No: Contact: Device Name*:		

Update Accrual Methods Descriptions

Accrual methods are system-defined TrM codes. Update the descriptions, as required, for each site.

Screen	Option	Field
7.20.19.5	General Codes	Associated Codes Description

cdgenc

7.20 General Codes

07/23/97

Type*: ACCRMTHD

Description: Accrual Methods

Code	Description
A0	Actual Sales Overall
A1	Actual Sales by Customer Group
A2	Actual Sales by Customer
A3	Actual Sales by ProdGroup
A4	Actual Sales by Product
AA	Actual Sales by CGroup/ProdGrp
AB	Actual Sales by CGroup/Product
AC	Actual Sales by Cust/ProdGroup
AD	Actual Sales by Cust/Product
N0	Not Applicable

Fig. 20.4
Update Accrual
General Code
Descriptions

Set Default Accrual Methods for Deal Categories

Each promotion deal category holds a default accrual method. Specify the default on each deal category record.

Screen	Option	Field
7.20.13.4	Deal Categories	Claim Defaults Accrual Method

cddecoa

7.20 Claim Defaults

07/24/97

Deal Category*: B0

Description: Free Goods

Claim Limit: _____

Customer Limit: _____

Followup Days: _____

Accrue Method*: P0

Planned Overall

Clash Dates*: 2

Spread Method*: 2

Adj Val Prog*: _____

Retail Dates
Even

Fig. 20.5
Accrual Method
Default

Update Accrual Methods on Promotions

On a promotion, each deal category has a default accrual method. Use Edit Promotion to update the accrual methods.

Screen	Strip	Option	Field
7.20.1.2 Edit Promotion	1 Header	Financial Details 2	Accrual Method

Fig. 20.6
Update Accrual
Method

tppromf2		7.20 Edit Financial Details 2		07/24/97				
1Header	2Detail	3Status	4Review	5Views	6Claim	7Budget	8Report	9Navig
		--Number Overall	of Claims- Customer	Followup Days	Accrual Method	Committ Value	Planned Value	
Promotion		:						
Deferred Claim		:			P0		80	
UDC1*: p		Price protection						
UDC2*: f		Flyer						
UDC3*:								
UDC4*:				Notes : n				

Update Accrual Amounts on Promotions

Update the amount to be accrued for lump-sum promotions such as coop straight money or general expense on the promotion.

Screen	Strip	Option	Field
7.20.1.2 Edit Promotion	1 Header	Financial Details 2	Planned Value

Fig. 20.7
Update Accrual
Amount

tppromf2		7.20 Edit Financial Details 2		07/24/97				
1Header	2Detail	3Status	4Review	5Views	6Claim	7Budget	8Report	9Navig
		--Number Overall	of Claims- Customer	Followup Days	Accrual Method	Committ Value	Planned Value	
Promotion		:						
General Expenses		:			P0		8000	
UDC1*: p		Price protection						
UDC2*: b		Bin						
UDC3*:								
UDC4*:				Notes : n				

Accruals Processing Activities

Activities List

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 - Generate Accruals 442
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 - Unapprove Accruals 444
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 - View Accrual Status 445
 - View Accrual Lines 445
 - View Accrual Account Detail 446
 - Create Accrual Report 446
- Rebate Accruals Processing 447

Promotion Accruals Processing

This section reviews the Promotion Accruals screen (7.20.5.1) and provides directions for various promotions accrual tasks.

acprom

7.20.5.1 Promotion Accruals

07/23/97

Division*: 1

Division 1

Financial Year: 1997

Period: 06

GL Date: 06/30/97

Accrual Doc: JL970710000001

Reversal Doc:

Batch ID:

Status: P

Reversal Amt: .00

Accrual Amount: 1000.00

Fig. 20.8
Promotion Accruals

Accrual Doc. The document number for the accrual GL transaction.

Reversal Doc. The document number for the reversal GL transaction.

Status. Indicates the existence and availability for manipulation of the accrual lines. If the field is blank, there are no accrual lines for the financial period.

Generated. The promotion accruals program has run and produced the accrual lines.

Approved. The accrual and reversal amounts in the accrual lines are ready to post. They have been viewed, and where required, updated.

Posted. When you set the status for the accrual to Posted, the system creates a GL transaction to post this amount from the promotion expense accounts to the accrual control account.

Reversal Amt. The amount this accrual reverses-out from the accrual account to the expense accounts. Reversals or adjustments for a period are the total of claims posted during the period and over-accruals remaining from promotions closed during the period.

Accrual Amount. The amount accrued for claims against promotions for this period.

Promotions accruals processing covers these tasks:

- Generate accrual lines for each promotion. Each line contains the accrual amount and the reversal amount for that promotion.
- Update accrual lines to fine-tune the accrual amount or reversal amount for any promotion.
- Approve the accrual or clear the accrual lines.
- Reset or unapprove the accrual lines.
- Post the approved accrual lines.
- View the accrual status, accrual lines, and accrual account details.

Generate Accruals

Trade Management calculates accruals and reversals for each financial period in each division. To generate accruals for a financial period, it must be open (7.20.19.20) and accruals must have been generated for all previous periods in the financial year.

Screen	Fields	Option
7.20.5.1 Promotion Accruals	Division	Generate Accruals
	Financial Year	
	Period	

Select Generate Accruals from the Options menu to display this prompt:

Generate promotion accrual details?

Type Yes to generate accrual lines, display the accrual and reversal amounts, and change the value in the Status field from blank to Generated.

Update Accrual Lines

Change the accrual amount and the reversal amount in the generated accrual line for any of the promotions in a financial period.

Screen	Option	Field
7.20.5.1 Promotion Accruals	Update Accrual Lines	Reverse Amt Accrual Amt

acprua

7.20 Update Accrual Lines

07/25/97

Division*: 1

Division 1

Code	Description	Category	Reverse Amt	Accrual Amt
49	deferred claim percent	DC	.00	298.00
55	free goods/bonus stock promo	BO	.00	1936.00
58	General Expense-new product di	GE	.00	5071.00

Promotion Code: 49

Region: e

Deal Category*: DC

Budget: BUDG1

deferred claim percent

East

Deferred Claim

book budget 1

Fig. 20.9
Update Accrual
Lines

Clear Accrual Lines

When accrual lines are generated but not approved, you can clear them.

Screen	Option
7.20.5.1 Promotion Accruals	Clear Accrual Lines

Select Clear Accrual Lines from the Options menu to display this prompt:

This will delete all accrual lines. Continue? n

Type Yes to clear the accrual lines and change the value in the Status field from Generated to blank.

Approve Accruals

When the accrual lines for a financial period are accurate, approve them.

Screen	Option
7.20.5.1 Promotion Accruals	Approve Accrual

Select Approve Accrual from the Options menu to display this prompt:

Approve accrual? n

Type Yes to approve the accrual lines for the financial period and change the value in the Status field from Generated to Approved. Approved accruals cannot be updated.

Unapprove Accruals

You can unapprove accruals that are not posted.

You cannot update accrual lines for a financial period where the accrual is approved; you must first unapprove, that is, reset the accrual.

Screen	Option
7.20.5.1 Promotion Accruals	Reset Accrual

Select Reset Accrual from the Options menu to display this prompt:

Reset accrual to non-approved status? n

Type Yes to reset the accrual for the financial period and change the value in the Status field from Approved to Generated.

Post Accruals

Posting accruals for a financial period creates the accrual and reversal GL entries.

Screen	Option
7.20.5.1 Promotion Accruals	Post Accrual

Select Post Accrual from the Options menu to display this prompt:

Post accruals? n

Type Yes to post the accrual; that is, create the accrual and reversal GL entries. These general ledger entries are type JL. Use Transactions Post (25.13.7) to post these entries to the GL.

View Accrual Status

Screen	Option
7.20.5.1 Promotion Accruals	View Status Information

acprvs

7.20 View Status Info

07/23/97

Division*: 1

Division 1

Entered By*: sul

Sarah Lowe

Entry Date: 06/30/97

Update By*: pez

System Administrator

Updated Date: 07/10/97

Generated By: sul

Sarah Lowe

Date Generated: 06/30/97

Approved By*: sul

Sarah Lowe

Approval Date: 06/30/97

Posted By: pez

System Administrator

Posted Date: 07/10/97

Fig. 20.10
Promotion Accrual
Status Information

View Accrual Lines

Screen	Option
7.20.5.1 Promotion Accruals	View Accrual Line

acprva

7.20 View Accrual Lines

07/24/97

Division*: 1

Division 1

Code	Description	Category	Reverse Amt	Accrual Amt
49	deferred claim percent	DC	.00	298.00
55	free goods/bonus stock promo	80	.00	1936.00
58	General Expense-new product di	6E	.00	5071.00

Promotion Code: 49

deferred claim percent

Region*: e

East

Deal Category*: DC

Deferred Claim

Budget: BUDG1

book budget 1

Fig. 20.11
View Accrual
Detail Lines

View Accrual Account Detail

Screen	Option
7.20.5.1 Promotion Accruals	View Account Detail

Fig. 20.12
View Accrual
Account Detail

acprgl	7.20 View Account Details	07/24/97	
Division*: 1 Division 1			
Cost Centre	Expense A/c	Document TyDoc Ref Debit Amt	
0700	7000	AC	.00
Cost Centre*: 0700 Division 1			
Expense A/c*: 7000 Trade Spend			

Create Accrual Report

Use Accrual Document Extract (7.20.5.2) to create accrual reports. After accepting the defaults or typing entries in the Report Title, Format, Sequence, and Front Page? fields, press Go to display the Options menu.

Fig. 20.13
Accrual Reports

rpacru	7.20.5.2 Accrual Document Extract	07/23/97
Report Title: Accrual Document Extract Format*: aa Sequence*: aa Front Page?: no		Enter Parameters Select Output Device Run Now Run in Batch

Select Enter Parameters from the Options menu; values are required in the Financial Year and Period fields.

Fig. 20.14
Accrual Report
Parameters

rpacru2	7.20 Accrual Document Extract	07/25/97
Report Title: Accrual Document Extract Format*: aa Document Summary (Region/DealCat) Sequence*: aa By Region/Deal Category Front Page?: no		
Page 1 of 1		
Financial Year: 1997 Period: 06 Division*: 1 Region*: Deal Category*: Document Type: Cost Centre*: Expense A/c*:		

Select an output device and then select Run Now or Run in Batch from the Options menu to create the report.

Rebate Accruals Processing

This section reviews the Rebate Accruals screen and provides directions for various rebate accruals tasks.

accrebe 7.20.5.5 Rebate Accruals Run 07/23/97

Division*: 1
 Financial Year: 1997
 Period: 06
 GL Date: 06/30/97
 Tran Date: 06/30/97
 Run Date:
 Run Time:
 Run Status: I
 Accrual Amount: .00

F6 Options
 A. Generate
 B. View Transactions
 C. Update Transactions
 D. Approve Accruals
 E. Post Accruals
 F. Clear Accruals
 G. Reset Accruals

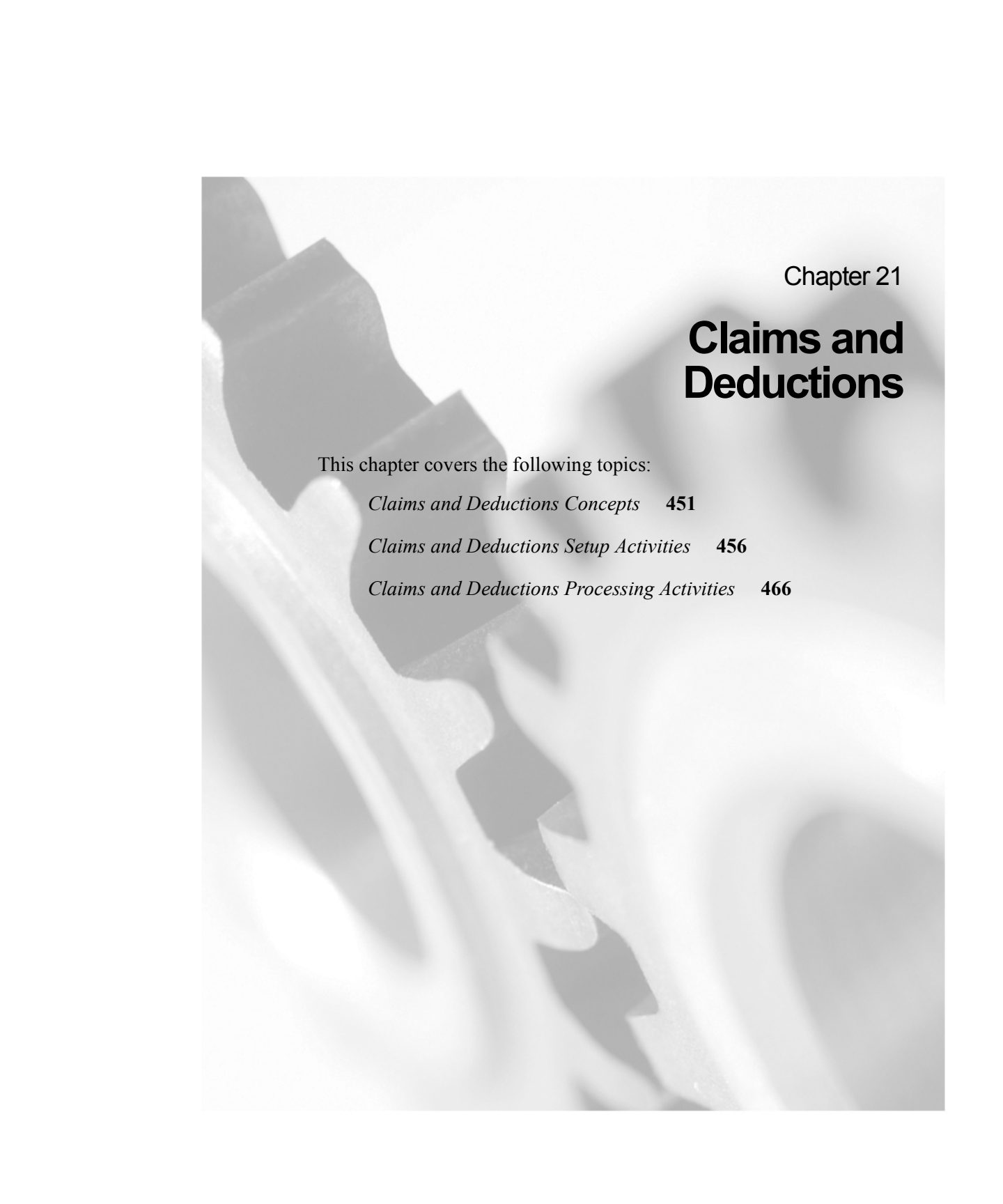
Fig. 20.15
Rebate Accruals

Run Status. Indicates the existence and availability for manipulation of the accrual lines. If the field is blank, there are no accrual lines for the financial period.

Accrual Amount. The amount accrued for rebates for this period.

Rebate accruals processing covers these tasks:

- Generate accrual lines for each rebate. Each line contains the accrual amount and the reversal amount for that promotion.
- Update accrual lines to fine-tune the accrual amount or reversal amount for any promotion.
- Approve the accrual or clear the accrual lines.
- Reset or unapprove the accrual lines.
- Post the approved accrual lines.
- View the accrual status, accrual lines, and accrual account details.

The background of the page is a grayscale photograph of several interlocking mechanical gears. The gears are of different sizes and are positioned in a way that creates a sense of depth and motion. The lighting is soft, highlighting the metallic texture and the sharp edges of the gear teeth.

Chapter 21

Claims and Deductions

This chapter covers the following topics:

Claims and Deductions Concepts **451**

Claims and Deductions Setup Activities **456**

Claims and Deductions Processing Activities **466**

Related Topics

Accrual, deduction, and tax credit general ledger (GL) accounts and cost centers are all required.

- Define MFG/PRO GL accounts (25.3.13)
- Define MFG/PRO cost centers (25.3.20)
- Define TrM GL accounts (7.20.19.14)
- Define TrM cost centers (7.20.19.11)
- Set division accrual GL account and cost center (7.20.21.9 Opt: Rebate/Invoice Parameters)

Claims and Deductions Concepts

A claim within TrM is a generic name for any transaction that initiates or records a payment of a liability that has been defined in a promotion.

Any promotion discount that is not given off invoice is recorded in the system via a claim. This is the mechanism for putting actuals into the system. Apart from deductions, all payments for claims whether by credit, check, or free goods must be initiated within TrM.

Claims in TrM must be linked to a promotion. This direct linkage ensures correct allocation to the general ledger. It is also the means to accurately monitor promotion performance.

Claims are not required for off-invoice discounts. These discounts are processed via Sales Order Entry and are picked up as per-invoice discounts during the invoice post.

Requests for payment under rebates are also not considered claims. They are processed separately in their own transaction and management area.

Claims and Promotion Status

Posting a claim against a confirmed promotion (status 5) sets the promotion to live status (level 6). Once a claim has been posted against a promotion, the promotion cannot be deleted.

Limits on the number of claims for a promotion are the basis for automatically setting a promotion to closed (status 9).

Claims and Deductions Notification Types

Customers have three means of notifying the manufacturer of their claim against a promotion: invoice, structured advice, and payment deduction.

Invoice. When customers invoice for lump-sum moneys when the promotion is finished, this is a claim based on the agreement entered into under the promotion and it is processed through the TrM claims and deductions area.

Structured Advice. When customers notify manufacturers that a claim payment needs to be made, this notification is structured advice rather than an invoice. These claims are processed through the appropriate procedures within the claims and deductions area of TrM.

Deduction. The third claim notification type is a deduction. The customer short pays and states that the value of the short pay is equivalent to moneys owed for promotional activity. In other words, they deduct the claim value from their due amount.

Claim Types

Trade Management processes several types of claims. Table 21.1 shows alternate terminology for various claim types.

Table 21.1
Claim Type Codes

Claim Type Code	Claim Type Description	Also Known As
BO	Free goods	Bonus stock, Freebies
C	Lump sum	COOP, Straight moneys, In lieu moneys
CU	Coupon	
DC	Deferred claim	Billback, Chargeback, Post-billed
GE	General Expense	
IN	Indirect Deferred	Indirect billback
ME	Merchandiser	

Bonus Stock. Usually free goods takes the form of extra cases at the same price. For example, buy 3 get 1 free is a free goods offer. For nondurable goods, because the cost is less, free goods usually takes the form of extra cases rather than ancillary products because it is for durable goods.

COOP. These claims cover lump sums of money where the amount of money is not a function of the volume of product sold (although the agreement as to the amount may have been originally set in expectation of achieving a certain volume). These are claims for a number of reasons; for example, slotting.

Coupon. Coupon claims are claims for deferred discounts that are supported by hard evidence.

Deferred Claim. Billbacks are similar to off-invoice except that the retailer computes the discount per unit of all units bought during the promotional period and bills the manufacturer for the units sold as well as any other promotional allowances that are owed after the promotion period is complete. The advantage from the manufacturer's position is the control it gives and guarantees that the retailer performs according to the agreement before payment is issued. Generally, retailers do not like billbacks because of the time and effort required.

General Expense. These are claims against general expense promotions, which are typically all or part of the expenses for an event such as a tournament.

Merchandise. These claims are for the costs associated with merchandise given away in conjunction with the manufacturer's product.

Claim Dates

Claims have three main dates: the claim date, the payment date, and the general ledger date.

Claim Date. The claim date is the date the customer is saying it purchased the product. This is important because it provides (potentially) accurate information of the spread of purchases over time.

Payment Date. The payment date is the requested date for the check if the claim is being paid by voucher. This is a recommended date only and is set by the operator.

General Ledger Date. This is a date within the financial period to post this transaction to.

Claim Currency

All claims must be in the default division currency, which is set in Currencies (7.20.19.7).

Claim Voucher Address

Trade Management has several methods for determining the appropriate address for a voucher:

- If there is a supplier linked to the customer master, the access comes from the supplier record.
- If there is no supplier linked on the customer master, the MFG/PRO miscellaneous supplier (999) for that division is used. The address comes from the claim customer master address.
- If the claim customer is not in the customer master, the miscellaneous supplier is used and the address is manually entered from the Voucher Address option for the Add/Edit Claim screens.

Claims Security

Claims security includes access to claims for add, update, and view, access to claims processing steps, and claims approval limits.

Claim Access Security

Add, Update, and View Access

Access to various types of claims is set by a staff member. For each staff member, access to each claim type is limited in two ways:

- By division, region, area, or zone. For example, a staff member can have access to billback claims in Division 1 but not in Division 2
- By access purpose; that is, update, add, or view. For example, one staff member can have view access but not have add or update access while another has all three access types.

Claim Processing Steps Access

Claim processing steps such as generating or approving claims are accessed through the Options menu of the various Add/Edit Claim screens. The content of Options menus is set by security profile, so users have access only to the options available to their profile. For example, a user with the Manager profile might have different options available to them than users with the Sales profile.

See Chapter 5, “Security,” for more information on security profiles.

Claims Approval Security

There is an optional approvals filter for claims. If the filter is enabled, users attempting to approve claims must meet the filter requirements. This control is as security against not only minor problems such as keying errors, but also against internal commercial limitations and restrictions placed on sales representatives and sales administrators.

The approval generally refers to the value of the claim, the accumulative value of the claim with respect to the promotion, or the variance between the accumulative value of the claims and the planned value of claims when the promotion was first set up.

Claim Limits

Claim limits includes limits on the number of claims that can be processed for a division, deal category, or individual promotion as well as limits on cumulative claim values.

Claim Number Limits

Limits on number of claims can be set by division, by deal category, and by promotion. There are limits for the number of claims per customer as well as total number of claims per promotion.

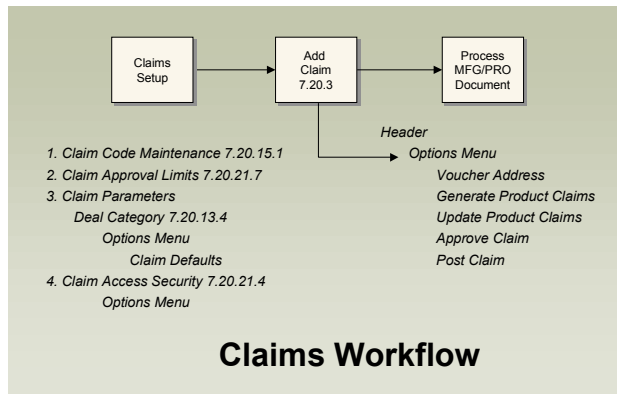
Claim Value Limits

The value of claims for a promotion can be a security parameter for staff so that during the processing of claims, accumulated values of claims may limit a person’s capacity to approve a claim. A claim must be approved before it can be posted.

Claims and Deductions Setup Activities

Figure 21.1 shows the general work flow of the claims setup and processing as well as indicating some of the principal tasks.

Fig. 21.1
Claims Work Flow



Activities List

Set Claim Credit Terms	457
Set Claim Number Range	457
Set Customer Payment Method	457
Set Claim Number Limits	457
Division Defaults for Claim Number Limits	458
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Set Claim Type Codes	461
Claim Add, Update, and View Security	462
Claim Processing Security	462
Set Claim Approvals Flag	463
Define Claim Approval Levels	463
Set Staff Claim Approvals Levels	464
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Set Claim Credit Terms

Set the system default credit terms in the control file, page 10. Update terms on individual credit notes.

Set Claim Number Range

Set the number range for claim IDs in Number Ranges (7.20.19.3). The sequence code for claim IDs is NXCLMID.

Set Customer Payment Method

Set the payment method on each division customer record. Available methods are voucher and credit note.

Screen	Option ->Screen	Option	Field
7.20.21.1	Customers	Associated Divisions	Additional Information
			Pay Method

mmcusd2

7.20 Additional Information

08/01/97

Page 1 of 2

Customer Code*: Ad

Tax Class*:

Buy Days Open:

Buy Days Close:

Disc Display:

Vol Weighting:

Settlement %: .00

Servicing Fee: .00

Price List*:

Pay Method*: CN Credit Note

Bill Customer*:

Supplier*:

Fig. 21.2
Customer Payment
Method

Set Claim Number Limits

Set claim limit defaults on the division record or deal category record. Update claim limits on promotions. When the claim limit is reached for all deal categories on a promotion, the system sets the promotion to status level 9, closed.

Division Defaults for Claim Number Limits

Set two types of claim defaults on the division record:

- Total number of claims allowed on a promotion
- Total number of claims allowed for each deal category on a promotion

Screen	Option	Field
7.20.21.9	Division	Claim Parameters
		Claim Limit
		Billback Limit
		Lump Sum Limit
		Coupon Limit
		M&E Limit
		Free Goods Limit

Fig. 21.3
Division Claim
Limit Defaults

eddivo4

7.20 Claim Parameters

07/23/97

Division*: 1

Name: Division 1

Claim Limit: _____

Billback Limit: _____

Lump Sum Limit: _____

Coupon Limit: _____

M&E Limit: _____

FreeGood Limit: _____

Journal Tax ? : no

Tax Cr A/c*: _____

Tax Cr C/Ctre*: _____

MFGPro Vendor*: _____

Tax I/Sales?: no

Deduction A/c*: _____

Deduction C/C*: _____

Claim Limit. TrM closes a promotion when the total claims against the promotion reach this limit.

Billback, Lump Sum, Coupon, Merchandiser, Free Goods. TrM closes a promotion when the total claims for any one of these claim types reaches its respective limit.

Deal Category Defaults for Claim Number Limits

Limits can be set on generic and division records for each deal category.

Generic Deal Category Defaults

Update the deal category total claim limit and set the customer claim limit on the generic deal category record.

Screen	Option	Field
7.20.13.4 Deal Category	Claim Defaults	Claim Limit
		Customer Limit

oddecoa

7.20.13.4 Claim Defaults

26/07/96

Deal Category*: CSM

Claim Limit: 10

Customer Limit: 2

Followup Days: 60

Accrue Method*: PS

Planned Sales

Deal Group*: LS

Clash Dates*: 1

Spread Method*: 2

Adj Val Prog*: tpadjcsm

Buyin Dates

Even

Calculate COOP Adjusted Values

Fig. 21.4
Set Generic Deal
Category Claim
Limits

Division Deal Category Defaults

Update the category claim limit and customer claim limit on the division deal category record.

Screen	Option	Field
7.20.13.4 Deal Category	Division Parameters	Claim Limit
		Customer Limit

Fig. 21.5
Set Division Deal
Category Claim
Limits

cddecobu		7.20 Division Parameters		08/01/97	
Deal Category*: <u>CSM</u>					
Division*: <u>1</u>			Division <u>1</u>		
Expense A/c*: _____					
Sales Bucket: _____					
Buying Codex: <u>START</u>			Load all At Promotion Start		
Buying Base*: <u>2</u>			Promotion Dates		
Clash Dates: <u>1</u>			Buyin Dates		
Spread Method*: <u>2</u>					
Adj Val Prog*: <u>tpadjcsm</u>			Calculate LSum Adjusted Values		
Claim Limit: _____					
Customer Limit: _____					
Followup Days: _____					
Accrue Method*: <u>P0</u>					

Promotion Claim Limits

Each deal category on a promotion has an overall per customer and total claim limit as well as the same limits for each deal category. The deal category limits default from the division record or the division or generic record for each deal category. If there are no limits on the deal category record, they default from the division record.

Update the claim limits in Edit Promotion.

Screen	Strip Menu Option	Field
7.20.1.2 Edit Promotion	Header: Edit Financial Details 2	Claim Limit

Fig. 21.6
Update Promotion
Claim Limits

tppromf2		7.20 Edit Financial Details 2		07/24/97	
Header 2Detail 3Status 4Review 5Views 6Claim 7Budget 8Report 9Navig					
	--Number of Claims--	Overall	Customer	Followup Days	Accrual Method
					Committ Value
					Planned Value
Promotion	:	_____	_____		
Deferred Claim	:	_____	_____	_____	<u>P0</u> _____ 80
UDC1*: p UDC2*: f UDC3*: _____ UDC4*: _____ Price protection Flyer					
Notes : n					

Set Deduction and Tax Credit Accounts and Cost Centers

Trade Management requires the tax credit account and cost center for posting claims. Set both the deduction and tax credit accounts and cost centers in the division record.

Screen	Option	Field
7.20.21.9	Division	Claim Parameters
		Tax Cr A/C
		Tax Cr C/Center

cddivo4

7.20 Claim Parameters

07/23/97

Division*: 1

Name: Division 1

Claim Limit: _____

Billback Limit: _____

Lump Sum Limit: _____

Coupon Limit: _____

M&E Limit: _____

FreeGood Limit: _____

Journal Tax?: no

Tax Cr A/c*: _____

Tax Cr C/Ctre*: _____

MFGPro Vendor*: _____

Tax I/Sales?: no

Deduction A/c*: _____

Deduction C/C*: _____

Fig. 21.7
Division Tax Credit
Accounts and Cost
Center

Set Claim Type Codes

Use Claim Code Maintenance (7.20.15.1) to change the description of claim types. Although the description can be modified, the type codes themselves are system variables, which cannot be changed.

cdclmt

7.20.15.1 Claim Types

07/21/97

Type	Description
BO	Free Goods Claim
C	Lump Sum Claim
CU	Coupon Claim
DC	Billback Claim
GE	General Expense Claim
IN	Indirect Billback Claim
ME	Merchandiser Claim

Fig. 21.8
Claim Type Codes

Set Claim Security

For claim security, set up claim access security, claim processing options, and claim approval levels.

See Chapter 5, “Security,” for more information on security considerations.

Claim Add, Update, and View Security

Use the claim security options from Staff (7.20.21.4) to set the user claim add, update, and view access. Each user can have different security access settings for each division, region, area, and zone.

Screen	Option	Field
7.20.21.4 Staff	Billback Claim Security	Update?
	Lump Sum Claim Security	Add?
	Free Goods Claim Security	View?
	Coupon Claim Security	
	GE Claim Security	

Fig. 21.9
Claim Access
Security

mmst.fmc7.20.21.4 Deferred Claim Security26/07/96

User Code*: gad
Short Name: gad
Full Name: QAD.Inc Demonstrator

Division	Region	Area	Zone	Update?	Add?	View?
1				yes	yes	yes

Claim Processing Security

Use Program Maintenance (7.20.24.9) to set the available claim processing Option menu items for each security profile.

Screen	Option	Field
7.20.24.9 Program Maintenance	Program Options	Seq No

spprgopt7.20 Program Options Maintenance08/01/97

Profile*: SYSTEMSystem Default

No. of Options: 22

Start Row: 5

Start Column: 44

Program	Seq No.	Title
clcopacm	7	Approve Claim
clcopccm	5	Clear Product Claims
clcopgcm	3	Generate Product Claims
clcoppcm	9	Post Claim
clcoppdm	11	Print Claim Document
clcoppum	13	Update Promotion
clcoppvm	12	View Promotion
clcoprcm	8	Reset Claim
clcoprvn	10	Reverse Claim
clcopucm	4	Update Product Claims

Fig. 21.10
Claim Program
Options Security

Claim Approval Levels

Claim approvals depend on the claim approvals setting in the control file and the approval level set on each staff record. Alternate approval programs can also be implemented for each division.

Set Claim Approvals Flag

System-level setting on page eight of the control file (7.20.19.1). Applies across all divisions.

cdcont7.20.19.1 Control File08/01/97

Page 8 of 10

Rebate Post*: rbpost3

Prom Acc Post*: ifacpst3

Reba Acc Post*: rbacpst3

Approval Reqd?: no

Cons. P/List : STD

Cons. P/L Grp: _____

Rebate Post [Interfaced to V86]

Accrual Post [Interfaced to V74]

Accrual Post [Interfaced to V86]

ype

Promo

no

Fig. 21.11
Claim Approvals
Flag

Define Claim Approval Levels

Define claim approval levels in Claim Approval Levels (7.20.21.7).

mmcapl7.20.21.7 Claim Approval Levels08/01/97

Approval Level: 01

Description: Level 1 Claim Approvals

Each Claim \$: 10000000.00

Total Claim \$: 10000000.00

Actual/Plan %: 100.00

Overrun \$: 100000000.00

Fig. 21.12
Claim Approval
Levels

Approval Level. There can be up to 99 different approval levels. Since levels can be defined by job description or for functional groups, many users can have the same approval level.

Description. The description of this level.

Each Claim \$. The limit that this claim can be.

Total Claim \$. If you add this claim to all other approved claims, the total value cannot exceed this amount.

Actual/Plan %. If you add this claim to all other approved claims, the total value cannot exceed the planned figure by more than this percentage.

Overrun \$. If you add this claim to all other approved claims, the total value cannot exceed the planned figure by more than this dollar amount.

Set Staff Claim Approvals Levels

Each user has a generic staff record and one or more division staff records. Set claim approval level on each of these records.

Screen	Option	Field
7.20.21.4	Staff Security Setup (General)	Claim AP Level

Fig. 21.13
Generic Staff Claim
Approval Levels

mmstf01	7.20 Security Setup	08/01/97
User Code*: <u>pez</u> Short Name: <u>pez</u> Plan Manager*: _____ Claim Manager*: _____ Rebate Mgr*: _____ Plan AP Level*: <u>00</u> Claim AP Level: <u>01</u> Rebat AP Level: _____ Security Level: <u>0</u> Warning Days: _____ Disply Margin?: <u>yes</u> Level 1 Claim Approvals No match on Owner or Resp reqd		

Claim AP Level. Set at 00 if no approval checks are necessary for the user. Set to any of the other defined approval levels if approval checks are required.

The claim approval level defaults from the generic staff record to the division staff record. Update division staff records as required.

Screen	Option -> Screen	Option	Field
7.20.21.4 Staff	Division Staff Record -> Division Defaults	Security Setup (Division)	Claim AP Level

mmstfoa

7.20 Division Security

08/01/97

Plan Manager*: _____

Claim Manager*: _____

Rebate Mgr*: _____

Plan AP Level*: 00

Claim AP Level: 01

Rebat AP Level: 0

Security Level: 0

Warning Days: _____

Disply Margin?: no

Price List*: _____

Break Level : -

Level 1 Claim Approvals

No match on Owner or Resp reqd

D

ape

Fig. 21.14
Division Staff
Claim Approval
Levels

Claim Approval Programs

When the standard claims approval program is inadequate, specify an alternate program for each division.

Screen	Option	Field
7.20.21.9 Divisions	Approval Programs	Claim AP

cddivo1

7.20 Approval Programs

08/01/97

Division*: 1

Name: Division 1

Promotion A/P*: _____

Claim A/P*: _____

Rebate A/P*: _____

Project A/P*: _____

Invoice A/P*: _____

Span Days: _____

Plan AP Level*: _____

AP Ref Type 1*: _____

AP Ref Type 2*: _____

AP Ref Type 3*: _____

Main Approver*: _____

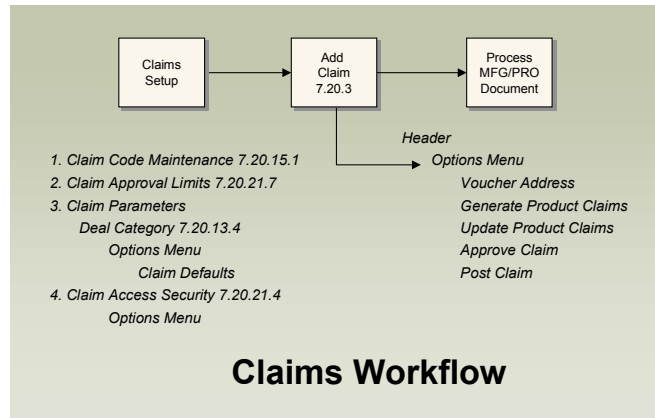
Fig. 21.15
Alternate Claim
Approval Program

Claim A/P. Enter a program name only if the standard claim approvals program is insufficient for the site.

Claims and Deductions Processing Activities

Figure 21.16 shows the general flow of claims processing. A more complete list of tasks is below.

Fig. 21.16
Claim Processing
Flow



Activities List

Deductions and Accounts Receivable	467
Add Claim	467
Set Voucher Address for Miscellaneous Supplier	469
View Claim Status Information	469
Generate Product Claims	470
Clear Product Claims	470
View Product Claims	470
Approve Claim	470
Reset Claim	470
Post Claim	471
Reverse Claim	471
Print Claim Document	471
View Claim-Linked Promotion	471
Update Claim-Linked Promotion	471

- Add Notes to a Claim 471
- Change Tax Details 471
- View Promotion Claims 472
- View Claims for Customer 473
- View Claims for ... 473

Deductions and Accounts Receivable

Use Payment Maintenance (27.6) to apply, to the invoice, the short-pay amount submitted by the customer.

Create a TrM claim for the deduction taken by the customer. Process the claim to generate a credit note. The claim amount is linked to the appropriate trade spend budget in TrM.

Use Payment Maintenance (27.6) to reference and attach the credit note to the short-paid invoice.

Add Claim

Use the various Add/Edit Claim screens (7.20.3.1–13) to add claims to the system. Access all other claim processing through the Options menu on each screen.

cldefc7.20.3.1 Add/Edit Billback Claim26/07/96

Claim Number:5131

Promotion*:10002

Customer Group:BI

Customer*:CIA

Claim Cust*:CIA

Supplier:

Pay Method*:VO

Claim Ref:Their Ref #

Claim Date:01/07/96

Payment Date:01/07/96

GL Date:01/07/96

Status:P

Claim Amount:300.00

Entered Amount:300.00

Difference:.00

Another new Deferred Claim and Coop

CGroup 1 Division 1

Customer 1A

Customer 1A

Voucher

Fig. 21.17
Creating Claim
Header

Claim Number. The internal number automatically generated by the system.

Promotion. The promotion that this claim is to be allocated to.

Customer Group. The customer group ID of the customer.

Customer. The customer on the promotion who will be allocated the expense of the claim.

Claim Customer. The ID of the customer who will be paid the claim.

Supplier. The cross-reference into accounts payable for sourcing of voucher details.

Pay Method. How this claim is to be paid. This is either VO or CN for voucher or credit note.

Claim Ref. The customer reference number.

Blank. The field that cross-references the accounts receivable credit reference.

Claim Date. The date of this claim transaction.

Payment Date. The suggested date that this claim is to be paid (used only in AP payments).

GL Date. The date that the transaction affects the general ledger.

Status. The current status of this claim.

Claim Amount. The total value of the claim.

Entered Amount. The sum of the lines in the claim detail.

Difference. The outstanding difference between the sum of the lines and the header amount. Should be zero.

Set Voucher Address for Miscellaneous Supplier

When the claim customer is not in the customer master, use this option to set the temporary address set record for the miscellaneous supplier record.

Screen	Option
7.20.3.1–13	Add/Edit Claim Voucher Address

cldfcva7.20.3.1 Voucher Address26/07/96

Claim Number: 5134

Promotion*: +-----+al

Customer Group: Name: Customer 1A

Customer*: Address: 99 Any Street

Claim Cust*: Any Town

Supplier : Any Play

Pay Method*: City: Any City

Claim Ref: State: ANY

Country: United States of America

Phone: 1 805 6846614

Extn No: 1234

Fax: 1 805 6843131

Contact: David Myers

Claim Amount: +-----+

Entered Amount: 3489.72

Difference: .00

Fig. 21.18
Voucher Address
for Miscellaneous
Supplier

View Claim Status Information

From the Add/Edit Claim screens (7.20.3.1–13), use the View Status Info option for view-only access to the date and times of status levels for this claim.

cldfcvs7.20 View Status Info07/21/97

Claim Number: 10001

Promotion*: +-----+

Customer Grp*: Entered By: sul Sarah Lowe

Customer*: Entry Date: 07/05/97

Claim Cust*: Updated By: sul Sarah Lowe

Supplier*: Updated Date: 07/15/97

Pay Method*: Approved By: sul Sarah Lowe

Claim Ref: Approval Date: 07/15/97

Payment Ref: Posted By:

Claim Date: Posted Date:

Payment Date:

GL Date: 07/31/97

Status: A

Claim Amount: 400.00

Entered Amount: 400.00

Difference: .00

Fig. 21.19
View Claim Status
Information

Generate Product Claims

From the Add/Edit Claim screens (7.20.3.1–13), use the Generate Product Claims option to generate claims for the products on the promotion claim. This automatically spreads the claim amount across all products on the promotion. Used mainly for lump-sum promotions.

Clear Product Claims

From the Add/Edit Claim screens (7.20.3.1–13), use the Clear Product Claims option to delete existing claim detail lines.

View Product Claims

From the Add/Edit Claim screens (7.20.3.1–13), use the View Product Claims option for view-only access to product claim information.

Fig. 21.20
View Product
Claims

cldfcvc		7.20 View Product Claims		08/02/97																									
<table border="1"> <tr> <td>Claim Number:</td> <td>10001</td> <td colspan="4"></td> </tr> <tr> <td>Promotion*:</td> <td>49</td> <td colspan="4">deferred claim percent</td> </tr> <tr> <td>Customer Grp*:</td> <td>AJ</td> <td colspan="4">AJ Customer Group</td> </tr> <tr> <td>Customer*:</td> <td>AJ2</td> <td colspan="4">AJ 2</td> </tr> </table>						Claim Number:	10001					Promotion*:	49	deferred claim percent				Customer Grp*:	AJ	AJ Customer Group				Customer*:	AJ2	AJ 2			
Claim Number:	10001																												
Promotion*:	49	deferred claim percent																											
Customer Grp*:	AJ	AJ Customer Group																											
Customer*:	AJ2	AJ 2																											
Product Code	Description	Claim Amount	Claim Quantity	Per Unit	Dollar																								
Clean1	Clean 1	200.01	2857.0000		.07																								
Clean2	Clean 2	199.99	2857.0000		.07																								
Difference:		.00																											

Approve Claim

From the Add/Edit Claim screens (7.20.3.1–13), use the Approve Claim option to set the claim to approved status. At this status, the claim is automatically posted during the next posting run.

Reset Claim

From the Add/Edit Claim screens (7.20.3.1–13), use the Reset Claims option to reverse the approval of a claim.

Post Claim

From the Add/Edit Claim screens (7.20.3.1–13), use the Post Claim option to do a one-off manual post of this claim only. Posting a claim against a promotion sets the promotion to status level 6, live.

Reverse Claim

From the Add/Edit Claim screens (7.20.3.1–13), use the Reverse Claim option to reverse an already posted claim.

Print Claim Document

From the Add/Edit Claim screens (7.20.3.1–13), use the Print Claim Document option to print a copy of the claim details.

View Claim-Linked Promotion

From the Add/Edit Claim screens (7.20.3.1–13), use the View Promotion option for view-only access to the promotion linked to this claim.

Update Claim-Linked Promotion

From the Add/Edit Claim screens (7.20.3.1–13), use the Update Promotion option to edit the promotion linked to this claim.

Add Notes to a Claim

From the Add/Edit Claim screens (7.20.3.1–13), use the Claim Notes – 1 option to access the free-form notes area associated with this claim.

Change Tax Details

From the Add/Edit Claim screens (7.20.3.1–13), use the Change Tax Details option to update tax information relevant to the claim.

The purpose of this option is to change the global tax parameters for this claim only. If the claim is already net of tax, this option lets the user suspend its effect for the purposes of this claim.

Fig. 21.21
Change Claim Tax
Details

iftpxms		7.20 Change Tax Details	07/21/97
Claim Number:	10001		
Promotion*:	49	deferred claim percent	
Taxable ? : no To Tax Zone: From Tax Zone: Environment*: Tax Class*: Tax Usage*: VAT Class*: GL Date: 07/31/97 Status: A Claim Amount: 400.00 Entered Amount: 400.00 Difference: .00			

View Promotion Claims

From the Add/Edit Claim screens (7.20.3.1–13), use the View Promotion Claims to list all current claims of whatever status against the linked promotion.

Fig. 21.22
View Promotion
Claims

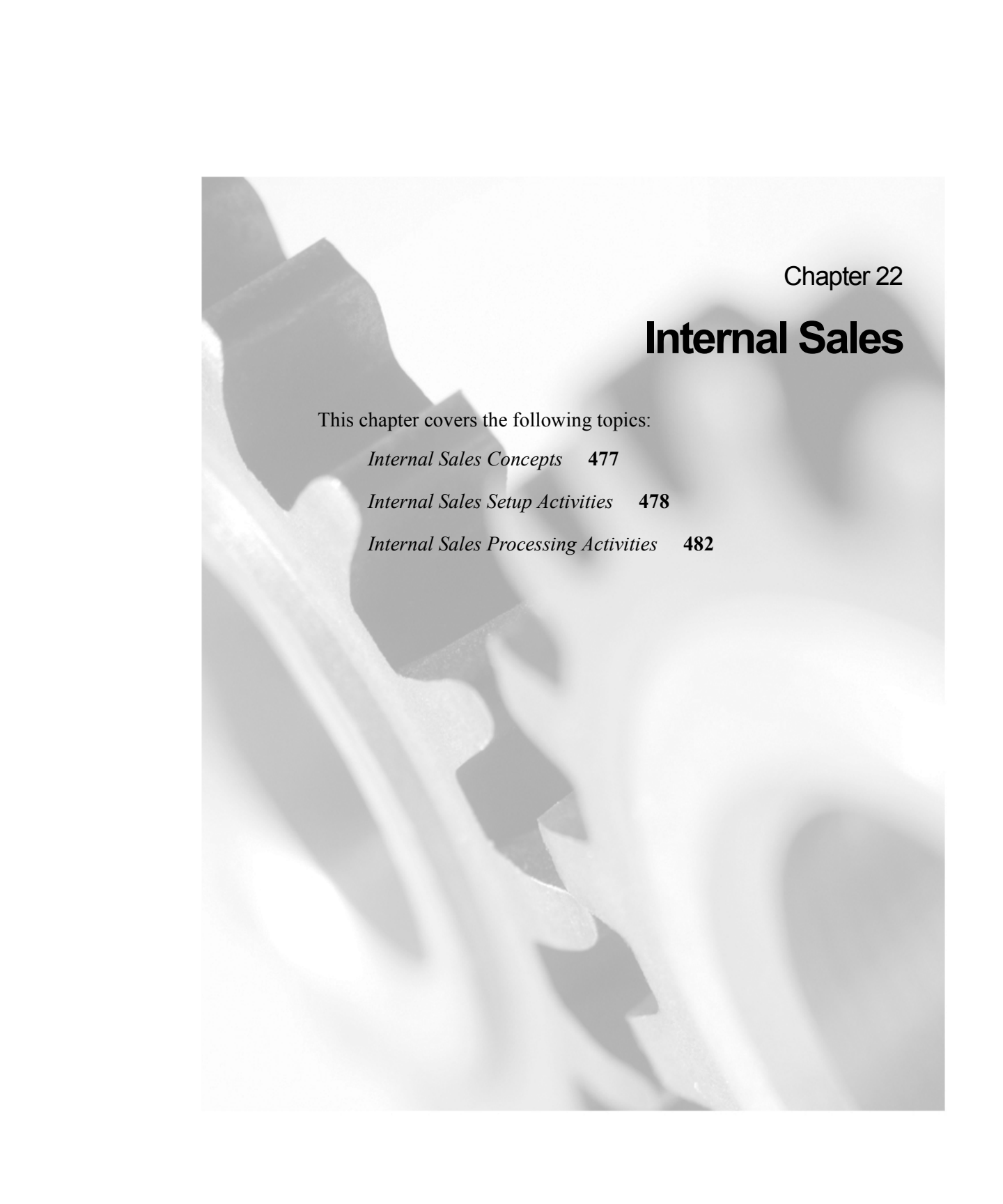
cldfcuc		7.20.3.1 Update Product Claims			26/07/96
+-----+-----					
Claim Number:		5134			
+-----+-----					
Product Code	Description	Claim Amount	Claim Quantity	Per Unit Dollar	
+-----+-----					
P1PG1	Product 1, Product Group	221.94	137.0000	1.62	
P2PG1	Product 2, Product Group	1083.78	669.0000	1.62	
P3PG2	Product 3, Product Group	1584.00	220.0000	7.20	
P4PG2	Product 4, Product Group	600.00	125.0000	4.80	
+-----+-----					

Product Code. The code of a product on the promotion for which a claim amount is being allocated.

Claim Amount. The dollar value of the portion of the total claim amount being allocated here.

Claim Quantity. The number of units that are being claimed (relevant in Billback claims).

Per Unit Dollar. The value per unit being claimed.



Chapter 22

Internal Sales

This chapter covers the following topics:

Internal Sales Concepts **477**

Internal Sales Setup Activities **478**

Internal Sales Processing Activities **482**

Related Topics

Internal sale security

- Set staff internal sale access security (7.20.21.4 Opt: Internal Sale Security)

Internal sales tax

- Set internal sale taxation to Yes or No in Division record (7.20.21.9 Opt: Claim Parameters)

Internal sales budgets

- Set up individual internal sales budgets for each salesperson (7.20.4.20)

Internal Sales Concepts

Internal sales are those made to internal customers. Internal customer is a loose term to cover a variety of transaction initiators, but the principal ones are our own sales people who use stock in the field as samples, substitute lump sum payments, and freebies for a variety of reasons. The Friday Lunchtime Staff sales would also potentially be regarded as an internal sales entity.

An internal sales structure can be the basis for a zone. Organize zones according to internal sales structure by attaching zones to appropriate internal salesperson staff records.

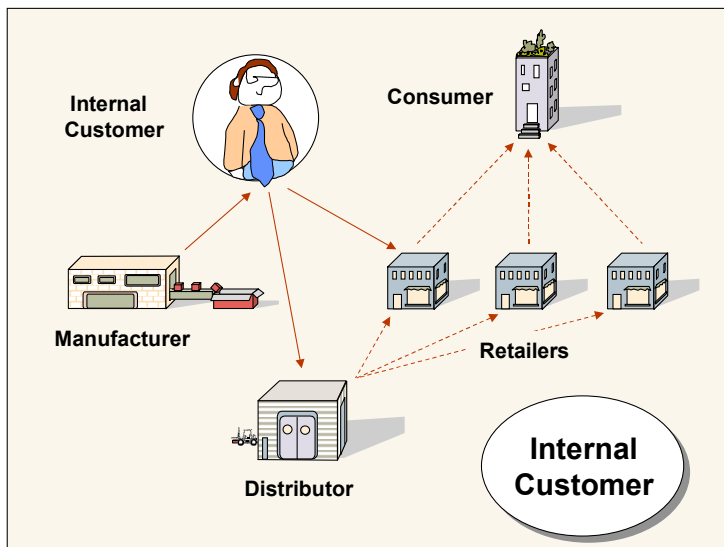
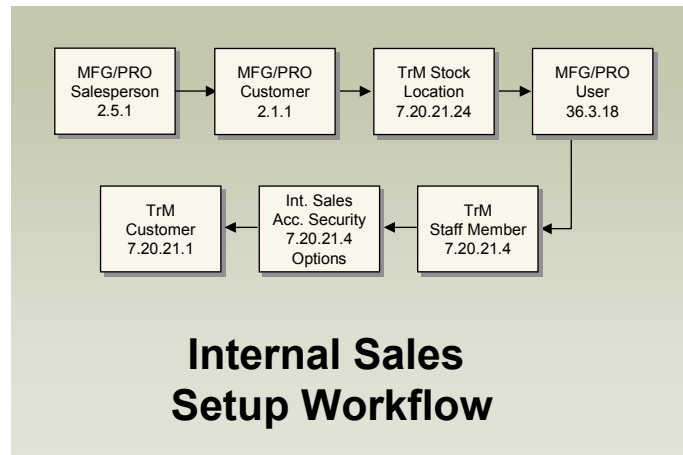


Fig. 22.1
Internal Sale
Structure

Internal Sales Setup Activities

Internal sales setup includes stock locations, MFG/PRO salespersons, MFG/PRO customers, TrM Customers, update TrM staff records, price lists, MFG/PRO pending invoices, invoice load, and salesperson stock levels.

Fig. 22.2
Internal Sales Setup
Work Flow



Activities List

- Stock Location Setup **478**
- Set Up MFG/PRO Salespersons **479**
- Set Up MFG/PRO Customers **479**
- Verify TrM Customer Records **480**
- Update TrM Salesperson Staff Records **480**

Stock Location Setup

Each internal salesperson must be assigned a unique stock location by division. Stock locations are set up here and are then linked to individual internal salespersons on general and divisional staff records.

Use Insert to set up internal customer stock locations as required by site.

Screen

 7.20.21.24 Stock Locations

Code. Uniquely identifies the location that stores sales transaction data for internal sales people. When internal sales are entered and processed, for example, a sales order created for a particular internal customer's customer number, the transaction details are recorded by stock location.

The stock location mimics an inventory for each salesperson.

Internal Salesperson Setup

To run and process internal sales, each internal salesperson must be set up as an MFG/PRO salesperson, an MFG/PRO customer, a TrM customer (MFG/PRO customer record values default to TrM customer record), and a TrM staff member.

Set Up MFG/PRO Salespersons

Set up MFG/PRO salesperson records for each internal salesperson using site-specific values.

Screen

 2.5.1 Salesperson Maintenance

Set Up MFG/PRO Customers

These records are added, maintained, and deleted from within MFG/PRO and, as part of the implementation into an existing MFG/PRO site, a bulk load is done, which pulls all these values through.

Set up an MFG/PRO customer record for each internal salesperson using site-specific values.

Screen

 2.1.1 Customer Maintenance

Promotion Group. Value defaults to customer type on TrM customer record. Enter 6 for internal customer.

Verify TrM Customer Records

Customer records are created and maintained automatically for access by TrM when the Customer Master record is maintained in MFG/PRO.

Review and verify individual TrM salesperson customer records as needed.

Screen

7.20.21.1 Customers

Fig. 22.3
Customers Page 1

trmcust	7.20.21.1 Customers	11/10/96
+----- Page 1 of 2 -----+		
Customer Code*: 203882		
Full Name: Franklins Stores		
Short Name: Franklins		
Address:		
City:		
State Code:		
Zip Code:		
Country:		
Contact:		
Phone No:		
Fax No:		
Area*: NSW New South Wales		
Customer Type*: DIREC Direct Customer		
Bill Customer*: 203882 Franklins Stores		
Supplier*:		
+-----+		

Update TrM Salesperson Staff Records

Set site-specific customer and stock location values on each salesperson's staff record.

Screen

Fields

7.20.21.4 Staff	Customer
	Stock Location

mmstaff7.20.21.4 Staff06/01/97

+-----+

User Code*: root

Short Name: root

Full Name: System Administrator

Profile*: SYSTEMSystem Default

Terminal Type*: vgaVGA Monitor

Col Template*: No. 1Standard Sudued PC Colors

Region*: 2CDiv2, RegC

Area*: 2CDiv2, AreaC

Customer*:

Supplier*:

Stock Locn*:

Division*: 2Bakery

Data Group*: SYSTEMSystem Administrators

Device Name*: laserclLaser Compressed - Landscape

+-----+

Fig. 22.4
Staff

Customer. When sales order entry makes sales to this customer number, the system automatically detects the sales and loads the values and quantities into the stock location assigned to this staff member. It is from this stock location that internal sales transactions are recorded and assignments to particular accounts and product groups, and so on, are identified by staff member.

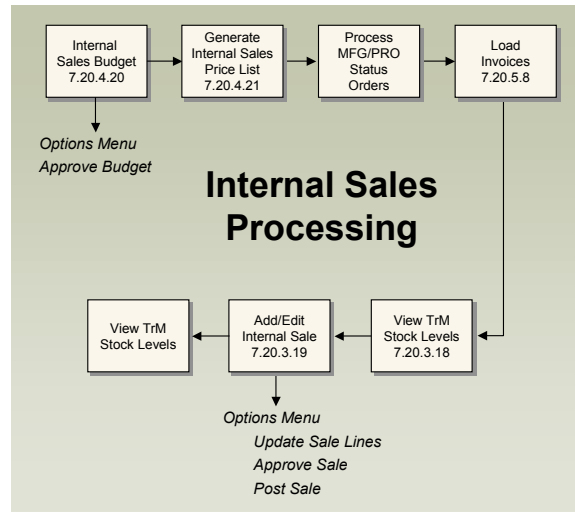
Stock Location. There must be one unique stock location per internal salesperson. All sales to the staff customer record are automatically loaded into the stock location for processing by the internal sales mechanisms.

◆ For additional details, see the comments in “Stock Location Setup” on page 478.

Internal Sales Processing Activities

Internal sales processing includes setting up header, specifying products and customers, approving sales, and posting.

Fig. 22.5
Internal Sales
Processing Work
Flow



Activities List

- Generate Internal Sale Price Lists **483**
- Set Up MFG/PRO Pending Invoice **483**
- Post Invoice **484**
- Load MFG/PRO Invoices into TrM **484**
- Verify Internal Salesperson Stock Levels **484**
- Set Up Internal Sale Header **484**
- Internal Sale Product and Customer Setup **485**
- Add Internal Sale Notes **486**
- Approve Internal Sale **486**
- Post Internal Sale **486**
- Update Internal Sale Products and Customers **485**
- View Internal Sale Details **486**

Generate Internal Sale Price Lists

Generate internal sale price lists.

Screen

7.20.4.21 Generate Staff Price List

Process Internal Sale Invoices

To set up salesperson stock levels, enter and post MFG/PRO invoices with product amounts corresponding to the amount of product allotted to each internal salesperson; then load invoices into TrM.

Set Up MFG/PRO Pending Invoice

Set up MFG/PRO pending invoice using site-specific values and with product quantity equal to the amount allotted to the internal salesperson.

Screen

7.13.1 Pending Invoice Maintenance

Sold-to. Enter the code for the salesperson to whom products and quantities in this invoice are allotted.

Product Code. Product code for product to be allotted to internal salesperson.

Quantity. Quantity of specified product to be allotted to internal salesperson.

Invoice Number. Must correspond to sales order number.

Ready to Invoice. No

Invoiced. Yes

Post Invoice

Post MFG/PRO pending invoices for internal sale products.

Screen

7.13.4 Invoice Post

Invoice. The sales order number of the invoice.

Output. Select output device.

Load MFG/PRO Invoices into TrM

Load posted MFG/PRO internal sale product invoices into TrM.

Screen

7.20.5.8 Load Invoices

Verify Internal Salesperson Stock Levels

Verify internal salesperson stock levels as needed.

Screen

7.20.3.18 View Salesman Stock Levels

User Code. Enter selected salesperson user code here.

Set Up Internal Sale Header

Set site-specific field values in internal sale header.

Screen

7.20.3.19 Add/Edit Internal Sale

Sale ID. The unique, system-allocated audit number for this internal sale transaction.

Division. The company division that this internal sale is entered for.

Salesman. Salesperson user code.

Reference. A general reference code used to store relevant paperwork or system cross-linkage data element.

Sale Date. The date the internal sale was made. This date determines which budget period the sale is recorded against.

GL Date. The date the internal sale is posted to the general ledger. The date must fall within an open financial period.

Status. System-allocated status code.

Sale Quantity. The total units sold or disposed of that are covered by this internal sales transaction. This is a control value and the subsidiary lines must add to the same total.

Internal Sale Product and Customer Setup

Specify product code, amount of product sold or disposed of, and sold-to customer as required.

Screen	Option
7.20.3.19 Add/Edit Internal Sale	Update Sale Lines

Product Code. The product being sold or disposed of.

Customer. The customer code for the sold-to customer.

Sale Quantity. The quantity of the product sold or disposed of.

Update Internal Sale Products and Customers

Use the Clear Sale Lines option to clear previous products and customers and the Update Sale Lines option to enter new values.

Screen	Options
7.20.3.19 Add/Edit Internal Sale	Clear Sale Lines Update Sale Lines

Add Internal Sale Notes

Add internal sale notes as required by site.

Screen	Option
7.20.3.19 Add/Edit Internal Sale	Sale Notes 1

Approve Internal Sale

Approve internal sale.

Screen	Option
7.20.3.19 Add/Edit Internal Sale	Approve Sale

Post Internal Sale

Post internal sale.

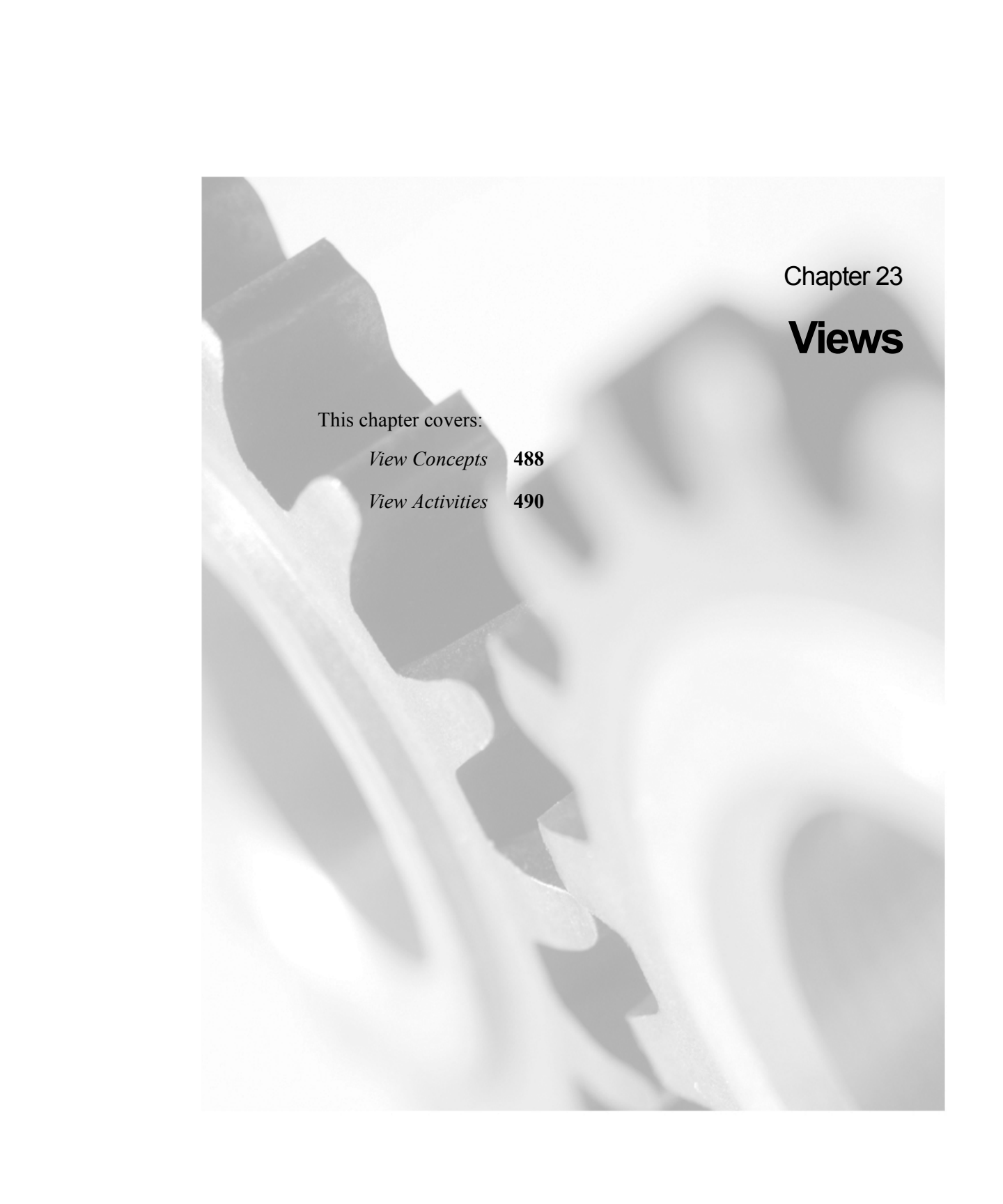
Screen	Option
7.20.3.19 Add/Edit Internal Sale	Post Sale

View Internal Sale Details

View internal sale details as needed using the following Options menu selections.

Screen	Options
7.20.3.19 Add/Edit Internal Sale	View Status Information
	View Sale Lines

See Chapter 23, “Views,” for information on creating and maintaining the various TrM views.



Chapter 23

Views

This chapter covers:

View Concepts **488**

View Activities **490**

View Concepts

Views are developed and maintained from choices in the View Maintenance menu.

- All data goes to work files, and sequence determines the order of retrieval.
- Fast view sets defaults.
- Predefined views offer selection criteria.

View Types

These view types are accessed from the View Maintenance menu.

- Fast
- Predefined
- Deferred claim
- Coop claim
- Internal sale
- GL Budget
- Promotion budget
- Rebate budget

Each of the following four view types is discussed in a section below.

Dedicated (Fast)	These views apply only to promotions. They are preprogrammed, run from the menu, using indexed access to the data.
Predefined	These views apply only to promotions. They are online queries, predefined by the Systems Administrator or power user and then made available for the general user.
Specialized	These are preprogrammed views that have results that are, or are themselves, part of another process.
Strip menu	These are a dedicated view that are automatically orientated around the current promotion.

Dedicated (Fast) Views

These are preprogrammed views, run from the menu, using indexed access to the data. A typical example, View Region/Customer (7.20.1.14.1), contains fields to view by region, zone, customer code, and status range. Control of line formats, description formats, and sort order is provided.

Predefined Views

These views are first set up in the View Maintenance (7.20.22) after which they automatically become available for the users in the Views found in menus 1–6.

They are set up in two parts: the so-called *fast* portion, which is named, and the added selections, which are bolted on to give the full selection criteria. These fast views are then used in creating the fuller predefined views.

Additional selections based on customer and product characteristics are available from the Options menu. In addition, the dates have a special set of selection criteria.

Specialized Views

The distinction between Specialized and Dedicated views is arbitrary, but generally, specialized views prompt for little or no selection criteria. These are the main specialized views within a promotion.

View Owners Promotions	Defaults to the user name and displays all promotions with a match in the Owner field.
View Responsibility	User name matches to the Responsibility field but not the owner field.
View Next Action	User name matches to the Owner field and there is a Next Action code. The view sorts by descending status, next action date, and start date.
Process Approvals	User name matches the Responsibility field and the status is 4.
View by Alternate Reference	View is organized by value in the Alternate Reference field.

Strip Menu Views

These are dedicated views automatically oriented to current promotion. The two primary views are View Promotion History and View Clashes.

Promotion Budget Views

The views are the methods by which users can see specific subsets of the promotional budgets. The views parameters are first set up by the systems administrator for each division. Users do not set them up; they use (and modify) them. The following sections describe how the templates of parameters are set up and how they are used.

View Activities

Activities List

- View Promotion History (7.20.1.2) **491**
- View Clashes (7.20.1.2) **491**
- Maintain Promotion Budget Views (7.20.22.9) **492**

Activity Limitations

Not all views are covered here. Both promotion edit views from the strip menu are covered and the process for maintaining a promotion budget view is described. Follow the same process for the following programs on the 7.20.22 View menu:

- Promotion View Maintenance (fast)
- Promotion View Maintenance (predefined)
- Maintain Billback Claim View
- Maintain Lump Sum Claim View
- Maintain Internal Sale View
- Maintain GL Budget Views
- Maintain Rebate Budget Views
- Maintain Promotion Budget Summary
- Maintain Rebate Budget Summary

- General View Types
- Transaction View Types

View Promotion History (7.20.1.2)

- 1 From the Views strip menu, choose View Promotion History.
- 2 In the Promotion History option menu, select from the following options for defining the view:
 - Customer-Product
 - Customer Group-Product
 - Customer-Product Group
 - Product
 - Customer
- 3 Press Go to run the view.

View Clashes (7.20.1.2)

- 1 From the Views strip menu, choose View Clashes (On-line) or View Clashes (Batch).
- 2 With the online option, once TrM displays the promotions with clashes, there is an Option menu with these items:
 - Edit Promotion
 - Pricing Work Bench
 - Product View
 - Customer View
 - Transactions
 - Full View
 - View Promotion
- 3 Press Go to run the view.

Maintain Promotion Budget Views (7.20.22.9)

- 1 Name the view and enter constraining data as necessary.

vbpvmm 7.20.22.9 Maintain Promotion Budgt Views		07/07/96
View*: div21996 Division 2 1996		
Year : 1996		
Owner:		
Cost Centre*:	-to-	Options
GL Account*:	-to-	Secondary Selections
Division*: 2	Bakery	Customer Selections
Region*:		Product Selections
Area*:		References
Zone*:		
Deal Group*:		
Deal Category*:		
Customer Grp*:		
Product Grp*:		
Budget*:	-to-	
Line Format*: ad	Budget/Year/Cat/Amount/Planned/Actual/Ba	
Desc Format*: ac	2 Line Budget Description/Category Descr	
Sequence*: ac	Year, Deal Category, Budget Code	
F1-Go F2-Help F4-End Home-PgF End-PgJ PgUp PgDn		

- 2 Press Go to save.
- 3 Press Go to User Menu to select Secondary Selections from the Options menu.
- 4 Enter status and manager codes.

vbpvmm1 7.20.22.9 Secondary Selections		07/07/96
Status:		
Entered By:		
Approved By:		
Update By:		

- 5 Press Go to save.
- 6 Press Go to User Menu to select Customer Selections from the Options menu.
- 7 Enter customer profile values.

vbpvmm27.20.22.9 Customer Selections07/07/96

Cus Profile 1*:
Cus Profile 2*:

Cus Profile 4*:

Cus Profile 6*:
Cus Profile 7*:
Cus Profile 8*:
Cus Profile 9*:

Customer Code:
Customer Type*:

+al/Ba|

- 8 Press Go to save.
- 9 Press Go to User Menu to select Product Selections from the Options menu.
- 10 Enter product profile values.

vbpvmm37.20.22.9 Product Selections07/07/96

Pro Profile 5*:
Pro Profile 6*:
Pro Profile 7*:
Pro Profile 8*:
Pro Profile 9*:

Product Code*:

Line Format*: ad
Desc Format*: ac
Sequence*: ac

Budget/Year/Cat/Amount/Planned/Actual/Ba
2 Line Budget Description/Category Descr
Year, Deal Category, Budget Code

- 11 Press Go to save.
- 12 Press Go to User Menu to select References from the Options menu.

13 Enter user-defined codes (UDCs).

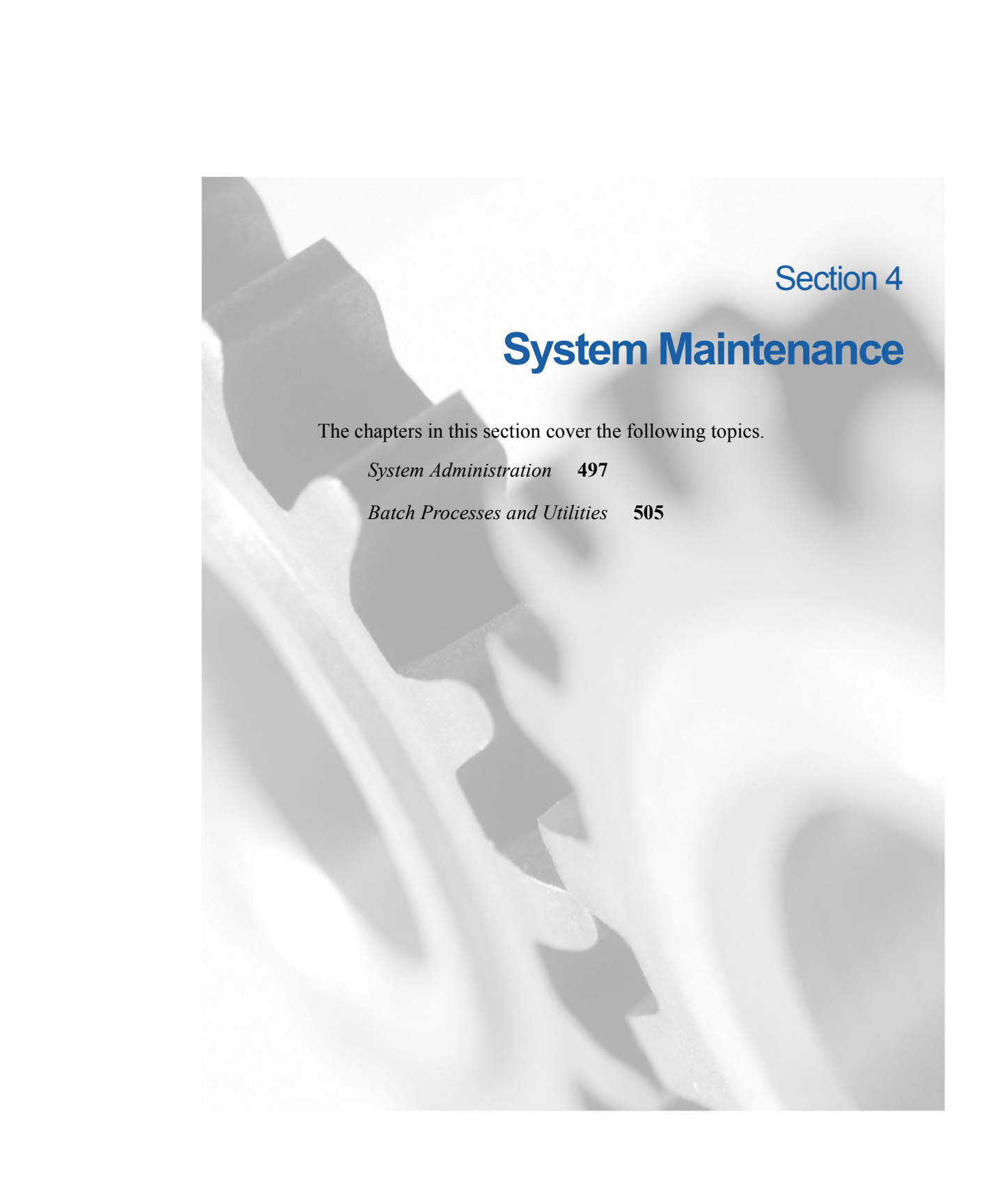
```

vbpvm4
7.20.22.9 References
07/07/96

+-----+
|
|  User Code 1*:
|  User Code 2*:
|  User Code 3*:
|    User Code 4
|  User Code 7*:
|  User Code 8*:
|  User Code 9*:
|
+-----+

```

14 Press Go to save.

The background of the page is a grayscale image of several interlocking gears. The gears are of different sizes and are positioned in a way that they appear to be meshing together. The lighting creates highlights and shadows on the teeth of the gears, giving them a three-dimensional appearance. The overall tone is technical and industrial.

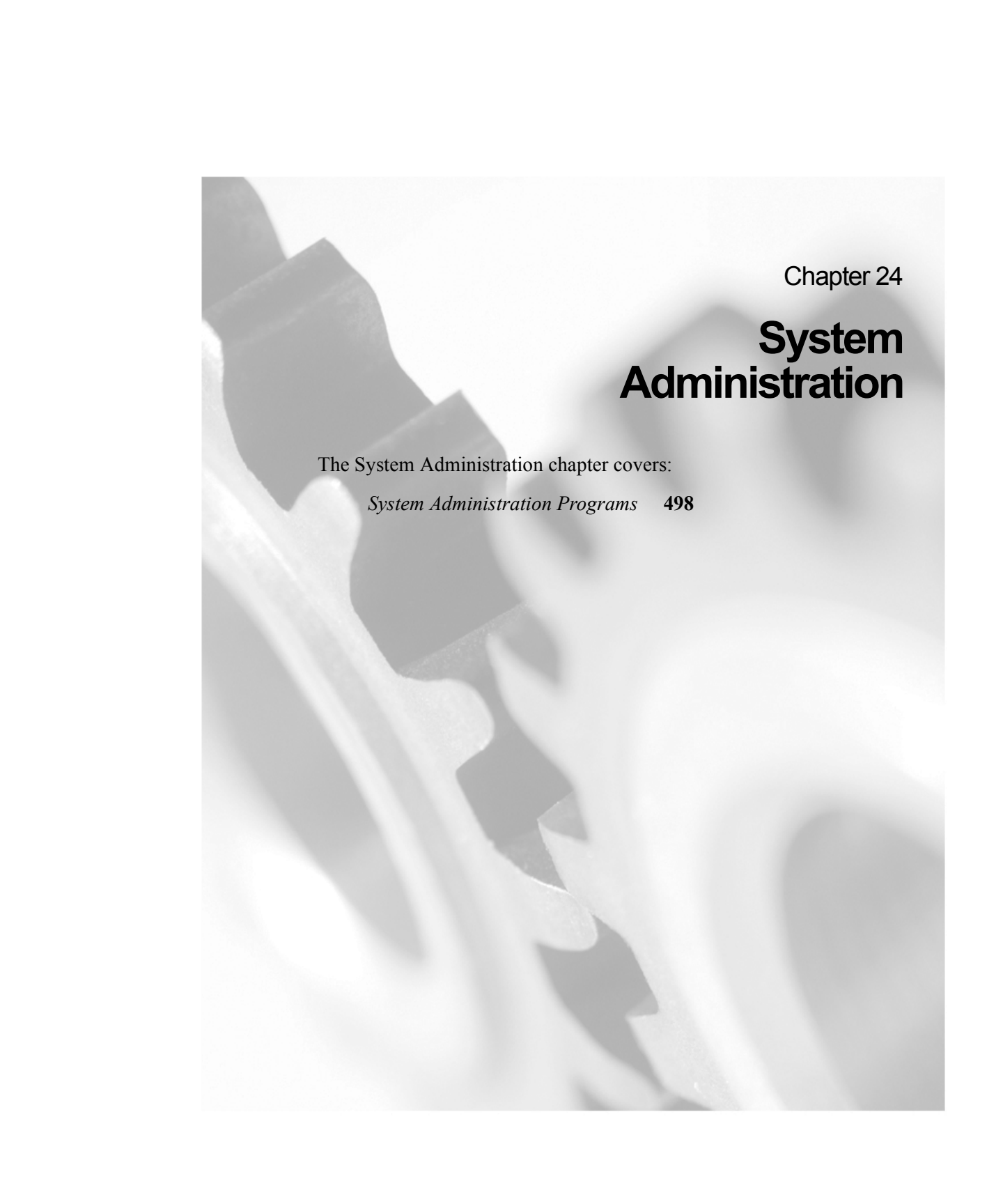
Section 4

System Maintenance

The chapters in this section cover the following topics.

System Administration **497**

Batch Processes and Utilities **505**



Chapter 24

System Administration

The System Administration chapter covers:

System Administration Programs **498**

System Administration Programs

Transaction Menu Maintenance

Use Transaction Menu Maintenance (7.20.24.2) to modify the promotion and rebate strip menu options.

sptmenu	7.20.24.2 Transaction Menu Maintenance	08/22/97
Profile*: SYSTEM Name: tppopup1 Description: Promotion H F6 Options A. Menu Option Maintenance		

Database Field Maintenance

Use Database Field Maintenance (7.20.24.8) for tasks such as changing the side label or column label for a field.

spflinf	7.20.24.8 Database Field Maintenance	08/06/97
Field Name: cprfv1 Description: Profile Value 1 Side Label: Maj/Min Cust* Column Label: Maj/Min Cust Other Label: Maj/Min Cust Used?: yes Help Reference: 10220 No. Help Pages: 1		

Program Maintenance

Use Program Maintenance (7.20.24.9) for tasks such as changing the screen title or screen placement and maintaining program-specific fields.

spprog2	7.20.24.9 Program Maintenance	08/06/97
Program*: cdcprv1 Description: Customer Profile 1 Maintenance Directory: cd/ Procedure Type: codemnt Title: Cust Prof 1 Maj/Min Option Title: Top Row: 3 Left Column: 6 No of Occurs: 15 Version: Code Maintenance Directory: Access Program: Help Reference: 11545 No. Help Pages: 1		

Procedure Type Maintenance

Use Procedure Type Maintenance (7.20.24.7) to maintain TrM program titles.

7.20.24.7 Procedure Type Maintenance		08/22/97
spprcy		
Proc Type	Description	
accfilt	Access Filter	
accprg	Access Program	
actlog	Action Log Entry	
adjcal	Adjusted Value Routines	
batchdrv	Batch Driver	
batchprc	Batch Procedure	
bccchpro	Bulk Change Promotions	
bccchreb	Bulk Change Rebates	
bchgcre	Bulk Change Create Routine	

Find Function Maintenance

Use Find Function Maintenance (7.20.24.10) to modify field drill-downs and how they display.

7.20.24.10 Find Function Maintenance		08/22/97
spfnfc		
Program*:	acpraa	Promo Accruals - Approve Accrual
Field Name*:	aacust	Auto Add Customers flag
Find Program*:	<u>fiacton</u>	Action Scroller - Division/D6group
Title:		
Top Row:	<u>0</u>	
Left Column:	<u>0</u>	
No of Occurs:	<u>0</u>	
Find Func Code:		

Report Type Maintenance

Use Report Type Maintenance (7.20.24.12) to maintain report descriptions, sequences, and formats.

7.20.24.12 Report Type Maintenance				08/22/97
sprptt				
Code	Description	Seq Program*	Format	Prog*
accrua	Accrual Document Listing	sqacru		pracru
advprom	Advertising & Promotion Report	sqadpr		pradpr
aloflow	Autolink Overflow Budgets List	sqjb6a		prjb6a
autoclipr	Auto Close Promotions	sqprcl		prprcl
autos6pr	Change Promotions from Stat 5 to 6	sqprs6		prprs6
bdgnnp	Generate Non- Promotion Budgets	sqgnnp		prgnnp
bdpcpy	Budget Copy	sqpcpy		prpcpy
bdsumm	Generate Budget Summary Data	sqjb6b		prjb6b
bonus	Bonus Stock Claim	sqbonc		prbonc

The Associated Sequences frame from the Report Type options menu controls the report column order.

sprptol	7.20 Report Type Sequences	08/22/97
Code	Description	Seq Program* Format Prog*
acc	Page 1 of 3	
adv	Sequence Code*: aa	
alo	Description: By Region/Deal Category	
aut	No of Fields: 2	
bdg	Title Width: _____	
bdp	First Title: _____	
bds	Second Title: _____	
bon	Third Title: _____	
	Fourth Title: _____	

Printer Type Maintenance

Use Printer Type Maintenance (7.20.24.13) to add printer types.

spprtty	7.20.24.13 Printer Type Maintenance	08/22/97
Printer Type: PRT		
Description: General Printers		
Short Desc: Printers		
Display Seq No: 1		
Print Routine*:		

Printer Maintenance

Use Printer Maintenance (7.20.24.14) to manage detailed printer setup information.

spprt	7.20.24.14 Printer Maintenance	08/22/97
Page 1 of 2		
Device Name*: Laser		
Description: Laser Compressed		
Printer Type: PRT General Printers		
Max Page Lngth: 64		
Output Command:		
Print Command: lp -dlaser -oc		
Parameter 1:		
Parameter 2:		
Parameter 3:		
Parameter 4:		
Parameter 5:		
Parameter 6:		
Spooled?: Yes		
Batch Use OK?: Yes		
Output File?: No		
Output Dir: /tmp		
Page 2 of 2		
80 Col Init:		
132 Col Init:		
Other Init:		
Reset String:		

Terminal Type Maintenance

Use Terminal Type Maintenance (7.20.24.16) to maintain display characteristics by terminal type.

spttrmty

7.20.24.16 Terminal Type Maintenance

08/22/97

Terminal Type*: VGA

Description: _____

Error Msg Text: _____

Warning Text: _____

Info Text: _____

Request Text: _____

Error Msg B/G: _____

Warning B/G: _____

Info Msg B/G: _____

Request B/G: _____

Color Maintenance

Use Color Maintenance (7.20.24.17) to maintain display characteristics for color terminals.

spcolor

7.20.24.17 Colour Maintenance

08/22/97

Colour	Description
BLACK	Black
BLUE	Blue
BROWN	Brown
CYAN	Cyan
DARK-GRAY	Dark Gray
GRAY	Gray
GREEN	Green
LIGHT-BLUE	Light Blue
LIGHT-CYAN	Light Cyan
LIGHT-RED	Light Red
LT-BRD	Light Brown
LT-GRE	Light Green
LT-MA	Light Magenta
MAGENTA	Magenta
MESSAGES	Standard Highlight Colour

Color Template Maintenance

Use Color Template Maintenance (7.20.24.18) to manage the color display for a given terminal type.

spectpl

7.20.24.18 Colour Template Maintenance

08/22/97

Page 1 of 3

Terminal Type*: VSA

Standard Terminal/PC screen

Col Template*: Opt1

Description: Standard Subdued PC Colors

Form Text: YELLOW

Yellow

Form B/Grnd: BLACK

Black

Display Text:

Display B/Grnd:

Prompt Text: NORMAL

Standard Normal Colour

Prompt B/Grnd: NORMAL

Standard Normal Colour

Title Text:

Title B/Grnd:

Page 2 of 3

Option Text: NORMAL

Standard Normal Colour

Option B/Grnd:

Option Hi Text: MESSAGES

Standard Highlight Colour

Option Hi B/Grnd:

Option Title Text:

Option Title B/Grnd:

Page 3 of 3

Scroller Text:

Scroller B/Grnd:

Scroller Hi Text:

Scroller Hi B/Grnd:

Scroller Title:

Scroller Title:

Scroller Option:

Scroller Option:

Scroller Option:

Scroller Option:

System Messages Maintenance

Use System Messages Maintenance (7.20.24.20) to maintain TrM messages and their behavior.

spsysmsg

7.20.24.20 System Message Maintenance

08/22/97

Message No	Description	Bell ?	Pause	Default
0001	There are no records to display	yes	2	n
0002	VIEW access NOT allowed	yes	2	n
0003	ADD access NOT allowed	yes	2	n
0004	UPDATE access NOT allowed	yes	2	n
0005	DELETE access NOT allowed	yes	2	n
0006	NO ACCESS allowed	yes	2	n

Audit Log Message Maintenance

Use Audit Log Message Maintenance (7.20.24.21) to maintain audit log messages by transaction file.

spaudmsg

7.20.24.21 Audit Log Message Maintenance

08/22/97

Transaction File: tag_mstr

Message No	Text
1010	Tag detail tracking

Code File Listing

Use Code File Listing (7.20.24.23) to manage code ranges.

rpcode

7.20.24.23 Code File Listing

08/22/97

Page 1 of 1

Apps. File #*: 031

Cost Sets *

From Code :

To Code :

Batch Processes and Utilities

This chapter covers batch and utilities programs.

Batch Concepts **506**

Utility Programs Activities **511**

Promotion Utility Activities **513**

Budget Utility Activities **516**

Batch Activities **519**

Batch Concepts

TrM provides its own batch queues separate from MFG/PRO batch capabilities. These are used not only for reporting as per the standard batch concept, but also for the processing of specialized jobs that are TrM-specific. A batch method is mainly used when there is a large volume of transactions that will take some time to process.

Virtually all TrM reports can be submitted in batch. They can be batched for immediate processing, or linked to a batch queue and run at a specific time. Additionally, a report's parameters can be saved and the report can be run regularly on a daily, weekly, or monthly basis.

Batch Transactions

Key transactions such as invoice loads can be run periodically in the system. These are generally loaded in batch in order to set a specific load time or to schedule processing when system demands are lowest.

Bulk Changes

Bulk changes are batch edits of customer and product related files. Bulk changes are generally run once a day after the invoice loads and prior to the start of a day's activity. When data-sensitive bulk changes are used, they must be run daily.

Individual Batch Jobs

There are a number of individual jobs, that can be selectively set up as batch processes.

Online Batch Processing

Any job that can be batched can be run immediately in batch, thus the term online batch job. This is the alternate to submission for running at a particular time.

Available Batch Jobs

The following batch jobs are available.

Repetitive Batch Processes

The processes listed in Table 25.1 are generally undertaken on an ongoing basis.

Table 25.1
Repetitive
Processes

Process ID	Program	Description	Notes
BUDSUMGN	Sp1opmjb	Generate Budget Summary Records	For sites that have large numbers of budgets, the online summaries are too slow. An additional set of views are available that use specially generated summary records. This job creates those records. It should be run after the invoice load.
BULKUPD	Sp1opmjb	Run Bulk Update	This performs any bulk updates that are due today (today's date or earlier associated with them)..
CHGSTATS	Sp1opmjb	Change Status from 5 to 6	For promotions at status 5 that have actual transactions posted against them, the status is changed from 5 to 6. Run after the invoice load.
FCSTUNIT	Sp1opmjb	Generate Forecast Units	This takes the volume figures in the planned and actual promo budget columns and converts them to a common forecast UOM. The Forecast UOM is set by division and the conversion factor is held on the division product record.
LOADINVS	Sp1opmjb	Load Invoices	Takes invoices and credits from SOE and loads them into TrM. In the process it will process against rebates and budgets as well as promotions.
INVLOAD	Sp1opmjb	Load Individual Invoice Details	In conjunction with Load Invoices, it processes the individual lines.

Process ID	Program	Description	Notes
WORKDEL	Sp1opmjb	Delete/Clear Work Files	Deletes all work files not in use. TrM processes generally leave these since Progress deletes are too slow to do during normal processing.
RPT1OFF	Sp1offjb	1 Off Report Job	Any report that is not run interactively and is not set up for periodic, automatic rerunning, is placed in this queue.
RPTPERM	Sppermjb	Permanent Report Job	Any report that is not run interactively and is not a one off request can be set up for periodic, automatic rerunning. Such jobs are placed in this queue.
PRPRODA	Spprompr	Add Promotion Products	When promotions are added, sometimes the number of records being added is very large. When the number of customer, product, and customer/product records exceeds a user-definable value, the promotion record creation can be placed into batch. When this is done, at the end of promotion add, rather than be placed back into edit, the user is returned to the main menu.
PRCUSTA	Sppromcu	Add Promotion Customers	see PRPRODA above
PRCUPRA	Sppromcp	Add Promotion Customer/ Products	see PRPRODA above
PROMDEAL	Sppromdl	Add Promotion Deal	see PRPRODA above

One-Off Batch Processes

The processes listed in Table 25.2 are generally undertaken in an ad hoc manner.

Table 25.2
One-Time Batch
Processes

Proc ID	Prog	Description	Notes
PROMUP1	spallpjb	Create All Product Promo Records	When all product promotions are set up, associated records are not added interactively, but by this batch process. This enables rapid entry for these large-scale promotions.
APPROMO	spallpjb	Approve All Product Promotions	When these large promotions are approved, the approval process can also be batched.
PARTNOCH	sp1opmjb	Change Product Item Code	Takes existing code and converts it to another code, changing history and price lists as well.
ISPLISTS	sp1opmjb	Generate Internal Sale Price Lists	When sales people have their own stock managed through TrM, the sales orders raised for them to get stock value the product at \$0. This procedure generates the MFG/PRO price lists for the salespeople.
COSTFLEX	sp1opmjb	Flex Costs	This will take the costs held on the division product record and recalc promotion costs for planned figures. (See PRODCOST.)
PRODCOST	sp1opmjb	Update Product Cost Prices	This takes the MFG/PRO cost set specified in the Control File and updates the item cost on the division product record.
PRODLIST	sp1opmjb	Update Product List Prices	This takes the list price held on the MFG/PRO Item Master and updates the item list price on the division product record.

Batch Setup Considerations

Some of the constraints and considerations for setting up batch jobs are as follows:

- There can be up to nine batch queues. Assign time procedures to their own queue.
- Assign the promotion product/customer/customer/product and deal add procedures to one queue.
- Assign the One-Off Report procedure to its own queue.
- Assign the Permanent Report procedure to its own queue.
- Run Invoice Load after invoicing has finished for the day.
- Run Invoice Load before the Generate Budget Summary Records procedure and before the Change Status from 5 to 6.
- Delete/Clear Work Files can be run at any time.

Utility Programs Activities

File Unlocking

Use File Unlocking (7.20.23.1.1) to unlock a specific TrM file.

ulfse1	7.20.23.1.1 File Unlocking	08/21/97
File Name*: <u>caccsgrp</u> Access Groups *		

Resequenece Popup Menu Options

Use Resequenece Popup Menu Options (7.20.23.1.2) to create new pop-up menu sequences from Profile Maintenance (7.20.24.3).

utopseq	7.20.23.1.2 Resequenece Popup Menu Options	08/21/97
Resequenece Options. Continue? <u>n</u>		

Interface Parameter Maintenance

Maintain interface record numbering in Interface Parameter Maintenance (7.20.23.1.3).

spintf	7.20.23.1.3 Interface Parameter Maint	08/21/97
Record No: <u>5001</u> Description: Interfaced to MF6PRO Textual Data: Numeric Data: Date Reference: Logical: yes		

Initialize System

Run Initialize System (7.20.23.1.5) after all implementation steps are complete.

spinit	7.20.23.1.5 Initialise System	08/21/97
Proceed ? : <u>no</u>		

General Load XRef Maintenance

Maintain file load cross-references in General Load XRef Maintenance (7.20.23.1.7).

utlxf	7.20.23.1.7 General Load XRef Maintenance	08/21/97
XRef Type*: XRef 1 Description: <u>Cross Reference 1</u> Input Field1*: _____ Input Field2*: _____ Input Field3*: _____ Input Field4*: _____ Input Field5*: _____ Output Field1*: _____ Output Field2*: _____ Output Field3*: _____ Output Field4*: _____ Output Field5*: _____ Output Field6*: _____		

Maintain Source XRef Files

Enter the cross-reference file name in Maintain Source XRef Files (7.20.23.1.9).

utsrcxrf	7.20.23.1.9 Maintain Source XRef files	08/21/97
Parent File: _____		

Generate Compile List

Use Generate Compile List (7.20.23.1.10) to create a log file for file compilation.

utcompls	7.20.23.1.10 Generate Compile List	08/21/97
Source File: _____ Output File: _____		

Promotion Utility Activities

Unlock Promotion

Use Unlock Promotion (7.20.23.2.1) to reopen a promotion for edits.

Promotion _____

Regenerate Planned Spends

Use Regenerate Planned Spends (7.20.23.2.4) to recalculate spend amounts after budget changes.

trgenps	7.20.23.2.4 Regenerate Planned Spends	08/21/97
Promotion Code: 2 First promo Status*: 2Proposed Region*: e East Area*: ne North East Owner: pez System Administrator Proceed ?: <u>No</u>		

Regenerate Promotion Budgets

Use Regenerate Promotion Budgets (7.20.23.2.5) to create new budgets after changes to budgets have been made.

trgenbd	7.20.23.2.5 Regenerate Promotion Budgets	08/21/97
Promotion Code: <u> 2 </u> First promo Status*: 2Proposed Region*: e East Area*: ne North East Owner: pez System Administrator Proceed ?:		

Generate Non-Promotion Budgets

Generate Non-Promotion Budgets (7.20.23.2.8) regenerates budgets for internal sales.

bdgnnp	7.20.23.2.8 Generate Non Promotion Budgets	08/21/97
Report Title: <u>Generate Non Promotion Budgets</u> Format*: <u>aa</u> Sequence*: <u>aa</u> Front Page ? : <u>no</u>		

Process ALL PRODUCTS Promotion

Use Process All Products Promotion (7.20.23.2.12) to update all products more efficiently.

utallprm	7.20.23.2.12 Process ALL PRODUCTS Promotion	08/21/97
Promotion Code: <u> 4 </u> Proceed ?:		

Delete Promotions

Use Delete Promotions (7.20.23.2.13) to delete a sequential range of promotions.

Bulk Promotion Deletion

Division: _____

Start Promotion No: _____

End Promotion No: _____

Deleted if Budgeted?: No

Proceed?: No

Messages

Extend Promotion Dates

Use Extend Promotion Dates (7.20.23.2.14) to change the buy, start, and finish dates or the promotion start and finish dates.

trexdatt7.20.23.2.14 Extend Promotions Dates08/21/97

Promotion Code: 5 june 9

Status: 2Proposed

Buy Start : 06/16/97

Buy Finish: 09/14/97

Promo Start : 06/26/97

Promo Finish: 09/04/97

Region: eEast

Area: neNorth East

Owner: pezSystem Administrator

Proceed?: No

Set Promotions from Status 5 to 6

Set Promotions from Status 5 to 6 (7.20.23.2.15) moves all approved promotions currently at status 5 to status 6.

rpprs67.20.23.2.15 Set Promotns from Stat 5 to 608/21/97

Report Title: Set Promotns from Stat 5 to 6

Format*: aa

Sequence*: aa

Front Page?: no

Budget Utility Activities

Check GL Budget Details

Check Budget Details (7.20.23.3.1) is a detailed budget reporting tool.

rpckgb	7.20.23.3.1 Check GL Budget Details	08/21/97
Report Title: Check GL Budget Details Format*: aa GL Budgets Errors Sequence*: aa Cost Centre/GL Account/ Front Page?: no		Enter Parameters Select Output Device Run Now Run in Batch

rpckgb2	7.20 GL Budget Check & Edit Listing	08/21/97
Report Title: Check GL Budget Details Format*: aa GL Budgets Errors Sequence*: aa Cost Centre/GL Account/Year Front Page?: no		
From C/Ctr*: 0200 _____ Division 1 To C/Ctr*: 0200 _____ Division 1 From GL A/c*: 2000 _____ Trade Spend To GL A/c*: 2000 _____ Trade Spend Financial Year: 0000		

rpckgb	7.20.23.3.1 Check GL Budget Details	08/21/97
Report Title: Check GL Budget Details Format*: aa GL Budgets Errors Sequence*: aa Cost Centre/GL Account/Year Front Page?: no		
Printer Types Output Type Printers Screen File		

Check Promotion Budget Details

Check Promotion Budget Details (7.20.23.3.2) is a promotion budget reporting tool.

rpckpb	7.20.23.3.2 Check Promotion Budget Details	08/21/97								
<table border="1"><tr><td>Report Title: Check Promotion Budget Deta</td><td>Enter Parameters</td></tr><tr><td>Format*: aa Error Messages</td><td>Select Output Device</td></tr><tr><td>Sequence*: aa Region/Year/Budget Cod</td><td>Run Now</td></tr><tr><td>Front Page ?: no</td><td>Run in Batch</td></tr></table>		Report Title: Check Promotion Budget Deta	Enter Parameters	Format*: aa Error Messages	Select Output Device	Sequence*: aa Region/Year/Budget Cod	Run Now	Front Page ?: no	Run in Batch	
Report Title: Check Promotion Budget Deta	Enter Parameters									
Format*: aa Error Messages	Select Output Device									
Sequence*: aa Region/Year/Budget Cod	Run Now									
Front Page ?: no	Run in Batch									

Budget Copy

Budget Copy (7.20.23.3.4) copies a source budget to a target budget.

bdpcpy	7.20.23.3.4 Budget Copy	08/21/97								
<table border="1"><tr><td>Report Title: Budget Copy</td><td>Enter Parameters</td></tr><tr><td>Format*: aa Budget Copy Audit Repor</td><td>Select Output Device</td></tr><tr><td>Sequence*: aa Budget Code</td><td>Run Now</td></tr><tr><td>Front Page ?: no</td><td>Run in Batch</td></tr></table>		Report Title: Budget Copy	Enter Parameters	Format*: aa Budget Copy Audit Repor	Select Output Device	Sequence*: aa Budget Code	Run Now	Front Page ?: no	Run in Batch	
Report Title: Budget Copy	Enter Parameters									
Format*: aa Budget Copy Audit Repor	Select Output Device									
Sequence*: aa Budget Code	Run Now									
Front Page ?: no	Run in Batch									

Budget Reorganize

Budget Reorganize (7.20.23.3.5) reorganizes budgets.

utc2ud	7.20.23.3.5 Budget Reorg	08/22/97								
<table border="1"><tr><td>Report Title: Budget Reorg</td><td>Enter Parameters</td></tr><tr><td>Format*: aa Budget Reorg Audit</td><td>Select Output Device</td></tr><tr><td>Sequence*: aa By Budget Code</td><td>Run Now</td></tr><tr><td>Front Page ?: no</td><td>Run in Batch</td></tr></table>		Report Title: Budget Reorg	Enter Parameters	Format*: aa Budget Reorg Audit	Select Output Device	Sequence*: aa By Budget Code	Run Now	Front Page ?: no	Run in Batch	
Report Title: Budget Reorg	Enter Parameters									
Format*: aa Budget Reorg Audit	Select Output Device									
Sequence*: aa By Budget Code	Run Now									
Front Page ?: no	Run in Batch									

Check Budget Spreads

Check Budget Spreads (7.20.23.3.13) provides a detailed report on budget spreads.

bdfxspr	7.20.23.3.13 Check Budget Spreads	08/22/97	
<table border="1"><tr><td>Proceed ? : <u>No</u></td></tr></table>			Proceed ? : <u>No</u>
Proceed ? : <u>No</u>			

Reaccumulate GL Budgets

Use Reaccumulate GL Budgets (7.20.23.3.14) to rebuild GL budgets.

bdg1rac	7.20.23.3.14 Reaccumulate G/L Budgets	08/22/97

Division*: 1

Cost Centre*: 0700

G/L Account*: 2001

Financial Year: 1997

Proceed ?:

Reaccumulate Promotion Budgets

Use Reaccumulate Promotion Budgets (7.20.23.3.15) to rebuild promotion budgets.

bdprrac	7.20.23.3.15 Reaccumulate Promotion Budgets	08/22/97

Budget*: B7.10DC

Description: Deferred claim budget-region

Region*: E

Area*: East

Deal Category*:

Customer Grp*:

Product Group*: BU

Cost Centre*: 0700

G/L Account*: 7000

Proceed ? : No

Bath unscented

Division 1

Trade Spend

Batch Activities

Activities List

- Setting Up Batch Drivers **519**
- Set Up Batch Queues and Link to Procedures **519**
- Running Batch Drivers **519**

Setting Up Batch Drivers

- 1** From the procedures described in this chapter, determine which jobs the batch driver will run.
- 2** Set up a number of batch queues (next activity).
- 3** Assign each procedure to a queue (there can be more than one procedure attached to a queue).
- 4** Start batch queues.

Set Up Batch Queues and Link to Procedures

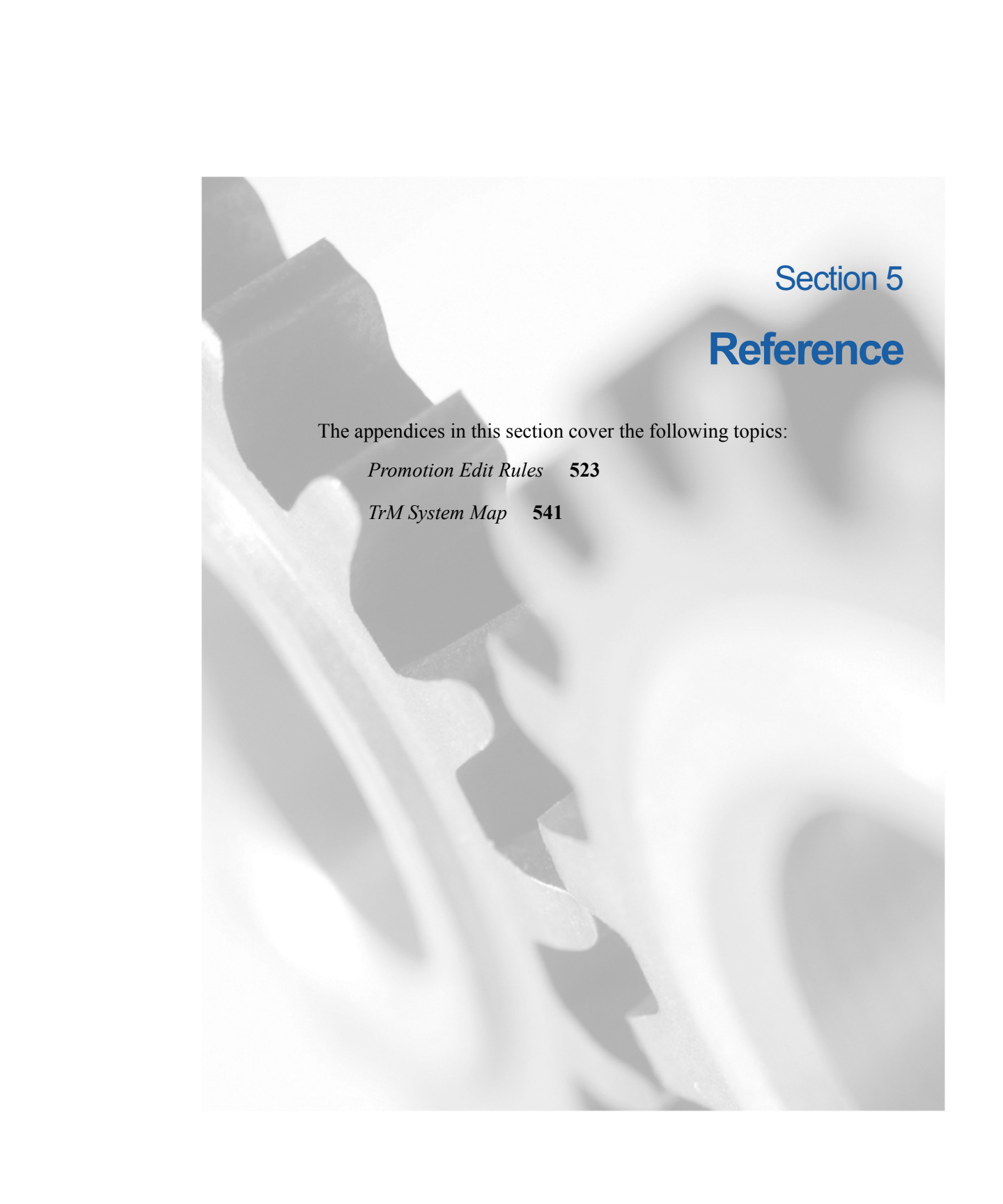
This activity assigns procedures to specific queues.

- 1** Run one of the batch driver programs.
- 2** Go to User Menu to select Batch Parameter Job Types.
- 3** Enter the procedure IDs for the jobs to run in this queue.
- 4** Press End to save.
- 5** Go to User Menu to select Batch Parameter Maintenance.
- 6** Set the start and end time of the batch driver and record the full path to the log file.

Running Batch Drivers

You can start and stop batch queues either manually or from a script. Manually start using the facilities in the Batch Utilities menus.

Start from the operating system (interactively or using a script) by executing `_progres` and supplying the `-b` parameter for batch operations and `-p sp/spbdrv?.p` where `?` is the appropriate batch queue number (1–9).

The background of the page is a grayscale photograph of several interlocking mechanical gears. The gears are of different sizes and are positioned in a way that creates a sense of depth and motion. The lighting is soft, highlighting the metallic texture and the sharp edges of the gear teeth.

Section 5

Reference

The appendices in this section cover the following topics:

Promotion Edit Rules **523**

TrM System Map **541**

Promotion Edit Rules

The entries in these tables indicate which elements of promotions can be edited at each status level.

<i>Promotion Edit Rules for Status 0</i>	524
<i>Promotion Edit Rules for Status 1</i>	525
<i>Promotion Edit Rules for Status 2</i>	526
<i>Promotion Edit Rules for Status 3</i>	528
<i>Promotion Edit Rules for Status 4</i>	530
<i>Promotion Edit Rules for Status 5</i>	532
<i>Promotion Edit Rules for Status 6</i>	534
<i>Promotion Edit Rules for Status 7</i>	536
<i>Promotion Edit Rules for Status 9</i>	538

Promotion Edit Rules for Status 0

No editing is allowed; in fact, you cannot access the promotion.

Promotion Edit Rules for Status 1

Editing is allowed; the source promotion from which the template is created is best if 1 is as close as required prior to template creation.

Fields	Rules
Status	No Change to Status allowed.
Description	As per Status 2.
Dates	As per Status 2.
Deal Code	As per Status 2.
Division	No change allowed at any time.
Region, Area, Zone	As per Status 2.
Owner, Responsibility	As per Status 2.
Next Action, Date	As per Status 2.
Customer Level	As per Status 2.
Product Level	As per Status 2.
UDC1–4	As per Status 2.
Customer Add (if none exist)	As per Status 2.
Single Customer Add	As per Status 2.
Customer Delete (all)	As per Status 2.
Customer, Customer Group Add, Delete (individuals)	As per Status 2.
Product Add (if none exist)	As per Status 2.
Product Delete (all)	As per Status 2.
Product Add, Delete (individuals)	As per Status 2.
Deal Edit – \$ and quantity	As per Status 2.
Customer, Product Volumes	As per Status 2.
Product Volumes	As per Status 2.
Notes	As per Status 2.
Modifiers	As per Status 2.
Linking to an Agreement	Change not allowed.
Alternate Reference	Change not allowed.
Financial Details 1&2	As per Status 2.
Delete the promotion	Yes.
Copy the promotion	Yes.
Process actuals	As per Status 2.

Promotion Edit Rules for Status 2

Fields	Rules
Status	Change to Status 3 allowed. Change to Status 5 allowed.
Description	Change allowed.
Dates	Change allowed.
Deal Code	This can be changed to any other code. If the deal type is similar, for example, changing an OI\$ to a BB\$ or changing an OI\$ to OI%, this can be done with no loss of detail; otherwise during the change, the Deal details (volumes, discounts, and so on) are deleted as well and must be reentered.
Division	No change allowed at any time.
Region, Area, Zone	Changes allowed to these. There are associated actions however. Region, area, zone security is checked for Add capability. The user is asked if the customers are to be cleared or not. If not, existing customers are checked for conformance to the new values on region, area, zone. Customers are automatically deleted (as well as customer groups with no customers) if they do not meet these new criteria.
Owner	Change allowed. Check ADD security on Owner.
Responsibility	Change allowed. This circumvents the ADD security to the extent that Responsibility has the same capability as Owner.
Next Action, Date	Change allowed.
Customer Level	Change allowed. A change results in all customers being automatically deleted.
Product Level	Change allowed. A change results in all products being automatically deleted.
UDC1–4	Change allowed.
Customer Add (if none exist)	Customers can be added if none exist. The template for adding customers is determined by the customer level.
Single Customer Add	Adds one customer as long as the customer, customer group pass region, area, zone filter, and owner passes Add security.
Customer Delete (all)	All the customers can be deleted.

Fields	Rules
Customer, Customer Group Add, Delete (individuals)	Customers, customer groups can be added and deleted (not predefined groups – delete all customers and re-add if this is required). Must adhere to filter criteria. Bulk Edit – if a customer is maintained on a customer group or predefined group and the customer level is set at customer group, predefined group, region, or zone, the customer is automatically added to the promotion.
Product Add (if none exist)	Products can be added if none exist. The template for adding products is determined by the Product level.
Product Delete (all)	All the products can be deleted.
Product Add, Delete (individuals)	Products, Groups can be added and deleted. Must adhere to filter criteria. Bulk Edit – if a product is maintained on a Product Group <i>and</i> the Product Level is set at Product Group level, the Product is automatically added to the promotion.
Deal Edit – \$ and quantity	Change allowed.
Customer Volumes	Change allowed.
Product Volumes	Change allowed.
Notes	Change allowed.
Modifiers	Change allowed.
Linking to an Agreement	Change allowed.
Alternate Reference	Change allowed.
Financial Details 1	Change allowed.
Financial Details 2	Change allowed.
Delete the promotion	Yes
Copy the promotion	Yes
Process actuals	No

Promotion Edit Rules for Status 3

Fields	Rules
Status	Change to Status 2 allowed. Change to Status 5 allowed.
Description	Change allowed.
Dates	Change allowed, but not recommended since the promotion is not rebudgeted. Better to change to Status 2, make the change, and rebudget. The dates cannot be changed to a year below the financial year of the <i>from-date</i> or above the financial year of the <i>to-date</i> .
Deal Code	Transfer allowed; change is not.
Division	No change allowed at any time.
Region	Change not allowed.
Owner	As per Status 2, but only if Budget Setup Algorithms for the years that this promotion spans do not utilize Owner.
Responsibility	As per Status 2.
Next Action, Date	Change allowed.
Customer Level	Change not allowed.
Product Level	Change not allowed.
UDC1–4	Change allowed only if Budget Setup Algorithms for the years that this promotion spans do not utilize UDC1–4.
Customer Add (if none exist)	A promotion cannot move to Status 3 if it has no customers.
Single Customer Add	Set back to Status 2, make changes, and reset to Status 3.
Customer Delete (all)	A promotion cannot, at Status 3, have no customers.
Customer Add, Delete (individuals)	Set back to Status 2, make changes, and reset to Status 3. Bulk Edit – if a customer is maintained on a customer group or predefined group and the customer level is set at customer group, predefined group, region, or zone, the customer is automatically added to the promotion.
Product Add (if none exist)	A promotion cannot get to Status 3 if it has no products.
Product Delete (all)	A promotion cannot, at Status 3, have no products.

Fields	Rules
Product Add, Delete (individuals)	Set back to Status 2, make changes, and reset to Status 3. Bulk Edit – if a product is maintained on a Product Group and the Product Level is set at Product Group level, the Product is automatically added to the promotion. For a manual add, the product is not added unless: • A product in the same product group exists on the promotion • All products within a product group have exactly the same deal; for example, 5% off and it is a % deal, or \$2 off and it is a \$off deal. Note: Special rules exist for the other Deal Types such as Lump Sum and Free Goods. For a Bulk Edit add, the product is not added unless: • All products within a product group have exactly the same deal; for example, 5% off and it is a % deal, or \$2 off and it is a \$off deal. Note: Special rules exist for the other Deal Types such as Lump Sum and Free Goods.
Deal Edit – \$ and quantity	Change not allowed.
Customer Volume	Change not allowed.
Product Volumes	Change not allowed.
Notes	Change allowed.
Modifiers	Change allowed; the consequences vary by the way each installation has used modifiers and appended their own programs. Each site must accommodate this in their additional programs.
Linking to an Agreement	Change allowed only when no special budgets are used.
Alternate Reference	Change allowed.
Financial Details 1	Change allowed.
Financial Details 2	Change allowed.
Delete the promotion	No
Copy the promotion	Yes
Process actuals	No

Promotion Edit Rules for Status 4

Fields	Rules
Status	Change to Status 2 allowed. Change to Status 3 allowed. Change to Status 5 allowed. The above only using the special program – Approve, Reject Promotion
Description	Change not allowed.
Dates	Change not allowed.
Deal Code	Change not allowed.
Division	No change allowed at any time.
Region	Change not allowed.
Owner	Change not allowed.
Responsibility	Change allowed.
Next Action, Date	Change allowed.
Customer Level	Change not allowed.
Product Level	Change not allowed.
UDC1–4	Change not allowed.
Customer Add (if none exist)	A promotion cannot get to Status 3 if it has no customers.
Single Customer Add	Change not allowed.
Customer Delete (all)	A promotion cannot, at Status 3, have no customers.
Customer Add, Delete (individuals)	Individual customers can be added and deleted only via Bulk Edit, not manually. Bulk Edit add has the same rules as in Status 3.
Product Add (if none exist)	A promotion cannot get to Status 3 if it has no products.
Product Delete (all)	A promotion cannot, at Status 3, cannot have no products.
Product Add, Delete (individuals)	Individual products can be added and deleted only via Bulk Edit, not manually. Bulk Edit add has the same rules as in Status 3.

Fields	Rules
Deal Edit – \$ and quantity	Change not allowed.
Customer Volume	Change not allowed.
Product Volumes	Change not allowed.
Notes	Change allowed.
Modifiers	Change not allowed.
Linking to an Agreement	Change not allowed.
Alternate Reference	Change not allowed.
Financial Details 1	Change not allowed.
Financial Details 2	Change not allowed.
Delete the promotion	No
Copy the promotion	No
Process actuals	No

Promotion Edit Rules for Status 5

Fields	Rules
Status	Change to Status 3 allowed. Change to Status 2 allowed. Change to Status 7 allowed only if no current orders in SOE using this promotion. Change to Status 9 allowed only if no current orders in SOE use this promotion or no unposted claims in Claims.
Description	Change allowed.
Dates	As per Status 3 except the price lists are modified. No rebudget.
Deal Code	Change not allowed.
Division	No change allowed at any time.
Region	Change not allowed.
Owner	As per Status 3.
Responsibility	As per Status 3.
Next Action, Date	Change allowed.
Customer Level	Change not allowed.
Product Level	Change not allowed.
UDC1–4	As per Status 3.
Customer Add (if none exist)	A promotion cannot get to Status 5 if it has no customers.
Single Customer Add	As per Status 3, amend price list.
Customer Delete (all)	A promotion cannot, at Status 5, have no customers.
Customer Add, Delete (individuals)	Set back to Status 2, make changes, and reset to Status 5.
Product Add (if none exist)	A promotion cannot get to Status 5 if it has no products.
Product Delete (all)	A promotion cannot, at Status 3, have no products.
Product Add, Delete (individuals)	Set back to Status 2, make changes, and reset to Status 5.

Fields	Rules
Deal Edit – \$ and quantity	Change not allowed.
Customer Volume	Change not allowed.
Product Volumes	Change not allowed.
Notes	Change allowed.
Modifiers	Change allowed – the consequences vary by the way each installation has used modifiers and appended their own programs. Each site must accommodate this in their additional programs.
Linking to an Agreement	Change allowed, provided no special budgets are used.
Alternate Reference	Change allowed.
Financial Details 1	Change not allowed.
Financial Details 2	Change allowed.
Delete the promotion	No
Copy the promotion	Yes
Process actuals	Yes

Promotion Edit Rules for Status 6

Fields	Rules
Status	Change to Status 7 allowed only if no current orders in SOE use this promotion Change to Status 9 allowed only if no current orders in SOE use this promotion or no unposted claims in Claims.
Description	Change allowed.
Dates	As per Status 5.
Deal Code	Change not allowed.
Division	No change allowed at any time.
Region	Change not allowed.
Owner	As per Status 3.
Responsibility	As per Status 3.
Next Action, Date	Change allowed.
Customer Level	Change not allowed.
Product Level	Change not allowed.
UDC1–4	As per Status 3.
Customer Add (if none exist)	A promotion cannot get to Status 3 if it has no customers
Single Customer Add	As per Status 5.
Customer Delete (all)	A promotion cannot, at Status 3, have no customers.
Customer Add, Delete (individuals)	Changed allowed. The deletes check the existence of actuals for this customer, and also check the SOE Order File for outstanding orders since the last invoice run and the Claims file for any unposted claims. If so, they are not deleted but a retirement date is held on the promotion customer record. Price lists are modified to accommodate the changes. Adds are only allowed if the group already exists.
Product Add (if none exist)	A promotion cannot get to Status 3 if it has no products.
Product Delete (all)	A promotion cannot at, Status 3, have no products.

Fields	Rules
Product Add, Delete (individuals)	Change allowed. The deletes check the existence of actuals for this product, and also check the SOE Order File for outstanding orders since the last invoice run and the Claims file for any unposted claims. If so, they are not deleted but a retirement date is held on the promotion product record. Price lists are modified to accommodate the changes. Adds are only allowed if the group already exists.
Deal Edit – \$ and quantity	Change not allowed.
Customer Volume	Change not allowed.
Product Volumes	Change not allowed.
Notes	Change allowed.
Modifiers	Change allowed; the consequences vary by the way each installation has used modifiers and appended their own programs. Each site must accommodate this in its programs.
Linking to an Agreement	As per Status 5.
Alternate Reference	Change allowed.
Financial Details 1	Change not allowed.
Financial Details 2	Change allowed.
Delete the promotion	No
Copy the promotion	Yes
Process actuals	Yes

Promotion Edit Rules for Status 7

Fields	Rules
Status	Change to Status 5 allowed only if promotion <i>from-to</i> dates are equal to or later than today; should move S=7 to S=5 if no actuals exist; otherwise, to S=6. Change to Status 9 allowed only if no current orders in SOE order file use this promotion or no unposted claims in Claims.
Description	Change allowed.
Dates	Change not allowed.
Deal Code	Change not allowed.
Division	No change allowed at any time.
Region	Change not allowed.
Owner	As per Status 3.
Responsibility	As per Status 3.
Next Action, Date	Change allowed.
Customer Level	Change not allowed.
Product Level	Change not allowed.
UDC1–4	As per Status 3.
Customer Add (if none exist)	A promotion cannot get to Status 7 if it has no customers.
Single Customer Add	Change not allowed.
Customer Delete (all)	A promotion cannot, at Status 7, have no customers.
Customer Add, Delete (individuals)	Change not allowed.
Product Add (if none exist)	A promotion cannot get to Status 7 if it has no products.
Product Delete (all)	A promotion cannot, at Status 7, have no products.
Product Add, Delete (individuals)	Change not allowed.
Deal Edit – \$ and quantity	Change not allowed.

Fields	Rules
Customer Volume	Change not allowed.
Product Volumes	Change not allowed.
Notes	Change allowed.
Modifiers	Change allowed; the consequences vary by the way each installation has used modifiers and appended their own programs. Each site must accommodate this in their additional programs.
Linking to an Agreement	As per Status 5.
Alternate Reference	Change allowed.
Financial Details 1	Change not allowed.
Financial Details 2	Change allowed.
Delete the promotion	No
Copy the promotion	Yes
Process actuals	Yes, claims only.

Promotion Edit Rules for Status 9

Fields	Rules
Status	Change to Status 10 allowed. Change to Status 7.
Description	Change allowed.
Dates	Change not allowed.
Deal Code	Change not allowed.
Division	No change allowed at any time.
Region	Change not allowed.
Owner	As per Status 3.
Responsibility	As per Status 3.
Next Action, Date	Change allowed.
Customer Level	Change not allowed.
Product Level	Change not allowed.
UDC1–4	As per Status 3.
Customer Add (if none exist)	Change not allowed.
Single Customer Add	Change not allowed.
Customer Delete (all)	Change not allowed.
Customer Add, Delete (individuals)	Change not allowed.
Product Add (if none exist)	Change not allowed.
Product Delete (all)	Change not allowed.
Product Add, Delete (individuals)	Change not allowed.
Deal Edit – \$ and quantity	Change not allowed.
Customer Volume	Change not allowed.

Fields	Rules
Product Volumes	Change not allowed.
Notes	Change allowed.
Modifiers	Change allowed; the consequences vary by the way each installation has used modifiers and appended their own programs. Each site must accommodate this in their additional programs.
Linking to an Agreement	As per Status 5.
Alternate Reference	Change allowed.
Financial Details 1	Change not allowed.
Financial Details 2	Change allowed.
Delete the promotion	No
Copy the promotion	Yes
Process actuals (invoices or claims)	No

TrM System Map

The TrM system map is presented in this appendix as a hierarchical table. The columns have the following entries:

Menu Number/Name. The name and number of the top-level TrM menu items; for example: 1Promotions.

Submenu Item, Strip Menu Name, or Screen Page. There are three entry types in this column:

- Name and number of submenu items; such as 1.1 Add New Promotion.
- The name and number of strip menus, such as 2Detail, which is on the Edit Promotion (1.2) strip menu.
- The name and number of pages from multipage screens; for example, 2Customer Profile, which is page two of Control File (19.1).

Strip Menu Item. The name and letter of strip menu items; such as B Edit Dates, which is on the 1 Header strip menu in Edit Promotion (1.2).

Option Menu Items. First-level Options menu items; such as View Audit Log. Access is from submenu item screens, strip menu screens, or screen pages.

2nd-Level Option Menu Items. Access a 2nd-level Options menu from screens displayed by first-level options.

3rd-Level Option Menu Items. Access a 3rd-level Options menu from screens displayed by 2nd-level options.

4th-Level Option Menu Items. Access a 4th-level Options menu from screens displayed by 3rd-level options.

5th-Level Option Menu Items. Access 5th-level Options menus from screens displayed by 4th-level options.

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1 Promotions

7.20.1.1 Add New Promotion

1	Header					
2	Customer information		Add Required Customer Groups			
			Select Customers			
3	Add Notes y/n		Select List Price			
4	Product information		Select Price List			
5	Product summary		Select List Price			
6	Add more products y/n		Select Price List			
7	Summary/Pricing Workbench					
		Edit Deal				
8	Save Deal Changes y/n					
9	Edit promotion (see 1.2)					

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1.2 Edit Promotion *continued*

		Edit Off Invoice				
		Edit Billback Deal				
		Edit Retail Deal				
		Edit Lump Sum				
		Edit Coupon Deal				
		Edit General Expenses				
		Single Bracket Override				
		Special Pickup or FOB				
		Flex Brackets				
		Edit Free Goods				
		Multi Bracket Changes				
		Edit Quantities				
		Select Volume				
				Customer Product Statistics		
				Customer Overall Statistics		
				Customer Product Volumes		
				Customer Overall Volumes		
				Set Sales Bucket		
				Refresh Volumes		
B	View Deal/Pricing Workbench					
C	Add/Delete Customer/Customer Group					
	Add/Delete Customers					
D	Add a Single Customer					
E	Delete All Products					

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1.2 Edit Promotion *continued*

- F Add/Delete a Product/Group
- G Delete All Products
- H Use History to Set Volumes
 - Customer Product Statistics
 - Customer Overall Statistics
 - Customer Product Volumes
 - Customer Overall Volumes
 - Set Sales Bucket
 - Refresh Volumes
- I Edit Promotion Modifiers
- J Edit Notes
- K Display Clashes Online
- L Link Promotion to Agreement
- M Amend Live Promotion Dates
- N Change Buying Codes
- O Change Faxing Options
- A Set to Status 2 - Proposed
- B Set to Status 3 - Planned
- C Set to Status 5 - Confirmed
- D Set to Status 7 - Finished
- E Set to Status 9 - Closed
- F Reopen a Closed Promotion
- G Delete Promotion
- H Copy Promotion
- I Attach to Specific Budget

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.1.2 Edit Promotion	<i>continued</i>					
4 Review	J	View Budgeting Messages				
	K	Test Move to Status 5				
	L	View Approval Messages				
	M	Edit Bonus Deal Details				
	A	Full Display				
	B	Product Group Summary				
		Full Display				
		Transactions				
		Product Details				
			View Product			
				Cost Information		
				Profile Information		
				View Additional Data 1		
				View Additional Data 2		
			Full Display			
			Transactions			
			Customer Details			
				View Customer		
					Additional Information	
					Profile Information	
					View Additional Data 1	
					View Additional Data 2	
						Full Display

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.1.2 Edit Promotion *continued*

Transactions
Coop Transactions
Deferred Claim Transactions

Customer Group Details

Full Display
Transactions

C Customer Group Summary

Full Display
Transactions
Customer Details

View Customer

Additional Information
Profile Information
View Additional Data 1
View Additional Data 2

Full Display

Transactions
Coop Transactions
Deferred Claim Transactions
Product Details

View Product

Cost Information
Profile Information
View Additional Data 1
View Additional Data 2

Full Display

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.1.2 Edit Promotion *continued*

Transactions

Product Group Details

Full Display

Transactions

D Deal Categories Summary

Full Display

Transactions

Claims

Claim Header

Product Claims

Status Information

E Product Summary

View Product

Cost Information

Profile Information

View Additional Data 1

View Additional Data 2

Full Display

Transactions

Customer Details

View Customer

Additional Information

Profile Information

View Additional Data 1

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.1.2 Edit Promotion *continued*

View Additional Data 2

Full Display

Transactions

Coop Transactions

Deferred Claim Transactions

F Customer Summary

View Customer

Additional Information

Profile Information

View Additional Data 1

View Additional Data 2

Full Display

Transactions

Coop Transactions

Deferred Claim Transactions

Product Details

View Product

Cost Information

Profile Information

View Additional Data 1

View Additional Data 2

Transactions

Full Display

G Budget Summary

Transactions

Budget Spread Details

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.1.2 Edit Promotion <i>continued</i>						
	H Promotion Transactions		Full Display Transactions			
	I Claims	Claim Header Product Claims Status Information				
5 Views	A View Deal/Pricing Workbench					
	B View Notes					
	C View Audit Log					
	D Display Clashes online					
	E View Promotion History					
	Customer			Select a Promotion Customer		
	Customer/Product			Select a Promotion Customer		
	Customer/Product Group			Select a Promotion Customer		
	Customer Group			Select a Promotion Broker		
	Customer Group/Product			Select a Promotion Broker		
	Customer Group/Product Group			Select a Promotion Broker		

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.1.2 Edit Promotion *continued*

- Select a Promotion Broker
- Product
 - Select a Promotion Product
- Product Group
 - Select a Promotion Product Group

F View Contract

6 Claim

A Edit Billback Claim

(see 3.1)

B Edit Lump Sum Claim

- Voucher Address
- View Status Information
- Generate Product Claims
- Update Product Claims
- Clear Product Claims
- View Product Claims
- Approve Claim
- Reset Claim
- Post Claim
- Reverse Claim
- Print Claim Document
 - Printers, Screen, File
- View Promotion
- Update Promotion
- Claim Notes 1
- View Promotion Claims

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1.2 Edit Promotion *continued*

			Claim Header			
			Product Claims			
			Status Information			
		Change Tax Details				
		View Claims for Customer				
		View Claims for Claim Ref				
		View Claims for Customer/Claim Ref				
		View Claims for Payment Ref				
		View Claims for Customer/ Payment Ref				
		View Claims for Customer/ Promotion				

- C Edit Free Goods Claim
(see 3.8)
- D Edit Coupon Claim
(see 3.6)
- E Edit General Expense Claim
(see 3.5)
- F Edit Indirect Claim
(see 3.9)

G Claims	Claim Header
	Product Claims
	Status Information

7 Budget

- A Budget Summary

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1.2 Edit Promotion *continued*

Transactions
Budget Spread Details
Full Display
Transactions

- B Online Budget Check
- C Budget Impact Summary
- Budget Spend Breakdown

8 Reports

- A Print Details (General)
 - Printers, Screen, File
- B Batch Clash Check
- C Print Audit Trail
 - Printers, Screen, File
- D Print Promotion Notes
 - Printers, Screen, File
- E Print Promotion Claims
 - Printers, Screen, File
- F Print Transactions
 - Printers, Screen, File
- G Print Budget Summary
 - Printers, Screen, File
- H Print Full Review Summary
 - Printers, Screen, File
- I Customer/Product Report
- J Customer/Product Group Report

9 Navigation

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1.2 Edit Promotion *continued*

- A Enter User Defined Code 1
- B Enter User Defined Code 2
- C Enter User Defined Code 3
- D Enter User Defined Code 4
- E Add Customers
- F Add Notes
- G Add Modifiers
- H Add Products
- I Batch Clash Check
- J Edit Deal

7.20.1.5 Copy from existing promotion.

7.20.1.6 Create template promotion.

7.20.1.7 List template promotions.

7.20.1.10 Process Approvals

7.20.1.12 Promotion Reports

- Enter parameters
- Select output device
 - Printers, Screen, File

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1.12 Promotion Reports

- Run now
- Run in batch

7.20.1.13 View Owner's Promotions

- 1 Header
- 2 Promotion information

Edit Promotion (see 1.2 above)
Pricing Workbench

- Edit Off Invoice
- Edit Billback Deal
- Edit Retail Deal
- Edit Lump Sum
- Edit Coupon Deal
- Edit General Expenses
- Single Bracket Override
- Special Pickup or FOB
- Flex Brackets
- Edit Free Goods
- Multi Bracket Changes
- Edit Quantities
- Select Volume

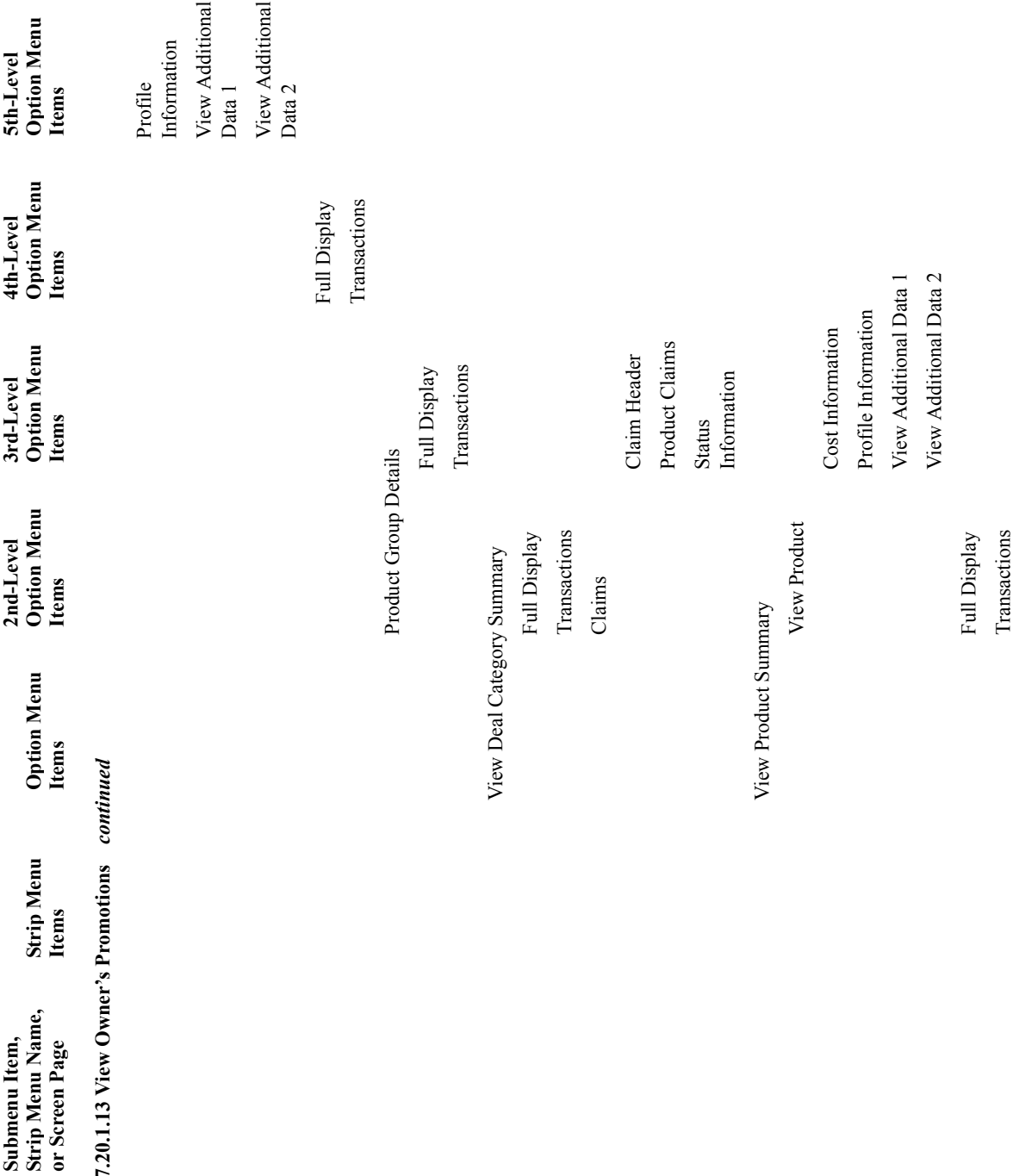
- Customer Product Statistics
- Customer Overall Statistics

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1.13 View Owner's Promotions *continued*

				Customer Product Volumes		
				Customer Overall Volumes		
				Set Sales Bucket		
				Refresh Volumes		
		View Pricing Workbench				
		Full View				
		View Audit Log				
		Edit Notes				
		View Promotion History				
	Customer					
	Customer/Product			Select a Promotion Customer		
	Customer/Product Group			Select a Promotion Customer		
	Customer Group			Select a Promotion Customer		
	Customer Group/Product			Select a Promotion Broker		
	Customer Group/Product Group			Select a Promotion Broker		
	Product			Select a Promotion Broker		
				Select a Promotion Product		

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.1.13 View Owner's Promotions <i>continued</i>						
						View Additional Data 2
					Full Display Transactions	
					Coop Transactions	
					Deferred Claim Transactions	
			Customer Group Details			
				Full Display Transactions		
			View Customer Group Summary			
			Full Display Transactions			
			Customer Details			
				View Customer		
					Additional Information Profile Information	
					View Additional Data 1	
					View Additional Data 2	
				Full Display Transactions		
				Coop Transactions		
				Deferred Claim Transactions		
				Product Details		
					View Product	
						Cost Information



Submenu Item,
Strip Menu Name,
or Screen Page Strip Menu
Items Option Menu
Items 2nd-Level
Option Menu
Items 3rd-Level
Option Menu
Items 4th-Level
Option Menu
Items 5th-Level
Option Menu
Items

7.20.1.13 View Owner's Promotions *continued*

Customer Details

View Customer

Additional Information
Profile Information
View Additional Data 1
View Additional Data 2

Full Display
Transactions
Coop Transactions
Deferred Claim Transactions

View Customer Summary

View Customer

Additional Information
Profile Information
View Additional Data 1
View Additional Data 2

Full Display
Transactions
Coop Transactions
Deferred Claim Transactions
Product Details

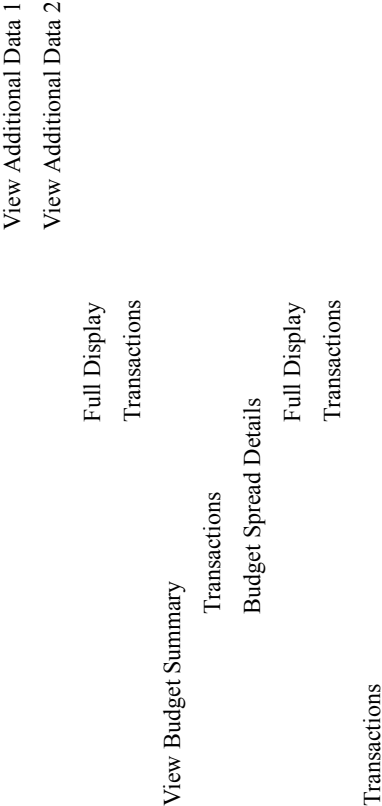
View Product

Cost Information
Profile Information

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1.13 View Owner's Promotions *continued*



Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.1.14 Promotion Views Menu						
1	Customer View	Same as View Owner's (1.13)				
2	Customer Group View	Same as View Owner's (1.13)				
3	Product View	Same as View Owner's (1.13)				
4	Product Group View	Same as View Owner's (1.13)				
5	Predefined Customer Group View	Same as View Owner's (1.13)				
6	Customer Group/Product	Same as View Owner's (1.13)				
7	Customer Group/Product Group	Same as View Owner's (1.13)				
8	Customer/Product View	Same as View Owner's (1.13)				
9	Promotion UDC 1 View	Same as View Owner's (1.13)				
10	Promotion UDC 2 View	Same as View Owner's (1.13)				
11	Promotion UDC 3 View	Same as View Owner's (1.13)				
12	Promotion UDC 4 View	Same as View Owner's (1.13)				

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.1.17 View Responsibility						
	Notes 1					
	View Audit Log					
	Edit Promotion (see 1.2 above)					
7.20.1.18 View Promotions (predefined)						
	Run					
		Pricing Workbench				
			Edit Off Invoice			
			View Product			
			Cost Information			
			Profile Information			
			View Additional Data 1			
			View Additional Data 2			
			Full Display			
			Transactions			
			Customer Details			
			View Customer			
			Additional Information			
			Profile Information			
			View Additional Data1			
			View Additional Data2			

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.1.18 View Promotions (predefined) <i>continued</i>						
			Customer View		Full Display Transactions Coop Transactions Deferred Claim Transactions	
				View Customer	Additional Information Profile Information View Additional Data 1 View Additional Data 2	
				Full Display Transactions Coop Transactions Deferred Claim Transactions Product Details		
				View Product	Cost Information Profile Information View Additional Data1 View Additional Data2	
		Transactions Full View			Full Display Transactions	

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1.18 View Promotions (predefined) *continued*

View Promotion (Edit Promotion-see 1.2 above)

- Secondary Selections
- Customer Selections
- Product Selection
- Sequence/Formatting

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1.21 Agreement

Update References						
Update Elements						
Update Budgets						
Link Promotion to Agreement						
View Linked Promotions						
				View Promotion (Edit Promotion-see 1.2)		
				Edit Promotion (see 1.2)		
Link Rebate to Agreement						
View Linked Rebates						
				View Rebate (Edit Rebate-see 2.2)		
				Edit Rebate (see 2.2)		
View References						
View Agreement Elements						
View Budgets						
View Summarized Costs						
Notes						
Print Agreement Details						
				Printers, Screen, File		
Approve Agreement						
Finish Agreement						
Complete Agreement						
Reset Agreement						

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.1.22 Agreement Reports

Enter Parameters
Select Output Device
Printers, Screen, File
Run Now
Run in Batch

7.20.1.24 Turnover Summary Reports

Enter Parameters
Select Output Device
Printers, Screen, File
Run Now
Run in Batch

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.2.2 Edit Rebate	<i>continued</i>					
	A Financial Details					
	B Breaks					
	C Customers					
	D Inclusion Products					
	E Exclusion Products					
	F Dates					
	G Location Details					
	H Budgets					
		Generate Spreads				
		Update Spreads				
		View Spreads				
		Approve Spreads				
		Reset Spreads				
4 Reviews						
	A Included Product Groups					
		Included Products				
	B Included Customer Groups					
		Included Customers				
	C Included Products					
	D Included Customers					
	E Excluded Products					
	F Budget Summary					
		Full Display				
		Period Summary				

Submenu Item, Strip Menu Name, or Screen Page

	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.2.2 Edit Rebate continued

Full Display
Rebate Period Summary

- G Rebate Period Summary
 - H Product Group Summary
 - I Customer Group Summary
 - J Product Summary
 - K Customer Summary
 - L Transactions
 - M Financial details
 - N Breaks
- 5 Reports
- A Print rebate detail
 - B Print rebate history

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.2.4 Rebate Views Menu

- 1 View Rebate Type
 - 1Header
 - 2Rebate information

View Rebate (Edit Rebate-see 2.2)						
Edit Rebate (see 2.2 above)						
Included Product Groups						
Included Products						
Included Customer Groups						
Included Customers						
Included Products						
Included Customers						
Excluded Products						
Budget Summary						
Full Display						
Period Summary						
Full Display						
Rebate Period Summary						
Period Summary						
Product Group Summary						
Customer Group Summary						
Product Summary						
Customer Summary						
Financial Details						

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.2.4 Rebate Views Menu *continued*

- 2 View Responsibility
 - 1Header
 - 2Rebate information

Break Details

View Rebate (Edit Rebate-see 2.2)

Edit Rebate (see 2.2 above)

Included Product Groups

Included Products

Included Customer Groups

Included
Customers

Included Products

Included Customers

Excluded Products

Budget Summary

Full Display

Period Summary

Full Display

Rebate Period Summary

Period Summary

Product Group Summary

Customer Group Summary

Product Summary

Customer Summary

Financial Details

Break Details

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.2.4 Rebate Views Menu <i>continued</i>						
3 View Owners			Same as View Rebate Type (2.4.1)			
4 View Region/Zone			Same as View Rebate Type (2.4.1)			
5 View Pay to Customer			Same as View Rebate Type (2.4.1)			
6 View User Defined Code 4			Same as View Rebate Type (2.4.1)			
7 View User Defined Code 5			Same as View Rebate Type (2.4.1)			
8 View User Defined Code 6			Same as View Rebate Type (2.4.1)			
9 View Due for Review			Same as View Rebate Type (2.4.1)			

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.2.13 Rebate Reports

Enter Parameters						
Select Output Device						
Printers, Screen, File						
Run Now						
Run in Batch						

7.20.2.14 Rebate Budget Reports

Enter Parameters						
Select Output Device						
Printers, Screen, File						
Run Now						
Run in Batch						

7.20.2.15 Rebate Summary Listings

Enter Parameters						
Select Output Device						
Printers, Screen, File						
Run Now						
Run in Batch						

7.20.2.16 Summary Document Extract

Enter Parameters						
Select Output Device						
Printers, Screen, File						

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.2.16 Summary Document Extract *continued*

- Run Now
- Run in Batch

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3 Claims and Deduction Management

7.20.3.1 Add/Edit Billback Claim

Voucher Address
View Status Information
Generate Product Claims
Update Product Claims
Clear Product Claims
View Product Claims
Approve Claim
Reset Claim
Post Claim
Reverse Claim
Print Claim Document
Printers, Screen, File
View Promotion (Edit Promotion-see 1.2)
Update Promotion (see 1.2)
Claim Notes 1
View Promotion Claims
Claim Header
Product Claims
Status Information
View Claims for Customer
View Claims for Claim Ref
View Claims for Customer/Claim Ref

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3.1 Add/Edit Billback Claim *continued*

- View Claims for Payment Ref
- View Claims for Customer/ Payment Ref
- View claims for Customer/ Promotion
- Change Tax Details

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3.2 View Billback Claims

- Run
- Change Selections
- Sequence/Formatting

7.20.3.3 View Billback Claims

7.20.3.5 Add/Edit General Expense Claims

- Voucher Address
- View Status Information
- Generate Product Claims
- Update Product Claims
- Clear Product Claims
- View Product Claims
- Approve Claim
- Reset Claim
- Post Claim
- Reverse Claim
- Print Claim Document
 - Printers, Screen, File
- View Promotion (Edit Promotion-see 1.2)
- Update Promotion (see 1.2)
- Claim Notes 1
- View Promotion Claims

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3.5 Add/Edit General Expense Claims *continued*

Claim Header
Product Claims
Status Information
Change Tax Details
View Claims for Customer
View Claims for Claim Ref
View Claims for Customer/Claim Ref
View Claims for Payment Ref
View Claims for Customer/Payment Ref
View Claims for Customer/Promotion

7.20.3.6 Add/Edit Coupon Claims

Voucher Address
View Status Information
Generate Product Claims
Update Product Claims
Clear Product Claims
View Product Claims
Approve Claim
Reset Claim
Post Claim
Reverse Claim

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3.6 Add/Edit Coupon Claims *continued*

Print Claim Document
Printers, Screen, File
View Promotion (Edit Promotion-see 1.2)
Update Promotion (see 1.2)
Claim Notes 1
View Promotion Claims
Claim Header
Product Claims
Status Information
Change Tax Details
View Claims for Customer
View Claims for Claim Ref
View Claims for Customer/Claim Ref
View Claims for Payment Ref
View Claims for Customer/ Payment Ref
View Claims for Customer/ Promotion

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3.7 Add/Edit Merchandiser Claims

View Status Information						
Update Product Claims						
Clear Product Claims						
View Product Claims						
Approve Claim						
Reset Claim						
Post Claim						
Reverse Claim						
Print Claim Document						
			Printers, Screen, File			
View Promotion (Edit Promotion-see 1.2)						
Update Promotion (see 1.2)						
Claim Notes 1						
View Promotion Claims						
			Claim Header			
			Product Claims			
			Status			
			Information			
View Claims for Customer						
View Claims for Claim Ref						
View Claims for Customer/Claim Ref						
View Claims for Payment Ref						

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.3.7 Add/Edit Merchandiser Claims

View Claims for Customer/ Payment Ref

View Claims for Customer/
Promotion

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3.8 Add/Edit Free Goods Claims

Voucher Address						
View Status Information						
Generate Product Claims						
Update Product Claims						
Clear Product Claims						
View Product Claims						
Approve Claim						
Reset Claim						
Post Claim						
Reverse Claim						
Print Claim Document						
			Printers, Screen, File			
View Promotion (Edit Promotion-see 1.2)						
Update Promotion (see 1.2)						
Claim Notes 1						
View Promotion Claims						
			Claim Header			
			Product Claims			
			Status Information			
View Claims for Customer						
View Claims for Claim Ref						
View Claims for Customer/Claim Ref						

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.3.8 Add/Edit Free Goods Claims

- View Claims for Payment Ref
- View Claims for Customer/ Payment Ref
- View Claims for Customer/ Promotion

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3.9 Add/Edit Indirect Claims

Voucher Address						
View Status Information						
Generate Product Claims						
Update Product Claims						
Clear Product Claims						
View Product Claims						
Approve Claim						
Reset Claim						
Post Claim						
Reverse Claim						
Print Claim Document						
			Printers, Screen, File			
View Promotion (Edit Promotion-see 1.2)						
Update Promotion (see 1.2)						
Claim Notes 1						
View Promotion Claims						
			Claim Header			
			Product Claims			
			Status			
			Information			
View Claims for Customer						
View Claims for Claim Ref						
View Claims for Customer/Claim Ref						

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.3.9 Add/Edit Indirect Claims *continued*

- View Claims for Payment Ref
- View Claims for Customer/ Payment Ref
- View Claims for Customer/ Promotion
- Change Tax Details

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3.11 Claims View Menu

1 View Promotion Claims

- View Claim (Add/Edit Claim screen)
- Update Claim (Add/Edit Claim screen)
- View Promotion (Edit Promotion-see 1.2)
- View Product Claims
- View Documents
- View Status Information
- Print Claim Document
 - Printers, Screen, File
- Approve Claim
- Post Claim
- Claim Notes 1
- View Promotion Claims
 - Claim Header
 - Product Claims
 - Status Information
- Same as View Promotion Claims (3.11.1)

2 View Promotion Customer Claims

3 View Customer Group Claims

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.3.11 Claims View Menu <i>continued</i>						
4	View Claiming Customer Claims		Same as View Promotion Claims (3.11.1)			
5	View Divisions Claims		Same as View Promotion Claims (3.11.1)			
6	View Regions Claims		Same as View Promotion Claims (3.11.1)			
7	View Claims Using Claim Reference		Same as View Promotion Claims (3.11.1)			
8	View Claims Using Payment Reference		Same as View Promotion Claims (3.11.1)			
1	View Claims General		Same as View Promotion Claims (3.11.1)			
3						
			Claim Header			
			Product Claims			
			Status Information			

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3.13 Add/Edit Lump Sum Claims

Voucher Address						
View Status Information						
Generate Product Claims						
Update Product Claims						
Clear Product Claims						
View Product Claims						
Approve Claim						
Reset Claim						
Post Claim						
Reverse Claim						
Print Claim Document						
			Printers, Screen, File			
View Promotion (Edit Promotion-see 1.2)						
Update Promotion (see 1.2)						
Claim Notes 1						
View Promotion Claims						
			Claim Header			
			Product Claims			
			Status			
			Information			
Change Tax Details						
View Claims for Customer						
View Claims for Claim Ref						

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3.13 Add/Edit Lump Sum Claims *continued*

- View Claims for Customer/Claim Ref
- View Claims for Payment Ref
- View Claims for Customer/ Payment Ref
- View Claims for Customer/
Promotion

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.3.14 View Lump Sum Claims

Run
Change Selections
Sequence/Formatting

7.20.3.15 Lump Sum Claim Reports

Enter Parameters
Select Output Device
Printers, Screen, File
Run Now
Run in Batch

7.20.3.18 View Salesman Stock Levels

View I/Sale Lines

7.20.3.19 Add/Edit Internal Sale

View Status Information
Update Sale Lines
Clear Sale Lines
View Sale Lines
Approve Sale
Reset Sale
Post Sale
Internal Sale Document

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.3.19 Add/Edit Internal Sale	<i>continued</i>					
		Sale Notes 1		Printers, Screen, File		
7.20.3.20 View Internal Sale Budget				View Internal Sale Budget		
7.20.3.21 View I/Sale Transaction				Run Change Selections Sequencing/Formatting		
7.20.3.22 View I/Sale Transaction (New)						
7.20.3.23 View I/Sale Line						
7.20.3.24 View I/Sale Summary						

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.4 Budgets

7.20.4.1 Add/Update Promotion Budgets

Update References						
Update Customer Details						
Update Product Details						
Update Spreads						
Complete Budget						
Sales Budgets						
				View Status Information		
				View Spreads		
				Generate Spreads		
				Update Spreads		
				Clear Spreads		
				Approve Budget		
				Reset Budget		
				Approve Budget		
				Update Overflow Budget		
				View References		
				View Spreads		
				Generate Spreads		
				View Customer Data		
				View Product Data		

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.4.1 Add/Update Promotion Budgets *continued*

- Clear Spreads
- View Status Information
- Reset Budget

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.4.2 Promotion Budget Reports

Enter Parameters						
		View				
		GL Criteria				
		Budget Header Information				
		UDC 1-9				
		Customer Profile				
		Product Profile				
		Select Output Device				
		Printers, Screen File				
		Run Now				
		Run in Batch				

7.20.4.3 Transfer Promotion Budgets

Approve Transfer						
View From Budget						
View to Budget						
Update From Budget (see Add/Update Promotion Budgets-4.1)						
Update to Budget (see Add/Update Promotion Budgets-4.1)						

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

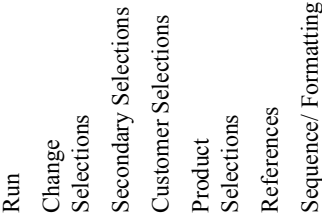
4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.4.4 Promotion Budget Views



7.20.4.5 Promotion Budget Summaries



Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.4.8 Add/Update GL Budgets

- View Status Information
- Generate Spreads
- Update Spreads
- Clear Spreads
- View Spreads
- Approve Budget
- Reset Budget
- Comments

7.20.4.12 Generate Non Promotion Budgets

- Enter Parameters
- Select Output Device
 - Printers, Screen, File
- Run Now
- Run in Batch

7.20.4.13 Add/Update Rebate Budgets

- View Status Information
- Generate Spreads
- Update Spreads
- Clear Spreads
- View Spreads
- Update
 - References

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.4.13 Add/Update Rebate Budgets *continued*

Approve Budget
Reset Budget

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.4.14 Rebate Budget Reports

- Enter Parameters
- Select Output Device
 - Printers, Screen, File
- Run Now
- Run in Batch

7.20.4.15 Transfer Rebate Budgets

- Approve Transfer
- View From Budget
- View To Budget
- Update From Budget (see Add/Update Rebate Budgets-4.13)
- Update To Budget (see Add/Update Rebate Budgets-4.13)

7.20.4.16 Rebate Budget Views

- Run
 - Budgets By Period
- Change Selections
- Sequence/Formatting

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.4.17 Rebate Budget Summaries

- Run
 - View Budgets
 - Budgets by Period
 - Split by Region
 - Split by Area
 - Split by Rebate Type
 - Split by Customer Group
 - Split by Product Group
 - Change Selections
 - Sequence/Formatting

7.20.4.20 Add/Update Internal Sales Budget

- Generate Spreads
- Update Spreads
- Clear Spreads
- View Spreads
- Approve Budget
- Reset Budget

7.20.4.21 Generate Staff Price List

- Enter Parameters
- Select Output Device
 - Printers, Screen, File

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.4.21 Generate Staff Price List *continued*

- Run Now
- Run in Batch

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.5 Accruals and Bulk Update

7.20.5.1 Promotion Accruals

- View Status Information
 - Generate Accruals
 - Clear Accrual Lines
 - View Accrual Lines
 - View Account Details
 - Update Accrual Lines
 - Approve Accrual
 - Post Accrual
 - Reset Accrual

7.20.5.4 Accrual Document Extract

- Enter Parameters
- Select Output Device
 - Printers, Screen, File
- Run Now
- Run in Batch

7.20.5.4 Rebate Run

- Generate
- Clear
- View Documents

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.5.4 Rebate Run
continued

View
Transactions

Update
Transactions

Update Documents

View
Transactions

Update
Transactions

Approve

Post

Reset

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.5.5 Rebate Accruals Run

- Generate
- View Transactions
- Update Transactions
- Approve Accruals
- Post Accruals
- Clear Accruals
- Reset Accruals

7.20.5.8 Load Invoices

- Enter Parameters
- Select Output Device
 - Printers, Screen, File
- Run Now
- Run in Batch

7.20.5.13 Add/Edit Bulk Change Events

7.20.5.14 View Change Events

7.20.5.17 Alter Bulk Change Dates

7.20.5.24 Bulk Update

- Enter Parameters
- Select Output Device
 - Printers, Screen, File

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.5.24 Bulk Update	<i>continued</i>					
			Run Now			
			Run in Batch			

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.13 Promotion Code Maintenance

7.20.13.1 Deal Groups

Grouping

7.20.13.2 Deal Codes

Associated Deal Types
Scroller Formats
Scroller Descriptions
Full Display Formats
Grouping
Change Code

7.20.13.3 Deal Types

7.20.13.4 Deal Categories

Claim Defaults
Division Parameters

7.20.13.5 Deal Group Usage Maintenance

7.20.13.6 Deal Amount Types

Grouping

7.20.13.8 Promotion Customer Levels

Grouping

7.20.13.9 Promotion Product Levels

Grouping

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.13.11 Modifier Code Maintenance Menu						
1 Modifier A		Grouping				
2 Modifier B		Grouping				
3 Modifier C		Grouping				
4 Modifier D		Grouping				
5 Modifier E		Grouping				
6 Modifier F		Grouping				
7 Modifier G		Grouping				
8 Modifier H		Grouping				
9 Modifier I		Grouping				
1 Modifier J		Grouping				
0						
1 Modifier Parameter Maintenance		Grouping				
3						

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.13.12 User Defined Code Maintenance Menu						
1 Promotion UDC1		Grouping				
2 Promotion UDC2		Grouping				
3 Promotion UDC3		Grouping				
4 Promotion and Rebate UDC4		Grouping				
5 Rebate UDC5		Grouping				
6 Rebate UDC6		Grouping				
7 Budget UDC7		Grouping				
8 Budget UDC8		Grouping				
9 Budget UDC9		Grouping				
1 Agreement UDCE 3		Grouping				
1 Agreement UDCF 4		Grouping				
1 Agreement UDCG 5		Grouping				

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.13.12 User Defined Code Maintenance Menu *continued*

- 1 Agreement UDCH
- 6

Grouping

Grouping

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.13.13 Promotion Status Codes						
7.20.13.14 Buying Codes						
7.20.13.15 Promotion Transaction Types						
7.20.13.16 Pricing Workbench Parameters						
7.20.13.17 Next Action Codes						
Next Action Codes		Grouping				
7.20.13.18 Clash Code Maintenance						
Clash Code Maintenance		Grouping				
7.20.13.23 Agreement Code Maintenance Menu						
1 Agreement Type Maintenance		Grouping				
2 Agreement Elements						
3 Agreement Status Codes						
7.20.13.24 Free Goods Code Maintenance Menu						
1 Bonus Break Type Maintenance		Grouping				
2 Bonus Base Maintenance		Grouping				
3 Bonus Terms Maintenance		Grouping				

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.13.24 Free Goods Code Maintenance Menu *continued*

4 Bonus Types

Grouping

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.14 Rebate Code Maintenance

7.20.14.1 Rebate Types

Grouping

7.20.14.2 Rebate Calculation Base Codes

Grouping

7.20.14.3 Rebate Calculation Units

Grouping

7.20.14.4 Rebate Calculation Scopes

Grouping

7.20.14.5 Rebate Combine Rules

Grouping

7.20.14.6 Rebate Tax Rule Codes

Grouping

7.20.14.7 Rebate Transaction Types

Grouping

7.20.14.12 User Defined Code Maintenance Menu

1 Promotion UDC1

Grouping

2 Promotion UDC2

Grouping

3 Promotion UDC3

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.14.12 User Defined Code Maintenance Menu <i>continued</i>						
4	Promotion and Rebate UDC4		Grouping			
5	Rebate UDC5		Grouping			
6	Rebate UDC6		Grouping			
7	Budget UDC7		Grouping			
8	Budget UDC8		Grouping			
9	Budget UDC9		Grouping			
1 3	Agreement UDCE		Grouping			
1 4	Agreement UDCF		Grouping			
1 5	Agreement UDCG		Grouping			
1 6	Agreement UDCH		Grouping			

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.14.13 Rebate Status Codes

Grouping

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.15 Claim Code Maintenance

7.20.15.1 Claim Types

Grouping

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.16 Budget Code Maintenance

7.20.16.1 Budget Types

Grouping

7.20.16.2 Budgeting Methods

Base Usage Flags
Customer Usage Flags
Product Usage Flags

7.20.16.3 Algorithms

7.20.16.5 Promotion Budget Parameters

Set Up Report Codes
Set Up Customer Parameters
Set Up Product Parameters
Set Up Methods
Set Up Sales Methods
Set Up Summary Fields
Fix Parameters
Reset Parameters

7.20.16.6 Rebate Budget Parameters

7.20.16.12 User Defined Code Maintenance Menu

- 1 Promotion UDC1
- 2 Promotion UDC2

Grouping

Grouping

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.16.12 User Defined Code Maintenance Menu <i>continued</i>						
3	Promotion UDC3		Grouping			
4	Promotion and Rebate UDC4		Grouping			
5	Rebate UDC5		Grouping			
6	Rebate UDC6		Grouping			
7	Budget UDC7		Grouping			
8	Budget UDC8		Grouping			
9	Budget UDC9		Grouping			
1 3	Agreement UDCE		Grouping			
1 4	Agreement UDCF		Grouping			
1 5	Agreement UDCG		Grouping			

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.16.12 User Defined Code Maintenance Menu *continued*

- 1 Agreement UDCH
- 6

Grouping

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.17 Accrual/Bulk Change Maintenance

7.20.17.1 Bulk Change Type Maintenance

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.19 General Code Maintenance

7.20.19.1 Control File

- p1 Header
- p2 Customer Profile
- p3 Product Profile
- p4 Financial Period
- p5 Incremental Values
- p6 User Defined Code
- p7 General Settings 1
- p8 Accruals Posting Information
- p9 Numbering
- p1 MFG/PRO Interface
- 0

7.20.19.3 Number Ranges

7.20.19.4 Units of Measure

Grouping

7.20.19.5 General Code Types

Associated Codes

Grouping

7.20.19.6 Algorithms

7.20.19.7 Currencies

Grouping

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.19.8 Document Types		Grouping				
7.20.19.9 Language Code						
7.20.19.11 Cost Sets		Grouping				
7.20.19.12 Price Lists		Grouping				
7.20.19.13 General Ledger Cost Centers		Grouping				
7.20.19.14 General Ledger Accounts		Grouping				
7.20.19.15 General Ledger Transaction Types						
7.20.19.16 General Expense Type			General Code Type Maintenance			
				Associated Codes		
				Grouping		
				General Code Maintenance		
				Grouping		

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.19.17 Payment Codes		Grouping				
7.20.18.19 Payment Terms		Grouping				
7.20.19.19 Tax Class Codes		Grouping				
7.20.19.20 Open/Close Periods						
7.20.19.21 Period Descriptions						
7.20.19.22 Generate Financial Periods						
7.20.19.23 Discount Sequences		Grouping				
7.20.19.24 Discount Types		Grouping				

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.20 Customer/Product Code Maintenance

7.20.20.1 Customer Types

Grouping

7.20.20.3 Customer Profile 1

Associated Customers
Grouping

7.20.20.4 Customer Profile 2

Associated Customers
Grouping

7.20.20.5 Customer Profile 3

Associated Customers
Grouping

7.20.20.6 Customer Profile 4

Associated Customers
Grouping

7.20.20.7 Customer Profile 5

Associated Customers
Grouping

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.20.8 Customer Profile 6		Associated Customers Grouping				
7.20.20.9 Customer Profile 7		Associated Customers Grouping				
7.20.20.10 Customer Profile 8		Associated Customers Grouping				
7.20.20.11 Customer Profile 9		Associated Customers Grouping				
7.20.20.15 Product Profile 1		Associated Products Grouping				
7.20.20.16 Product Profile 2		Associated Products Grouping				

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.20.17 Product Profile 3		Associated Products Grouping				
7.20.20.18 Product Profile 4		Associated Products Grouping				
7.20.20.19 Product Profile 5		Associated Products Grouping				
7.20.20.20 Product Profile 6		Associated Products Grouping				
7.20.20.21 Product Profile 7		Associated Products Grouping				

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.20.22 Product Profile 8

Associated
Products
Grouping

7.20.20.23 Product Profile 9

Associated
Products
Grouping

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.21 Master File Maintenance

7.20.21.1 Customers

Associated Divisions

Additional Information

Profile Information

Data 1

Information

Data 2

Information

Attach Members

View Parents

View Direct Children

View All Children

View Attached Groups

Customer Data 1

Customer Data 2

Notes 1-Customer Master

7.20.21.2 Items/Products

Associated Divisions

Cost Information

Profile Information

Data 1

Information

Data 2

Information

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.21.2 Items/Products *continued*

Data 1
Information

Data 2
Information

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.21.3 Suppliers

Associated Divisions

7.20.21.4 Staff

- Security Setup (General)
- Additional Security (General)
- Division Staff Record
 - Security Setup (Division)
 - Additional Security (Division)
- Promotion Access Security
- Promotion Budget Security
- Rebate Access Security
- Rebate Budget Security
- Agreement Access Security
- Bulk Changes Security
- Billback Claim Security
- Lump Sum Claim Security
- Free Goods Claim Security
- Coupon Claim Security
- GE Claim Security
- Internal Sale Security
- Internal Sale Budget Security
- Indirect Claim Security

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.21.6 Promotion Approval Levels

- Exceptions
- Span and Count Limits

7.20.21.7 Claim Approval Levels

7.20.21.9 Divisions

- Approval Programs
- Defaults
- Sundry Parameters
- Claim Parameters
- Claim Parameters
- Miscellaneous Procedures
- Agreement Parameters
- Rebate/Invoice Parameters
- Taxable Flags
- Approval Managers
- Notes 1-Division Master

7.20.21.10 Regions

- Covered Areas
- Grouping

7.20.21.11 Areas

- Grouping

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.21.12 Zones

Grouping

7.20.21.13 Customer Groups

Associated Divisions

Associated Customers

7.20.21.14 User-Defined Customer Groups

Define Templates

Generate Customers

Edit Customers

Grouping

7.20.21.15 Product Groups

Grouping

Assign to All Divisions

Specific Assignments

View Division/Data Group Assigned

Delete Division/ Data Group Assigned

7.20.21.17 Data Groups

7.20.21.18 Default Header

Generate From Another

Clear Defaults

Update Defaults

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.21.18 Default Header *continued*

View Defaults
Update Default Labels

7.20.21.19 Default Options

7.20.21.21 Customer Exceptions Report

Enter Parameters
Select Output Device
Printer, Screen, File
Run Now
Run in Batch

7.20.21.22 Product Exceptions Report

Enter Parameters
Select Output Device
Printer, Screen, File
Run Now
Run in Batch

7.20.21.24 Stock Locations

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.22 View Maintenance

7.20.22.1 Promotion View Maintenance (fast)

7.20.22.2 Promotion View Maintenance (predefined)

- Customer Selections
 - Product Selections
 - View Fast Views
 - Full Fast View
 - Copy Fast View
 - Create Fast View

7.20.22.4 Maintain Billback Claim View

- Copy View

7.20.22.5 Maintain Lump Sum Claim View

- Copy View

7.20.22.6 Maintain Internal Sale View

7.20.22.8 Maintain GL Budget Views

7.20.22.9 Maintain Promotion Budget Views

- Secondary Selections
 - Customer Selections
 - Product Selections
 - References

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.22.10 Maintain Rebate Budget Views						
7.20.22.11 Maintain Promotion Budget Summary						
			Secondary Selections			
			Customer Selections			
			Production Selections			
			References			
7.20.22.12 Maintain Rebate Budget Summary						
7.20.22.13 General View Types						
			Line Formats			
			Description Formats			
			Sequences			
			Full Display Formats			
			Default Formats/ Sequence			
7.20.22.14 Transaction View Types						
			File Information			
			Line Formats			
			Description Formats			
			Sequences			
			Selection Parameters			
7.20.22.17 Rebate Scroller Parameter Maintenance						

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.23 Utilities and Batch Processing

7.20.23.1 General Utilities Menu

- 1 File Unlocking
 - 2 Resequence Popup Menu Options
 - 3 Interface Parameter Maintenance
 - 5 Initialize System
 - 7 General Load XRef Maintenance
 - 9 Maintain Source XRef Files
 - 1 Generate Compile List
 - 0
 - 1 Menu Load for MFG/PRO (not currently installed)
 - 2
- Cross References

7.20.23.2 Promotion Utilities Menu

- 1 Unlock Promotion
 - 4 Regenerate Planned Spends
 - 5 Regenerate Promotion Budgets
 - 6 List Promotion Budgeting Errors (not currently installed)
 - 8 Generate Non Promotion Budgets
- Enter Parameters
- Select Output Device
- Printer, Screen, File
- Run Now
- Run in Batch

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items
7.20.23.2 Promotion Utilities Menu <i>continued</i>						
1	Set Promotion To Live (not currently installed)					
0						
1	Process ALL PRODUCTS Promotion					
2						
1	Delete Promotions					
3						
1	Extend Promotion Dates					
4						
1	Set Promotions From Status 5 to 6					
5						
			Enter Parameters			
			Select Output Device			
				Printer, Screen, File		
				Run Now		
				Run in Batch		

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.23.3 Budget Utilities Menu

1 Check GL Budget Details

- Enter Parameters
- Select Output Device
 - Printer, Screen, File
- Run Now
- Run in Batch

2 Check Promotion Budget Details

- Enter Parameters
- Select Output Device
 - Printer, Screen, File
- Run Now
- Run in Batch

4 Budget Copy

- Enter Parameters
- Select Output Device
 - Printer, Screen, File
- Run Now
- Run in Batch

5 Budget Reorganize

- Enter Parameters
- Select Output Device
 - Printer, Screen, File
- Run Now
- Run in Batch

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
Items

2nd-Level
Option Menu
Items

3rd-Level
Option Menu
Items

4th-Level
Option Menu
Items

5th-Level
Option Menu
Items

7.20.23.3 Budget Utilities Menu *continued*

- 1 Check Budget Spreads
- 3
- 1 Reaccumulate GL Budgets
- 4
- 1 Reaccumulate Promotion Budgets
- 5

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.23.5 Batch Processing Menu

- 1 Maintain Permanent Batch Jobs
- 2 Maintain Current Batch Jobs
- 3 View Batch Drivers

Start
Stop
View Log
Clear Log

View Parameters

- 4 Add/Update Batch Jobs

- 5 Nightly Batch Process Driver

- 1 Load Invoices
- 3

Enter Parameters

Select Output Device

Printer, Screen, File

Run Now

Run in Batch

7.20.23.7 Language Utilities Menu

- 1 Update Language Descriptions (not currently installed).
- 3 Off-load Language Descriptions (not currently installed).
- 4 Reload Language Descriptions (not currently installed).

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.24 Systems Administration

7.20.24.1 Main Menu Maintenance

7.20.24.2 Transaction Menu Maintenance

Menu Option Maintenance

7.20.24.3 Profile Maintenance

Program Security Edit

Strip Menu Edit

Menu Options

Main Menu Edit

Program Security Initialize

Strip Menu Initialize

Main Menu Initialize

Clear Unattached Menus

7.20.24.4 Copy F9 Options

7.20.24.5 Resequenece Popup Menu Options

7.20.24.7 Procedure Type Maintenance

7.20.24.8 Database Field Maintenance

Field Help

7.20.24.9 Program Maintenance

Program Options
Field
Maintenance

Submenu Item, Strip Menu Name, or Screen Page	Strip Menu Items	Option Menu Items	2nd-Level Option Menu Items	3rd-Level Option Menu Items	4th-Level Option Menu Items	5th-Level Option Menu Items

7.20.24.9 Program Maintenance
continued

- Field Help
- Update Procedure Help
- Report Program Details
- Batch Parameter Maintenance
- Batch Parameter Job Types

[illegible]

Submenu Item,
Strip Menu Name,
or Screen Page

Strip Menu
Items

Option Menu
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2nd-Level
Option Menu
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3rd-Level
Option Menu
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4th-Level
Option Menu
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5th-Level
Option Menu
Items

Glossary

Accruals. When the company sets up and confirms promotions and rebates, it is liable for those defined commitments, and needs to accrue for its liability because considerable time may pass before customers submit claims and the claims are processed. Accruals are the moneys the company sets aside to meet those claims against promotions and rebates that are not off-invoice discounts. Promotion accruals can be based on planned or actual sales figures; rebate accruals are always based on actual sales.

Accrual Methods. The methods for calculating set-aside moneys to pay claims against promotions and rebates. Accrual methods for promotions include accrual by planned or actual sales totals by period as well as planned or actual sales by element of the promotion, such as customer, product group, or customer group by product.

Agreements. A trade discount that consists of one or more promotions or rebates linked together into a single structure. Its primary purposes are to support contracts such as those with medical buying groups and to run projects such as new product launches.

Approval Security. Specifies the conditions under which a staff member can approve a claim or confirm a promotion (Status 5).

Areas. The third structure in the TrM business structures hierarchy, following divisions and regions. Areas often reflect company geographical or logical sales structures and are attached to, or are covered areas for, one or more regions. An area must be specified on all budgets, promotions, and rebates. For TrM to budget a promotion, there must be a promotion budget with the same region-area combination as the promotion. An area generally should be specified for each staff member and customer. Security can be based on staff region and area assignments. For staff to add a promotion, the promotion area and the staff area must belong to a common region.

Bonus Stock. A promotion deal category (BO). Refers to stock given away at no charge. The category also covers free goods and freebies. The stock may be delivered with the original order or later after proof of sales.

Bracket Pricing. A promotion deal category (BRK). Discount pricing is based on the quantity of product ordered and an additional discount is given when the customer picks up the actual goods rather than having them delivered.

Budgets. Budgets define and hold summarized information on budgeted, planned, and actual trade spend costs. Budgets also hold the general ledger (GL) account and cost center codes used for posting actual trade spend expenses to the GL. There are five budget

types: general ledger, promotion, rebate, internal sales, and sales budgets. Promotion, rebate, and internal sales planned expenditures are matched against budgeted, or approved, expenditures. The actual amounts from discounts, claims, and deductions are compared to both the planned and approved spend. Each budget channels costs to one GL account and cost center. A rebate or an internal salesperson is linked to only one budget and, therefore, one GL account and cost center. A promotion is linked to a budget, and, therefore, a GL account and cost center, for each customer-product combination. Sales budgets track both promoted and non-promoted sales transactions, rather than just promoted sales transactions.

Bulk Change. When a change is made to a record in TrM, such as a customer group or product group record, the bulk change function makes it possible for that change to be automatically reflected in transactions and other records that the change has bearing on. For instance, when a customer is added to a customer group, they can then be added to all promotions and rebates for that customer group using the bulk change function. There are two types of bulk change: the interactive bulk change, which is automatically generated by the system if the Bulk Change field in the control file is set to Yes, and the user makes changes to customer, customer group, user-defined Group, product, or product group records; and the batch bulk change, which is set up by the user and which changes both the designated master record and any associated transactions. Batch bulk changes can have dates set on them by the user so that the change takes place at some point in the future rather than during the next batch run.

Business Structures. For a company, the four TrM business structures—division, region, area, and zone—can be set up to reflect the operating unit, line of business, sales, budgeting, reporting, or currency requirements of the site, or a combination of these aspects. The first three structures are hierarchically related; divisions have covered regions, regions have covered areas. Within a division, zones can cut across regions and areas.

Buying Base. Specifies whether the pattern determined by the buying code should spread over the buy-in dates or the retail dates.

Buying Code. The pattern used to spread product volume over the period of a promotion in each included deal category. The buying code consists of seven weighted values that determine how the product volume will be distributed, or spread, between the dates defined by the buying base. For example, to spread the volume evenly over the period of the promotion, an equal value would be entered for all seven weights, while the buying code for another promotion, such as a lump sum promotion, might have all of the product volume concentrated on the last weight value so that the entire promotion volume would be represented in the period in which the payments to customers would be made.

Claims. A TrM transaction that records or initiates a payment to a customer based on a promotion discount. TrM processes all promotional discounts that are not taken off invoice as claims. Claims represent the actual costs of promotions, as opposed to budgeted or planned costs. Customers can inform the manufacturer of their claim against a promotion by invoice, by structured advice, or by deducting the claim value from their payment to the manufacturer. For security purposes, users can specify the maximum

number of claims allowed against a promotion as well as the maximum claim value (individual and cumulative) a staff member can approve against a promotion.

Clashes. Situations where there are concurrent promotions for a product in the same division and region. When prompted by the user, the system checks for clashes on the promotion that is currently in the process of being added or edited and, if there are clashes, displays or prints a list of clashing promotions. Users specify how TrM resolves clashes.

Consumer. The consumer purchases from the retailer, the distributor, or the internal customer. The consumer uses, or consumes, the manufacturer's products. Not to be confused with the customer, or sold-to customer, who purchases goods from the manufacturer and pays the invoice.

Coop In Lieu. A promotion deal category (CIL). Also known as in-lieu moneys. Refers to lump sums funded from unpaid rebate moneys that are spent on discounts. The values entered are not posted to the general ledger but are displayed to show where rebate moneys are being spent. This deal category is used for reporting and record-keeping purposes.

Cost Centers. Cost centers gather information for reporting across multiple GL accounts or sub-accounts. For example, a Trade Spend cost center could gather and report information from both the Trade Expenses and Trade Accruals accounts. Cost centers must first be set up in MFG/PRO in Cost Center Code Maintenance (25.3.20) and then, by division, in TrM.

Costing Method. The method for populating the cost field on a division product record. The division record sundry parameters holds the costing method; there are two. Method C: The

value is taken from the standard cost set on the item-product's default site record when the product is added to a promotion or when the Cost Flex program runs. Method T: Requires the Cost Management module. When the product is added to a promotion, the value is taken from the standard cost set on the item-product's default site record. When the Cost Flex program runs, products are recosted according to a cost set specified on the divisional product record.

Coupon. A promotion deal category (CU). The customer claims the discount based on coupons as sales evidence.

Customer. In TrM, customer refers to an intermediary between the manufacturer and the consumer that purchases goods from the manufacturer and pays the manufacturer's invoice. Not to be confused with the consumer.

Customer Group. A customer type in TrM; a grouping of customers that is recognized in the real world, that is, outside of TrM, that the manufacturer regularly does business with. In the food service industry, these are brokers; in the retail industry, they are chain stores; in the medical industry, they are buying groups. Each customer must be attached to at least one customer group.

Customer Profiles. A set of up to nine attributes or characteristics called Customer Profile 1 through Customer Profile 9, for which users define the valid values and assign these profile values to customers. Customers who exist in multiple divisions can have a different set of profile values in each division. Profiles can be used as selection and reporting criteria in several different areas of the program, including user-defined group templates, rebate customer selection, budget matching parameters, and various reports and views.

Customer Types. Categories of customers based on the various direct and indirect relationships between the manufacturer, the customer, and the consumer. The TrM customer type is the same as the promotion group on the MFG/PRO customer record. Customer types include direct customers, indirect customers, customer groups, and internal customers. Direct customers buy from the manufacturer and sell to the consumer. Distributors buy from the manufacturer and sell to indirect customers who, in turn, sell to consumers. Internal customers are a manufacturer's sales personnel who use stock for field samples or replacement goods.

Customization. TrM menus, screen titles, and field labels can be customized to reflect site-specific or user-defined structures, such as user-defined codes, customer profiles, and product profiles.

Deal. The sum of the financial aspects of a promotion. Each deal is identified by a deal code. Deals can consist of anywhere from one to four deal types. Each deal type has two parts: the deal category and the pricing method. Deal categories cannot be repeated in a deal, but pricing methods can be repeated as often as necessary. For example, OI\$CU\$ (off invoice dollar, coupon dollar) is a valid deal while OI\$OIN (off invoice dollar, off invoice net) is not.

Deal Categories. The class of promotion discount, for example, off invoice, coupon, or free goods. Pairings of deal categories and pricing methods form deal types, which in turn are the building blocks for deal codes. A deal category can be used only once in a deal; for example, OI\$CU\$ (off invoice dollar, coupon

dollar) is a valid deal while OI\$OI% (off invoice dollar, off invoice percent) is not.

There are 11 TrM-defined deal categories: bonus stock, bracket pricing, coop in lieu, coupon, deferred claim, general expense, lump sums, merchandising, off invoice, quantity breaks, and retail claim.

Deal Codes. The code identifier for a deal, consisting of up to four deal types. Deals are specified on promotions by deal code.

Deal Types. Pairings of deal categories and pricing methods; for example, off invoice-dollar off, off invoice-percent off, or coupon-dollar off. A promotion deal, identified by a deal code, is comprised of a combination of up to four deal types.

Deferred Claims. A promotion deal category (DC), also known as billback, chargeback, or post-billed. The discount is claimed from the manufacturer after the event. If there are only wholesale or both wholesale and retail components on the promotion, the deferred claim discount is taken off the wholesale component.

Direct Customer. A customer type. The direct customer buys goods directly from the manufacturer and sells them to the consumer.

Division. The first structure in the TrM business structures hierarchy, followed by regions, areas, and zones. Divisions are primarily used to support multiple operating units, or logical categories of activity in a company, also known as lines or channels of business, such as food services and retail divisions, or to support the use of multiple currencies within a company, since each division is limited by the system to one currency for all deals, claims, payments, and so on. Divisions can have multiple and overlapping regions; for example, a national region might overlap north and south regions.

Financial Periods. Segments of the TrM financial calendar that can be opened or closed to permit or prohibit processing financial transactions, such as posting to the general ledger, within that period. Financial periods can be designated as either closed, open, or inactive. Generally, past periods are designated as closed, current periods are open, and future periods are inactive. All divisions must have the same number of financial periods, determined in the same manner; that is, one division cannot have 12 periods and another have 13. The TrM financial periods are maintained separately from the MFG/PRO general ledger periods; however, for a transaction to be posted, both the TrM and MFG/PRO periods must be open.

General Expense. A promotion deal category (GE). Refers to lump sums paid toward activities not generally covered by other lump sum payments such as trade show fees and annual golf tournaments.

GL Accounts. TrM uses GL accounts to track expenses and accruals. Parallel GL accounts must be set up first in MFG/PRO and then in TrM.

GL Budgets. GL budgets specify valid GL account and GL cost center combinations by division. Each GL budget summarizes data for posting to the GL accounts. A GL budget is required for each of the three areas of budgeted trade spend: promotions, rebates, and internal sales.

GL Periods. Segments of the MFG/PRO general ledger calendar. If a GL period is closed, TrM transactions cannot be posted to the general ledger, even if the appropriate TrM financial period is open.

Indirect Customer. A customer type. When a manufacturer sells to a wholesaler or distributor, who in turn sells to a retailer who then sells goods to consumers, the retailer is the manufacturer's indirect customer.

Internal Customer. A customer type. Internal customers are employees of the manufacturer, for instance, salespeople who supply goods directly to retailers and distributors to replace damaged stock or promote good relations.

Internal Sales. Refers to stock given or sold to internal customers, primarily salespeople who then distribute stock to retailers and distributors for a variety of reasons, but can also include other internal transactions such as lunchtime staff sales.

Invoices. Invoices for goods sold or distributed must be created in MFG/PRO automatically by shipments or manually using Pending Invoice Maintenance (7.13.1). Loading invoices into TrM makes actuals information available for a variety of purposes, such as for budgeting and calculating rebates.

Lump Sums. A promotion deal category (CSM). The manufacturer pays the customer lump sums of money not based on the volume of product sold (although the agreement beforehand as to the amount may originally have been set with regard to volume). This money may be used for various purposes, such as cooperative advertising (coop), shelf space (slotting), or retail promotions (straight money).

Merchandising. A promotion deal category (ME). Lump sums are applied toward merchandise not necessarily related to the product sold, such as hats, tee shirts, point-of-sale displays. This deal category is not used in the current release.

Modifiers. Ten user-defined fields, which, along with the four promotion user-defined codes, can be used to group and identify promotions. Modifier values can be text or numeric; unlike the user-defined codes, values can be free-form or they can be validated against a user-defined table of codes. Modifiers differ from user-defined codes in several other ways: they cannot be entered as budget parameters; they do not display on the promotion header, but instead are added and edited on a separate pop-up screen; and if there are programs attached to them, they will always run upon add and edit of the code.

Number Ranges. The number sequences that the system uses to numerically identify TrM transactions, such as promotions and rebates as well as documents such as price lists and claims.

Off Invoice. A promotion deal category (OI). The discount is taken and shown on the invoice subtracted from the invoice total.

Owner. The TrM staff member who is the designated manager of a transaction or user-defined group. Designation of owner on transactions and groups in TrM is used mainly for security purposes. Owners always have access to their transactions or groups, regardless of other security limitations such as region or area, and security may be configured in such a way that a user must be the owner of a transaction or group in order to use or access it. Owner is a mandatory field on some transactions, including promotions and rebates. The default owner for a transaction or group is the user entering the values. Owner can also be an element in a budget method. Contrast with responsibility.

Pricing Method. The means by which the system calculates the discount for a deal category. There are four pricing methods: dollar off, percent off, net price, and markup. Pairings of pricing methods and deal categories form deal types. In contrast to deal categories, there is no limit on the number of times that a pricing method can be used in a deal. For example, OI\$CSM\$ (off invoice dollar, lump sum dollar) is a valid deal type while DC\$DC% (deferred claim dollar, deferred claim percent) is not.

Product. Product is the most basic level of goods at which TrM calculates a promotion, rebate, or internal sale. The generic and divisional product records contain information such as units of measure, conversion factors relevant to units of measure, costs and prices, and 20 free-form text fields. Divisional product records also hold the product group and product profile information. Each TrM product must first be entered as an MFG/PRO item. In addition, all items must be assigned to an MFG/PRO product line.

Product Groups. In every division, each product must be assigned to one and only one product group. Product groups can be assigned to more than one division, if required. TrM product groups are linked to individual products by entering the group code in the promotion group field on the corresponding MFG/PRO item record.

Product Lines. All products in TrM must be assigned to an MFG/PRO product line, designated in Product Line Maintenance (1.2.1), for planning and accounting purposes.

Product Profiles. A set of up to nine user-designated product characteristics used to describe and categorize products. Users define the valid values for the profiles and assign profile values to products. Products that exist

in multiple divisions can have a unique set of profile values in each division. Profiles can be used as selection criteria for promotions and rebates, budget matching parameters, and for reports and views.

Promotion Groups. In MFG/PRO the customer, item, and supplier master files all contain a promotion group field. Field values for promotion group on the customer and item records are identical to the values for TrM customer type and product group. In order for customer and item records created in MFG/PRO to be used in TrM, the promotion group field on the MFG/PRO record must contain a valid value.

Promotion Levels. The customer and product promotion levels, set on the promotion header, govern how customers and products are added to new promotions as well as how they are added to or removed from existing promotions. Promotion customer levels are: region, zone, customer group, user-defined customer group, and customer. When customer level is region, zone, or customer group, and there are customer changes in any of these structures; that is, customers are added to or removed from a region, zone, or customer group included in a promotion, and the Bulk Change? field is set to Yes in the Control File, bulk edit automatically adds and deletes customers from promotions in accordance with those region, zone, or customer group additions and deletions. When customer level is a user-defined customer group or customer, customers must be added to or removed from promotions manually; they cannot be added or removed using bulk edit. Product levels are: product group, all products, specific products, and product. When product level is product group, there are changes in a product group included in the promotion, and Bulk Change? is Yes in the control file, Bulk Edit updates the

promotion with those product additions and deletions. When product level is product, all products, or specific products, products must be added to or removed from promotions manually; they cannot be added or removed using bulk change.

Promotions. Generally short-term, temporary trade discounts.

Quantity Breaks. A promotion deal category (VI). Discount pricing is based on the quantity ordered: the greater the quantity, the greater the discount.

Rebates. Trade discounts based on long-term product purchasing.

Regions. The second structure in the TrM business structures hierarchy, after divisions and followed by areas and zones. Regions often reflect a company's geographical or logical sales structures. Regions in a division can overlap; for example, a national region overlapping north and south regions. A region must be specified on all budgets, promotions, and rebates. For TrM to budget a promotion, there must be a promotion budget with the same region-area combination as the promotion. A region is generally specified for each staff member and customer. Security can be based on staff region and area assignments.

Responsibility. The TrM staff member who is designated as the secondary manager, after the owner, of a transaction such as a promotion, rebate, or claim. Users who are designated as responsible are likely to be those who create the transactions, in contrast to owners, who who generally authorize them. Responsibility is not available as a budgeting parameter; its main purpose is to enable rapid identification of promotions requiring approval and thus speed the approvals process. If a promotion is moved to Status 5 and fails to pass the approvals check, it is set to Status 4 and the

responsibility is changed to the responsible user's promotion approvals manager. Transaction add and access security can also be based on responsibility and ownership. Contrast with owner.

Retail Claims. A promotion deal category (IN). The discount is claimed from the manufacturer after the event, similar to the deferred claim or billback category. If there are both wholesale and retail components on the promotion, or if it consists of only retail components, this category is used for the retail component, and the discount is based on the retail quantity sold.

Salesperson. MFG/PRO salesperson records are relevant to two TrM structures: customer groups and internal sales. When a customer belongs to multiple customer groups on a promotion, the appropriate one for that sale is designated in the Salesperson field on the MFG/PRO sales order header. Two things are required for using the customer group designation in that field: S/Man CusGrps? must be set to Yes in the Control File and a corresponding MFG/PRO salesperson record must be set up for each customer group. Entry and processing of internal sales requires that the TrM salesperson is also set up as an MFG/PRO salesperson, as well as an MFG/PRO user and customer. The term salesperson as it is used in MFG/PRO is not to be confused with the TrM term internal salesperson.

Security. TrM maintains security on value limits as well as access to functions, master file data, and transaction data.

Spread Method. The method by which the product volume for a deal category is split across customers for the duration of a promotion. Spread method is specified on the deal category record and defaults to individual

promotions. Volumes can be split by one of three methods. Product volume can be distributed evenly across all customers. Some customers can be allotted more product than others, due to size or some other factor. The third method of spreading volumes is by taking into account past sales figures.

Staff Members. Those who have been defined, with a staff record, as TrM users. All TrM staff members must first be set up as MFG/PRO users. Staff member user codes can represent individuals or groups. Group IDs, such as Sales Manager, rather than actual names, are recommended since they allow for employee turnover and changes in staff positions without making it necessary to update staff records.

Status. The status for any individual promotion, rebate, budget, agreement, or claim indicates its stage in the transaction life cycle. Financial period status indicates whether or not that period is available for activity.

Stock Location. In TrM, stock locations hold stock allocated to an internal salesperson by processing invoices for the product being allocated against an internal sales price list. Processing an internal sale removes stock from the salesperson's location.

Supplier. In order to make payments of promotion and rebate moneys to customers, TrM generates vouchers to MFG/PRO. MFG/PRO makes payments to suppliers; to receive payments, customers must be linked to suppliers. Claiming customers with corresponding customer records in TrM and MFG/PRO can either be linked to specified suppliers or paid through a generic supplier specified in the MFG/PRO Vendor field in division claim parameters. Use of individual suppliers is more practical when there are frequent, regular payments to the customer, while generic suppliers are often used when the

payments are less frequent. The previously defined individual supplier is noted on the customer record. A generic supplier, known as the Miscellaneous Supplier, is specified as a claim parameter for each TrM division. The generic supplier is a better choice if payments are infrequent. Claimants without corresponding customer records in MFG/PRO and TrM are paid through the generic supplier.

Trade Discounts. The means of promoting sales to a manufacturer's customers, the intermediaries between manufacturers and consumers, rather than to consumers. The three types of trade discounts in TrM are short-term incentives (promotions), long-term incentives (rebates), and negotiated contracts (agreements).

Trade Spend. The money spent by a manufacturer to promote sales to members of the distribution channel rather than to consumers. Distribution channel members include distributors, retailers, buying groups, brokers, and so on.

Transactions. Structures that reflect TrM day-to-day activities, for example: promotions, rebates, posted claims, internal sales, invoices, agreements, bulk changes, and so on.

Units Of Measure. Definitions of product groupings used for counting; for instance, case, crate, each, and so on. Used for various purposes, such as pricing, stocking, retail, and forecasting.

User-defined Code (UDC). Each user-defined code consists of a set of values entered by the user, which can then be designated on promotions, rebates, agreements, and budgets. These codes have up to three functions: to classify transactions into site-specific groups

for viewing and reporting, to act as matching parameters for budgets and promotions, and to optionally link transactions to site-specific programs.

User-defined Customer Groups. This is not a grouping that exists outside of TrM; rather, it is a group of customers linked together by the user based on internal criteria. The group is defined using a template of user-selected parameter values, and customers who match the template can then be automatically attached to the group by the system. User-defined groups can be used as selection and reporting criteria in many different areas of the program. User-defined customer groups are not to be confused with customer groups.

Users. TrM users must be set up as MFG/PRO users and TrM staff members.

Volume. The expected quantity of a product that will be sold under a promotion. The value entered on a promotion is for all customers across the entire period of the promotion. The spread method for each deal category determines how the volume is spread across promotion customers. The buying code and buying base together determine how the volume is split across the period of the promotion.

Zone. The fourth structure in the TrM business structures hierarchy, following divisions, regions, and areas. The main purpose of zones is to reflect business structures other than the generally geographic structures represented by region and area. To this end, zones can be assigned independent of region or area to create separate, alternate groupings, or they can be assigned to regions and areas, and thus become the last level in a three-tier business structure hierarchy. Use of zones is not mandatory in TrM.

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