Purchase Rebates
User Guide

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Contents

Purchase Rebates

The Trinity Purchase Rebates module provides you with the functionality to record retrospective discount information on retrospective discounts given by your vendors, based on purchases made during specific periods. For example, you may receive discounts on a specific range of items over the summer period. Discounts can be recorded based on the volume of purchases or the value of those purchases, and calculated as a value reduction or a percentage off.

Qualifying periods for discounts are held in schedules, of which an unlimited number may be set up. Schedules can be set up for any length of time and may overlap with each other.

Discounts accrued during the qualifying periods will be accumulated retrospectively. They are calculated and updated through the Discount Update window.

Retrospective discounts are calculated and recorded from the amount invoiced by vendors.

The main features of the Purchase Rebates module are:

- The facility to calculate and record discounts on purchases over a qualifying period
- The facility to calculate discounts on quantities or values of items purchased based on individual items or groups of items
- The option to base discounts on value or percentage of the quantity purchased
- The facility to set up quantity or value breaks against discounts, providing different discounts dependent upon quantity or value purchased
- Set user-defined start and end dates for different discounts
- The facility to record discounts for individual vendor accounts, groups of vendors, or all vendors
- View accumulated discounts through a range of reports and Inquiry windows

Discount Schedules

Retrospective discount schedules represent a period over which discounting is calculated for one or more vendors. A single schedule can represent a single vendor, all vendors, or a specified range.

Discounts in schedules are calculated through run numbers. The same schedule may be used multiple times by incrementing the run number. For example, your summer schedule could be run number 1. You could then use the same schedule for your winter schedule by closing run number 1 and opening run number 2.

You can also set your schedules to overlap. For example, you could set up a long-term discount to run for the whole year, with special discounts for specific periods, such as summer or Christmas.

Set up schedules using the Schedule/Vendor Maintenance window and the Schedule/Plan Maintenance window.

Run Numbers

Run numbers are held against a schedule and represent the periods during which discounts will be recorded against a schedule. Discounts will be recorded for all invoiced purchases from all vendors assigned to a schedule, for all items assigned to the schedule (via discount

plans). Discounts are recorded against open run numbers, of which an unlimited number may be held against a single schedule. Closed run numbers may also be held against a schedule but will have no retrospective discounts recorded against them until they are opened (Maintain Qualifying Periods window).

Note that to accumulate discounts, items must have vendor invoice receipts posted between the start and end dates of an open run number. Discounts are updated through the Discount Update window. When you have processed details in this window, you can view accumulated discounts through the Inquiry windows. Discounts can be analyzed by the user based on the discount reports provided by this module.

Discount Groups

Retrospective discount groups are groups of items that share the same retrospective discount details. An item may only be assigned to one discount group at a time. You can assign multiple items to a discount group using the Group Allocation window. The group can then be assigned to a retrospective discount plan.

Discount Plans

Retrospective discount plans are a list of discounts for individual items or discount groups. The plan contains a date range for which the discount period will apply and the facility to set the discounts to record by quantity or value. Quantity or value breaks may be set up to record differing levels of discount depending on the quantity or value purchased. Items and groups are assigned to a plan in the Plan Maintenance window.

Discount Units

Rebate units are the unit of measure in which discount quantity totals are recorded. Discount units can be held against unit of measure schedules or individual items. You can select a currently existing unit of measure as your discount unit or create a new one to be explicitly used for discounts (Unit of Measure Maintenance window).

Note that you only need to set up discount units where your retrospective discounts are calculated on accumulated **quantities** as opposed to values.

How to Use Purchase Rebates

Purchase Rebates are intended to provide you with information to ensure that you receive accurate and timely discounts from your vendors and that the value of these discounts is highly visible on your system. The module does not apply discounts to transactions.

Refer to the illustration below for further details and a quick start guide to retrospective discounts.

Set up your retrospective discount preferences using the Setup window.

Enable the required range of creditors for retrospective discounts using the Prepare Creditor Range For Purchasing Retrospective Discounts window.

Set up a discount schedule and assign creditors to it using the Schedule/Creditors window.

Set up run numbers (make sure one of them is set to "open" for the period you want to calculate discounts for) and assign them to the schedule using the Maintain Qualifying Periods window.

Set up a discount plan and assign an item/items to it through the Plan Maintenance window. If required, set up quantity/value breaks through the Plan Item Maintenance window.

Set up a discount group and assign items to it through the Group Maintenance and Group Allocation windows.

Set up a discount plan and assign the discount group to it through the Plan Maintenance window. If required, set up quantity/value breaks through the Plan item Maintenance window.

Assign the discount plan to your discount schedule through the Schedule/Plan Maintenance window.

Use the Discount Update window to record retrospective discounts, built up from invoiced purchase orders, against schedules. Accumulated discounts can be viewed through multiple enquiry windows and reports.

Setting Up & Maintaining Purchase Rebates

1. Setup Window
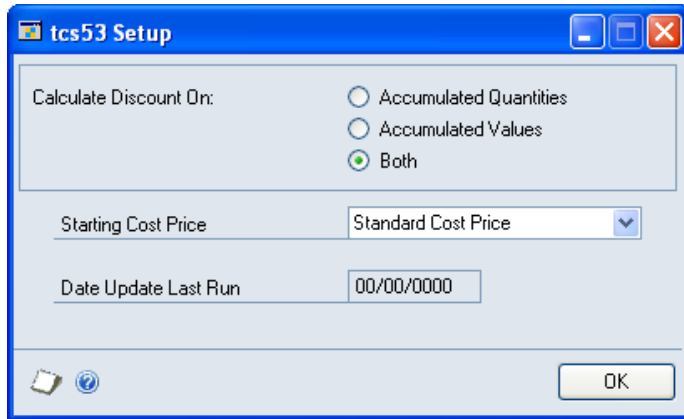
Tools >> Setup >> Trinity >> Purchase Rebates >> Setup

Use the Setup window to:

- Set up and maintain system details for Purchase Rebates

1.1 Setting Up Retrospective Discounts

To set up and maintain retrospective discount settings in the Setup window:

1. Click to select whether retrospective discounts will be recorded on Accumulated Quantities, Accumulated Values, or Both.

Accumulated Quantities	Discounts can only be recorded on quantities purchased. You will need to set up Rebate units against the relevant unit of measure schedules or individual items.
Accumulated Values	Discounts can only be calculated on values purchased. (based on the extended cost on invoiced receipts).
Both	Discounts can be calculated on quantities or values. Where you calculate discounts on quantities, you will need to set up rebate units against the relevant unit of measure schedules or individual items.

2. The Date Update Last Run will display the date on which discounts were last updated in the Discount Update window.

   This field is locked and cannot be edited. It will be updated automatically when an update is run in the Discount Update window.

   Note that this date will be set to 00/00/00 the first time you display the Setup window.

3. From the Starting Cost Price drop-down menu, select Standard Cost Price or Vendors Last Cost Price. The selected option will be used as the cost basis in the Item True Cost window.

4. Click OK to save the settings that you have selected.

Note that settings in the window can be amended. However, changing settings could result in data being removed from your system, such as discount plan settings and accumulated discount totals.

2. Prepare Vendor Range For Purchase Rebates Window

Tools >> Setup >> Trinity >> Purchase Rebates >> Prepare Vendor Range

Use the Prepare Vendor Range For Purchase Rebates window to:

- Set up a range of vendor IDs for retrospective discounts
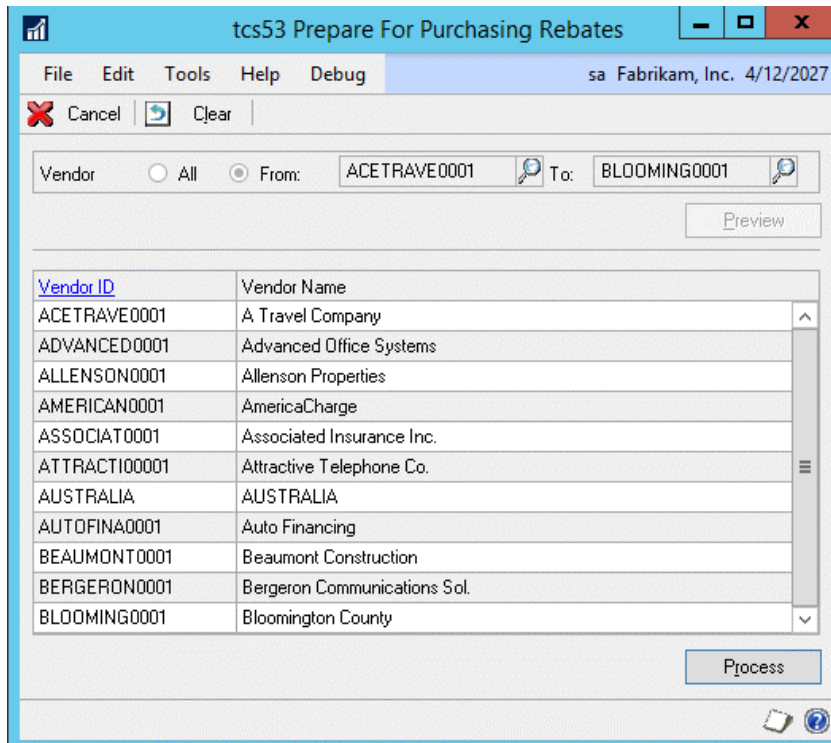
A vendor cannot be assigned to a retrospective discount schedule until it has been assigned to retrospective discounts. Note that vendors can be prepared for retrospective discounts individually in the Vendor Details Maintenance window.

2.1 Setting Up a Range of Vendor IDs for Retrospective Discounts

To set up a range of Vendor IDs for retrospective discounts in the Prepare Vendor Range For Purchase Rebates window:

1. Click to select All vendors, or select From and enter From and To values or use the lookups to select a range of Vendors.

2. Click the Preview button to display your selected range in the scrolling window.

3. Click Process to set up your selected range for retrospective discounts. A dialogue box will ask if you wish to proceed. Click Yes.

Note that you can choose to clear your selection at any point by clicking the Clear button.

Also, note that you can click Cancel at any point before clicking the Process button to close the Prepare Vendor Range For Purchase Rebates window.

3. Schedule/Vendor Maintenance Window

Cards >> Trinity >> Purchase Rebates >> Schedule/Vendor Maint.

Use the Schedule/Vendor Maintenance window to:

- Set up retrospective discount schedules
- Assign vendors to a retrospective discount schedule

Note that schedules can also be set up and maintained using the Schedule/Plan Maintenance window.

3.1 Setting Up Retrospective Discount Schedules

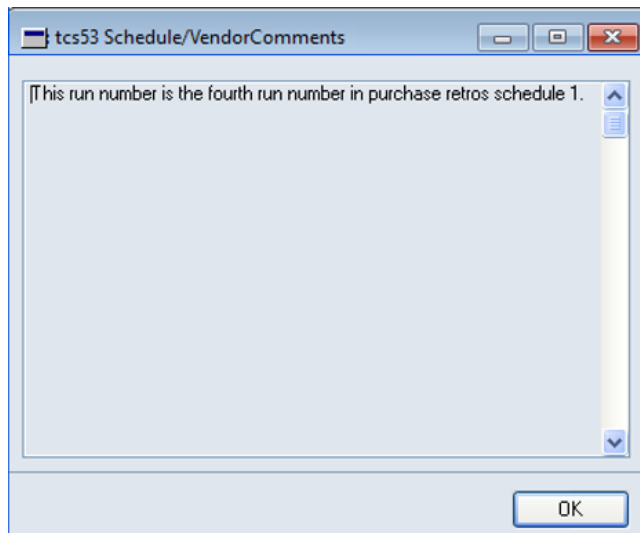**To set up retrospective discount schedules in the Schedule/Vendor Maintenance window:**

1. Enter an R.D. Schedule ID or select one using the lookup.

    If you are creating a new R.D. Schedule ID, you should also enter a Description for the schedule.

2. Enter Start and End Dates. All assigned run numbers must start and end within this date range.

    Note that the current date will be displayed by default as the Start Date when you are setting up a new R.D. Schedule ID. Where you are maintaining an existing R.D. Schedule ID, the dates will not be amendable.

3. The Run Number scrolling window displays run numbers that are assigned to the displayed R.D. Schedule ID. Purchase Rebates are calculated within the run number periods; a schedule will not be active until a run number has been opened for it. Set up run numbers using the Maintain Qualifying Periods window.

    Click the View button to select to view all run numbers or open or closed run numbers only.

Note that an asterisk displayed against a run number indicates that it has comments against it. Select a run number and click the expansion button to display any comments in the Schedule/Vendor Comments window.

Note that this window will automatically be updated if another run number is selected while it is open.

4. Click Save to save the R.D. Schedule ID.

Note that you can assign vendors to an R.D. Schedule ID by using the scrolling window or clicking the Ranges button to display the Schedule/Vendor Maintenance - Range Allocation window.

You can click the Assign Plans button to display the Schedule/Plan Maintenance window, where you can assign plans to an R.D. Schedule ID.

Click Delete to delete a schedule ID. Note that if an R.D. Schedule ID is deleted, then all recorded accumulated discounts on the schedule will also be deleted.

3.2 Assigning Multiple Vendors to an R.D. Schedule ID

To assign multiple vendors to an R.D. Schedule ID in the Schedule/Vendor Maintenance window:

1. Enter or select an R.D. Schedule ID as per 3.1.

2. Enter a Vendor ID or select one using the lookup.

Note that vendors already assigned to the R.D. Schedule ID will be displayed in the scrolling window.

3. Select as many Vendor IDs in the scrolling window as required.

Note that you can click the Ranges button at any point to display the Schedule/Vendor Maintenance - Range Allocation window, where you can assign a range of vendor IDs to an R.D. Schedule ID.

4.   Click Save.

To Delete vendor IDs from an R.D. Schedule ID, click File, then Delete Row. Note that if you do delete a vendor ID from an R.D. Schedule ID, then all recorded accumulated discounts totals for the deleted vendor on this schedule will also be deleted.

4. Schedule/Vendor Maintenance - Range Allocation Window

Cards >> Trinity >> Purchase Rebates >> Schedule/Vendor Maint. >> Ranges button

Use the Schedule/Vendor Maintenance - Range Allocation window to:

- Assign ranges of vendors to an R.D. Schedule ID

4.1 Assigning Ranges of Vendors to an R.D. Schedule ID

To assign ranges of vendors to an R.D. Schedule ID in the Schedule/Vendor Maintenance - Range Allocation window:

1. The window will be open with the currently selected R.D. Schedule ID displayed.

2. Click All to select all vendors, or From to select a range of vendors. If you select From you should enter From and To values or select them using the lookups.

3. Under Select Vendor whose Retrospective Discount Schedule ID is set to, select either Unassigned, Any, or Specified.

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Unassigned	Only vendors not assigned to an R.D. Schedule ID will be available for assigning.
Any	Vendors assigned to any R.D. Schedule ID (or not assigned to an R.D. Schedule ID) will be available for assigning.
Specified	If selecting this option, you should enter an R.D. Schedule ID or select one using the lookup. Only Vendors assigned to this R.D. Schedule ID will be available for assigning.

4. Click Preview to display your range selection in the scrolling window.

5. Click Transfer to assign your range selection to the selected R.D. Schedule ID.

6. Click OK to close the window and return to the Schedule/Vendor Maintenance window.

5. Maintain Qualifying Periods Window

Cards >> Trinity >> Purchase Retro Discounts >> Maintain Qualify.Period

Use the Maintain Qualifying Periods window to:

- Maintain qualifying periods for a schedule
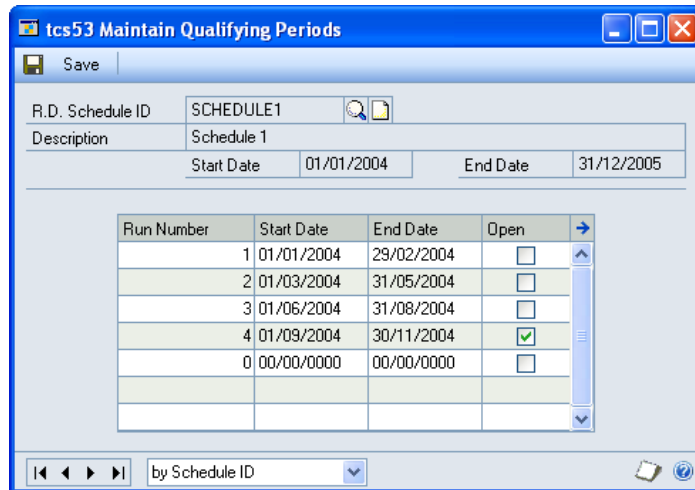
5.1 Maintaining Qualifying Periods for Schedules

To maintain qualifying periods for schedules in the Maintain Qualifying Periods window:

1. Enter an R.D. Schedule ID or select one using the lookup.

   The Description and Dates will be displayed automatically.

2. Click on the first line of the scrolling window. The Run Number fields are non-editable - run numbers will be calculated automatically in sequential order.

3. Enter a Start Date and an End Date for each run number.

   An unlimited number of run numbers may be entered against each schedule. Run numbers must be consecutive (i.e., the dates of Run Number 3 cannot be earlier than those of Run Number 2), and the dates of run numbers on the same schedule cannot overlap.

4. Click on the Open checkbox to select run numbers as open. Only run numbers marked as open will have retrospective discount quantities accumulated and recorded against them.

   Note that you can open or close run numbers at any time.

5. To comment on a run number, select a run number then click the Expansion button to display the Maintain Comments window.
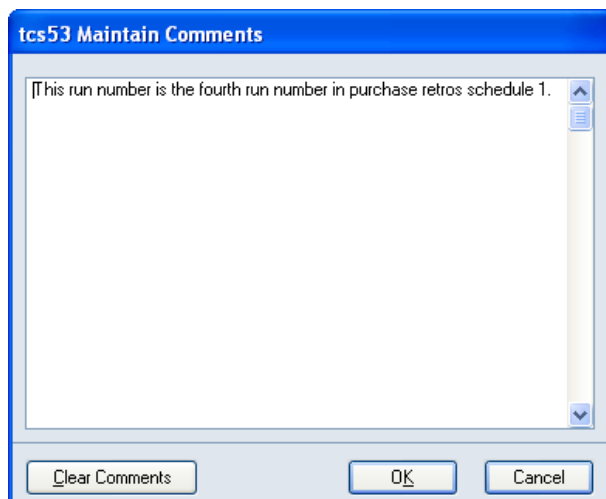
   When you have entered the required comments, click close to close the window. Alternatively, click Clear Comments to clear any comments held against a run number.
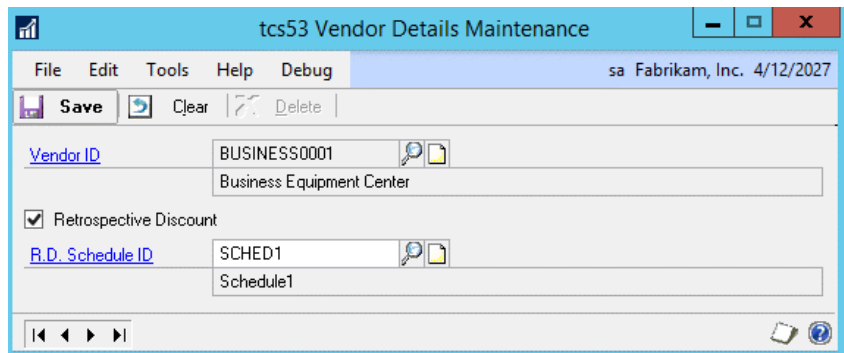
6. In the Maintain Qualifying Periods window, click Save.

6. Vendor Details Maintenance Window

Cards >> Trinity >> Purchase Rebates >> Vendor Details

Use the Vendor Details Maintenance window to:

• Assign individual vendors to retrospective discounting

You can also assign a range of vendors to retrospective discounting in the Prepare Vendor Range for Purchasing Retrospective Discount window.

Note that the window is also available as an Additional option from the Vendor Maintenance window.

6.1 Assigning Individual Vendors to Retrospective Discounting

To assign individual vendors to retrospective discounting in the Vendor Details Maintenance window:

1. Enter a Vendor ID or select one using the lookup.

   Note that if you have selected to display the window from the Vendor Maintenance window, then the currently selected Vendor ID will be displayed.

2. To select this Vendor ID for retrospective discounts, click Retrospective Discount.

   If you have already selected the displayed vendor for retrospective discounts, for example, through the Prepare Vendor Range for Purchase Rebates window, then the Retrospective Discount option will already be selected.

3. Enter or select an R.D. Schedule ID or select one using the lookup.

   Note that this is not mandatory; an R.D. Schedule ID can be selected at a later date or using an alternative window, such as the Schedule/Vendor Maintenance window.

4. Click Save.

Note that you can choose to clear your selection at any point by clicking the Clear button.

Click Delete to remove retrospective discount settings from a vendor. Note that deleting a vendor from retrospective discounts will also delete all recorded accumulated discount totals.

7. Unit of Measure Maintenance Window

Cards >> Trinity >> Purchase Rebates >> U of M Details

Use the Unit of Measure Maintenance window to:

• Set the Rebate Unit on a unit of measure schedule
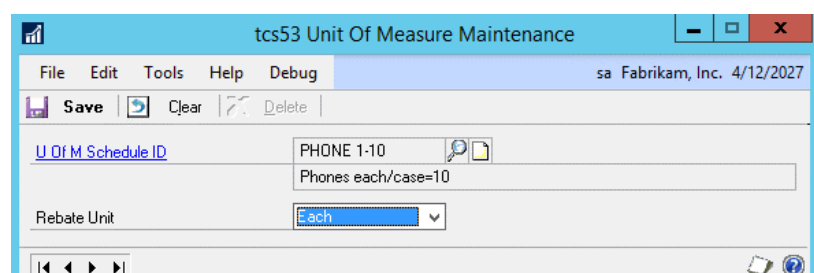
 This window is also available as an Additional option from the Unit of Measure Schedule Setup window.

Note that you only need to set Rebate Units where the retrospective discounting on your system is based on accumulated quantities (see Discount Units).

7.1 Setting Rebate Units on a Unit of Measure Schedule

To set rebate units on a unit of measure schedule in the Unit of Measure Maintenance window:

1. Enter a Unit of Measure Schedule ID or select one using the lookup.

   Note that if you have displayed the window from the Unit of Measure Schedule Setup window, then the current unit of measure schedule ID will be displayed.

2. From the drop-down menu, select the unit of measure that you want to be the rebate unit.

   Where a unit of measure schedule ID has multiple units of measure, you may want to create a new unit of measure as a unique rebate unit.

3. Click Save.

Note that you can choose to clear your selection at any point by clicking the Clear button.

Click Delete to delete retrospective discount settings for a unit of measure schedule.

Note that where a rebate unit is set against an item and a different rebate unit set against the items' unit of measure schedule, discounts calculations will use the rebate unit set for the item.

8. Group Maintenance Window

Cards >> Trinity >> Purchase Rebates >> Group Maint

Use the Group Maintenance window to:

- Set up and maintain retrospective discount groups

8.1 Setting Up and Maintaining Retrospective Discount Groups

To set up and maintain retrospective discount groups in the Group Maintenance window:

1. Enter a Group Code or select one using the lookup.

2. If you are setting up a new group code, then enter a Description.

3. Select the Decimal Places Quantity to which you want items assigned to the group code to run. This is the number of decimal places to which you can set quantity breaks for the group.

   Note that if item numbers are not set to run to the same number of decimal places as the group code to which you assign them, quantity break settings may be affected.

4. Select the Decimal Places Currency to which you want items assigned to the group to run. This is the number of decimal places to which currency should run for group discounts.

   Note that if item numbers are not set to have their currency run to the same number of decimal places as the group code to which you assign them, quantity break settings may be affected.

5. Click to select or deselect the Aggregate option.

Aggregate selected	Quantities or values for all items within the group are accumulated before having discounts calculated on them - discounts will apply to the aggregated quantity or value
Aggregate not selected	Discounts are calculated on individual items within the group

6. Click Save.

   Note that you can click Assign to display the Group Allocation window where you can assign items to a group.

   Also, note that you can choose to clear your selection at any point by clicking the Clear button.
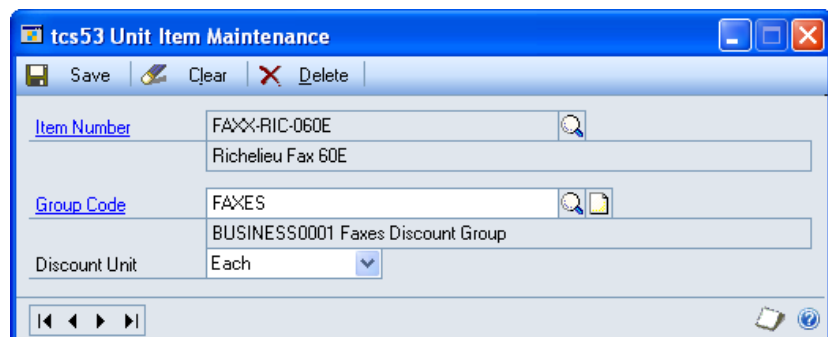
   Click Delete to delete a group code.

9. Unit Item Maintenance Window

Cards >> Trinity >> Purchase Rebates >> Item Details

Use the Unit Item Maintenance window to:

- Assign single items to discount groups
- Select the rebate unit for an item

This window is also available as an Additional option from the Item Maintenance window.

Note that you only need to set rebate units where the retrospective discounting on your system is based on accumulated quantities (see the Setup window).

Also, note that you can also assign item numbers to group codes using the Group Allocation window.

9.1 Assigning Single Items to Discount Groups

To assign single items to discount groups in the Unit Item Maintenance window:

1. Enter an Item Number or select one using the lookup.

   Note that if you displayed the window through the Item Maintenance window, then the current item number will be displayed.

2. If you want to assign the item number to a group code now, enter the required Group Code or select one using the lookup.

   Note that if you have already assigned the item number to a group code, then this group code will be displayed.

3. From the Discount Unit drop-down menu, select the unit on which you want to base retrospective discounting for the item. (See Discount Units).

   Note that the selected unit must exist in the unit of measure schedule for the item.

4. Click Save.

Note that you can choose to clear your selection at any point by clicking the Clear button.
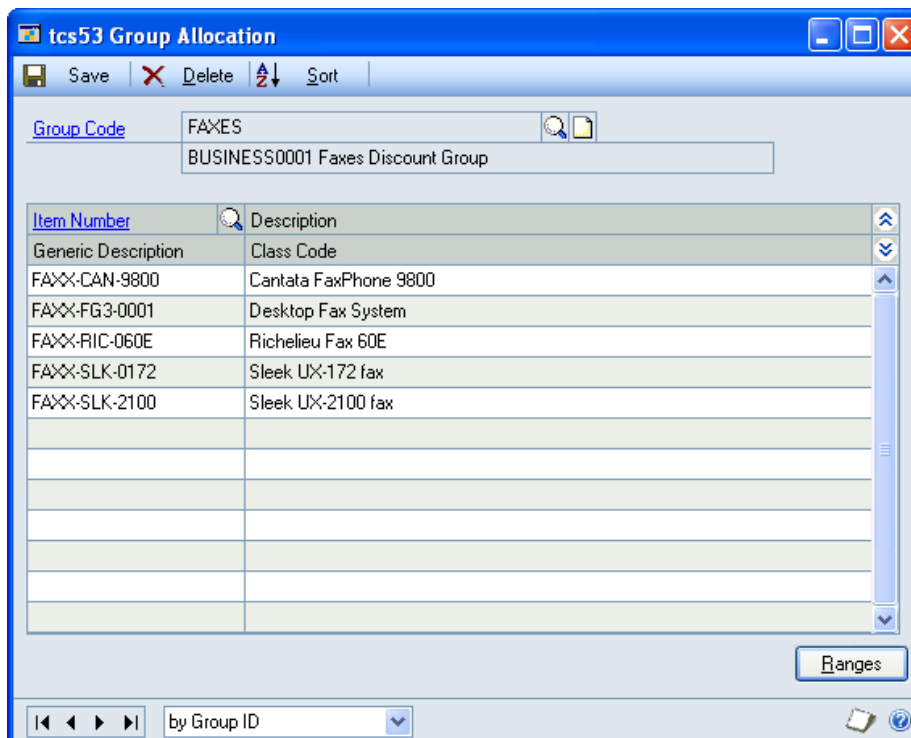
Click Delete to delete retrospective discount settings from an item number.

10. Group Allocation Window

Cards >> Trinity >> Purchase Rebates >> Group Allocation

Use the Group Allocation window to:

- Assign item numbers to retrospective discount groups

Note that the window can also be displayed by clicking the Assign button on the Group Maintenance window.

10.1 Assigning Items to Retrospective Discount Groups

To assign items to groups in the Group Allocation window:

1. Enter a Group Code or select one using the lookup.

   Note that if you have opened this window from the Group Maintenance window, then the currently selected group code will be displayed.

2. Enter an Item Number or select one using the lookup. Repeat this until all the item numbers to be assigned to the group code are displayed in the scrolling window.

   Note that item numbers can only be assigned to one discount group at a time.

   Also, note that you can click the Ranges button to display the Group Allocation Range window.

3. Click Save.

To Delete group allocations, click the Delete button.

11. Group Allocation Range Window

Cards >> Trinity >> Purchase Rebates >> Group Allocation >> Ranges button

Use the Group Allocation Range window to:

- Assign ranges of items to a retrospective discount group

11.1 Assigning Ranges of Items to Group Codes

To assign ranges of items to group codes in the Group Allocation Range window:

1. The Group Code selected in the Group Allocation window will be displayed.

2. Select All to assign all Item Numbers, Generic Descriptions, or Class IDs to the Group Code or click From to select a range of values. If you select From, then enter From and To values or select them using the lookups.

3. Under Select Items whose Group Code is set to field, select either Unassigned, Any, or Specified.

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Unassigned	Only items not assigned to a group code will be available for assigning
Any	Items assigned to any group code (or not assigned to a group code) will be available for assigning
Specified	If selecting this option, you should enter a group code or select one using the lookup. Only items assigned to this group code will be available for assigning.

4. Click Preview to display your range selection in the scrolling window.

   Note that item numbers can only be assigned to one discount group at a time.

5. Click Transfer to assign the selected item range to the selected group code.

6. Click OK to close the window.

12. Plan Maintenance Window

Cards >> Trinity >> Purchase Rebates >> Plan Maint

Use the Plan Maintenance window to:

- Set up and maintain retrospective discount plans
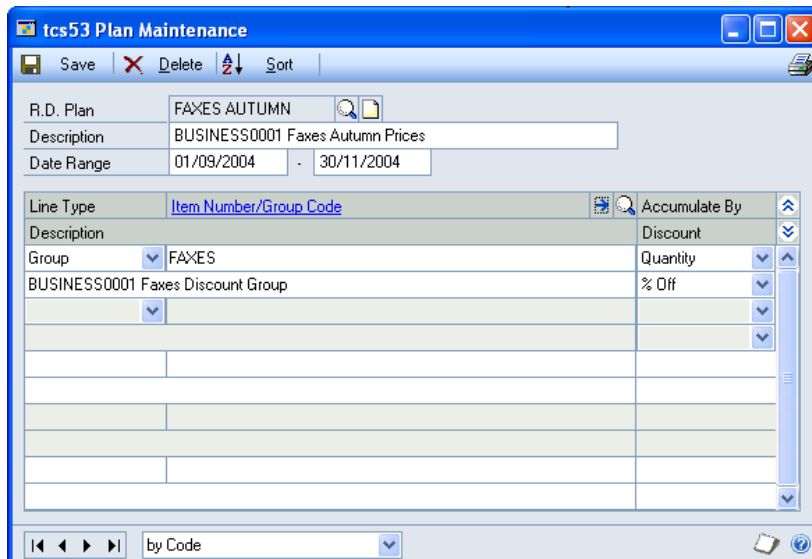
12.1 Setting Up and Maintaining Retrospective Discount Plans

To set up and maintain retrospective discount plans in the Plan Maintenance window:

1. Enter an R.D. Plan, or if you are maintaining plans, you can select one using the lookup.

2. Enter a Description for the plan.

3. Enter a from and to Date Range for the plan.

4. From the Line Type drop-down menu, select Group or Item.

5. Enter either a Group or an Item Number, depending on the Line Type option you selected, or select one using the lookup.

6. Under Accumulate By, select either Quantity or Value.

7. Under Discount, select either % Off or Value Off.

   Note that if you selected Value as the Accumulate By option, then you can only select % Off.

8. Repeat steps 5 to 8 until you have entered all the item numbers/groups that you require.

   To specify discount values for item numbers/groups on a discount plan, select each item number/group and click the Expansion button to open the Plan Item Maintenance window.

9. Click Save.

Note that you can click the print button to print the Retrospective Plan Maintenance Report.

Click Delete to delete a retrospective discount plan. You cannot delete a plan that has been assigned to a retrospective discount schedule. To delete an assigned plan, you should first unassign it from any schedules, then click Delete in this window.

13. Plan Item Maintenance Window

Cards >> Trinity >> Purchase Rebates >> Plan Maint .>> Item Number/Group Expansion button

Use the Plan Item Maintenance to:

- Specify discount values for item numbers/groups on a discount plan

13.1 Specifying Discount Values for Item Numbers/Groups on a Discount Plan

To specify discount values for item numbers/groups on a discount plan in the Plan Item Maintenance window:

1. The R.D. Plan and Item/Group Code selected in the Plan Maintenance window will be displayed automatically.

2. From the Accumulate Totals By drop-down menu, select either Quantity or Value.

3. From the Apply Discount As drop-down menu select either Percentage Off or Value Off.

   Note that if you selected Value as the Accumulate By option, then you can only select Percentage Off.

4. Enter a quantity range and Value/Percentage Off for each line in the range.

   The From and To Quantities represent the quantity range that would need to be accumulated over the qualifying period to achieve the specified discount (percentage or value off) for each line. For example, if you used the setting in the example below, where you accumulated a total of 35 items, you would qualify for a discount of 7.5%.

   Note that when you enter a Value Off, this will be a value off the cost price, which will be deducted from the cost price in the main purchasing unit.

   When you tab off the Percentage/Value Off field, the From Quantity on the next line will be calculated automatically. When you have entered the final From Quantity, you should click the **All** checkbox. The To Quantity will then be calculated automatically.

   Below is an example of how you could set up discount quantities.

All	From Quantity	To Quantity	Percentage Off
	1	9	0.00%
	10	19	2.50%
	20	29	5.00%
x	30	999,999,999,999	7.50%

   ⚠️ If there are any gaps/overlaps in your setup, then you will receive a warning and must amend the setup before you proceed.

5. Click Save

Click Delete to delete discount plan specified quantities.

14. Schedule/Plan Maintenance Window

Cards >> Trinity >> Purchase Rebates >> Schedule/Plan Maint.

Use the Schedule/Plan Maintenance window to:

- Set up retrospective discount schedules
- Assign discount plans to a retrospective discount schedule

Note that schedules can also be set up and maintained using the Schedule/Vendors Maintenance window.

14.1 Setting Up Retrospective Discount Schedules

To set up retrospective discount schedules in the Schedule/Plan Maintenance window:
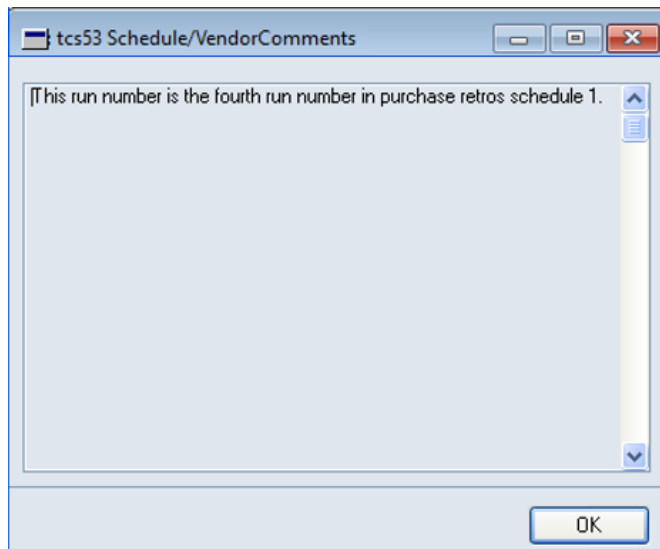
1. Enter an R.D. Schedule ID or select one using the lookup.

   If you are creating a new R.D. Schedule ID, you should also enter a Description for the schedule.

2. Enter Start and End Dates. All assigned run numbers must start and end within this date range.

   Note that the current date will be displayed by default as the Start Date when you are setting up a new R.D. Schedule ID. The dates will not be amendable if you are maintaining an existing R.D. Schedule ID.

3. The Run Number scrolling window displays run numbers that are assigned to the displayed R.D. Schedule ID. Purchase Rebates are calculated within the run number periods; a schedule will not be active until a run number has been opened for it. Set up run numbers using the Maintain Qualifying Periods window.

   Click the View button to select to view all run numbers or open or closed run numbers only.

   Note that an asterisk displayed against a run number indicates that it has comments against it. Select a run number and click the expansion button to display any comments in the Schedule/Vendor Comments window.

Note that this window will automatically be updated if another run number is selected while it is open.

4. Click Save to save the R.D. Schedule ID.

Note that you can assign plans to an R.D. Schedule ID by using the scrolling window or clicking the Ranges button to display the Schedule/Plan Maintenance - Range Allocation window.

You can click the Assign Vendors button to display the Schedule/Vendor Maintenance window, where you can assign vendors to an R.D. Schedule ID.

Click Delete to delete a Schedule ID. Note that if an R.D. Schedule ID is deleted, then all recorded accumulated discounts on the schedule will also be deleted.

14.2 Assigning Plans to an R.D. Schedule ID

To assign plans to an R.D. Schedule ID in the Schedule/Plan Maintenance window:

1. Enter or select an R.D. Schedule ID as per 13.1.

2. Enter an R.D. Plan or select one using the lookup. When you select an R.D. Plan, the Start and End Dates for the plan will be displayed.

Note that R.D. Plans already assigned to the R.D. Schedule ID will be displayed in the scrolling window.

3. Select as many R.D. Plans in the scrolling window as required.

Note than multiple plans containing the same item number/group can be assigned to the same schedule.

Note that you can click the Ranges button at any point to display the Schedule/Plan Maintenance - Range Allocation window, where you can assign a range of R.D. Plans to an R.D. Schedule ID.

4. Click Save.

To delete R.D. Plans from an R.D. Schedule ID, click File, then Delete Row. Note that if you do delete an R.D. Plan from an R.D. Schedule ID, then all retrospective history for the deleted R.D. Plan on this schedule will also be deleted.

15. Schedule/Plan Maintenance - Range Allocation Window

Cards >> Trinity >> Purchase Rebates >> Schedule/Plan Maint. >> Ranges button

Use the Schedule/Plan Maintenance - Range Allocation window to:

- Assign ranges of plans to a schedule

15.1 Assigning Ranges of Plans to a Schedule

To assign ranges of plans to a schedule in the Schedule/Plan Maintenance - Range Allocation window:

1. The window will be open with the currently selected R.D. Schedule ID displayed.

2. Click All to select All R.D. Plans or From to select a range of Plans. If you select From you should enter From and To values or select them using the lookups.

3. Click All to select All Dates or From to select a range of Dates. If you select From you should enter From and To values.

4. Under Select R.D. Plan whose R.D. Schedule ID is set to, select either Unassigned, Any, or Specified.

Unassigned	Only plans not assigned to an R.D. Schedule ID will be available for assigning
Any	Plans assigned to any R.D. Schedule ID (or not assigned to an R.D. Schedule ID) will be available for assigning
Specified	If selecting this option, you should enter an R.D. Schedule ID or select one using the lookup. Only plans assigned to this R.D. Schedule ID will be available for assigning.

5. Click Preview to display your range selection in the scrolling window.

6. Click Transfer to assign your range selection to the selected R.D. Schedule ID.

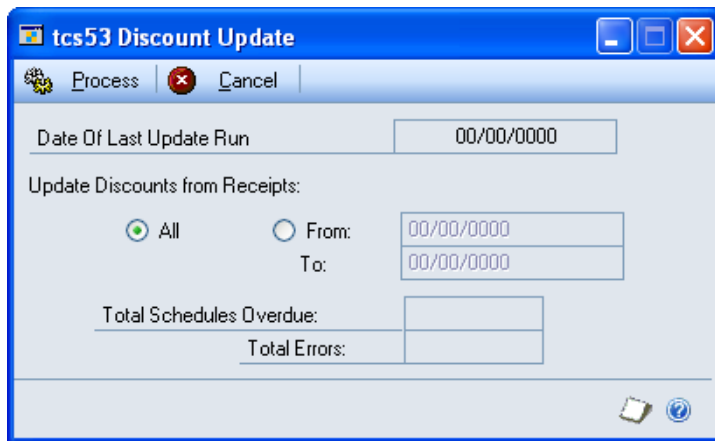7. Click OK to close the window and return to the Schedule/Plan Maintenance window.

Updating Purchase Rebates

16. Discount Update Window

Tools >> Routines >> Trinity >> Purchase Rebates >> Update Discounts

Use the Discount Update window to:

- Update accumulated retrospective discounts

16.1 Updating Retrospective Discounts

To update retrospective discounts in the Discount Update window:

1. The Date Of Last Update Run will be displayed.

2. Click All to select to Update Discounts from Receipts for all dates or From to select to update discounts from receipts for a range of dates. If you select From you should enter From and To dates.

   The To date should be the current date or an earlier date. Processing a date later than the current date will result in an Overdue Schedule Report being printed.

   Any schedules with open run numbers with end dates of earlier than the selected To date (or the current date if you selected All dates) will be detailed in the Overdue Schedule Report. Closed run numbers can be purged using the Purge window or advanced to the next run number using the Maintain Qualifying Periods window.

3. Click Process to update Retrospective Discounts.

   Purchasing retrospective discount quantities and values will be recorded from invoice purchase receipts and updated against open run numbers within the selected date range.

   The Total Schedules Overdue will display the number of Discount Schedules that are overdue for the selected date.

   Total Errors will display the number of errors that were encountered during processing.

   Errors will result when:

   - Discount totals have been accumulated against a plan that has since been deleted

- Discount totals have been accumulated for a group that has since been deleted
- Where accumulation is by quantity for the item, no rebate unit has been set up against an item, or it's unit of measure schedule

4. Click Cancel to close the window.

17. Purge Window

Tools >> Routines >> Trinity >> Purchase Rebates >> Discount Purge

Use the Purge window to:

- Purge expired plans and closed run numbers
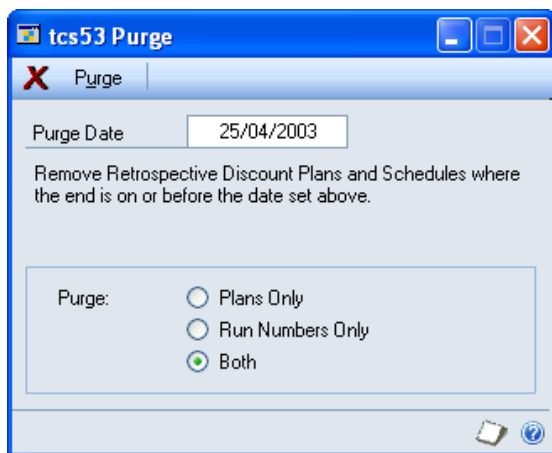
17.1 Purging Closed Plans and Run Numbers

To purge expired plans and closed run numbers in the Purge window:

1. Under Purge Date, enter the date up to which plans and run numbers should be purged.

   All plans and closed run numbers with an end date before or on the entered Purge Date will be purged.

2. Click to select purging of Plans Only, Run Numbers Only, or Both.

Plans Only	Only plans will be purged
Run Numbers Only	Only run number will be purged
Both	Plans and run numbers will be purged

3. Click Purge.

   All records adhering to the selected range will be purged from the system. Note that schedules will not be purged, only relevant plans or run numbers that are attached to them.

Purchase Rebates Reports & Inquiries

18. Summary Info Window

Inquiry >> Trinity >> Purchase Rebates >> P.R. Summary Info

Use the Summary Info window to:

- View retrospective discount vendor and qualifying period summaries

Discount summaries can be displayed by Vendor ID or Run Number.

Note that if you select to display the Summary Info window and discount totals have not been updated today, you will be asked if you want to update the totals.

Click yes to display the Discount Update window where you can update discount totals. Click No to display the Summary Info window, which will still function as standard, but be aware that the totals shown may not be accurate.

18.1 Viewing Retrospective Discount Summaries

To view retrospective discount summaries in the Summary Info window:

1. Click All to select All Vendor IDs or From to select a range of vendor IDs. If you select From you should enter From and To values or select them using the lookups.

2. Click to view All run numbers or Current Only run numbers.

3. Click Redisplay to view your selection in the scrolling window.

   Selected vendors will be displayed with the associated R.D. Schedule ID, Total Quantity applicable to retrospective discounts, the Total Value of this quantity, and the applicable Discount Value.

   Click the Show button to view associated Run Number, Start Date, and End Date.

   Click on a line then click Zoom to display the line details in the Discount Detail Inquiry window.

   Click the print button to print the Retrospective Discounts Summary Info Report.

4. Click OK to close the window.

Note that you can choose to clear your selection at any point by clicking the Clear button.

19. Discount Detail Inquiry Window

Inquiry >> Trinity >> Purchase Rebates >> Discount Detail Inquiry

Use the Discount Detail Inquiry window to:

- View retrospective discount item and group details

Note that if you select to display the Discount Detail Inquiry window and discount totals have not been updated today, you will be asked if you want to update the totals.

Click yes to display the Discount Update window where you can update discount totals. Click No to display the Discount Detail window, which will still function as standard, but be aware that the totals shown may not be accurate.

Also, note that his window can also be displayed by clicking the Zoom button in the Summary Info window.

19.1 Viewing Retrospective Discount Details

To view retrospective discount details in the Discount Detail Inquiry window:

1. Enter a Vendor ID or select one using the lookup.

2. The R.D. Schedule ID, Start and End Dates, and Current Run Number will be displayed. Use the browse buttons to view previous run numbers.

3. Detailed information will be displayed in the scrolling window.

   Where discount items are within an aggregate discount group, the first line of the group will be a consolidation line. For example, you could have 14 different items, all belonging to the same discount group. The discount value against each line item would be zero; the top line will display the Total Quantity and Total Value of all items displayed, and the total discount value.

   Click on a line then click Zoom to display the line details in the Detail Receipt Inquiry window.

   Click the print button to print the Retrospective Discount Detail Inquiry Report. A dialogue box will ask if you want to include purchase receipts on the report. If you select Yes, the report printed will be the Retrospective Discount Detail Receipt Inquiry Report.

4. Click OK to close the window.

Note that you can choose to clear your selection at any point by clicking the Clear button.

Click the Redisplay button to redisplay the results of an amended Inquiry in the scrolling window.

20. Detail Receipt Inquiry Window

Inquiry >> Trinity >> Purchase Rebates >> Discount Detail Inquiry >> Zoom button

Use the Detail Receipt Inquiry window to:

- View retrospective discount receipt details

20.1 Viewing Retrospective Discount Receipt Details

To view retrospective discount receipt details in the Detail Receipt Inquiry window:

1. Details for the line selected in the Discount Detail Inquiry window will be displayed.

2. Click OK to close the window.

21. Plan Inquiry Window

Inquiry >> Trinity >> Purchase Rebates >> Plan Inquiry

Use the Plan Inquiry to:
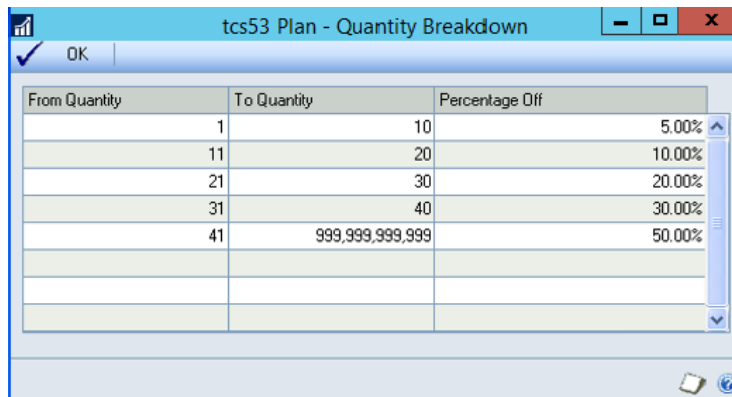
- View details of R.D. Plans

21.1 Viewing Details of R.D. Plans

To view details of discount plans in the Plan Inquiry window:

1. Enter an R.D. Plan or select one using the lookup.

2. The Date Range for the plan will be displayed.

3. All item numbers and group codes assigned to the plan will be displayed in the scrolling window. Also displayed for each line will be the Accumulate By type, the Apply Discount As type, and the % or Value Off quantity.

   The % or Value Off quantity displayed will be the first line of any quantity breaks. To view full details, click the line then click the expansion button to display the line details in the Plan Inquiry - Quantity Breakdown window.

   Click OK to close the Plan Inquiry - Quantity Breakdown window and return to the Plan Inquiry window.

4. Click OK to close the window.

Note that you can choose to clear your selection at any point by clicking the Clear button.

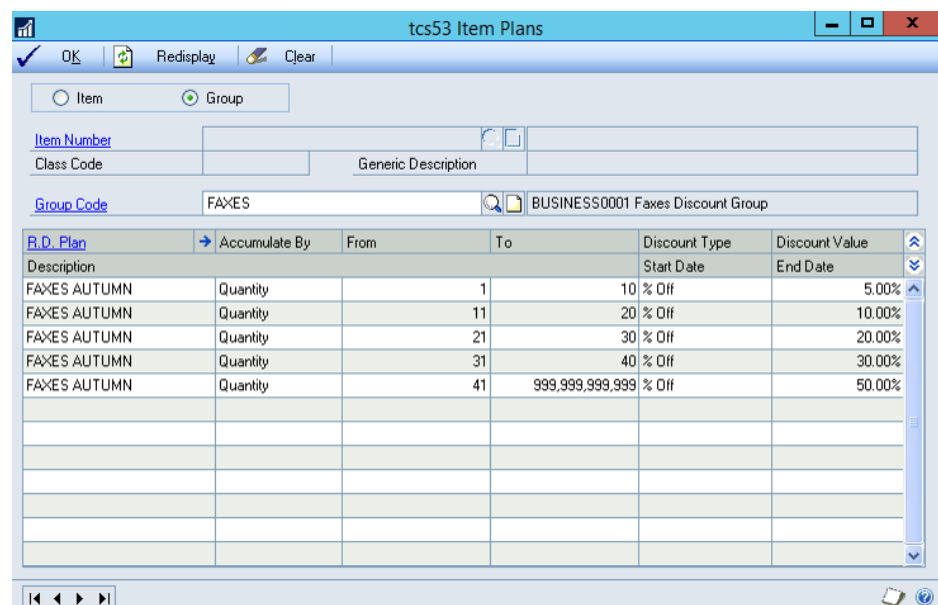# 22. Item Plan Inquiry

*Inquiry >>
Trinity >>
Purchase
Rebates >>
Item Plan
Inquiry*

Use the Item Plan Inquiry to:

- View plan details for a selected item or group

22.1 Viewing Plan Details for a Selected Item and Group

To view plan details for selected items and groups in the Item Plan Inquiry window:

1. Click to select whether to view plan details for an Item or Group.

2. If you selected Item, enter an Item Number or select one using the lookup.

3. If you selected Group, enter a Group Code or select one using the lookup.

4. Details of all R.D. Plans that the selected Item or Group is assigned to will be displayed in the scrolling window.

   The Accumulate By type and Discount Type and Value for each quantity break level on the R.D. Plan will be displayed.

   Click the Show button to display the Description, and Start and End Dates will be displayed.

   Note that if you select an item number that exists on a plan as part of a group but not individually, the group code will be displayed but not the plan details. To view plan details for the group, select group, and proceed from step 1.

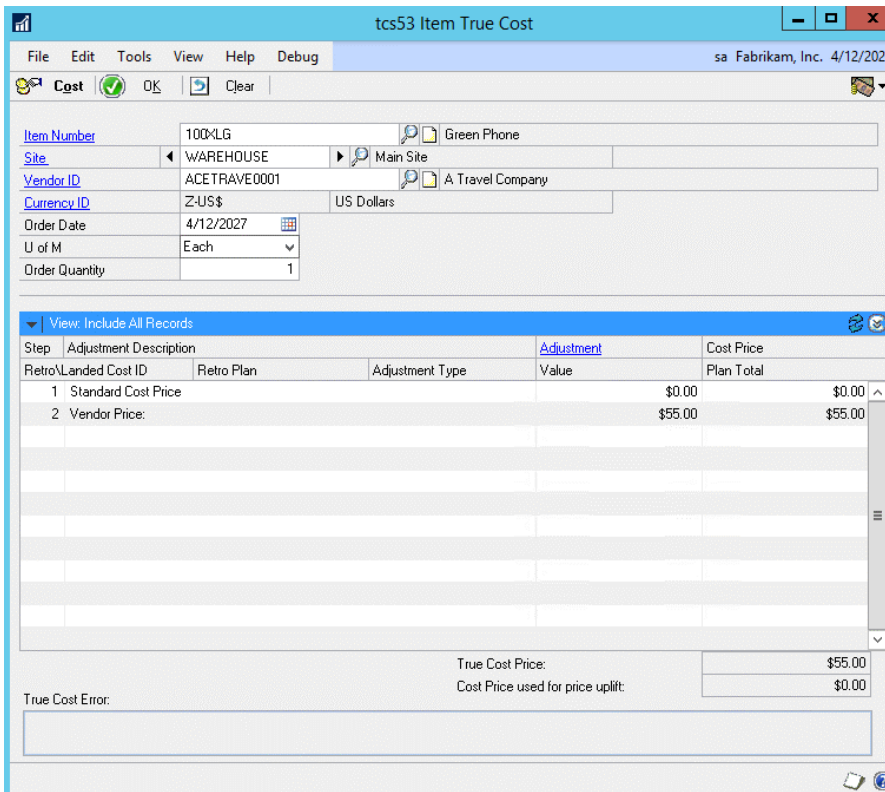5. Click OK to close the window.

Note that you can choose to clear your selection at any point by clicking the Clear button.

23. Item True Cost Window

Inquiry >> Trinity >> Purchase Rebates >> Item True Cost

Use the Item True Cost window to:

- View true cost prices for items with retrospective discounts

23.1 Viewing True Cost prices for Items with Retrospective Discounts

To view true cost prices for items with retrospective discounts in the Item True Cost window:

1. Enter an Item Number or select one using the lookup.

2. Enter a Site or select one using the lookup or browse buttons

   Note that you need not select a specific site if you don't want site-specific landed costs to be included in the true cost calculation

3. Enter a Vendor ID or select one using the lookup

4. The Order Date will, by default, display the current date. Amend this as required.

5. Select a U of M from the U of M drop-down menu.

6. Enter an Order Quantity.

7. To display true costs in the scrolling window, click the Cost button or tab out of the Order Quantity field if you selected a site.

   Costs displayed are:

Displayed Costs	Mnemonic
Standard Cost Price or Vendors Last Cost Price (dependant upon selection in the Setup window)	S - Standard Cost Price V - Vendors Last Cost Price
Vendor Price (if using the Trinity Vendor Price Management module)	Q - Quantity break price V - Value break price
Retrospective Discount price	Q - Quantity break price V - Value break price
Landed Costs (for the selected site, if a site has been selected)	L – Landed cost

   Relevant adjustments are made from these costs to establish the displayed True Cost Price.

   The Plan Total displays the current retrospective discount total if the selected group is set to aggregate retrospective discounts in the Group Maintenance window. Item numbers are set to aggregate by default. The retrospective discount aggregate will be taken into account in both the displayed Retrospective Discount and the True Cost.

   Note that this is the true cost for the selected details only. For example, if an order is made for the selected options but on a different date, then the true cost may be different.

   The Cost Price used for price uplift will only be displayed if you have set up cost uplift pricing for your selection using the Trinity Extended Pricing Enhancements module.

   The True Cost error field will display where there are any errors in calculating the true cost, for example, where a landed cost is in another currency that does not have a currency exchange rate set up.

   Also, note that you can click the Change Currency Viewed button to alternate between functional and originating currency.
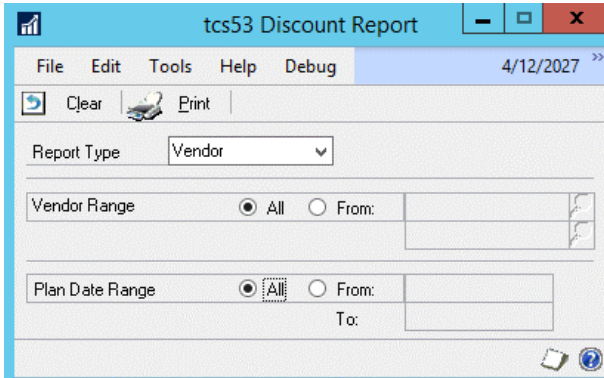
8. Click OK to close the window.

24. Discount Report Window

Reports >> Trinity >> Purchase Rebates >> Discount Report

Use the Discount Report window to:

- Print retrospective discount reports

The Discount Vendor/Schedule Report details all items or groups with accumulated discounts for the selected vendor or schedule range.

24.1 Printing Retrospective Discount Reports

To print retrospective discount reports from the Discount Report window:

1. From the Report Type drop-down menu, select whether you want to view a report for Vendors or Schedules.

2. Depending on your Report Type selection, click All to print a report for all Vendors/Schedules or From to print a report for specified Vendors/Schedules. If you select From, enter a Vendor/Schedule range or select them using the lookups.

3. Under Plan Date Range, click All to view all plans or From to view only plans within a specified date range. If you select From, enter From and To dates.

4. Click Print to print the Retrospective Discount Vendor/Schedule Report.

Appendix A

Purchase Rebates – Access to windows

Window Name	🖱 Menu Access	🖱 Other Access
Vendor Details Maintenance	Cards >> Trinity >> Purchase Rebates >> Vendor Details	Cards >> Sales >> Vendor >> Additional >> Purch. Retro. Discount Vendor
Detail Receipt Inquiry		Inquiry >> Trinity >> Purchase Rebates >> Discount Detail Inquiry >> Zoom button
Discount Detail Inquiry	Inquiry >> Trinity >> Purchase Rebates >> Discount Detail Inquiry	
Discount Report	Reports >> Trinity >> Purchase Rebates >> Discount Report	
Discount Update	Tools >> Routines >> Trinity >> Purchase Rebates >> Update Discounts	
Group Allocation	Cards >> Trinity >> Purchase Rebates >> Group Allocation	
Group Allocation Range		Cards >> Trinity >> Purchase Rebates >> Group Allocation >> Ranges button
Group Maintenance	Cards >> Trinity >> Purchase Rebates >> Group Maint	
Item Plan Inquiry	Inquiry >> Trinity >> Purchase Rebates >> Item Plan Inquiry	
Maintain Qualifying Periods	Cards >> Trinity >> Purchase Retro Discounts >> Maintain Qualify.Period	
Plan Inquiry	Inquiry >> Trinity >> Purchase Rebates >> Plan Inquiry	
Plan Item Maintenance		Cards >> Trinity >> Purchase Rebates >> Plan Maint .>> Item Number/Group Expansion button
Plan Maintenance	Cards >> Trinity >> Purchase Rebates >> Plan Maint	

Prepare Vendor Range for Purchase Rebates	Tools >> Setup >> Trinity >> Purchase Rebates >> Prepare Vendor Range	
Purge	Tools >> Routines >> Trinity >> Purchase Rebates >> Discount Purge	
Schedule/Vendor Maintenance	Cards >> Trinity >> Purchase Rebates >> Schedule/Vendor Maint.	
Schedule/Vendor Maintenance - Range Allocation		Cards >> Trinity >> Purchase Rebates >> Schedule/Vendor Maint. >> Ranges button
Schedule/Plan Maintenance	Cards >> Trinity >> Purchase Rebates >> Schedule/Plan Maint.	
Schedule/Plan Maintenance - Range Allocation		Cards >> Trinity >> Purchase Rebates >> Schedule/Plan Maint. >> Ranges button
Setup	Tools >> Setup >> Trinity >> Purchase Rebates >> Setup	
Summary Info	Inquiry >> Trinity >> Purchase Rebates >> P.R. Summary Info	
Item True Cost	Inquiry >> Trinity >> Purchase Rebates >> Item True Cost	
Unit Item Maintenance	Cards >> Trinity >> Purchase Rebates >> Item Details	Cards >> Inventory >> Item >> Additional >> Purch. Retro. Disc. Unit Item M.
Unit of Measure Maintenance	Cards >> Trinity >> Purchase Rebates >> U of M Details	Tools >> Setup >> Inventory >> U of M Schedule >> Additional >> Purch. Retro. Disc. U of M Main.

Appendix B

Purchase Rebates - Reports

Report Name	Module	Functionality
Overdue Schedule Report	Purchase Rebates	Details any schedule run numbers that are overdue, i.e., due to be closed
Retrospective Discount Vendor Report	Purchase Rebates	Details all retrospective discount details for the selected vendor range
Retrospective Discount Detail Inquiry Report	Purchase Rebates	Details all items or groups with accumulated discounts for the selected vendor or schedule range
Retrospective Discount Detail Receipt Inquiry Report	Purchase Rebates	Details purchase receipts associated with Purchase Rebates and accompanying details
Retrospective Discount Plan Maintenance Report	Purchase Rebates	Details discount plan details
Retrospective Discount Schedule Report	Purchase Rebates	Details all retrospective discount details for the selected schedule range
Retrospective Discount Update Errors Report	Purchase Rebates	Details any errors that may have occurred during the update from the Discount Update window
Retrospective Discounts Summary Info Report	Purchase Rebates	Details summary retrospective discount vendor/schedule information

Appendix C

About Trinity

Help >> About Microsoft Dynamics GP >> Additional >> About Trinity Suite

Use the About Trinity Suite window to check your registration information and installation details. The window will tell you which Trinity modules you are registered to use and which have been installed on your system.