

CO-OP Tracking System

PROGRAM NAME: COOPTHIS

MENU OPTION TITLE: CO-OP Tracking System

MAIN MODULE: CO-OP ADVERTISING SYSTEM

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

The CO-OP advertising system is actually only this one main program and a report generator. The parameters set up in the system setup file {SYSGUT} determine the overall operation of this program.

PROGRAM OPERATION

CUSTID ID:

NAME: Entering co-op transactions for a dealer is a simple matter. You can either type in the exact CUSTID or hit <ENTER> to go to the NAME field and type in the exact name or you can use <IFF> in either field.

CALCULATION DATE: Today's date will be automatically displayed in this field. Once a date has been entered, that date will be displayed until the next time it is changed. The CALCULATION DATE provides a powerful feature for the CO-OP tracking system. The date that you enter will be used to calculate account balances and YTD shipped so that you can review a dealer's status as of that date. This feature provides a solution for the end of the year when it is necessary to begin accruing new balances for the new year yet retain the existing accruals for the old year. You can enter in a calculation date for a previous time frame and work with that data. **THE PROGRAM RECALCULATES THE TOTALS EACH TIME YOU RUN IT!**

NOTE: When entering transactions to reduce or increase dealer balances for a prior year, make sure that you enter a CALCULATION DATE that is in the old year. If you do not do this, the transaction you enter will be calculated into the accrual balances for the current year.

When the CALCULATION DATE has been entered, the program will calculate the YTD shipped and the accrual balances for the dealer and display near the bottom of the screen. You will not be able to use the CO-OP system for customers with shipping less than the minimum you set up in the system setup file. Also, when a customer goes over the minimum, the CO-OP accrual percentage calculates off the entire balance. **THE MINIMUM IS NOT SUBTRACTED BEFORE THE CALCULATION.** In addition, all transactions for the calendar year up to and including the date entered will be displayed.

You will now be asked if you want to **"(A)dd, (E)dit, (S)ee More, <D>elete, <P>rint or (Q)uit"**.

DATE: The CALCULATION DATE will be automatically displayed in the DATE column. You may change this if the date shown is incorrect, or you may blank out the DATE field and press <ENTER> to abort adding a new transaction.

TRANSACTION DESCRIPTION: After entering the DATE, you may now enter a DESCRIPTION of the transaction (invoice #, ad claim #, etc.). After entering a description, you may enter a dollar figure into one of the following fields. Enter in only one dollar figure in one of the columns per transaction.

P.O.P SHIPPED: Short for Point of Purchase, P.O.P. is a category set up primarily to track dollars set out against a positive accrual balance for a customer. These items are typically handled like all inventory items, so when you are sending these items to your customer for reimbursement against CO-OP earned dollars, you will want to process an order to your customer for the P.O.P. materials paid with a credit from the CO-OP accrual, and reference the invoice in the TRANSACTION DESCRIPTION field and the dollar value in the P.O.P. SHIPPED field. If you are not using the AD CLAIM APPROVED function, then you can use this category to track any materials, credits, or other items against the accrual balance. This field will reduce the ACCRUAL BAL field only.

AD CLAIM APPROVED: The AD CLAIM APPROVED field is for tracking your approval of a customer's advertisements for your products in their region. This will deduct from the ACCRUAL BAL and transfer the same amount to the MERCH CREDIT BAL field. You can only reduce the MERCH CREDIT BAL by using the MERCH. SHIPPED field.

MERCH. SHIPPED: Use this field to track merchandise or cash payments back to your customer. You cannot post dollars to this field unless you have a positive balance in the MERCH CREDIT BAL field, which is created by accruing a balance in the AD CLAIM APPROVED field.

After you have pressed RETURN in the MERCH SHIPPED field, the accrual balances will be calculated based on the new transaction you just entered. You will not be allowed to post more transactions than the accrued balance.

YTD SHIPPED: This is the year to date shipping for this customer. The CO-OP minimum has not been deducted from this figure. This figure is calculated every time the program is ran and starts at the beginning of the same calendar year as you use in the cutoff date.

_% ACCRUAL: The percentage shown was stored in the system setup file. The figure below it is calculated from the YTD SHIPPED times the accrual percentage. This field is calculated each time the program is ran.

ACCRUAL BAL: This figure is the _%ACCRUAL balance minus the P.O.P. SHIPPED and the MERCH. SHIPPED. This field is also calculated each time the program is ran.

MERCH CREDIT BAL: You must add an AD CLAIM APPROVED transaction to use this field and cannot post a transaction to this field larger than the AD CLAIM

APPROVED field. When you post a transaction, the ACCRUAL BAL field and the MERCH CREDIT BAL fields will both be reduced. You are simply moving dollars from the accrual balance to be able to send merchandise out against in a controlled, defined category.

<E>dit will allow you to edit/change a previously entered transaction. When this option is chosen, you will be asked to "**Enter the line # you wish to edit**". You will then have the ability to change any information regarding the selected transaction.

<S>ee More will allow you to see more than the seven transactions that can be displayed to the screen at one time. If there are more than seven transactions for this dealer, respond with <S> to see the next seven transactions. You may continue responding with <S> until the first seven transactions are again displayed.

<D>elete will allow you to delete a transaction. You will be prompted "**Enter the Line # you wish to delete**".

<P>rint send exactly what you see on the screen to the printer. You can use this for sending to the customer. It looks nice.

<Q>uit will clear the screen and return you to the CUSTID so that you may either enter a new CUSTID or press <ESC> to return to the menu.