

## YEAR END – EXPIRATION DATES

As the end of the year approaches, we are sending this reminder to extend the ending dates on your Rebates and Price Exceptions if needed. Listed below are some hints to help you with this.

### To extend the Rebates:

#### REB #7 EXPIRING REBATE REPORT

Select printer

All Customers

All Manuf

Ending: MMDDYYYY

After the report prints to the screen, it will ask for the new ending date.

### To extend the Price Exceptions:

#### CPM #9 or #5 RENEW EXPIRING PRICE EXCEPTIONS

Note: The menu option depends on your software release

1. BY EXPIRATION DATE
2. There are 5 options – run this program for each of the options that you use.
3. The four types of price exceptions are presented – enter “ALL”.
4. Choose #2, for a range of dates and then enter the current ending dates.
5. Enter the new expiration date

### How do we know what price exceptions we have?

A good way to determine this is to print a Summary of the Expiring Price Exceptions.

#### CPM #3 CUSTOMER PRICING REPORTS

Select printer

#7 Expiring Exceptions

There are 4 options – print this report for each of these.

PRINT SUMMARY REPORT ONLY? Y

This report will show the 6 types of price exceptions and then it has 4 letters that indicate time frames for expiring exceptions as follows:

C=Current, 1=1 month, 2=2months, F=Future

The numbers indicate the number of price exceptions that will expire in the time frame.

If you wish to view more details about these price exceptions, then use the Price Exception Inquiries on the CPM menu.