

Discount Program Reconciliation

Last Modified on 11/10/2023 10:53 am CST

Found at *A/R / Manage Discount Programs / Program Reconciliation*, the Program Reconciliation report can be used to quickly evaluate a customer's account in regards to discount programs. It allows the customer account to be evaluated showing where the customer stands in regards to discounts earned versus discounts given. Optionally, pending products may be added to the report for forecasting discounts. This report may also be run while invoicing a customer to determine the program discount to apply to the Invoice in process.

This report is a useful tool at the end of the season to make sure all discounts were given.

The screenshot shows the 'Manage Discount Programs' dialog box. On the left, a 'Statement' list contains 'Program Reconciliation' (selected) and 'Discount Program List'. Below this are radio buttons for 'Print', 'Preview' (selected), and 'Excel File', along with a 'File Name' input field. The main area is titled 'Report Criteria' and contains: 'Recon. Customer' (All) with a 'Select' button and an 'Include Products' button; 'Select Programs' (All) with a 'Select' button and a 'Setup Disc.' button; 'Include Additional Dataset' (None) with a dropdown arrow; 'Sort By' options: 'Class/SubClass/Product Name' (selected), 'SubClass/Class/Product Name', and 'Product Name'; an 'Include' section with checkboxes for 'Invoices', 'Prepaid Bookings', 'Non-Prepaid Bookings', and 'Delivery Tickets not Booked', and a 'No Plans' dropdown; and a 'Comments' text area. At the bottom are 'Load Set', 'Save Set', 'OK', and 'Cancel' buttons.

- **Recon. Customer** – Select the customers to be included in the reconciliation.
- **Select Programs** – Select one or more of the established programs if the report should be limited to specific programs, or run the report for *All* programs.
- **Include Products** – This is used to include pending (not yet sold or booked) products. Selecting items here would include the products and quantities entered in addition to booked and/or invoiced product for the report. When using this option, the number of selected customers is limited to eight.
- **Setup Disc.** – Add new Discount Programs or edit existing programs including dates, discountable products, and discount amounts.
- **Include Additional Dataset** – Prior year data may optionally be selected to include previous year information.
- **Sort By** – Select the option by which the Program Reconciliation information should be sorted.
- **Include** – Select the information to be included on the report. Choose from *Invoices*, *Prepaid Bookings*, *Non-*

Prepaid Bookings, or any combination of the three. Additionally, options are available to include Plans which can be useful when forecasting discounts. Select *No Plans*, *Approved Plans*, *Not Approved Plans* or *All Plans*.

- **Comments** – Comments typed in this area print at the bottom of the Reconciliation report.
- **Load Set/Save Set** – Screen options for this function may be saved by using **Save Set** and then later can be retrieved by using **Load Set**.

The Program Discount Reconciliation is divided into two sections:

- **Activity** – This displays all previously entered Invoices and Bookings based on the Discount Programs selected at the *Criteria* screen for this report. It also displays the pending activity for products entered by selecting **Include Products** at the *Criteria* screen.
- **Discounts** – This section displays the activity associated with the individual program discounts being reconciled. It then calculates any remaining discount owed to or from the Customer. A positive number indicates the discount should be given to the Customer. A negative number can happen when too much discount has been given to the Customer, such as discount given on product, and then the product was returned.

Program Reconciliation										
Prepaid Bookings, Non-Prepaid Bookings, Invoices Included										
Sort By Class/SubClass/Product Name										
Software Solutions Company 123 Any Street Hometown, IL 62566 Alisia Adkin - 236879										
93897 S University Blvd Santa Barbara, CA 93103										
Activity										
<u>Date</u>	<u>Ref #</u>	<u>Dept Id</u>	<u>Prod Id</u>	<u>Product Name</u>	<u>Quantity</u>	<u>Units</u>	<u>Price</u>	<u>Extension</u>	<u>Prepaid</u>	<u>Y/N</u>
07/12/2023	B1200239	Feed00	CustomMi	Custom Bagged Feed Mix 1	20.00	Bags	15.00	300.00		N
Feed Percent Discount					(Invoices Effective 07/01/2023 - 09/30/2023)			(Bookings Effective 07/01/2023 - 09/30/2023)		
					(Plans Effective 07/01/2023 - 09/30/2023)					
<u>Class</u>	<u>SubClass</u>	<u>Dept Id</u>	<u>Prod Id</u>	<u>ProdName</u>	<u>Quantity</u>	<u>Units</u>	<u>Price</u>	<u>Extended</u>		
		Feed00	CustomMix1	Custom Bagged Feed Mix 1	20.00	Bags	15.00	300.00		
					Subtotal	20.00		300.00		
Feed Percent Discount Reconciliation:										
Entitled To		300.00	@	3.00%	\$	9.00				
Discounts Invoiced/Paid					\$	0.00	Additional Discount to be credited:		\$	9.00