

MDS Quick Guide

Rebate Claims and Debit Memos (Case 14711)

Overview: This procedure allows you to easily create a debit claim document for a Vendor to collect your rebates. This can be used in addition to the sales tracing and rebate format tables. It is designed for vendors who request a formal debit memo for rebate claims. And allows for creating the Accounts payable debit automatically.

Step one – Verify your contract is setup properly and your customers are eligible.

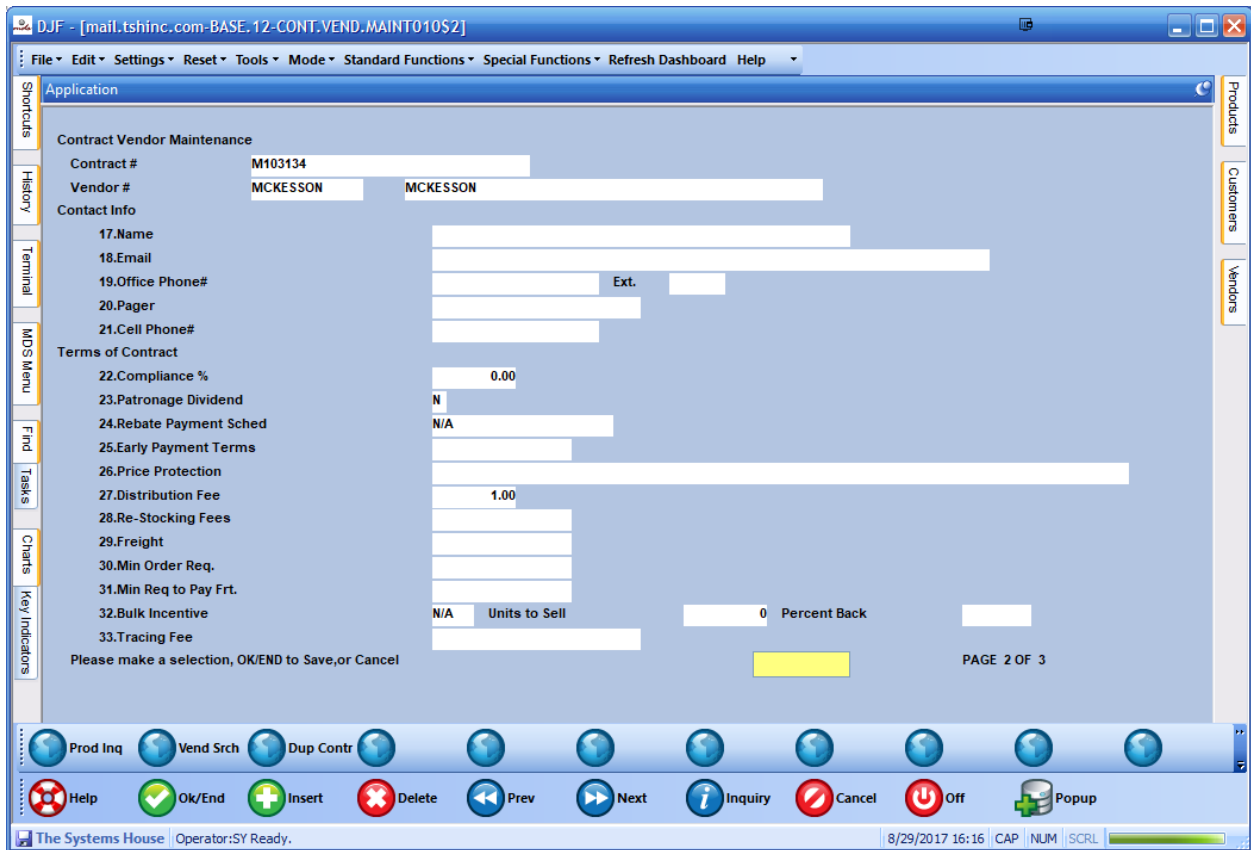
The screenshot displays the MDS application interface for contract maintenance. The main window shows the following details:

- Contract #:** M103134
- Vendor #:** MCKESSON
- Description:** STERIL
- Start Date:** 09/21/16
- End Date:** 10/31/18

Below these details is a table titled "16. Customers, GPOs, Customer Types and ShipTos assigned". The table has the following columns: #, Type, Key, Name, ShipTo, Prc Adj%, and Use Contract.

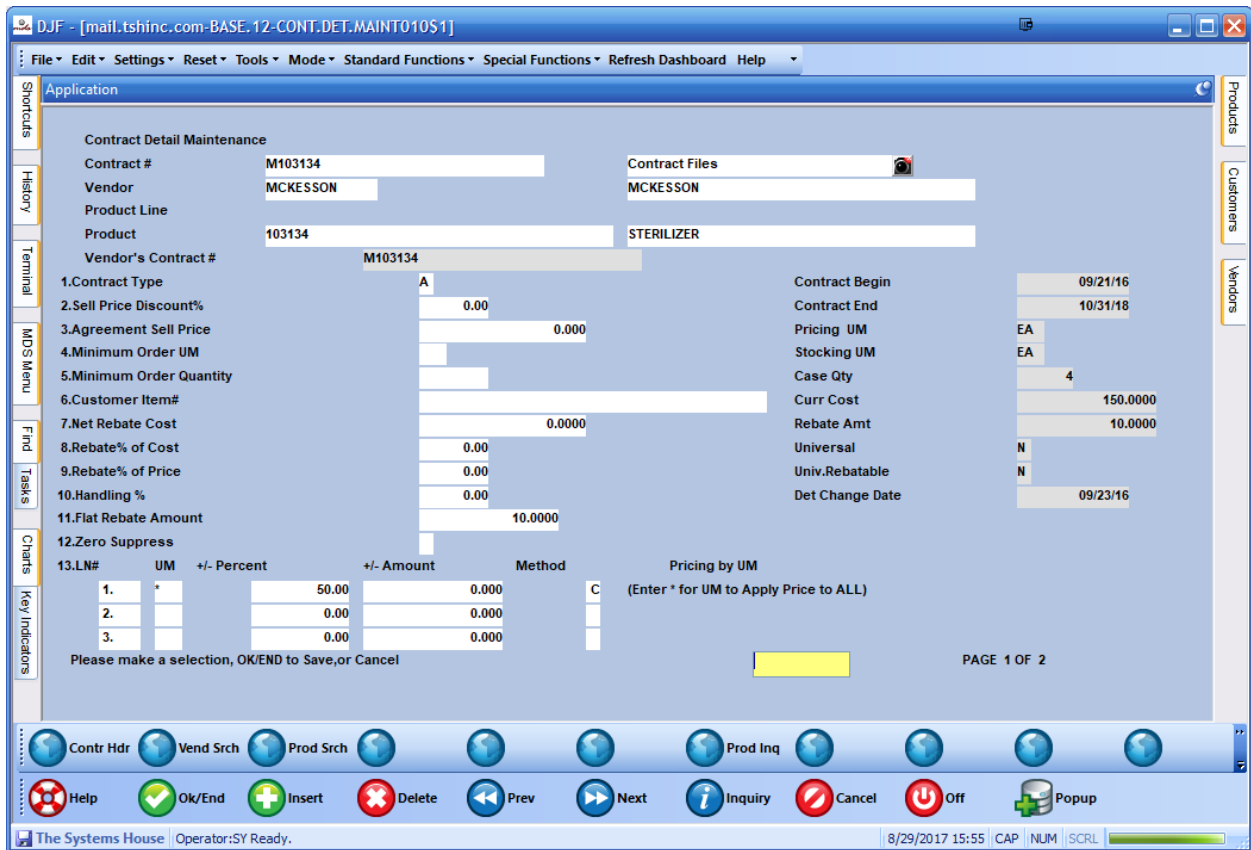
#	Type	Key	Name	ShipTo	Prc Adj%	Use Contract
1.	C	100903	PEACHTREE PHARMACY			Y
2.	C	LORI	L&K MEDICAL DISTRIBUTOR			Y
3.						
4.						
5.						
6.						
7.						

At the bottom of the application, there is a toolbar with various icons for actions like "Prod Inq", "Vend Srch", "Dup Contr", "Help", "Ok/End", "Insert", "Delete", "Prev", "Next", "Inquiry", "Cancel", "Off", and "Popup". The status bar at the bottom indicates "The Systems House | Operator:SY Ready." and the date/time "8/29/2017 15:55".



In our example we have included a 1.00% distribution fee to add on to our rebate claim.

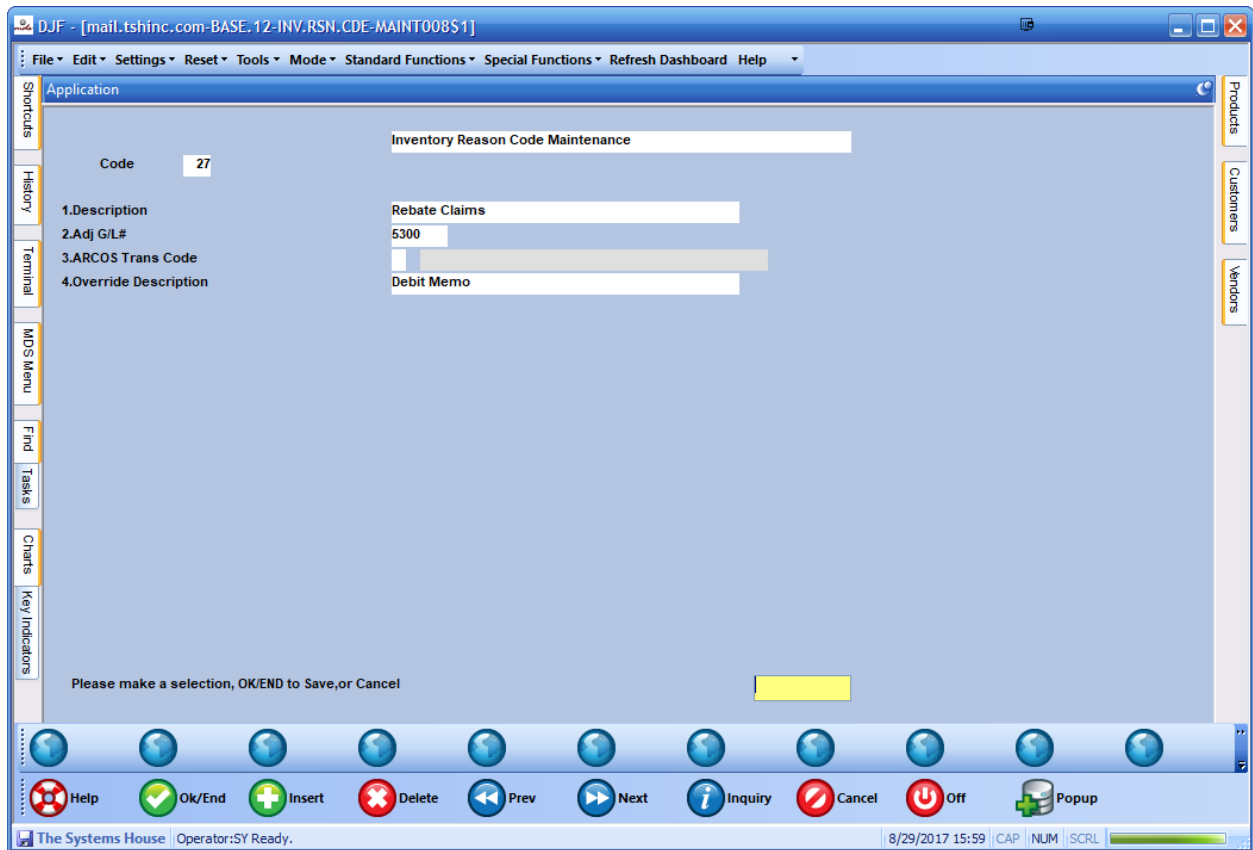
Step 2. Verify your products are setup correctly



In our example above customer Peachtree Pharmacy and L&K should generate a 10.00 per item rebate when they buy a 103134 Sterilizer.

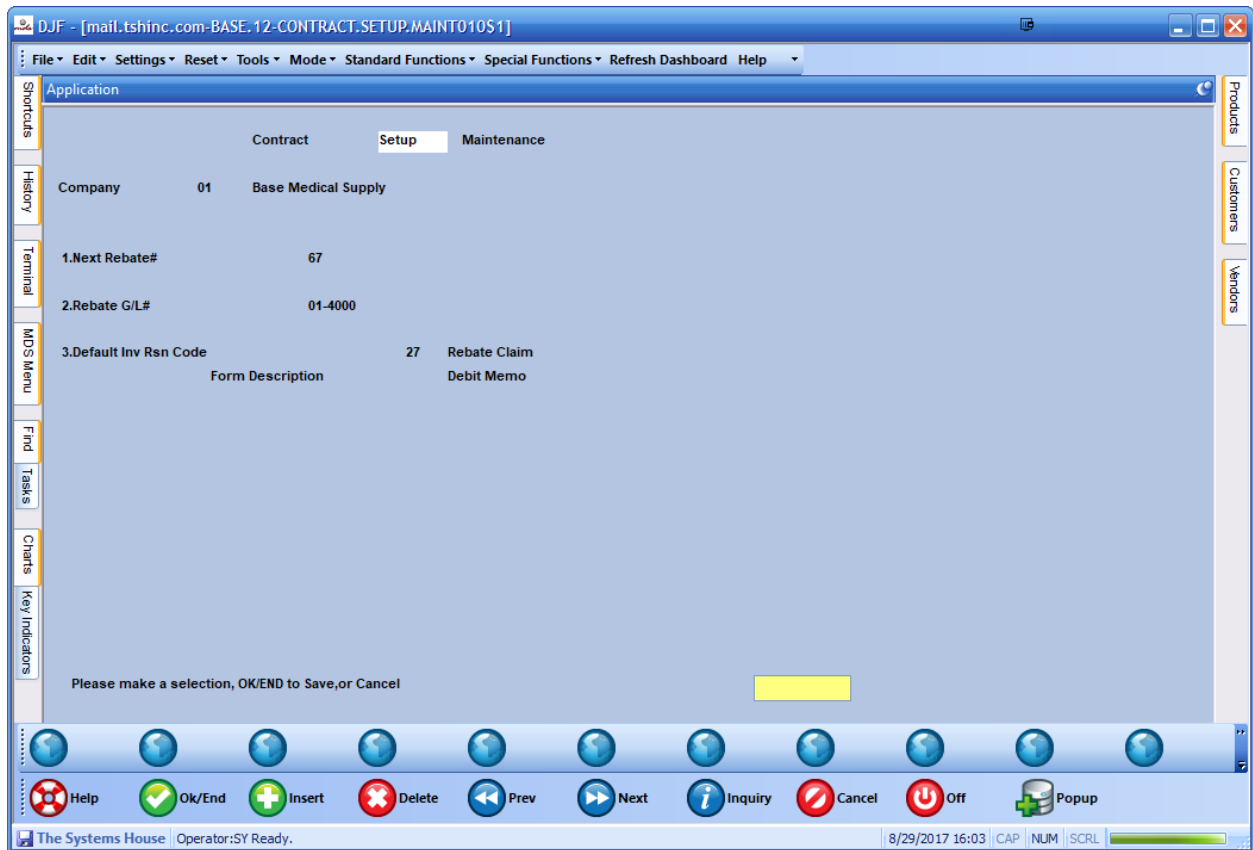
(NOW Sell some product and ship/enter the invoices.)

Step 3. Setup an Inventory Reason Code for your Debit Claims (GL Code is dependent on how you want to setup the claims.



Note the Override description is what will print on your forms. In Our example we called it a Debit Memo. However you can enter whatever name you want.

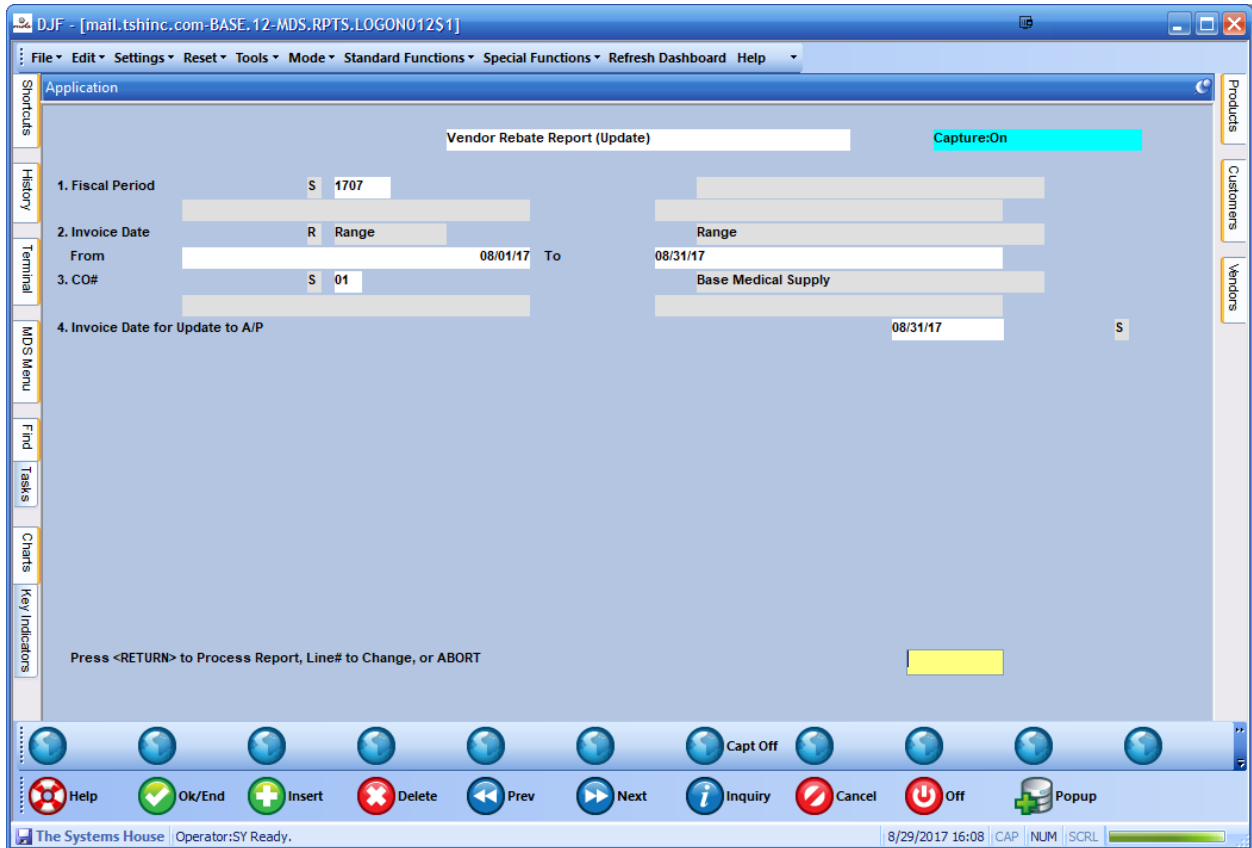
Step 4. Verify your Rebate Setup and Enter the appropriate Reason code. In our Example 27 , use the Contract Parameter Maintenance to setup.



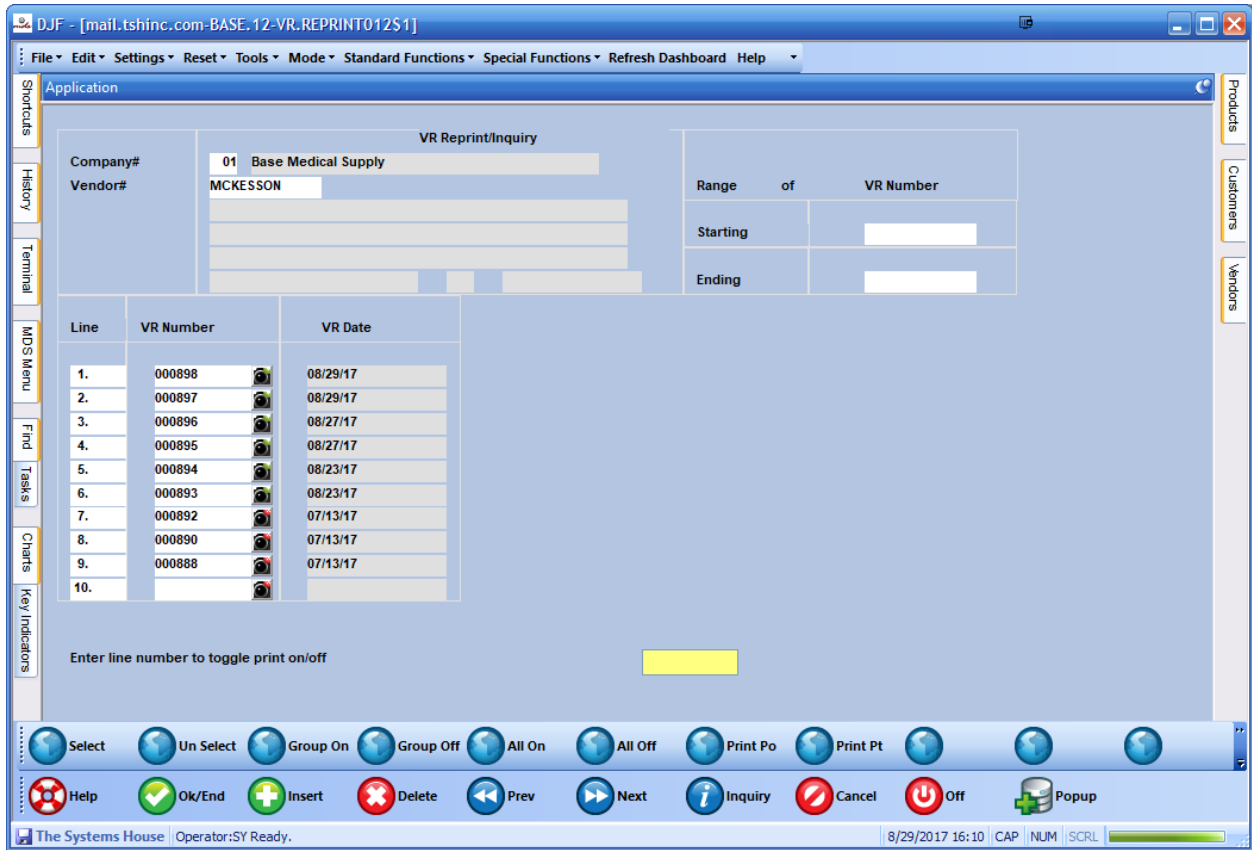
Step 5. Generate your Rebate Claim using the Menu option: Rebate Report (no update) , after running the report if adjustments are needed you can use the menu option: Rebate Maintenance.

Once you are ready to make a claim run the menu option Rebate Report (with update)

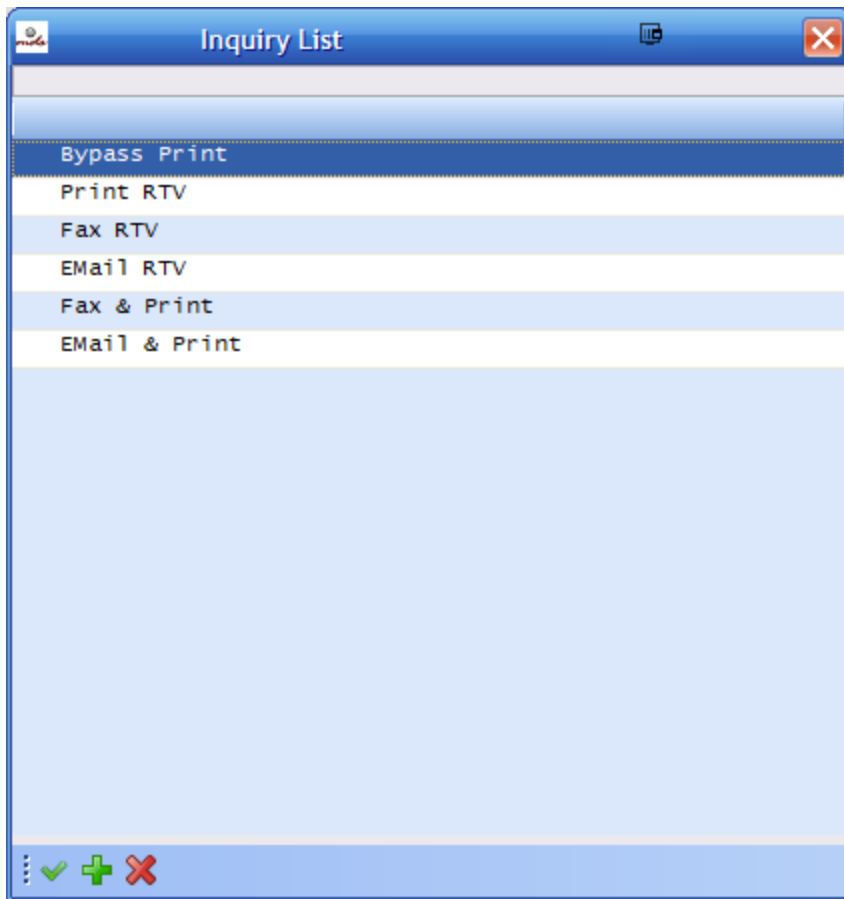
Enter the invoice date that you want to show on the AP Voucher it will create



Step 6. Once your voucher and debit claim is created. You can use the Return to Vendor Print option to print/email/fax your Debit Memo.



Highlight your RTV/Debit Claim and choose Print PO



Debit Memo

REPRINT (5)

Base Medical Supply
 1022 US HIGHWAY 46 East
 SUITE A202
 CLIFTON, NJ 07013
 Tel: 973-777-8050

Return Number 01000898
Page: 1

www.tshinc.com
 support@tshinc.com

To: MCKESSON A/R#:
MCKESSON 1100 CORPORATE WAY SUITE 202 NEW YORK, NY 10955

Ship To:	Operator: SF
MCKESSON 1100 CORPORATE WAY SUITE 202 NEW YORK NY 10955	

Return Date: 08/29/17	Warehouse: THE SYSTEMS HOUSE, INC.
Ship Via:	RMA Number: REBATE01000066 Invoice:
Telephone:	Approval Date:
FAX#:	Approved By:

Special Instructions:	
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Line	Item Number / Description	Order	U/M	Unit Cost	U/M	Extension
1	103134 STERILIZER Rebate Claim Rebate for Contract: M103134 Customer: 100903 GLN: Claim Date: 08/29/17 Invoice Date(s): 08/27/17 Total Quantity: 3 EA	3	EA	10.0000	EA	30.00
2	103134 STERILIZER Rebate Claim Rebate for Contract: M103134 Customer: LORI GLN: 1233211233212 Claim Date: 08/29/17 Invoice Date(s): 08/23/17 Total Quantity: 1 EA	1	EA	10.0000	EA	10.00
3	103134 STERILIZER Rebate Claim Rebate for Contract: M103134 Customer: LORI GLN: 1233211233212 Claim Date: 08/29/17 Invoice Date(s): 08/27/17 Total Quantity: 3 EA	3	EA	10.0000	EA	30.00
	Total Merchandise					70.00
	Distribution Fee					0.70
	Debit Memo Total					70.70

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Authorized By