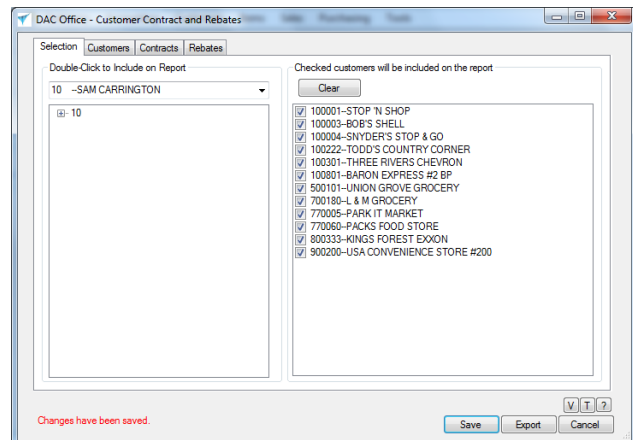


DAC Office Contracts and Rebates Report

Overview

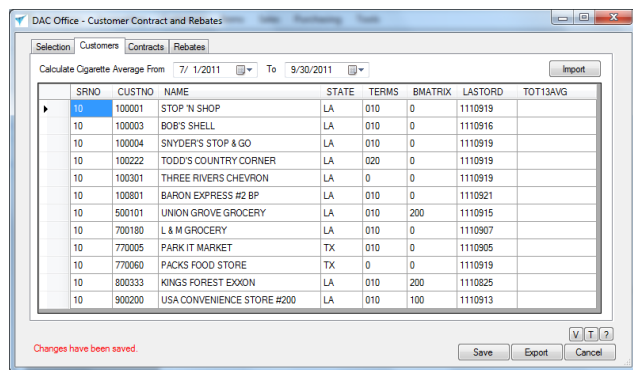
The Contracts and Rebates report shows the contracts and rebates set up for a selected group of customers. To select the customers to include in the report, select a sales rep from the drop-down list. Expand the sales reps customers by clicking on the “+” button to the left of the sales rep number in the box under the sales rep name. Double-click on the sales rep number to include all the customers or double-click on individual customers to include just those customers. Notice the selected customers get displayed in the box to the right, under the Clear button. To start over, click the Clear button to clear the selected list and double-click on the sales rep or customers again.

Click the Save button to save your changes.



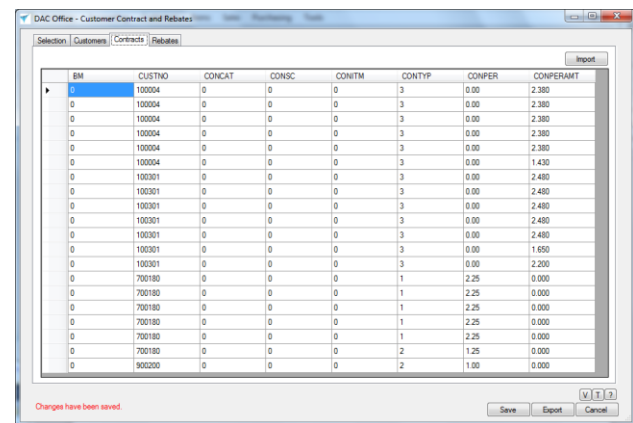
Customer Tab

Click on the “Customer” tab to see the basic information about the customers selected. Enter a date range and click the Import button to view the average sales quantity by customer.



Contracts Tab

Click on the “Contracts” tab to see the contracts set up for the selected customers.



Rebates Tab

Click on the “Rebates” tab to see the rebates set up for the selected customers.

Export to Excel

Click on the Export button to export the data to Excel.

