

Overview

The Vendor Deals report is a multi-tab spreadsheet report that shows how select vendor deals are doing over a date range. This report is also known as the "Trip Program" because some distributors use the data within to determine the salesman and customers qualifying for a special trip. The trip is the incentive to get salesman to push products and customers to buy them.

Enter a new Program Name and File Name to create a new Vendor Deal. Modify the Start and End date to correspond with the promotion time frame. Initially, you'll want to check the "Delete spreadsheet and recreate". After the first week, you can leave this unchecked unless you need to rebuild the spreadsheet from scratch. Every week you'll up the Current Week and Pull Week by 1 so that only the data for the current week is updated which saves time.

Vendor Deals

Click on the Deals tab to update the current week with the deal associated with it. The deals need to be created in DAC first.

Week	Deal
Week 1	3179
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	

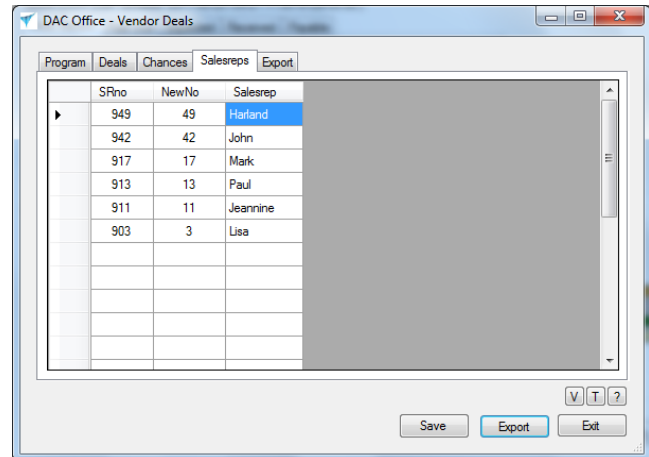
Chances

Click on the Chances tab to set up the requirement for the weekly drawing. Customers buying a certain amount of products within the deal will qualify for a certain number of chances. Chances are like lottery tickets and your chance is pulled, you would win a prize.

	Greater Than	Less Than	Chances
Level 1	299.99	599.99	1
Level 2	599.99	899.99	2
Level 3	899.99	1199.99	3
Level 4	1199.99	1499.99	4
Level 5	1499.99		5
Level 6			
Level 7			
Level 8			

Salesreps

Click on the Salesrep tab to modify or combine salesreps. For example, Harland is a salesman that sells into two different territories. In DAC we have this broken down into two different salesrep numbers: 949 and 49. For this report, we want his sales to be combined into one account so we set that up here. Enter the number of the account in SRNo and the account to add the sales to in NewNo. Enter the name in the Salesrep column if you want to change the name of the Salesrep display name.



Export the Report

Click on the Export button to create an Excel spreadsheet. Don't touch the spreadsheet while it is being loaded or you'll get an error. Each checkbox below represents a tab in the spreadsheet. You'll run this every week to grab the current data from DAC.

