

# Vendor Discounts

## 1. Installation:

- A. Download Vendor Discounts latest build from <http://www.icansoftware.com/ProductDownloads.htm>.
- B. Extract the Vendor Discounts cnk file into the Great Plains application folder.
- C. Login to Great Plains as “sa”, adding new code when prompted and then logging into the company database.
- D. After successful login as “sa”, logout and log back into the company database.

## 2. Vendor Discounts:

- A. Click on Cards, Purchasing, Vendor, select a vendor and then click CTRL-D or click Extras, Additional, Vendor Discount

The screenshot shows the 'Vendor Maintenance' window in Great Plains software. The menu path 'Cards > Purchasing > Vendor > Vendor Discount' is visible. The window contains the following fields:

Vendor ID	ACETRAVE0001	Status:	Active
Name	A Travel Company	Class ID	AUS-NSW-M
Short Name	A Travel	Phone 1	(298) 555-0101 Ext. 0000
Check Name	A Travel Company	Phone 2	(000) 000-0000 Ext. 0000
Primary Address:		Phone 3	(000) 000-0000 Ext. 0000
Address ID	PRIMARY	Fax	(294) 555-0101 Ext. 0000
Contact	Greg Powell	Tax Schedule	AUSNSWST+20
Address	123 Riley Street	Shipping Method	OVERNIGHT
City	Sydney	UPS Zone	
State	NSW	Vendor Account	
ZIP Code	2086	Comment 1	
Country Code		Comment 2	
Country	Australia		
Address IDs:			
Purchase	PRIMARY		
Remit To	REMIT TO		
Ship From	PRIMARY		

Buttons at the bottom: Options, Address, Accounts, Project.

Navigation: by Vendor ID

VendorDiscounts

ACETRAVE0001    Add Vendor Discount    Edit Vendor Discount

Vendor ID	Item Class ID	Item Number	Currency ID	Begin Qty	End Qty	Discount	Specific Unit Cost	?
ACETRAVE0001		100XLG	Z-US\$	1	99999999	0.00000	10.00	<input checked="" type="checkbox"/>
ACETRAVE0001	RETAIL	128 SDRAM		1	999999	40.00000	0.00	<input type="checkbox"/>

B.

Vendor Discount Maintenance

Save    Clear    Delete    Lookup

Vendor ID	ACETRAVE0001	Item Class ID	
Item Number	100XLG	Currency ID	Z-US\$
Beginning Quantity	100000000	Ending Quantity	
Discount From List Price		Use Specific Unit Cost	<input type="checkbox"/>
		Specific Unit Cost	

C.

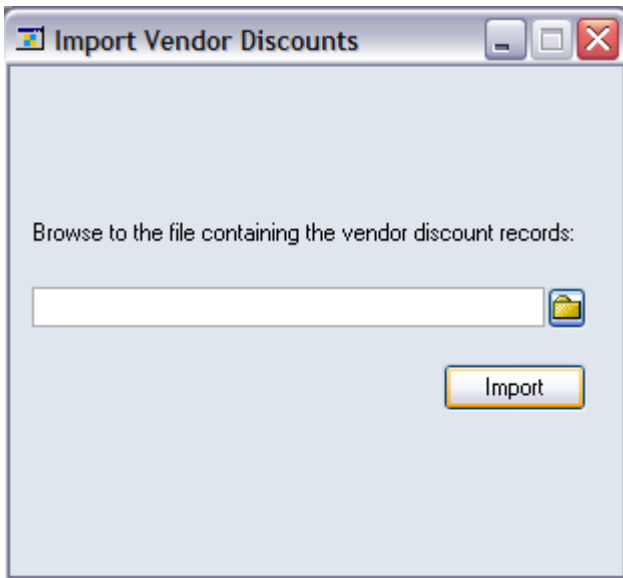
D. Enter a vendor discount record by selecting Add Vendor Discount.

E. A distinct vendor discount percentage (off list price) or specific unit cost can be specified for item/item class, currency, and quantity range. This calculated unit cost will override the default last received unit cost on the purchase order entry window.

F. Click Save button. Close window and save vendor record.

### 3. Import of Vendor Discounts Records:

A. Click on Tools, Routines, Purchasing, Vendor Discounts, Import Vendor Discounts



- B. Browse to the csv file containing 3 columns (Vendor ID, ItemNumber, ItemClassCode, Currency ID, BeginQty, EndQty, DiscountPercentage, UseSpecificUnitCostFlag, and SpecificUnitCost)
- C. Click Import button