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Subject	STAs Setup

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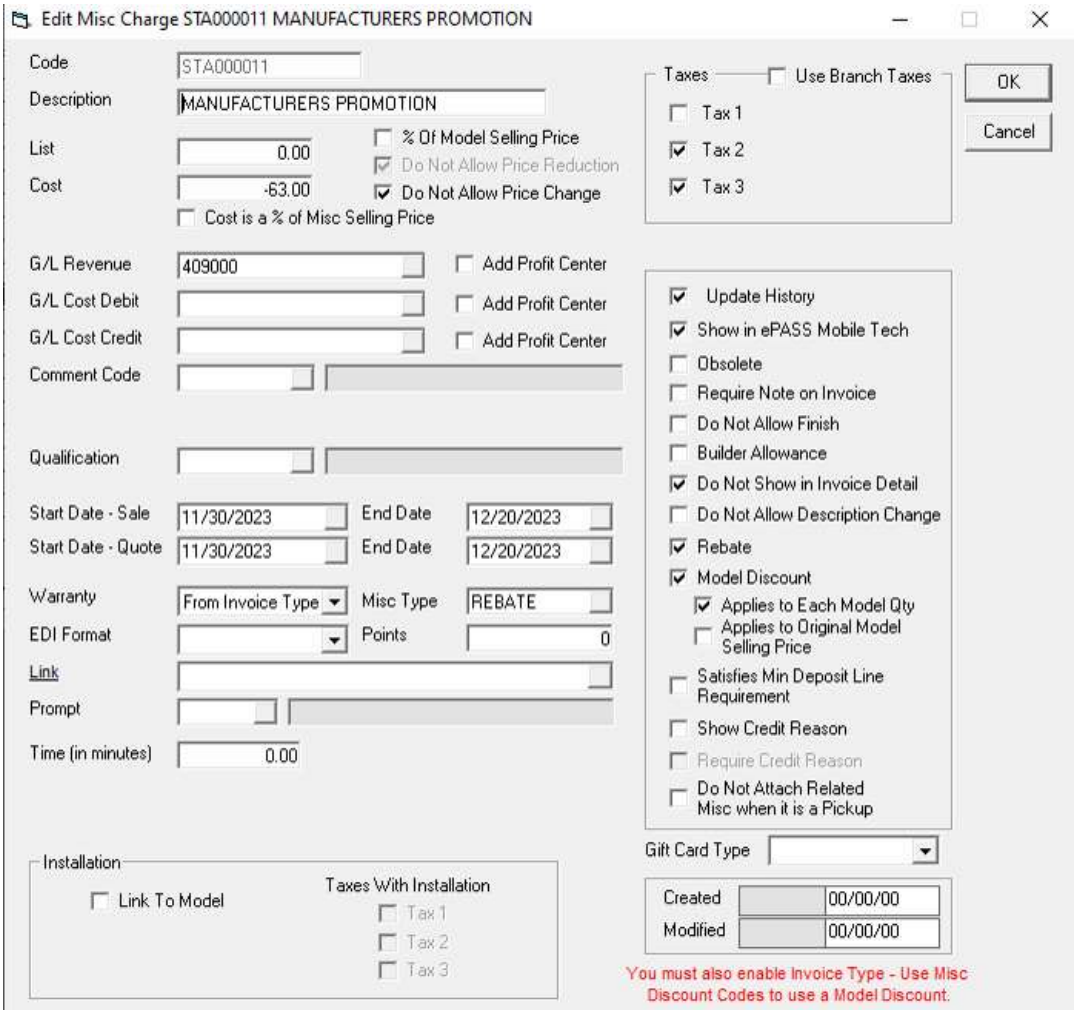
Import Purge Misc Utility

This will explain how the ImportPurgeMisc utility works which is used to upload STAs and also obsolete/delete expired misc codes.

The default description for the STA is MANUFACTURER'S PROMOTION and cannot be changed. Once the code is set up, it will show as STA and then a 6-digit sequential number. The list price will be $0 and the cost will populate from the imported spreadsheet. Other fields will show like the example below.



This is what it would look like on the model screen. Once the model expires it would drop off of the related misc table.

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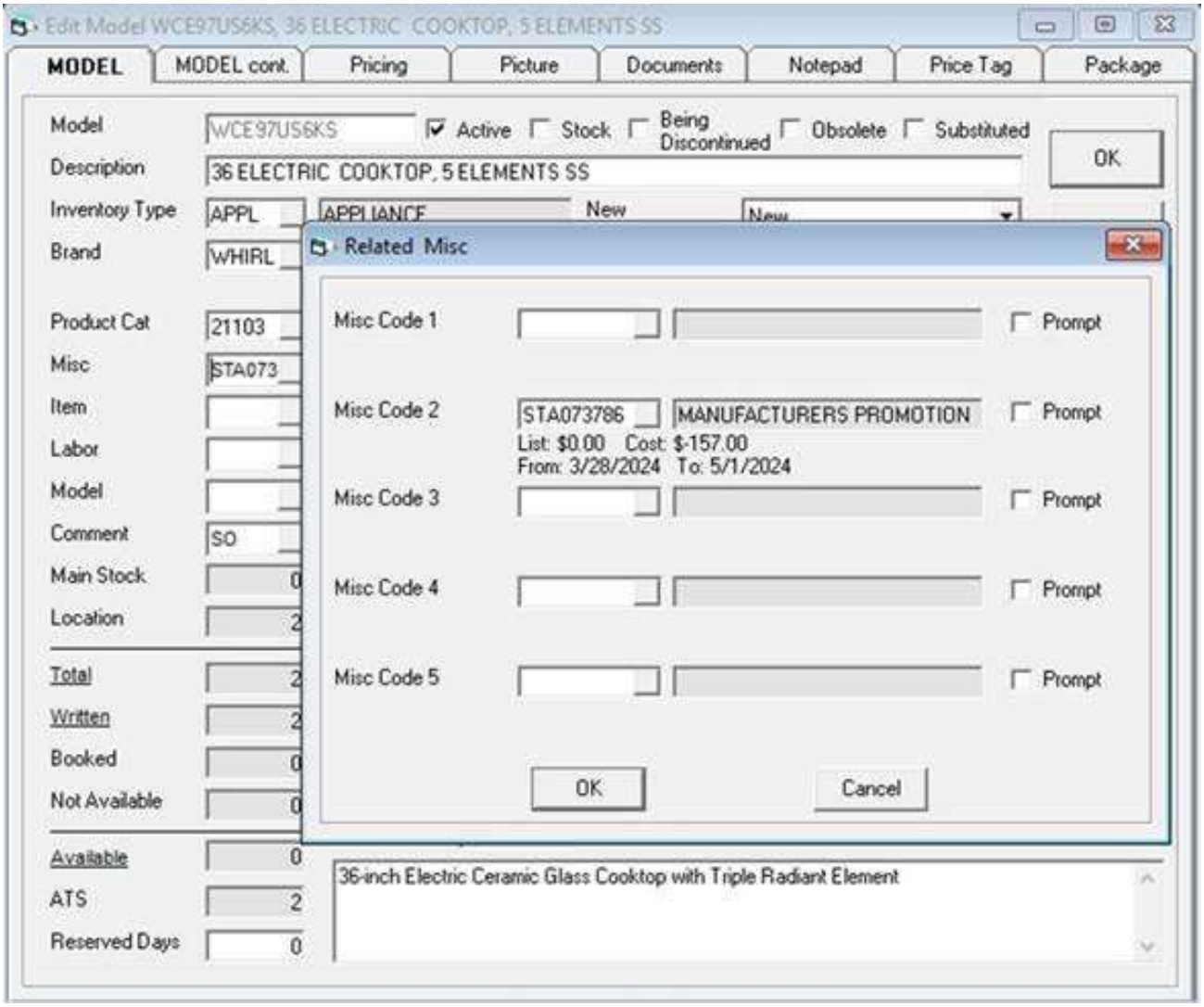

STA Upload Process

This utility works similar to a price list template upload. We load the STAs into EPASS via the utility which will then attach them to the appropriate models.

Run Utility

Double click & run utility > Select Database > check mark “Purge/Import Misc” > OK.

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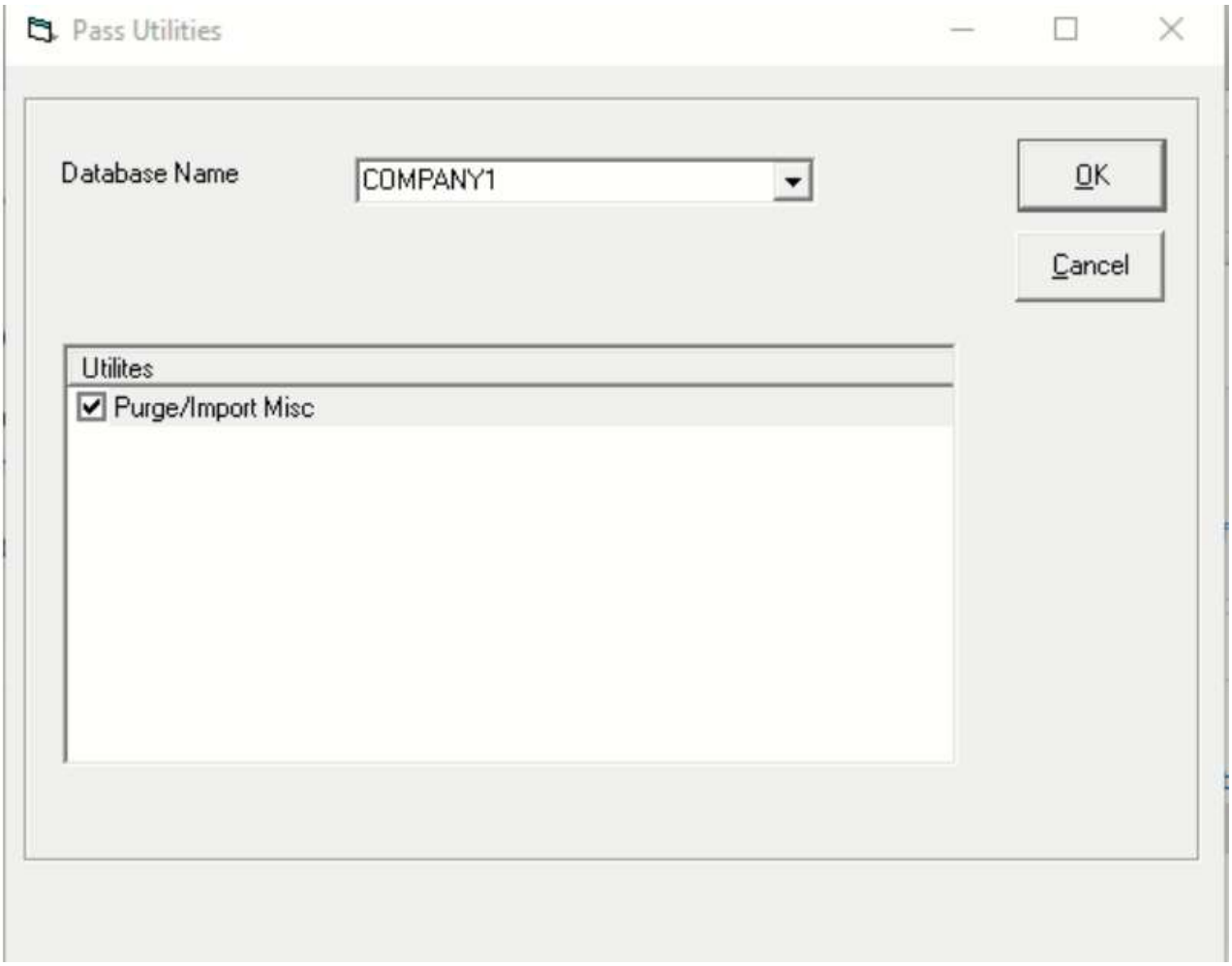

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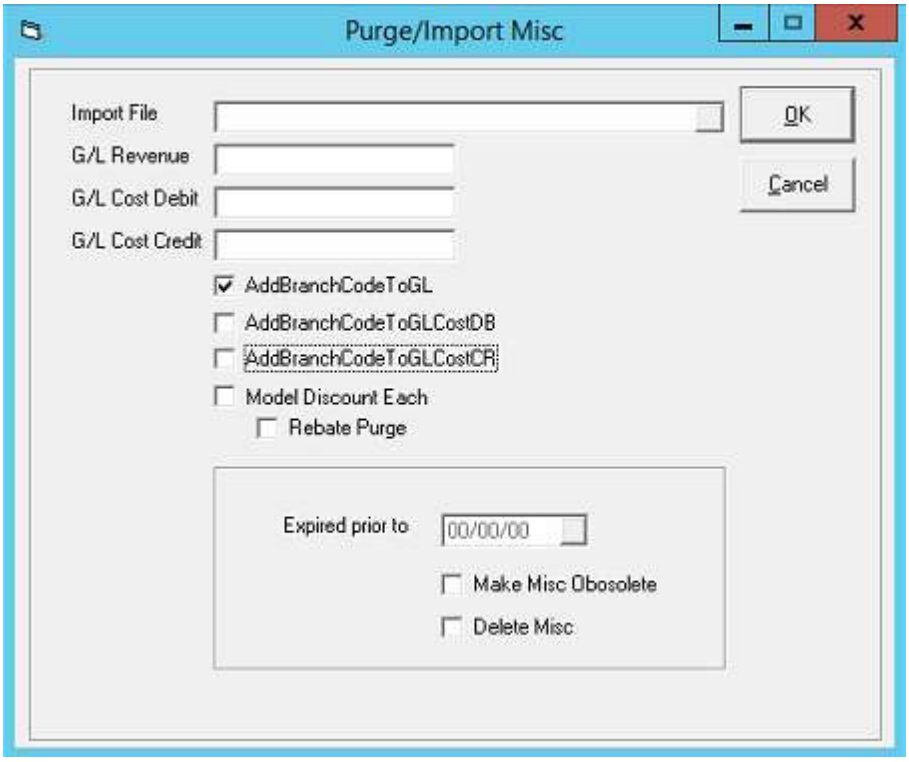

G/L Revenue – Enter the appliance GL revenue account

G/L Cost Debit – Optional – only if you wish to accrue rebates earned.

G/L Cost Credit – Optional – only if you wish to accrue rebates earned.

This procedure is not actually making any GL COGS entries. Once you have submitted the claim and received the credit, it they will then reduce COGS. If wanted you could make a COGS entry and put the offset into an accrual account for “accrued STAs”. See G/L Cost Debit and G/L Cost Credit.

You will then need to link to the spreadsheet that is created by filling in column A-D.

Make sure the headers are the same as below as the utility will start processing at row 2.

A – Model

B – STA (should always be negative)

C – Start date YYYY-MM-DD

D – End date YYYY-MM-DD

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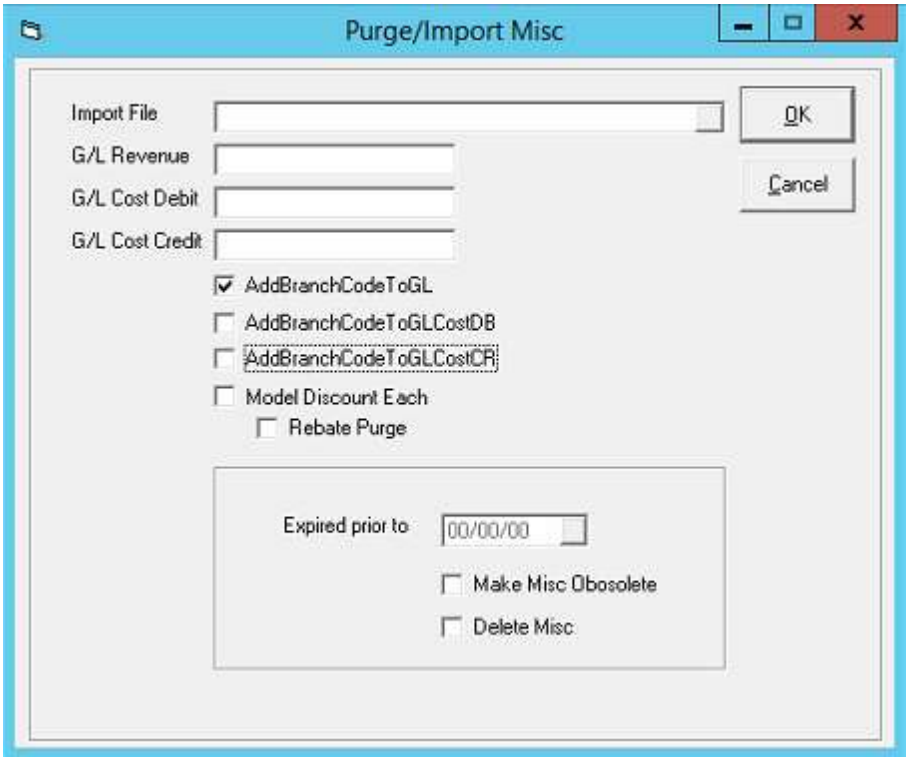
A	B	C	D
MODEL	STA	START DATE	END DATE
B10CB80NVW	-100	2023-11-29	2023-12-31
KDTM704KPS	-100	2023-11-29	2023-12-31

Rebate Purge – Obsolete or Delete Rebate Codes

You can also click on rebate purge if you want to make misc codes obsolete or delete them out of EPASS.



First click on rebate purge; the other fields above it won't be affected now that this is selected. Set the "expired prior to" which will define what dates you want to affect.

Make Misc Obsolete – This will obsolete the STA in System Maintenance>Miscellaneous.

Delete Misc – This will delete the STA out of the system completely. You should be extra careful doing this as it could affect numerous areas of EPASS including accounting, reporting and open invoices. We recommend running this very infrequently and giving at least a year and half buffer period to make sure that none of the STAs that are deleted are on open invoices.