

<b>Date</b>	September 9, 2024
<b>Subject</b>	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.

**Edit Misc Charge STA000011 MANUFACTURERS PROMOTION**

Code: STA000011  
 Description: MANUFACTURERS PROMOTION  
 List: 0.00  % Of Model Selling Price  
 Cost: -63.00  Do Not Allow Price Reduction  
 Do Not Allow Price Change  
 Cost is a % of Misc Selling Price

G/L Revenue: 409000  Add Profit Center  
 G/L Cost Debit:  Add Profit Center  
 G/L Cost Credit:  Add Profit Center  
 Comment Code:

Qualification:

Start Date - Sale: 11/30/2023 End Date: 12/20/2023  
 Start Date - Quote: 11/30/2023 End Date: 12/20/2023

Warranty: From Invoice Type Misc Type: REBATE  
 EDI Format:  Points: 0

Link:   
 Prompt:   
 Time (in minutes): 0.00

Installation:  Link To Model  
 Taxes With Installation:  Tax 1,  Tax 2,  Tax 3

Taxes:  Use Branch Taxes  
 Tax 1  
 Tax 2  
 Tax 3

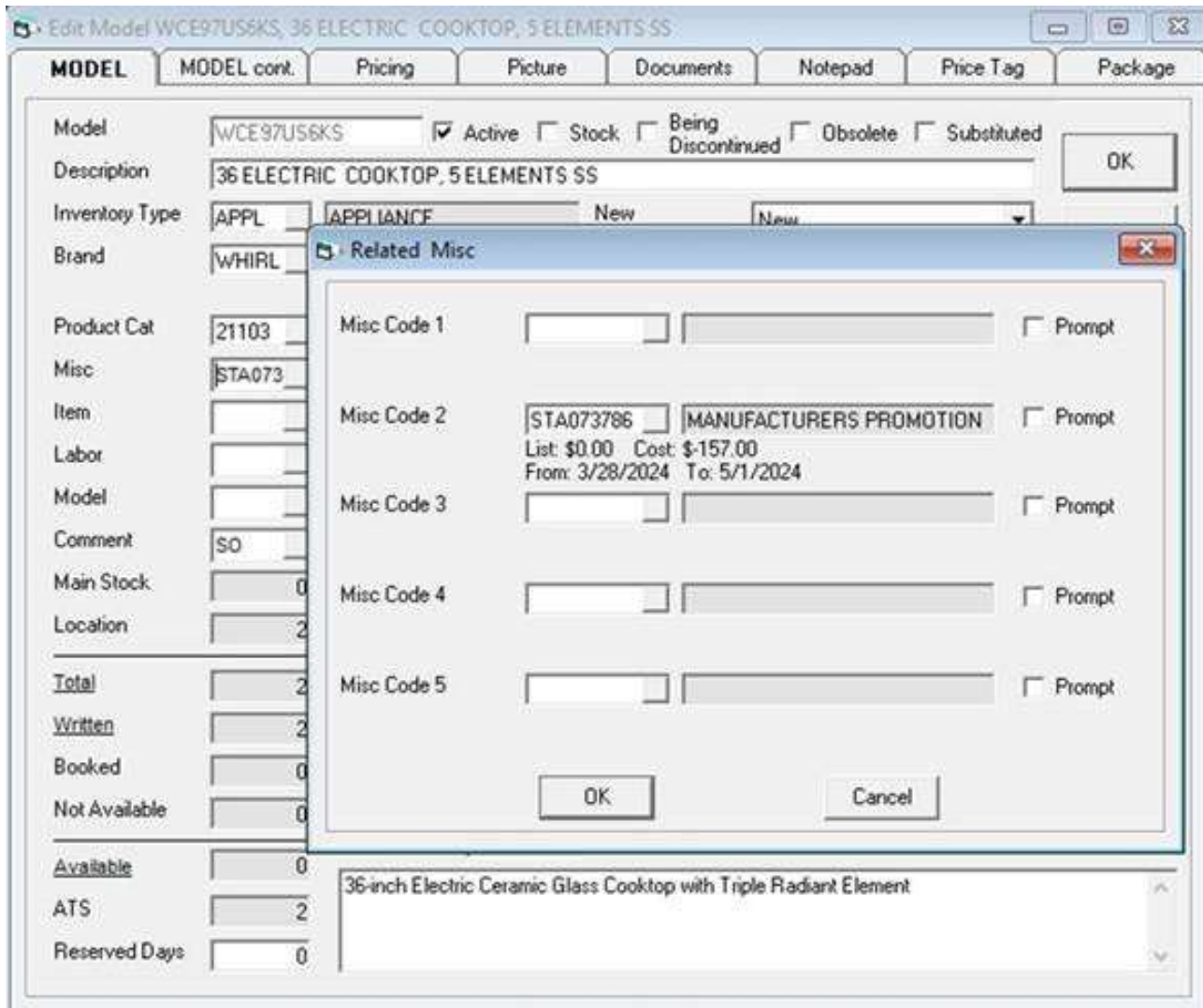
Update History  
 Show in ePASS Mobile Tech  
 Obsolete  
 Require Note on Invoice  
 Do Not Allow Finish  
 Builder Allowance  
 Do Not Show in Invoice Detail  
 Do Not Allow Description Change  
 Rebate  
 Model Discount  
 Applies to Each Model Qty  
 Applies to Original Model Selling Price  
 Satisfies Min Deposit Line Requirement  
 Show Credit Reason  
 Require Credit Reason  
 Do Not Attach Related Misc when it is a Pickup

Gift Card Type:

Created: 00/00/00  
 Modified: 00/00/00

**You must also enable Invoice Type - Use Misc Discount Codes to use a Model Discount.**

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

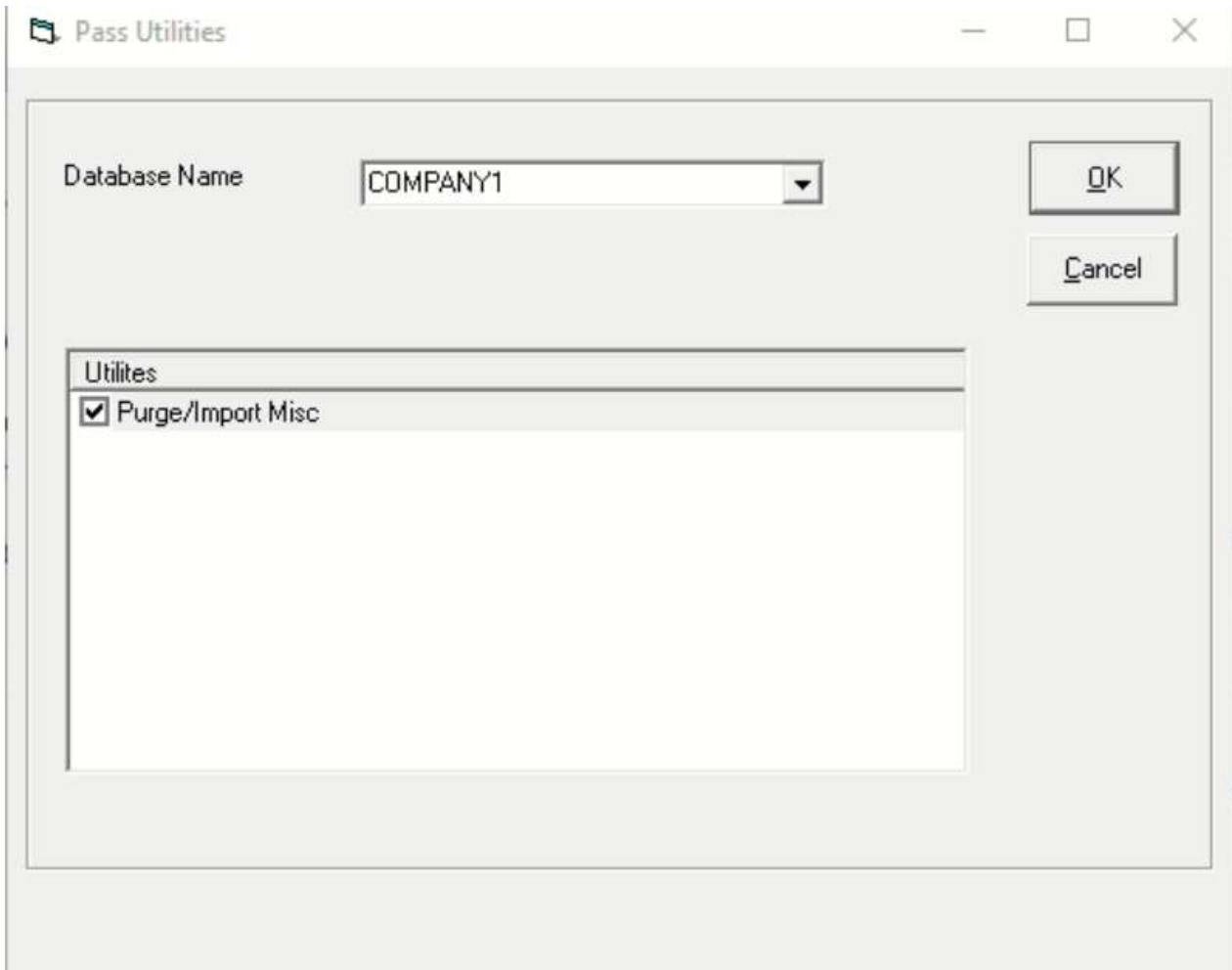


## STA Upload Process

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.



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)

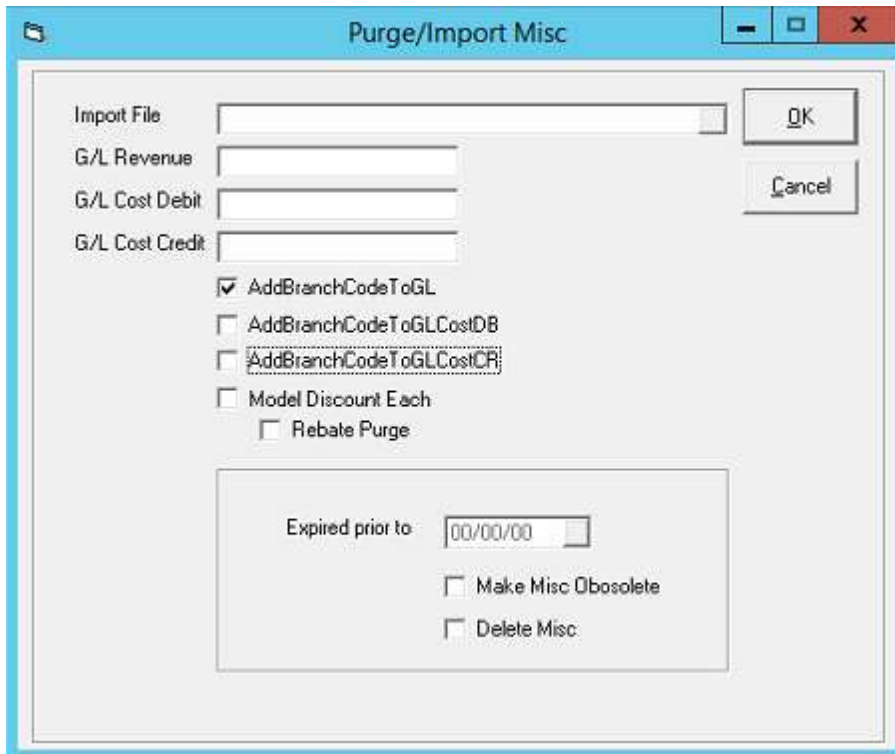
C – Start date YYYY-MM-DD

D – End date YYYY-MM-DD

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.