

How to Generate vendor rebate

Here are the steps on how to create a Store:

1. From Store menu, click **Generate Vendor Rebate File**. The screen will open.
2. Select **vendor** from the drop down.

Vendor is created in Accounts Payable > Vendor.

3. Enter **Store**. [see how to create store](#).

Store is automatically filled if the selected vendor has default store in Accounts Payable > Vendor> vendor tab > store tab.

Store is empty if the selected vendor has no default store in Accounts Payable > Vendor> vendor tab > store tab.

Store can still change even if there is default store.

4. Enter **Beginning date**.
5. Enter **Ending date**.
6. Enter **FTP Path**.

FTP path is automatically filled if the selected vendor has default FTP path in Accounts Payable > Vendor> vendor tab > store tab.

FTP path is empty if the selected vendor has no default FTP path in Accounts Payable > Vendor> vendor tab > store tab.

FTP path can still change even if there is default FTP path.

7. Enter **FTP Username**. *if required*

FTP Username is automatically filled if the selected vendor has default FTP Username in Accounts Payable > Vendor> vendor tab > store tab.

FTP Username is empty if the selected vendor has no default FTP Username in Accounts Payable > Vendor> vendor tab > store tab.

FTP Username can still change even if there is default FTP Username .

8. Enter **FTP Password**. *if required*

FTP Password is automatically filled if the selected vendor has default FTP Password in Accounts Payable > Vendor> vendor tab > store tab.

FTP Password is empty if the selected vendor has no default FTP Password in Accounts Payable > Vendor> vendor tab > store tab.

FTP Password can still change even if there is default FTP Password.

9. Enter **File Format**.