



User Guide

Complete Commissions
V21.1.0200

Copyright © 2021 by Electronics for Imaging, Inc. All Rights Reserved.

EFI PrintStream | V21.1.0200 Complete Commissions User Guide

This publication is protected by copyright, and all rights are reserved. No part of it may be reproduced or transmitted in any form or by any means for any purpose without express prior written consent from Electronics for Imaging, Inc. Information in this document is subject to change without notice and does not represent a commitment on the part of Electronics for Imaging, Inc.

Patents

This product may be covered by one or more of the following U.S. Patents: 4,716,978, 4,828,056, 4,917,488, 4,941,038, 5,109,241, 5,170,182, 5,212,546, 5,260,878, 5,276,490, 5,278,599, 5,335,040, 5,343,311, 5,398,107, 5,424,754, 5,442,429, 5,459,560, 5,467,446, 5,506,946, 5,517,334, 5,537,516, 5,543,940, 5,553,200, 5,563,689, 5,565,960, 5,583,623, 5,596,416, 5,615,314, 5,619,624, 5,625,712, 5,640,228, 5,666,436, 5,745,657, 5,760,913, 5,799,232, 5,818,645, 5,835,788, 5,859,711, 5,867,179, 5,940,186, 5,959,867, 5,970,174, 5,982,937, 5,995,724, 6,002,795, 6,025,922, 6,035,103, 6,041,200, 6,065,041, 6,112,665, 6,116,707, 6,122,407, 6,134,018, 6,141,120, 6,166,821, 6,173,286, 6,185,335, 6,201,614, 6,215,562, 6,219,155, 6,219,659, 6,222,641, 6,224,048, 6,225,974, 6,226,419, 6,238,105, 6,239,895, 6,256,108, 6,269,190, 6,271,937, 6,278,901, 6,279,009, 6,289,122, 6,292,270, 6,299,063, 6,310,697, 6,321,133, 6,327,047, 6,327,050, 6,327,052, 6,330,071, 6,330,363, 6,331,899, 6,340,975, 6,341,017, 6,341,018, 6,341,307, 6,347,256, 6,348,978, 6,356,359, 6,366,918, 6,369,895, 6,381,036, 6,400,443, 6,429,949, 6,449,393, 6,476,927, 6,490,696, 6,501,565, 6,519,053, 6,539,323, 6,543,871, 6,546,364, 6,549,294, 6,549,300, 6,550,991, 6,552,815, 6,559,958, 6,572,293, 6,590,676, 6,606,165, 6,633,396, 6,636,326, 6,643,317, 6,647,149, 6,657,741, 6,662,199, 6,678,068, 6,707,563, 6,741,262, 6,748,471, 6,753,845, 6,757,436, 6,757,440, 6,778,700, 6,781,596, 6,816,276, 6,825,943, 6,832,865, 6,836,342, RE33,973, RE36,947, D341,131, D406,117, D416,550, D417,864, D419,185, D426,206, D439,851, D444,793.

Trademarks

The APPS logo, AutoCal, Auto-Count, Balance, Best, the Best logo, BESTColor, BioVu, BioWare, ColorPASS, Colorproof, ColorWise, Command WorkStation, CopyNet, Cretachrom, Cretaprint, the Cretaprint logo, Cretaprinter, Cretaroller, DockNet, Digital StoreFront, DocBuilder, DocBuilder Pro, DocStream, DSFdesign Studio, Dynamic Wedge, EDOX, EFI, the EFI logo, Electronics For Imaging, Entrac, EPCount, EPPhoto, EPRegister, EPStatus, Estimate, ExpressPay, Fabrivu, Fast-4, Fiery, the Fiery logo, Fiery Driven, the Fiery Driven logo, Fiery JobFlow, Fiery JobMaster, Fiery Link, Fiery Prints, the Fiery Prints logo, Fiery Spark, FreeForm, Hagen, Inktenity, Inkware, Jetrion, the Jetrion logo, LapNet, Logic, MiniNet, Monarch, MicroPress, OneFlow, Pace, PhotoXposure, PressVu, Printcafe, PrinterSite, PrintFlow, PrintMe, the PrintMe logo, PrintSmith, PrintSmith Site, Printstream, Print to Win, Prograph, PSI, PSI Flexo, Radius, Rastek, the Rastek logo, Remoteproof, RIPChips, RIP-While-Print, Screenproof, SendMe, Sincolor, Splash, Spot-On, TrackNet, UltraPress, UltraTex, UltraVu, UV Series 50, VisualCal, VUTEk, the VUTEk logo, and WebTools are trademarks of Electronics For Imaging, Inc. and/or its wholly owned subsidiaries in the U.S. and/or certain other countries.

All other terms and product names may be trademarks or registered trademarks of their respective owners and are hereby acknowledged.

Table of Contents

Introduction	5
Sales Commission Overview.....	5
Contact Information	5
Manual Entry.....	6
Commissions Report	8
Auto Commission.....	10
Setup for Auto Commission System	10
Define System Defaults.....	10
Designate Control Accounts	10
Customize your Commission Formula	11
Create Format for Commissions Reports	14
Setting up Sales Representatives for Commissions	16
Accessible from the Commission / AP System.....	16
Complete Salesrep Vendor information	18
Operating the Commissions Module.....	19
AR Invoicing with Commissions.....	19
Accessing the Commissions Module.....	21
Sales Commission Report	21
Display/Edit Commissions Data	22
Display AR Invoice Statuses	24
Payment of Commissions through the AP Module	27
Advanced Payments	28
Apply Advance Payments to Commissions	30
Reporting Advanced Payments	32
.Net Commissions Entry	33
Working in .Net Commissions Entry	33
Activate the Commission Entry Program	33
Create New Plant Level Control Accounts.....	33
Activate Mark ups by Activity Code.....	34
Link Sales People to the Accounts Payable system.....	35
Mark activity codes or general ledger accounts for exclusion	36
Mark General Ledger accounts for grouping	37
Create Commission Profiles	38
Mark as Processed	42
Split Commission set-up (optional)	44
Manage Deductions	45
Calculating Commissions.....	47
Manually Calculating Commission Amounts.....	49
Accruing Commissions	51
Posting to AP	55
Posting to Payroll	58



- Creating Commission Advances 61**
- Posting Commission Advances..... 66**
- Creating Commission Adjustments..... 70**
- Reports 72**
 - Commissions Report..... 72
 - Commissions Grid..... 74
- Notes related to Multi-Company or Multi-Plant 75**
- Working with .Net Tools 75**
 - Sort and Group..... 75
 - Filter 76
 - Bands 76
 - Reset the Grid 77
- Selecting Transactions 77**

Introduction

Sales Commission Overview

There are four ways to handle commissions in PrintStream:

- Manual Entry
- Commissions Report
- Auto Commissions
- .Net Commissions Entry

The purpose of this guide is to describe each in detail.

Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157

US E-mail: printstream.support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

Note For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334

E-Mail: ProfessionalServicesOperations@efi.com

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

Calculate the commission manually on an invoice-by-invoice basis. This manual calculation can be input in the **Miscellaneous** tab in the AR Invoicing screen; prior to posting the invoice.

Commissions Report

The second option for handling commissions, where a straight commission is calculated on net sales, is to generate a report called Commissions Report. This report is independent from the reports found in AR Reporter, and it can generally be found in the main Accounting Menu.



This report offers several different parameters.

- It can be printed for one or several salesreps.
- You can opt to include or exclude miscellaneous invoices or \$0.00 invoices.
- You can establish a commission percentage.
- The commission can be reversed out before the calculation of the commissions.
- The commission can be calculated from the net amount of the invoice (less postage, freight and sales tax).

Salesreps who have been marked as inactive in the Master Files Customer module, who may be referenced as the salesperson on an invoice, can be generated on this report as well.

Commission Report

Sales Commission Report

Invoice Transaction Date Range

From: 5 / 1 / 2013 Period: 8 Year: 2013

To: 5 / 31 / 2013 Period: 8 Year: 2013

Commission

%: 10

☒ Reverse out commission first

☐ Straight Percentage on total.

Salesreps for Invoices

Andrea Cox
Chris Kinkaidy
Claude
DMM Everything
DMM Sales Guy
House Account
Leah VanWynsberghe
Linda Pollard
Michelle

Include All

Remove All

☐ Include Inactive Salesreps

Product Type

Product Type	Comm %
Brochures	10
Fulfillment	10
Miscellaneous	10
Postcard	10
Presentation Folders	10
Saddle Stitched Books	10

Include All

Remove All

Right click on the Product type to Edit Comm %

Product Type	Comm %
--------------	--------

☐ Print Master List

☒ Include Miscellaneous

☐ Exclude \$0 invoices

Group by

☒ Salesrep / Customer

☐ Salesrep / Product Type

Include Invoices as currently

☒ Paid

☐ UnPaid / Partial

☐ Both

*Double click on the Salesrep / Product type to include it in the Report.

Preview Print Close

The commission percentages for each Product Type can be edited.

1. Right-click the Product Type once it has been included.

Commission Report

Sales Commission Report

Invoice Transaction Date Range
 From: 5 / 1 / 2013 Period: 8 Year: 2013
 To: 5 / 31 / 2013 Period: 8 Year: 2013

Commission
 %: 10 ☐ Reverse out commission first.
☒ Straight Percentage on total.

Salesreps for Invoices

Include All
 Remove All
☐ Include Inactive Salesreps

Andrea Cox
 Chris Kinkaidy
 Claude
 DMM Everything
 DMM Sales Guy
 House Account
 Leah VanWynsberghe
 Linda Pollard
 Michelle

Product Type

Include All
 Remove All

Right click on the Product type to Edit Comm %

Product Type	Comm %
Brochures	10
Fulfillment	10
Miscellaneous	10
Postcard	10
Presentation Folders	10
Saddle Stitched Books	10

2. Enter the desired percentage number and click **OK**.

Edit Commission %

Brochures

Change Commission percentage to?

9

OK
 Cancel

3. Click **Preview** to generate the report.

Sales Commissions Report

Printed: 5/22/2013 11:26:33AM
 For: LS

Include Miscellaneous: Yes Master List: No Commission Method: Currently Paid Invoices are Included. Reverse out commission first.
 Starting Date: 5/1/2013 Ending Date: 5/31/2013

Inv #	Inv. Date	Job#	Job Title	Product Type	Amount	Commissionable	%	Commission
Von Ballard								
<i>Customer: 200-Light Bulb [USA]</i>								
11255	5/22/2013	1757	Spring Sale	Miscellaneous	1,400.00	1,272.73	10.00	127.27
<i>Sub Total for: 200-Light Bulb [USA]</i>					1,400.00	1,272.73		127.27
Sub Total for: Von Ballard					1,400.00	1,272.73		127.27
Grand Total ...					1,400.00	1,272.73		127.27

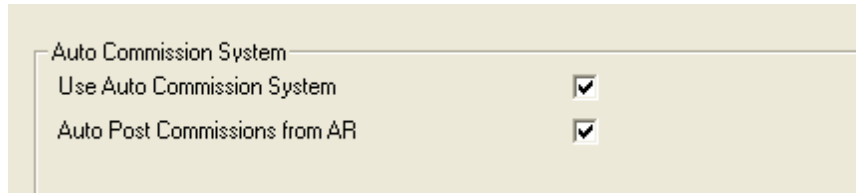
Auto Commission

Setup for Auto Commission System

Use of this program requires PrintStream accounting support to add the program to your license file and menu.

Define System Defaults

System defaults are defined in the Master Files Reports, System Maintenance, Features to Purchase. A password is required, contact PrintStream Support for activation.



Auto Commission System	
Use Auto Commission System	<input checked="" type="checkbox"/>
Auto Post Commissions from AR	<input checked="" type="checkbox"/>

The two options that need to be set for commission use include:

- **Use Auto Commission System** – Checking this box activates screen sections on the Salesreps Screen and Chart of Accounts Screens. Checking this box also automates the creation of a commission record for every job-related AR invoice that is posted.
- **Auto Post Commissions from AR** – Checking this box automates the accrual of commission records to the default commission accrual GL account. This creates a new batch (CA type) for the commissions' accrual when the AR Invoice (DI) batch posts to the GL.

Designate Control Accounts

The next step for setting up the Commissions module is to designate three control accounts which are debited and credited when Commissions accrue.

- **Accrued Commissions** – A liability account that is credited with the commissionable amount upon posting the jobs final invoice through AR Invoicing.
- **Commission Expense** – An expense account that is debited when the final AR Invoice for a job is posted.
- **Payroll Commissions Accrual** – A liability for the commissions to be accrued if the Salesrep is to be paid through a payroll entry outside of PrintStream.

If these accounts are not in the current chart of accounts, they will need to be added. Once added, these control accounts should be linked in the Master File Reports, Accounting Structure, and GL Plant Control Accounts menu item (password protected). Specify the account to credit in the CA (ARCommissionsAccruals) batch, (see "Accrued Commissions" above). Next, indicate the account to debit in the Commissions Accrual, (see "Commission Expense" above, ARCommissionsExpense).

If commissions are paid through a payroll system outside of PrintStream, designate the account for the sales representatives to be paid via payroll and entered into PrintStream through a journal entry (ARCommissionsPayroll). This is typically a liability account, (see "Payroll Commissions Accrual" above.) This field is optional if all commissions are to be paid through the PrintStream AP system.

The Salesreps that are to be paid through Accounts Payable will post to the AP Control account designated at the company Control Accounts level.

If advance payments against commissions are paid to Salesreps, an additional account for the Advances on Commissions (asset) should be created also. This account is optional unless this function is used.

System Maintenance - [GLPlant Control Accounts Linkage]

File Options Utility Help

01*Report

PRODUCTION SYSTEM
ACCOUNTING STRUCT...

Additional GL Control Accounts

Posting Labor Activities(Special Setting)

GL Plant Control Accounts

01 EFI

0100 01 San Rafael

	Plant Control Account	GL	GL Branch	GL	GL	GL Account	GL Account
11	AR_GSTTaxCntrl						
12	AR_HSTTaxCntrl						
13	AR_PrepayOffset						
14	AR_PSTTaxCntrl						
15	AR_QSTTaxCntrl						
16	ARCommissionsAccruals	01	Main Branch	01	Main Depart	2600	AR Commiss
17	ARCommissionsAdvancedPaymAsset	01	Main Branch	01	Main Depart	1045	AR Commiss
18	ARCommissionsExpense	01	Main Branch	01	Main Depart	7500	AR Commiss
19	ARCommissionsPayroll	01	Main Branch	01	Main Depart	6900	AR Commiss
20	ARControlAccount	01	Main Branch	01	Main Depart	1500	Accounts R
21	ARCustomerJobPrepayment	01	Main Branch	01	Main Depart	2120	Job Prepayn
22	ARDefaultRevenue	01	Main Branch	01	Main Depart	4000	Sales Rever
23	ARDiscount	01	Main Branch	01	Main Depart	5000	A/R Discou

Customize your Commission Formula

Customize your commission formula by determining the Deduction Accounts. The PrintStream Commission modules allow flexibility in customizing a sales commission formula according to the requirements of your company.

The default commission amount for a job is calculated based on the Invoice Commission Percentage (usually the sales representative's percentage) and the Sales Production Amount. The Sales Production Amount is the Revenue minus taxes, postage, and freight. A custom deduction for certain actual costs logged to the job can be set up also.

For example:

- The Salesrep is set to 10% and the invoice amount for the job is \$137. The sales tax is \$7, freight revenue \$10, and postage billed \$20. This yields net revenue of \$100. "Standard" commission calculation might be 10% of \$100 and would indicate a \$10 commission for this sale.
- Using the Commission module, you may add further definitions. For example, commission earned is reduced by buyout expenses, paper expenses, etc. When a job is Final Invoiced, this job may have \$20 in Outside Purchases and \$50 in Paper Expenses. The commission calculation now becomes \$100 net revenue minus \$20 minus \$50 = \$30 Production Sale. This Production Sale amount is now calculated with the Salesreps percentage to yield a \$3 Commission for this sale.

Job costs to be deducted are customizable from the Commissions Sales Production by marking the GL accounts in the Chart of Accounts Screen.

1. Select the account you wish to deduct from **Net Revenue** and click **Edit**.

This setting is done for expense accounts only.

System Maintenance - [GL Chart Of Accounts]

File Options Utility Help

01*Report

PRODUCTION SYSTEM

ACCOUNTING STRUCT...

G/L Branches (For the Company)

G/L Departments (For the Company)

G/L Chart of Accounts (For the Company)

Bank Accounts (For the Company)

Company Control Accounts

Link To Purchasing (System)

SYSTEM MAINTENANCE

MASTER FILE REPORT

01 Sheridan

Plant02Michigan

Branch02Michigan Branch

Department00Admin Department

	Number	Description	Type	Normal Bal	Keep Trans	External GL
1	1000	Cash	Assets	Debit	Forever	
2	1040	Accounts Receivable	Assets	Debit	Forever	
3	1200	WIP Materials	Assets	Debit	Forever	
4	1201	WIP Labor	Assets	Debit	Forever	
5	1225	Finished Goods Inventory	Assets	Debit	Forever	
6	1250	Paper Inventory	Assets	Debit	Forever	
7	1275	Raw Material Inventory	Assets	Debit	Forever	
8	2000	Accounts Payable	Liability	Credit	Forever	
9	2010	A/P Without Invoice	Liability	Credit	Forever	
10	2500	Sales Tax Control	Liability	Credit	Forever	
11	3000	Retained Earnings	Capital	Credit	Forever	
12	3005	Sales to Customers	Income	Credit	Forever	
13	3010	Printing Sales W/hse Income	Income	Credit	Forever	
14	3020	Discounts to Customers	Income	Credit	Forever	
15	3030	Sales Allowances	Income	Credit	Forever	
16	3040	Freight Invoiced to Customers	Income	Credit	Forever	
17	3050	Intercompany sales	Income	Credit	Forever	
18	4005	Paper Expense	Expenses	Debit	Forever	
19	4110	Elsevier Postage	Expenses	Debit	Forever	

Add

Edit

Close

Save External GL Code

This message opens:

Not valid for action

Balances exist for this account
Account can not be deleted. Editing is limited.

OK

2. Click **OK**.

3. You can change the Commission deduction indicator for this account by selecting **Subtract** from the **Allocated amount for the Commissions Calculated as** area.

4. All accounts default to Ignore. If costs associated to the activity codes that are linked to this account are to be deducted from the Sales Production, change the check box to **Subtract**.

WARNING The calculation for commission and Production Sales currently deducts the default Freight Revenue and sales tax on AR Invoices. For accounts which track freight, shipping, courier, etc., expense – DO NOT MARK them as **Subtract**. They must stay as **Ignore**, if you mark the GL account for freight expense as Subtract – the Sales representative will be penalized twice.

Once you have selected the accounts for costs you wish to deduct from the Net Revenue, the screen shows them as a MIN in the **Commission Sign** column.

System Maintenance - [GL Chart Of Accounts]

File Options Utility Help

01*Report

PRODUCTION SYSTEM ACCOUNTING STRUCT...

G/L Branches (For the Company)

G/L Departments (For the Company)

G/L Chart of Accounts (For the Company)

Bank Accounts (For the Company)

Company Control Accounts

Link To Purchasing (System)

		0100		01 San Rafael		01 EPI			
		Plant	Branch	Department					
		01	Main Branch	01	Main Department				
Active	Number	Description	Type	Normal Bal	Keep Trans	External GL Chart Code	Commission Sign		
32	2222	Accrued Revenue	Liability	Credit	Forever				
33	2300	A/P Without Invoice	Liability	Credit	Forever	9876987			
34	2400	Misc. Accrual	Liability	Credit	Forever	9876987			
35	2500	Due To/From 02 - 01	Liability	Credit	Forever				
36	2510	Intercompany Postage - 01 from 02	Liability	Credit	Forever				
37	2600	AR Commissions Accruals	Liability	Credit	Forever				
38	2901	Product Reim. Liability	Liability	Credit	Forever				
39	2902	Licensing Fee Liability	Liability	Credit	Forever				
40	3000	Retained Earnings	Capital	Credit	Forever	9876987			
41	4000	Sales Revenue	Income	Credit	Forever	9876987			
42	4040	Interest Revenue	Income	Credit	Forever				
43	4100	Freight Revenue	Income	Credit	Forever	9876987			
44	4105	Intercompany Revenue to 02	Income	Credit	Forever				
45	4150	Freight Commissionable	Income	Credit	Forever				
46	4200	Buyout Revenue	Income	Credit	Forever	9876987			
47	4250	Manufactured. FG Revenue	Income	Credit	Forever				
48	4270	DP Labor Revenue	Income	Credit	Forever				
49	4300	Special Revenue	Income	Credit	Forever	9876987			
50	4400	Mailing Revenue	Income	Credit	Forever	9876987	MIN		
51	4500	Suspense, rounding	Income	Credit	Forever	9876987			
52	4600	Service Charge Revenue	Income	Credit	Forever	9876987	MIN		
53	4700	Suspense Revenue	Income	Credit	Forever				

The job cost transactions in these accounts are deducted as jobs are posted via AP Invoicing, Inventory Manager, shop floor entry, or timecard entry. These expense accounts must be linked properly to the activity codes to insure accurate allocation.

Create Format for Commissions Reports

1. In Master Files Reports, Master File Report, Master File Report, click **Add**.
2. Enter **87** in **Report Name**.
3. Enter **Deduction Commissions Report Lines** into **Report Name** and **Description**.
4. Ensure the **Report to link to** is **G/L Accounts**.

System Maintenance
File Options Utility Help

01*Report

PRODUCTION SYSTEM
ACCOUNTING STRUCT...
SYSTEM MAINTENANCE
MASTER FILE REPORT

Master File Report
Report Links

Report Headings

Report Name: 87 Deduction Commissions Report Lines
Description: Deduction Commissions Report Lines
Labor Start: Labor End:
Mat Start: Mat End:
Report to select total items from:
Report to link to: G/L Accounts

Add Edit Delete Cancel Save Details Close

5. Click **Save** and **Details**.

The Details area defines the types of deductions and their respective GL accounts.

System Maintenance
File Options Utility Help

01*Report

PRODUCTION SYSTEM
ACCOUNTING STRUCT...
SYSTEM MAINTENANCE
MASTER FILE REPORT

Master File Report
Report Links
Analyze Mail Processes
SetUp Printout Copies

Report Links to General Ledger Codes

Report Name: 87 Deduction Commissions Report Lines
Description: Deduction Commissions Report Lines
Labor Start: Labor End:
Mat Start: Mat End:
Report to select total items from:
Report to link to: G/L Accounts

Line No	Description	GL
1	Paper Expenses Deduct From Net Revenue	Linkage
2	ADJUSTMENT	Linkage

Add Save Close

6. Click the **Add** button in the Report Links to General Ledger Codes screen and add consecutive lines (number 1, 2, 3, etc.) and their descriptions.

Each line created here creates 1 Column of deduction types on the Commissions Report. The report can have up to 5 types of deductions.

7. Add one line with a description of **ADJUSTMENT** (all caps required), for use in altering the commission amount, even if there are no expense deductions.
8. After creating your deduction types, click the linkage button in the **GL** column to indicate which accounts with Subtract status are grouped on which deduction line. Your entire chart of accounts displays; select the check box next to lines with a **Commission Sign** of **MIN**.

	Dpt	Account No	Description	Type	Commission Sign	Linked to Line
46	01	4200	Buyout Revenue	I		<input type="checkbox"/> Linked
47	01	4250	Manufactured. FG Revenue	I		<input type="checkbox"/> Linked
48	01	4270	DP Labor Revenue	I		<input type="checkbox"/> Linked
49	01	4300	Special Revenue	I		<input type="checkbox"/> Linked
50	01	4400	Mailing Revenue	I	MIN	<input checked="" type="checkbox"/> Linked
51	01	4500	Suspense, rounding	I		<input type="checkbox"/> Linked
52	01	4600	Service Charge Revenue	I	MIN	<input checked="" type="checkbox"/> Linked
53	01	4700	Suspense Revenue	I		<input type="checkbox"/> Linked
54	01	4800	Other Revenue	I		<input type="checkbox"/> Linked
55	01	5000	A/R Discount	E		<input type="checkbox"/> Linked
56	01	5050	Bank Fees	E		<input type="checkbox"/> Linked
57	01	5100	A/P Discount	E		<input type="checkbox"/> Linked
58	01	5200	Office Supplies Expense	E		<input type="checkbox"/> Linked
59	01	5566	Miscellaneous Expense	E		<input type="checkbox"/> Linked
60	01	6000	A/P Without Invoice - diffe	E		<input type="checkbox"/> Linked

Mark All Save Cancel

9. Notice the description at the top of the box reminds you of which deduction line you are on. Continue selecting the linkage button under the **GL** account column to link all of your accounts marked with **MIN** to the correct deduction line in report **87**.

You are not able to accidentally link an account to more than one deduction line.

Account must be unlinked from another line.....

Account 01-01-01-4400
linked to the line 1
Please, remove existing linkage before proceeding with linking to the new line.

OK

The **ADJUSTMENT** line does not require any GL Linkage.

Setting up Sales Representatives for Commissions

The default commission percentage and vendor link for commissionable sales representatives are defined in the Customer Master file, Modules, Salesrep, and CSR screen.

The screenshot shows the 'Customers List for the 01 EFI' window. On the left is a tree view for '01 Master Files Customer'. The main area displays a table of sales representatives with columns: Num, Name, Rep, CSR, Estim, Planner, Collect, Man, Active. The table lists various representatives, including 'House Account', 'Chris Kinkaidy', 'Michelle', 'Suelen Jones', 'Rob Hales', 'Betty White', 'test', 'Linda Pollard', 'Kathy DiPaolo', 'Roy McIntyre', 'Andrea Cox', 'Opal Richey', 'DMM CSRGuy1', 'DMM CSRGuy2', 'DMM Sales Guy', 'DMM Everything', 'sheelah', 'Claude', 'Norma Nelsen', 'Leah VanWynsberghe', 'William W. Jensen', and 'Von Ballard'. The 'Von Ballard' record is selected. On the right, the 'Sales Rep Contact Info - Cont Info Active?' form is visible, showing fields for Number, Name, Title, Territory, Type (Sales reps, Estimator, CSR, Manager, Planner, Collector), Active, Phone #, Fax #, Email ID, Show only (Sales Reps, CSR's, Estimators, Active), Commission Factor (set to 10), and Account No as the Vendor (set to VBALLARD).

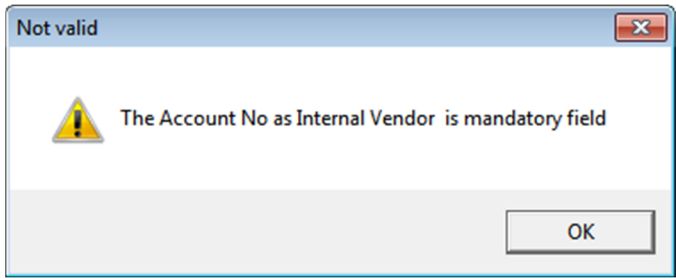
Accessible from the Commission / AP System

1. Select the **Accessible from the Commission / AP System** check box if you would like the Commission Module to calculate commissions for this sales representative.

The box that follows contains the default sales representative's commission percentage. The **Commission Factor** is a whole number which indicates the percentage that is calculated for commission rate.

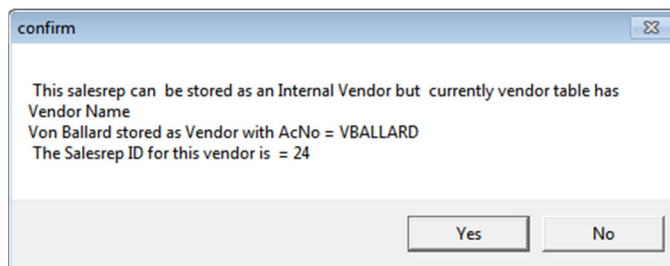
The Commission Module can use AP checks to pay sales representatives' commission. If you have already created vendor master file accounts for your sales representatives, you should be prepared to let the commission system create new vendor accounts when you create or link sales representatives to the AP system.

2. You must indicate the vendor account to be used for creating AP checks for this sales representative's commission. If you fail to do this, you will receive this error:

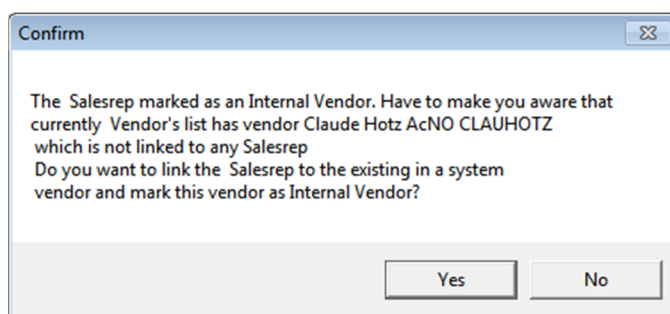


3. Verify that the name of the sales representative defined is the exact name to appear on the check. Once this record is saved, this name becomes the vendor name. It can be edited, as needed, but the following confirmation message appears when saving any changes made.

4. Click **Yes** to proceed.

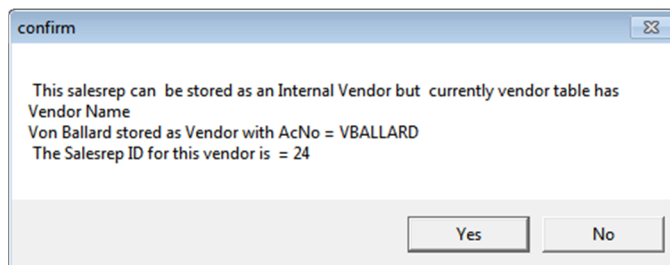


5. In the **Account No as the Vendor** field, enter the vendor account number you wish to use for checks to this sales representative. When you save the sales representative record, this vendor is created as a special type. If the vendor code already exists, the following warning opens and the vendor type changes.



Caution VENDORS LINKED TO SALESREPS ARE A SPECIAL TYPE – THIS MEANS THEY CANNOT HAVE "Regular" AP INVOICES CREATED USING THIS VENDOR CODE.

If you attempt to use an Account No for the Vendor which has already been linked as a sales representative, the following warning appears:



Complete Salesrep Vendor information

1. Once the Salesrep record has been properly set up, the Master Files Vendor screen must be used to complete the address, phone, contact, and any other information.
2. Select the **1099 Vendor** check box and indicate that the vendor is a **Miscellaneous** vendor if the Commissions are to be included on the Federal 1099 form.
3. A default Dissection Code for this salesrep – which will create the Debit account for commissions paid (usually a Commissions Expense type of account) – can be added as part of the record.

Vendors for the Company 01 EFI

File Modules Window Cloning Options Help

01 Vendors

Vendor

Account No: VBALLARD Auto Name: Von Ballard

Address: 3225 W Wild Flower Ln
Alpine, UT
Zip: 84004 Country: USA

Contact: _____
Phone: _____
Fax: _____
D/B Ref: _____
Acct Status: D - Other

PO Address: 0

Vendor's Account Number: _____

Addresses
Vendor's Notes

Standard Terms
Payment 30 Days Date
Always Take Discount ☐
Early Payment Discount: 0 %
Discount Days Date

This vendor is a postmaster vendor ☐
Mail Entry Type (mail system only): _____
1099 Vendor ☒
Type: Miscellaneous

Federal ID #: _____
Dissection Code: _____

Share Vendor with Companies

Code	Acct No	Name
02	PRINT	PrintStream

Payment Priority Level: _____

Internal Vendor. Commissionable Salesrep

Add Save Close

4. In some cases, it is desirable to help keep vendor records separate. For this example, another vendor account should be created for purposes of expense re-imbursement. Keeping the two records separate assures that only commission dollars appear on the 1099 forms.

Operating the Commissions Module

AR Invoicing with Commissions

With proper setup, the commissions are calculated and created for job-related and adjustment invoices at posting time. This applies to final as well as partial invoices.

However, it should be noted that the job cost deductions (if any) are done only on the final invoice due to the fact that PrintStream does not move the actual work-in-process costs to the expense accounts until the final invoice is posted. Both partial and final invoices have commissions calculated on the revenue portion.

The invoice **Miscellaneous** and GL **Allocation** tabs contain the information used to calculate the sales production amount and ultimately the commission amount.

AR Invoicing Entry - Company: 01 - EFI --- Plant Code: 0100

File Batch Invoice Options Utilities Help

A/R Invoicing Entry

Active Batches Posted Batches

Company: 01 - Plant: 0100

- 2101
- 2137
- 2146
- 2149
- 2157
- 2158
- 2162
- 2166
- 2229 - Summary Invoice
- 2269
- 2357
- 2389
- 2418
- 2422
- 2428
- 2431
- 2435
- 2444
- 2474
- 2477
- Inv# 11259 Final
- Inv# 11260 Final

Company: 02 - Plant: 0200

Miscellaneous Info

Tax Information

Tax Id:

Add'l Tax:

Order Information

Cust Order#: Invoice Salesrep: Von Ballard

Estimate Salesrep:

Customer's Time Stamped Notes

Invoice Information

Invoice Type: Standard Status: Final Change...

Transaction date: 5 /22/2013 Reference:

Invoice date: 5 /22/2013

Due Date: 6 /21/2013 Terms: 30 days

Commission: 10

.NET Invoice Formats

Default Customer Invoice Format: (None)

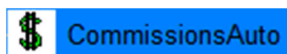
Invoice Format: (None)

The **Miscellaneous** tab contains the sales representative and the commission percentage that pertains to any commissions to be produced. In this case the commission percentage is 10%. This percentage defaults to the assigned sales representative commission percentage. This field can be edited in order to override the default percentage for an individual job/invoice.

Note When using the Auto Commissions Module, the **Commission** field in the **Miscellaneous** tab is treated as a %, whereas when this program is not being used, the **Commission** field is a dollar amount.

Accessing the Commissions Module

The commission module is accessed by clicking the Commissions Auto icon. This contains the menu options to edit, report, and process the commission records to pay the sales representatives.



Sales Commission Report

This report from the icon labeled **Report Commissions Generated based on AR Invoice Posting** is created by date range. Typically, this would be selected from the last date the commissions were paid. It contains the basic information of the commission records that have been created from the AR invoicing system. It displays the invoice amount, invoice deductions (sales tax, freight, postage), production amount, (the net of the sales and deductions on the invoice), and the calculated commission amount. The deductions are shown in columns that were defined earlier in the setup phase via the report 87 definition.

Commissions for 01 EFI 0100 01 San Rafael

File Window Options Help

01*0100*Commission

Commissions Generated based on Po...

Report Commissions Generated based on AR Invoice Posting

Display/Edit Commissions Data

Sales Commission New Accrual Report

Report Invoices

From Invoice Date 4/23/2013

To Invoice Date 5/23/2013

Print Preview Close

Sales Commission New Accrual Report

Selection Criteria for the Report : List of Invoices, generated from AR from 4/23/2013 to 5/23/2013 Not Paid By Customers

Page 1 of 2

Invoice Amount from AR	Invoice Freight from AR	Invoice Tax Amount from AR	Invoice Postage Amount from AR	Paper ADJUST Expense	Prod Sale	Com miss %	Com Amt Collected From Invoice	Com Amt Posted To Accrual
Von Ballard								
Customer 200	Light Bulb							
1758 11260 5/22/2013	\$16.00	16.00	800.00		800.00	10.00	800.00	80.00
	\$16.00	16.00	800.00		800.00		800.00	80.00
Von Ballard	\$16.00	16.00	800.00		800.00		800.00	80.00

Display/Edit Commissions Data

This menu option allows commission records to be filtered by date or sales representatives. Each Commission record can be edited and saved. This can only be used after the invoices are posted in AR Invoicing, but before the invoices are paid in AR Cash Receipts. Once the invoice has been paid by the client, it will no longer display in the grid for adjustments.

Commissions for 01 EFI 0100 01 San Rafael - [Commissions Generated from AR Invoicing]

Report for All Salesreps

Salesrep Name	% Commission (Default)	AP Related	Payroll
Linda Pollard	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michele	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Norma Nelson	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roy McIntyre	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
zhedak	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suellen Jones	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Von Ballard	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ Load Invoices previously posted to GL
Accrual/Expense Invoice Date Since :
☐ Load Invoices with commissions required GL posting to
Accrual/Expense Invoice Date Earlier then :
5 / 1 / 2013
Load Data

☐ Uncheck Not Active Salesreps (shown in 'italic font' on list)

Posting Required	Salesrep	Job Number	AR Invoice Number	AR Invoice Date	AR Invoice Amount	Deductions/Adjustments	Production Sales Amount	Invoice Commission %	Commission Amt	Production Sales Amount	Commission Amount Previously Posted To GL	Edit Lines	P
	Von Ballard	1758	11260	5/22/2013	800.00	00.00	800.00	10	80.00	800.00	80.00	Edit Lines	

Deductions and production sales amounts can be edited then saved and posted to GL. The adjustment is specific to a job/invoice.

The amount entered can be a positive number which decreases the production sales amount which results in a decrease in commission amount. Or the amount can be entered as a negative amount which ultimately increases the commission amount.

Edit Commission Lines

Commission lines correction for Invoice Number 11260 Job Number 1758

	Deductions	Amount	Posted To Accr	GL Bath No	Batch Date	Short Note	Line Type	Line No	Line ID
1	Adjustment	0.00	<input checked="" type="checkbox"/>	2493	5/22/2013	Adjustment	INV	1	28

Invoice Amount	800.00
Deductions	00.00
Production Sales Amount	800.00
% Commissions	10
Amt Commissions	80.00

PrintOut Save Close

Once the commission is edited, the posting to accrual date should be changed to the posting date desired and it must be in an open period. Click **Save and Post**.

Commissions for 01 EF1 0100 01 San Rafael - [Commissions Generated from AR Invoicing]

File Window Options Help

01*0100*Commission:

Commissions Generated based on Po...

Report Commissions Generated based on AR Invoice Posting

Display/Edit Commissions Data

Report for All Salesreps

Salesrep Name	% Commission (Default)	AP Related	Payroll
Linda Pollard	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michelle	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Norma Nelsen	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roy McIntyre	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sheela	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suellen Jones	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Von Ballard	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Load Invoices previously posted to GL
Accrual/Expense Invoice Date Since : 5 / 1 / 2013

Load Invoices with commissions required GL posting to Accrual/Expense Invoice Date Earlier than :

Load Data

☐ Uncheck Not Active Salesreps (shown in 'Italic Font' on list)

Posting Requi	Salesrep	Job Number	AR Invoice Number	AR Invoice Date	AR Invoice Amount	Deductions/Adjustments	Production Sales Amount	Invoice Commission %	Commission Amt	Production Sales Amount Considered with the	Commission Amount Previously Posted To GL	Edit Lines	P
<input checked="" type="checkbox"/>	Von Ballard 1758	11260	5/22/2013	800.00	10	790	10	79.00	800.00	80.00	Edit lines		

Paid in Full Commissionable Invoices

Advanced Payments

Print Out

Date for the GL Posting to Accrual : 5 / 23 / 2013

Save and Post Save Close

Note Adjustments to increase/decrease the production sales amount could be for entry of a bonus or penalty amount on the job. This figure appears in the ADJUSTMENT column in the accrual report that was defined in report 87.

General Ledger Posting Report

Page 1 of 1

Batch#: 2494

Printed: 5/23/2013 10:31:57AM

Type: CA Batch Date 5/23/2013

LS

Account	Description	Debit	Credit
01-01-01-2600	Com Accr Inv # 11260 Job # 1758	\$1.00	
01-01-01-7500	Com Exp Inv # 11260 Job # 1758		\$1.00
Batch Total ...		\$1.00	\$1.00

Display AR Invoice Statuses

This report, run from the Paid in Full Commissionable Invoices section, allows any commissions record(s) to be filtered, previewed, or printed by dates, sales representative, or processing status. Each commission record has only one of the statuses shown on the following screen. For example, a job has been Final invoiced but remains unpaid and the accrual amount (posted through the CA batch when posting the AR Invoice), shows only when the report is run just for the option to see what had been posted to the Accrual or for all statuses. Once this invoice has been paid in full, the information is only seen when the option Ready for AP/Payroll option is selected.

Commissions for 01 EFI 0100 01 San Rafael

File Window Options Help

01*0100*Commission

Commissions Generated based on Po...

Paid in Full Commissionable Invoices

Display AR Invoices Statuses

TO AP : Post Paid in Full Commissionable amount to AP

TO P/R : Post Paid In Full Invoice's Commission Amount to Payroll

Display Invoices Statuses

Report for ☒ All Salesreps

	Salesrep Name	% Commission(Default)	Salesrep Recnum	AP Rela
<input checked="" type="checkbox"/>	Andrea Cox	0	13	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Chris Kinkaidy	0	3	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Claude Hotz	8	20	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DMM Everything	0	18	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	DMM Sales Guy	0	17	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	House Account	0	1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Leah VanWynsberghe	0	22	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Linda Pollard	0	10	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<i>Michelle</i>	0	5	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Norma Nelsen	0	21	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Roy McIntyre	0	12	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<i>Suzanne</i>	0	19	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Suellen Jones	0	6	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Von Ballard	10	24	<input checked="" type="checkbox"/>

☐ Uncheck Not Active Salesreps (shown in 'Italic Font' on list)

Select for display

AR Invoices Transactions from Date 4 /23/2013

AR Invoices Transactions To Date 5 /23/2013

☐ All Statuses

☒ Selected Statuses

☐ Extracted From AR - Not Posted To Accrual

☐ Posted To Accrual

☒ Ready For AP/Payroll (Paid in full AR Invoices)

☐ AP Invoices Created

☐ AP checks generated / Commissions Paid

☐ Posted to Payroll System

Print

Preview

Close

The following chart explains the processing events that each commission record undergoes. It shows the corresponding status for the above report associated with each event. Each record has only one of these statuses.

Event	Status	Additional Explanation
AR job-related or adjustment invoice is posted.	Extracted from AR but not posted to GL Accrual yet	If only the 'Use Auto Commissions' check box in the system default screen is checked, then every job-related and adjustment invoice is posted into the commission system with this status.
AR job-related or adjustment invoice is posted.	Posted to Accrual	If the system setting of 'Post to Accrual from AR' has been selected, every AR invoice posted into the commission system has this status. This status means that the commission amount has been posted as a credit to the default commission accrual account and a debit to the default commission expense account as a General Ledger 'CA' type batch from AR Invoicing.
Adjustment to a commission record is saved and posted.	Posted to Accrual	The adjustment amount is credited to the default commission accrual account and debited to the default commission expense account.
AR invoice linked to a commission record is paid in full by the customer.	Ready for AP or PR	This record is now available to be posted to the AP system or the information given to an external Payroll system.
Commission records are selected and posted to AP.	AP invoice Posted	This event creates an AP invoice in the PrintStream AP system for the Vendor that has been linked to this sales representative. At this point, a GL transaction is also automatically created as a 'CS' type batch. The commission amount is debited to the default commission accrual account and credited to the default accounts payable account.
A commission check is paid to a sales representative via AP.	AP Check generated	This status is in effect when the AP invoice linked to this commission record has been paid by the PrintStream AP system.
Commission records are selected and posted to PR.	Posted to PR system	While this event does not create a record in a Payroll system, it does mark the record with this status so it can be given to an external Payroll system. At this point, the commission amount is debited to the default commission accrual account and credited to the default commission payroll account. The journal entry for Payroll should debit commission expense and credit the commission accrual account.

To AP: Post Paid In Full Commissionable amount to AP

This process allows you to select commissions to be paid to sales representatives that are set up in the AP system. The commissions whose corresponding AR invoice has been fully paid are loaded into the screen by date. The appropriate commission records can be selected and posted to the AP Invoicing module.

Commissions for 01 EFI 0100 01 San Rafael - [Post commissions for the Paid in Full Invoices to AP System]

File Window Options Help

01*0100*Commission

Commissions Generated based on Po...
Paid in Full Commissionable Invoices

Display AR Invoices Statuses

TO AP : Post Paid in Full Commissionable amount to AP

TO P/R : Post Paid In Full Invoice's Commission Amount to Payroll

Commissions for the Salesreps marked as ACCESSIBLE FROM THE Commission/AP System

AR Invoices Paid In Full From Date 4 /23/2013 Load Non Posted Invoices Post Date: 5 /24/2013
AR Invoices Paid In Full To Date 5 /23/2013 Post To AP System \$79.00

Post To AP	AcNo as Vendor	Salesrep	Job Number	AR Invoice Number	AR Invoice Date	Paid In Full Date	Commission Amt	Applied Adv Payment Amount	Pay to the Salesrep Amount	Err	AR_CommissionHdtID	Salesrep Recnum
<input checked="" type="checkbox"/>	VBALLARD	Von Ballard	999999	11259	5/22/2013	5/22/2013	00.00	0	0		28	24
<input checked="" type="checkbox"/>	VBALLARD	Von Ballard	1758	11260	5/22/2013	5/23/2013	79.00	0	79		29	24

EFI

Batch Summary Display Report

Printed 5/23/2013 10:50:44AM
For: LS

For Selection: For batches posted 5/23/2013 10:50:44 AM

Type	Number	Date	Cmp	Br	Dpt	Acct#	Debit	Credit	Description
CS	2495	8 2013 5/24/2013	01	01	01	2600	\$79.00		Comm is Job# 1758 Inv# 11260 :
		8 2013 5/24/2013	01	01	01	2000		\$79.00	A/P CONTROL
						\$79.00		\$79.00	
						\$79.00		\$79.00	

These posted records are marked with the Posted to AP status and an AP invoice record is then inserted into the AP system for the vendor that corresponds to the sales representative. To view this invoice in the AP module, from Batch, select the option to view commissions' batches. Drill down in the posted batches to the posting period.

AP Invoicing - Company: 01-EFI --- Plant Code: 0100

File Batch Help

AP Invoicing

Invoice Header Invoice Lines Allocations

Active Batches Posted Batches

Financial 1998
Financial 1999
Financial 2000
Financial 2001
Financial 2002
Financial 2003
Financial 2004
Financial 2005
Financial 2006
Financial 2007
Financial 2008
Financial 2009
Financial 2010
Financial 2011
Financial 2012
Financial 2013
Period# 1
Period# 2
Period# 3
Period# 4
Period# 5
Period# 6
Period# 7
Period# 8
Batch: 2435
Inv# 11259
Inv# 11260
Docket# 0

New Misc. Line New PO Line Multi PO Selection Edit Line New Job Related Line

New From % Template Copy From Invoice Add Trans. to Line Delete Line

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO#	Docket#	Freight	Br	Dp	Account	Job#
1.00	79.00000...	79.00	00	0.00	\$79.00	0101012600	Commis Job# 1758 In...		0	\$0.00	01	01	2600	

Payment of Commissions through the AP Module

To pay the salesreps through the AP Module

1. Click the **AP Checks** icon from the PrintStream Main menu.
2. Click the **Check Entry** icon, verify bank info, date, and change the Batch Type to Commission Payment. (See Advance Payments section for applying outstanding payments against future earned commissions.)
3. Proceed as with a standard AP Check batch to print and post the Commissions checks.

AP Check Entry Company: (01) EFI - Plant: 0100

File Batch Options Help

AP Checks

Checks
Check Entry (Auto/Manual)
Check Processing
Posting to GL/ View Check Register
Void Checks
AP Quick Check Entry

AP Batch Selection

Batch Summary

	Manual	Auto	Total
Batch#:			
Period:			
Year:			

Invoices
Discounts
Payments

Selection Criteria

Select Invoices

List of Vendors with Invoices: Select All Clear Selection ☐ Posted Invoices Only

Vendor #	Vendor Name	Priority	Check Date

New A/C Payable Checks Batch

Company: EFI
Plant: 0100
Bank Account #: 0002 First National Bank Account
GL Account: 01-01-1011 Cash - Money Market
Batch Type: Vendor Payments
Batch Date: Commission Payments
Description:

Cancel Ok

To P/R: Post Paid in Full Invoice's Commission Amount to Payroll

This process allows you to select commissions to be paid to sales representatives that are set up for the Payroll system. The commissions for which the corresponding AR invoices have been fully paid are loaded onto the screen by date. The appropriate commission records can be checked and then "posted" to the Payroll accounts established in the setup. Such posted records are marked with the Posted to PR status.

Commissions for 01 EFI 0100 01 San Rafael - [Post To Payroll]

File Window Options Help

01*0100*Commission

Commissions Generated based on Po...
Paid in Full Commissionable Invoices

Display AR Invoices Statuses

TO AP: Post Paid in Full Commissionable amount to AP

TO P/R: Post Paid in Full Invoice's Commission Amount to Payroll

Commissions for the Salesreps paid from the Payroll System

AR Invoices Paid In Full From Date: 4/28/2013 Load Non Posted Invoices Post Date: 5/29/2013
AR Invoices Paid In Full To Date: 5/28/2013 Post To Payroll \$252.00

Post To AP	Salesrep Number	Salesrep	Job Number	AR Invoice Number	AR Invoice Date	Paid In Full Date	Commission Amt	Applied Adv Payment Amount	Final Payment to Salesrep	Err	AR_CommissionHdtID	SALESREP_RECNUM
<input checked="" type="checkbox"/>	50	Andrea Cox	1760	11261	5/28/2013	5/28/2013	252.00	0	252		30	13

Note PrintStream does not directly link to a payroll system, however, these commission reports can be used to help determine the payroll amounts for an external payroll system.

Advanced Payments

If interim payments against future commissions need to be issued, these payments can be made and tracked through this area of the program.

From the advanced payments icon, select a date range. The default date range selected is back 30 days from the current system date, but this can be edited as needed. Click **Load** to display the grid. Data that is loaded is specific to the date range.

Commissions for 01 EFI 0100 01 San Rafael - [Create Advanced Payments]

File Window Options Help

01*0100*Commission

Commissions Generated based on Po...
Paid in Full Commissionable Invoices

Advanced Payments

TO AP: Post Advanced Payments to AP system

TO P/R: Post Advanced Payments to Payroll

Reporting Advanced Payments

Commissions Data From Date: 4/28/2013
Commissions Data To Date: 5/28/2013 Load

	A/P	Salesrep Name	Commissions on Pct	Commissions from Paid AR Invoices - Not posted to AP yet	Commissions pending in AP	Commissions Paid as Cash/posted to Payroll	Adv Payments Not Posted to AP yet	Adv Payments pending in AP	Adv Payments Paid as Cash/Posted to Payroll	Advanced Payments	Total Amount to Salesrep	Salesrep Recnum	Vendor Recnum
1	<input checked="" type="checkbox"/>	Andrea Cox	9.00	252.00						Payments	252.00	13	0
2	<input checked="" type="checkbox"/>	Chris Kinkaidy	0.00							Payments	0.00	3	533
3	<input checked="" type="checkbox"/>	Claude Holz	8.00							Payments	0.00	20	553
4	<input checked="" type="checkbox"/>	DMM Everything	0.00							Payments	0.00	18	0
5	<input checked="" type="checkbox"/>	DMM Sales Guy	0.00							Payments	0.00	17	0
6	<input checked="" type="checkbox"/>	House Account	0.00							Payments	0.00	1	0
7	<input checked="" type="checkbox"/>	Leah VanWynsberghe	0.00							Payments	0.00	22	535
8	<input checked="" type="checkbox"/>	Linda Pollard	0.00							Payments	0.00	10	542
9	<input checked="" type="checkbox"/>	Michelle	0.00							Payments	0.00	5	545
10	<input checked="" type="checkbox"/>	Norma Nelsen	0.00							Payments	0.00	21	543
11	<input checked="" type="checkbox"/>	Roy McIntyre	0.00							Payments	0.00	12	0
12	<input checked="" type="checkbox"/>	sheelah	0.00							Payments	0.00	19	0
13	<input checked="" type="checkbox"/>	Suellen Jones	0.00							Payments	0.00	6	546
14	<input checked="" type="checkbox"/>	Von Ballard	0.00	0.00	79.00					Payments	79.00	24	552

Advance Payments are created by selecting the salesreps coordinating grey Payments button. Once the advance payments screen for the salesreps opens, click the **Add** button. Enter the date (defaults to the current system date) and **Advanced Payment Amt**. Then **Save** and **Close**. Once all advances are entered, the grid can be printed, if needed.

List of Advanced Payments for Claude Hotz

Date	Short Note	Advanced Payment Amt	Posted to AP	Date Posted GL	GL Batch #	Paid	AR_CommissionHdID	AR_CommissionLine
05/28/13	Advanced Payment	188.00	<input type="checkbox"/>		0	<input type="checkbox"/>	33	33

To AP: Post Advanced Payments to AP System

Select date range to and from, then **Load Adv Payments**. Any unpaid advances show in the grid. Click the button to **Post to AP System**. The advance requests show in the grid. Advance payments cannot be posted across periods. Select the salesreps you wish to record the advance payments for, verify the post date and click the **Post to AP/Payroll** button.

Commissions for 01 EFL 0100 01 San Rafael - [Post Advanced Payments to AP system]

File Window Options Help

01*0100*Commission:

Commissions Generated based on Po...

Paid in Full Commissionable Invoices

Advanced Payments

Advanced Payments

T0 AP: Post Advanced Payments to AP system

T0 P/R: Post Advanced Payments to Payroll

Advanced Payments: for the Salesreps marked as ACCESSIBLE FROM THE Commission/AP System

Adv Payments Generated From Date: 4/28/2013

Adv Payments Generated To Date: 5/28/2013

Load Adv Payments

Post Date: 5/29/2013

Post To AP System

\$188.00

Post To AP	AcNo as Vendor	Salesrep	Adv Payment Number	Adv Payment Date	Advanced Payment Amt	Err	AR_CommissionHdID
<input checked="" type="checkbox"/>	CLAUHOTZ	Claude Hotz	11264	5/28/2013	188.00		33

The posting screen appears and when **Post** is selected, the posting report can be printed. This transaction debits the account specified for Commissions advances and credits Accounts Payable. Once the posting to Accounts Payable has taken place, a check can now be generated through AP Check entry following the steps outlined above.

Post AP Batch

Batch #: 2498 Batch Date: 5/29/2013 Period: 8 Year: 2013

Account	Debits	Credits
01-01-1045 AR Commission Adv Payment Asset	\$188.00	
01-01-2000 Accounts Payable		\$188.00
TOTAL	\$188.00	\$188.00

To P/R: Post Advanced Payments to Payroll

If the advance payment is for a Salesrep in Payroll, the same steps are taken. However, the check is not generated from PrintStream. The check must be manually created by the user and entered as a miscellaneous payment in the General Ledger.

Commissions for 01 EFI 0100 01 San Rafael - [Post Advanced Payments to Payroll]

File Window Options Help

01*0100*Commission:

Commissions Generated based on Po...
Paid in Full Commissionable Invoices

Advanced Payments

Advanced Payments

TO AP : Post Advanced Payments to AP system

TO P/R : Post Advanced Payments to Payroll

Advanced Payments for the Salesreps on Payroll

Adv Payments Generated From Date: 4 /28/2013 Load Adv Payments Post Date: 5 /29/2013
Adv Payments Generated To Date: 5 /28/2013 Post To Payroll \$155.00

Post To AP	Salesrep	Adv Payment Number	Adv Payment Date	Advanced Payment Amt	Err	AR_CommissionHdID	Salesrep Recnum
<input checked="" type="checkbox"/>	Roy McIntyre	11263	5/28/2013	155.00		32	12

Apply Advance Payments to Commissions

Prior to posting the commissions to the GL for either AP or Payroll, the advance payments can be deducted from the commissionable amounts.

1. From the **Paid in Full Commissionable Invoices** section, select the name of the salesreps.
2. Right-click and select the option to apply advance payments.

Commissions for 01 EFI 0100 01 San Rafael - [Post To Payroll]

File Window Options Help

01*0100*Commission:

Commissions Generated based on Po...
Paid in Full Commissionable Invoices

Display AR Invoices Statuses

TO AP : Post Paid in Full Commissionable amount to AP

TO P/R : Post Paid In Full Invoice's Commission Amount to Payroll

Commissions for the Salesreps paid from the Payroll System

AR Invoices Paid In Full From Date: 4 /28/2013 Load Non Posted Invoices Post Date: 5 /29/2013
AR Invoices Paid In Full To Date: 5 /28/2013 Post To Payroll \$252.00

Post To AP	Salesrep Number	Salesrep	Job Number	AR Invoice Number	AR Invoice Date	Paid In Full Date
<input checked="" type="checkbox"/>	50	Andrea Cox	11260	11261	5/28/2013	5/28/2013

Apply Advanced Payments to the Commissions

Apply Advanced Payments to the Commissions

3. This next screen allows an edit to the amount to be applied. This step needs to be done before posting the commissionable amounts.

Field Label	Value
Commissions amount , adjusted with the subtracted amount of adv Payments from Listed Invoices	252
Advanced Payments Applied to Listed Invoices	0
Advanced Payments Not Applied	50
Subtract additional Advanced Payments from the Commissions on Listed Invoices	50
Amount will be paid AFTER subtracting Adv payments	202

Buttons: OK, Close

For example, salesreps request an advance payment for commission to be paid at the end of the month.

From the **Advance Payments** icon:

- Select a date range and load. The grid populates with sales rep information. The advance payment request is created and then this amount is posted. At the time the commissions payments are to be made, the salesreps name is selected from the list that is created in the Paid in Full Commissionable Invoices section.
- From the right-click, the advance payment is applied to the commissionable amount. This amount is deducted from the commissionable payment made either through the AP module or manually for the payroll.

Reporting Advanced Payments

This option allows a variety of reporting options that depends on the filters selected.

- To view advanced payment requests that have not yet been posted to AP/Payroll, select the **Recorded – Not Posted to AP/Payroll** check box. This allows you to view a listing of advanced payments posted to AP in a date range select the date range and the option Posted to AP/Payroll.
- To see advance payments that were paid through the AP Checks module, select the **Paid as AP Checks** check box. All statuses can be chosen to see all the information on one report.

Commissions for 01 EFI 0100 01 San Rafael

File Window Options Help

01*0100*Commission:
Commissions Generated based on Po...
Paid in Full Commissionable Invoices

Advanced Payments

Advanced Payments

TO AP : Post Advanced Payments to AP system

TO P/R : Post Advanced Payments to Payroll

Reporting Advanced Payments

Advanced Payments - Reporting

Report for ☒ All Salesreps

Salesrep Name	% Commission(Default)	Salesrep Recnum	AP Relate
<input checked="" type="checkbox"/> Andrea Cox	9	13	
<input checked="" type="checkbox"/> Chris Kinkaidy	0	3	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Claude Hotz	8	20	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> DMM Everything	0	18	
<input checked="" type="checkbox"/> DMM Sales Guy	0	17	
<input checked="" type="checkbox"/> House Account	0	1	
<input checked="" type="checkbox"/> Leah VanWynsberghe	0	22	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Linda Pollard	0	10	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Michelle	0	5	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Norma Nelsen	0	21	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Roy McIntyre	0	12	
<input checked="" type="checkbox"/> Shaealah	0	19	
<input checked="" type="checkbox"/> Suellen Jones	0	6	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Von Ballard	10	24	<input checked="" type="checkbox"/>

☐ Uncheck Not Active Salesreps (shown in 'Italic Font' on list)

Select for display

Advanced Payments Recorded From Date 4/28/2013

Advanced Payments Recorded To Date 5/28/2013

☒ All Statuses
☐ Selected Statuses

☒ Recorded - Not Posted AP/Payroll
☒ Posted To AP/Payroll
☒ Paid as AP Checks

☐ Display Advanced Payment Subtractions History

Print Preview Close

EF

Advanced Payments Listing Report

Printed: 5/28/2013 10:40:48AM
For: LS
Page 1 of 1

List of Adv Payments, generated from 4/28/2013 to 5/28/2013 Current Statuses : Adv Paym
Recorded Adv Paym Posted to P/R system Adv Paym Posted to AP Adv Paym Paid as AP
Check

Andrea Cox							
Date	Payment #	AP/PR Date	AP/PR Batch#	Payment Amt	Check Date	Check #	
5/28/13	11265		2499	50.00	5/29/2013		

Claude Hotz							
Date	Payment #	AP/PR Date	AP/PR Batch#	Payment Amt	Check Date	Check #	
5/28/13	11264	5/29/2013	2498	188.00			

Roy McIntyre							
Date	Payment #	AP/PR Date	AP/PR Batch#	Payment Amt	Check Date	Check #	
5/28/13	11263			155.00			

Report Total: 393.00

.Net Commissions Entry

Working in .Net Commissions Entry

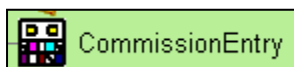
Activate the Commission Entry Program

The Commission Entry program is an 'add on' product available for purchase. Following purchase of this program, a PrintStream Support person activates the following setting in Features to Purchase.

Use Flex AR Commissions by Companies

	Cmp Code	Acct No	
<input checked="" type="checkbox"/>	01	STREAM	Streamline Solutions
<input type="checkbox"/>	02	PRINT	PrintStream

Following activation, the Commission Entry program may be added to the menu and security grouping of choice.



Create New Plant Level Control Accounts

There are four control accounts used to facilitate the general ledger transactions that occur when processing commissions.

- Commission Accrual, Liability (ARCommissionsAccruals)
- Commission Advances, Asset (ARCommissionsAdvancePaymAsset)
- Commission Expense, (ARCommissionsExpense)
- Payroll Expense, (ARCommissionsPayroll)

System Maintenance - [GLPlant Control Accounts Linkage]

File Options Utility Help

01*Report

PRODUCTION SYSTEM

ACCOUNTING STRUCT...

Additional GL Control Accounts

Posting Labor Activities(Special Setting)

GL Plant Control Accounts

01 Streamline Solutions

0100 01 San Rafael

	Plant Control Account	GL	GL Branch	GL	GL Department	GL Account	GL Account Description
11	AR_GSTTaxCntrl						
12	AR_HSTTaxCntrl						
13	AR_PrepayOffset	01	Main Branch	01	Main Department	2155	Job Prepayment Offset
14	AR_PSTTaxCntrl						
15	AR_GSTTaxCntrl						
16	ARCommissionsAccruals	01	Main Branch	01	Main Department	2175	Commission Accrual
17	ARCommissionsAdvancedP	01	Main Branch	01	Main Department	1175	Commission Advance
18	ARCommissionsExpense	01	Main Branch	01	Main Department	6175	Commission Expense
19	ARCommissionsPayroll	01	Main Branch	01	Main Department	6275	Comm. Payroll Expense (contra)
20	ARControlAccount	01	Main Branch	01	Main Department	1500	accounts receivable
21	ARCustomerJobPrepayment	01	Main Branch	01	Main Department	2150	Job Prepayment Liability
22	ARDefaultRevenue	01	Main Branch	01	Main Department	4000	sales revenue
23	ARDiscount	01	Main Branch	01	Main Department	5000	ar discount

There are no programming restrictions on the account type used. The following diagram illustrates the types of transactions that impact these accounts and at what point the posting occurs.

Entry Point	debit	credit
Accrue commissions from job/invoice data for secondary processing through Payroll or AP	Commission Expense	Commission Accrual
Processing (accruing) a commission advance for secondary processing through Payroll or AP	Commission Advance	Commission Accrual
Accrue miscellaneous commissions for secondary processing through payroll or AP	Commission Expense	Commission Accrual
Post to AP (posting of previously accrued amounts to AP for payment via Accounts Payable)	Commission Accrual	Accounts Payable
Post to Payroll (posting of previously accrued amounts for payment processing through an external payroll system)	Commission Accrual	Payroll Expense

Activate Mark ups by Activity Code

This is a two-step process.

1. With assistance from Support personnel, activate the feature called **Mail Estimating: Allow to specify markup % at print activity level** from **Master Files Reports > System Maintenance > Features to Purchase**.
2. Go into **Master Files Reports > Master File Report > Standard Markups**.

		Line No	Markup Categories	Markup %
1	Expand	1	LABOR	15.00
2	Expand	2	MATERIALS	25.00
3	Expand	3	BUYOUTS	30.00
4	Expand	4	FREIGHT	10.00
5	Expand	5	POSTAGE	0.00
6	Expand	6	PAPER	20.00

- a. Click the **EXPAND** button next to a markup category to show all activity codes linked to that line. If you wish to keep the default markup already established, click the default markup button at the bottom of the screen. You are prompted with the following question:

Confirm

Are you going to default every linked activity markup to the Header Line Markup

- b. Click **Yes** and then **Save**.

If you wish to enter a markup that is specific to the activity, or a group of activities, the grid has several features to assist with this.

		Line No	Markup Categories	Markup %
1	Expand	1	LABOR	15.00
2	Expand	2	MATERIALS	25.00
3	Expand	3	BUYOUTS	30.00
4	Expand	4	FREIGHT	10.00
5	Expand	5	POSTAGE	0.00
6	Expand	6	PAPER	20.00

	CC Code	CC Descr	Activity Code	Activity Description	LMS	Hourly Rate	Activity Specific Markup %	Marked Up Hourly Rate	Line No Markup %
1	990	MATERIALS	99006	PROVIDE #6 JIFFY BAG L	25		15.00	\$28.75	15
2	990	MATERIALS	99005	PROVIDE #5 JIFFY BAG L	25		15.00	\$28.75	15
3	990	MATERIALS	99003	PROVIDE #2 JIFFY BAG L	25		15.00	\$28.75	15
4	990	MATERIALS	99004	PROVIDE #4 JIFFY BAG L	25		15.00	\$28.75	15
5	990	MATERIALS	99007	PROVIDE #7 JIFFY BAG L	25		15.00	\$28.75	15
6	990	MATERIALS	99008	PROVIDE #4 BOX (11.5X) L	25		15.00	\$28.75	15
7	990	MATERIALS	99009	PROVIDE #6 BOX (11.5X) L	25		15.00	\$28.75	15
8	990	MATERIALS	99010	PROVIDE DOUBLE # 9 BL	25		15.00	\$28.75	15
9	990	MATERIALS	99011	PROVIDE #10 BOX (11.5) L	25		15.00	\$28.75	15
10	990	MATERIALS	99012	PROVIDE BOXES (MISC) L	25		15.00	\$28.75	15
11	990	MATERIALS	99013	PROVIDE BLANK #10 EN L	25		15.00	\$28.75	15
12	990	MATERIALS	99014	PROVIDE BLANK 6X9 EN L	25		15.00	\$28.75	15
13	990	MATERIALS	99015	PROVIDE BLANK 9X12 EL	25		15.00	\$28.75	15
14	990	MATERIALS	99016	PROVIDE MATERIAL L	25		15.00	\$28.75	15
15	990	MATERIALS	99002	PROVIDE 10X13 POLYB/L	25		15.00	\$28.75	15
16	990	MATERIALS	99001	PROVIDE 9X12 POLYB/L	25		15.00	\$28.75	15

- Edits may be entered in the **Activity Specific Markup %** column. (Note: The grid may need to be adjusted to see all columns.)
- You may also update groups of activity codes. Each of the column headings allows for sorting. You may choose to sort the column by cost center or activity code then highlight a group of activities for mass update. Highlight the current percentage showing in the **Activity Specific Markup %** field, right-click and enter the new percentage amount and click **OK**. Complete the process by clicking **Save** at the bottom of the screen.
- Repeat this process for each category.

Note Print Estimating works with or without the markups by activity code set. If you use both Print and Print and Mail Estimating, you must set the markups by activity in order to use this commissions program but you will still be able to apply a markup at the job level in Print Estimating.

Link Sales People to the Accounts Payable system

Within the Sales Rep area in Customer Master File, a new section is visible based on activating this feature. For each salesperson that is paid via the Accounts Payable module, a link must be defined in this section. Select the **Accessible from the Commission/AP System** check box and enter an **Account No as the Vendor** as defined in the Vendor Master File.

Commission Factor

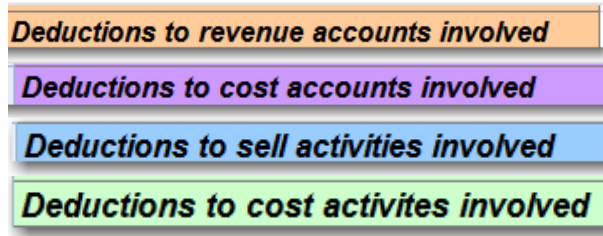
Accessible from the Commission/ AP System ☒

Account No as the Vendor sales2

For those salespeople who are paid via an external payroll system, this step is not required. There is also an option available when processing commission payments to post a salesperson's commission to payroll, even if they are typically paid through Accounts Payable.

Mark activity codes or general ledger accounts for exclusion

Data fields are contained in the profile spreadsheet with the following labels.

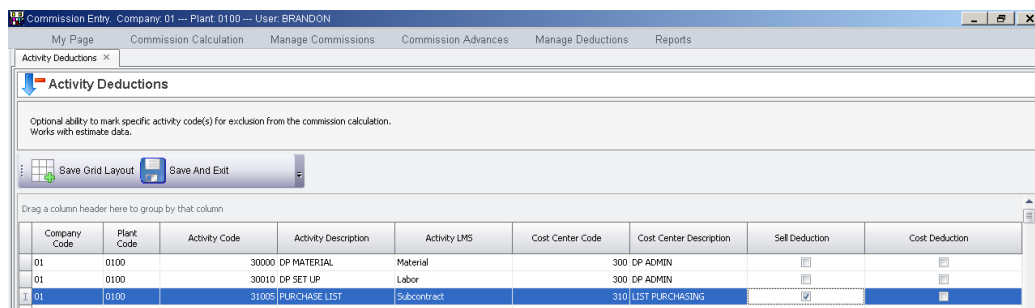


These deductions may be included in a formula, along with the set up described below to allow for exclusion of either certain activity codes or general ledger accounts. These settings may be applied for exclusion on either the revenue or cost side of the calculation.

1. From the **Manage Deductions** section of the program, select the option you would like to include in your calculations, either **Activity Deductions** or **GL Account Settings**.

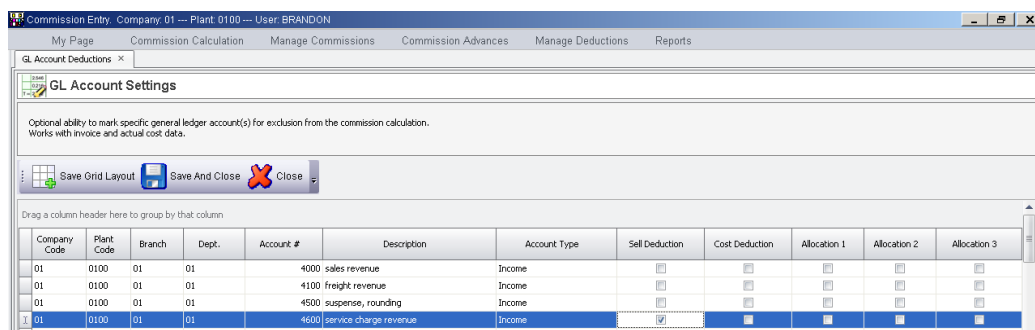


2. In the activity code section, place a check mark in the box for either the **Sell Deduction** or **Cost Deduction** that should be factored into the formula contained in the profile spreadsheet.



Example – with the check box above, the program could calculate a commission value on all subcontract work except for Purchase List.

3. In the **General Ledger** section, place a check mark in the box for either the sell or cost deduction that should be factored into the formula contained in the profile spreadsheet.



Example – with the check box above, the program could calculate a commission value on all revenue accounts except for Service Charge Revenue.

Mark General Ledger accounts for grouping

In addition to the exclusion option described above, there are also settings within the GL Account Settings section that allow for grouping by Allocation 1, 2, or 3.

Company Code	Plant Code	Branch	Dept.	Account #	Description	Account Type	Sell Deduction	Cost Deduction	Allocation 1	Allocation 2	Allocation 3
01	0100	01	01	4000	sales revenue	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4100	freight revenue	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4500	suspense, rounding	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4600	service charge revenue	Income	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

These settings relate directly to the following three fields in the profile spreadsheet.

Rev allocation 1

Rev allocation 2

Rev allocation 3

These settings provide the ability to apply different commission percentages for different types of work, via the general ledger account number. One example would be to mark all subcontract revenue accounts as allocations 2, and all other revenue accounts as allocation 1. In the spreadsheet, formulas could be defined to apply 5% commission to allocation 1, and 2% commission to allocation 2.

Create Commission Profiles

There are two steps to creating a profile. One is working with the spreadsheet provided; the other is defining a profile from within the Commission Entry Program in the Create/Maintain Profiles section.

A commission profile allows for creating a predefined formula and specific data elements to use for commission calculations. The profile is defined within the Commission Program and is associated with a spreadsheet that contains fields representing all data elements available. Using this spreadsheet, formulas may be created to apply to the numbers that correspond to these data elements. The spreadsheet may be saved as either a .xls or .xlsx type file. This spreadsheet (provided as part of the program) contains the following fields to provide for a great deal of flexibility and user defined preferences.

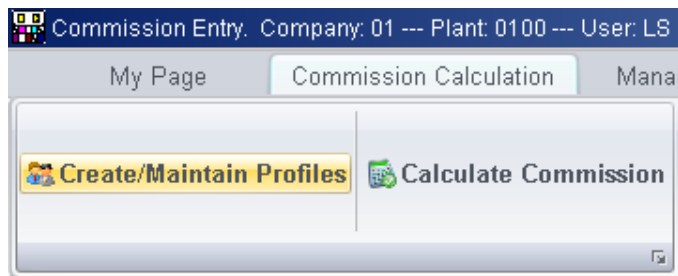
	A
1	Commission Calculation Template
2	Commission Amt
3	Invoice total
4	Net Revenue (Invoice total minus freight revenue, sales tax and postage)
5	Freight Revenue
6	Postage Adjustment
7	Sales tax
8	<i>Deductions to revenue accounts</i>
9	Actual labor costs
10	Actual subcontract costs
11	Actual material costs
12	Actual freight costs
13	<i>Deductions to cost accounts involved</i>
14	Book Price/Standard Cost
15	Quoted Price
16	Labor portion of quoted(sell) price
17	Material portion of quoted(sell) price
18	Subcontract portion of quoted(sell)
19	<i>Deductions to sell activities involved</i>
20	Estimated labor costs
21	Estimated subcontract costs
22	Estimated material costs
23	<i>Deductions to cost activities involved</i>
24	Customer acct #
25	Customer start date
26	Sales Person unique ID (recnum)
27	Sales Person
28	Job Type
29	Product Type unique ID(recnum)
30	Product Type
31	Invoice Transaction Date
32	Rev allocation 1
33	Rev allocation 2
34	Rev allocation 3
35	Remarks Field from Customer Master
36	Empty5
37	Empty6
38	Empty7
39	Empty8
40	Empty9
41	Empty10

Any formula(s) may be used if the result points to the cell next to the Commission Amt field in the spreadsheet. This could include additional formulas built into other parts of the spreadsheet as well as other worksheets.

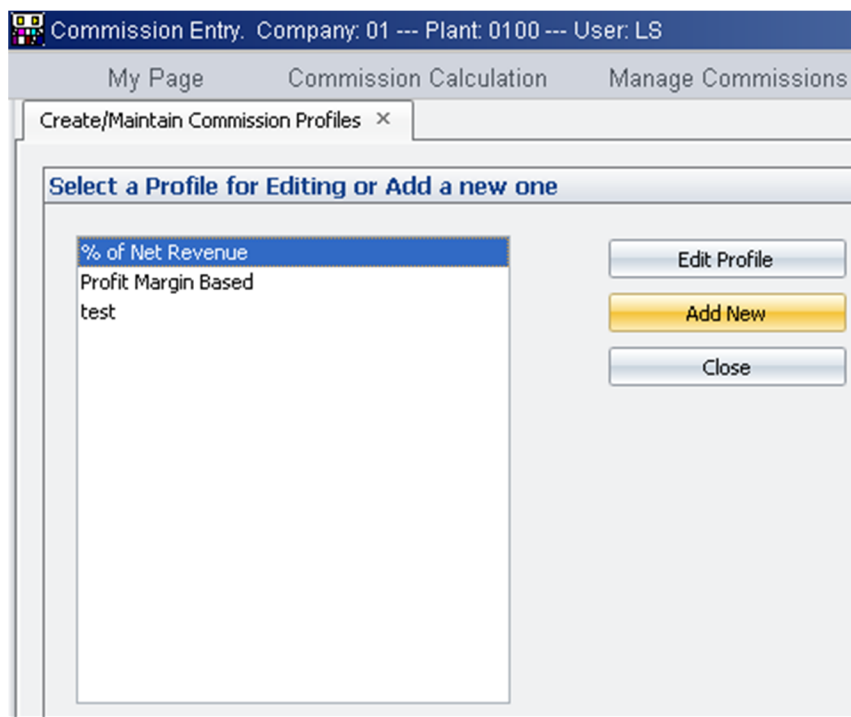
Note The number of Commission Profiles and therefore different commission calculations is essentially unlimited allowing for variations by Sales Person, Customer, Product type, etc.

To create a Commission Profile

1. Select the option to **Create/Maintain Profiles** from the **Commission Calculation** tab.



2. Click the **Add New** button.



3. Enter a **Commission Profile Name**. The name could be something specific such as: Commission on Net Sale, Commission on Value Added, Commission based on estimated dollars minus actual costs, or Commission on Invoice dollars minus estimated costs.



- Link to a pre-defined Excel file that relates to the Profile being created by clicking the ellipsis button to the right of the blank **Template** field.

Note The formula defined in the related spreadsheet should correspond to the definition of the profile.

Add Commission Profile

Commission Profile Name

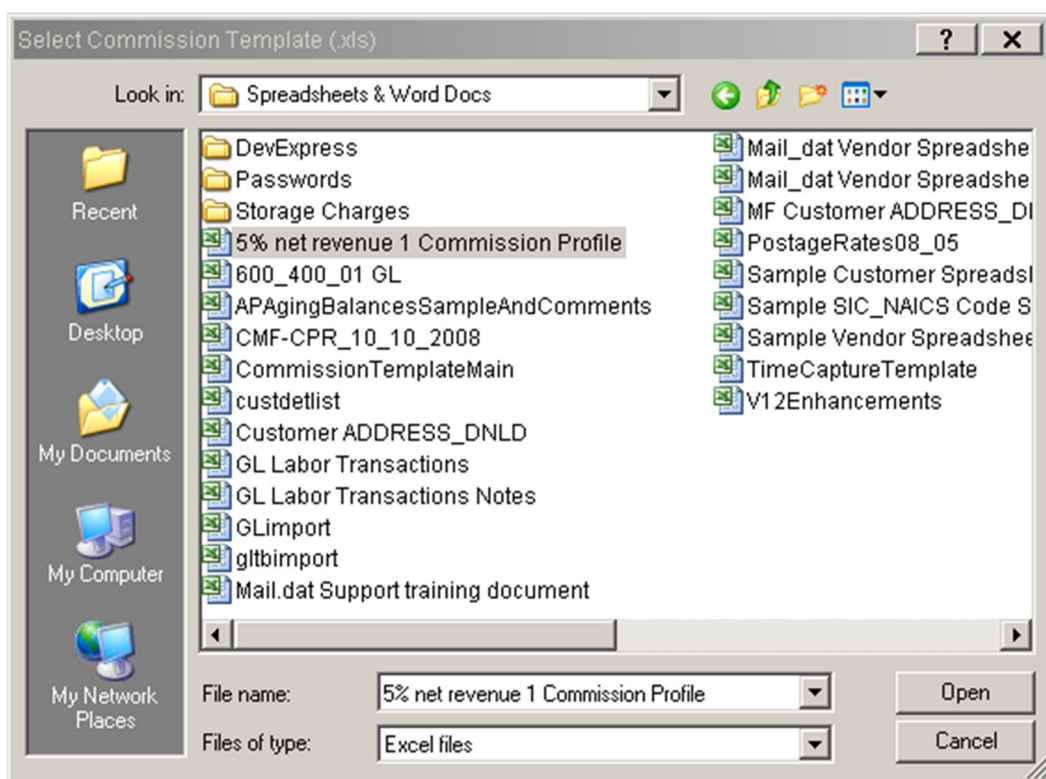
Name: 5% Net Revenue

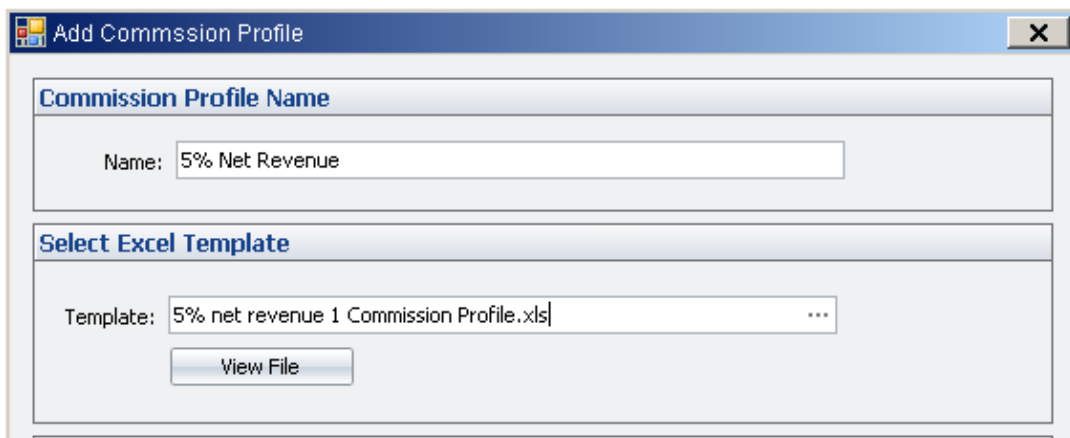
Select Excel Template

Template: []

View File

- The spreadsheet profile may be saved and accessed for linking anywhere the user chooses.





Add Commission Profile

Commission Profile Name

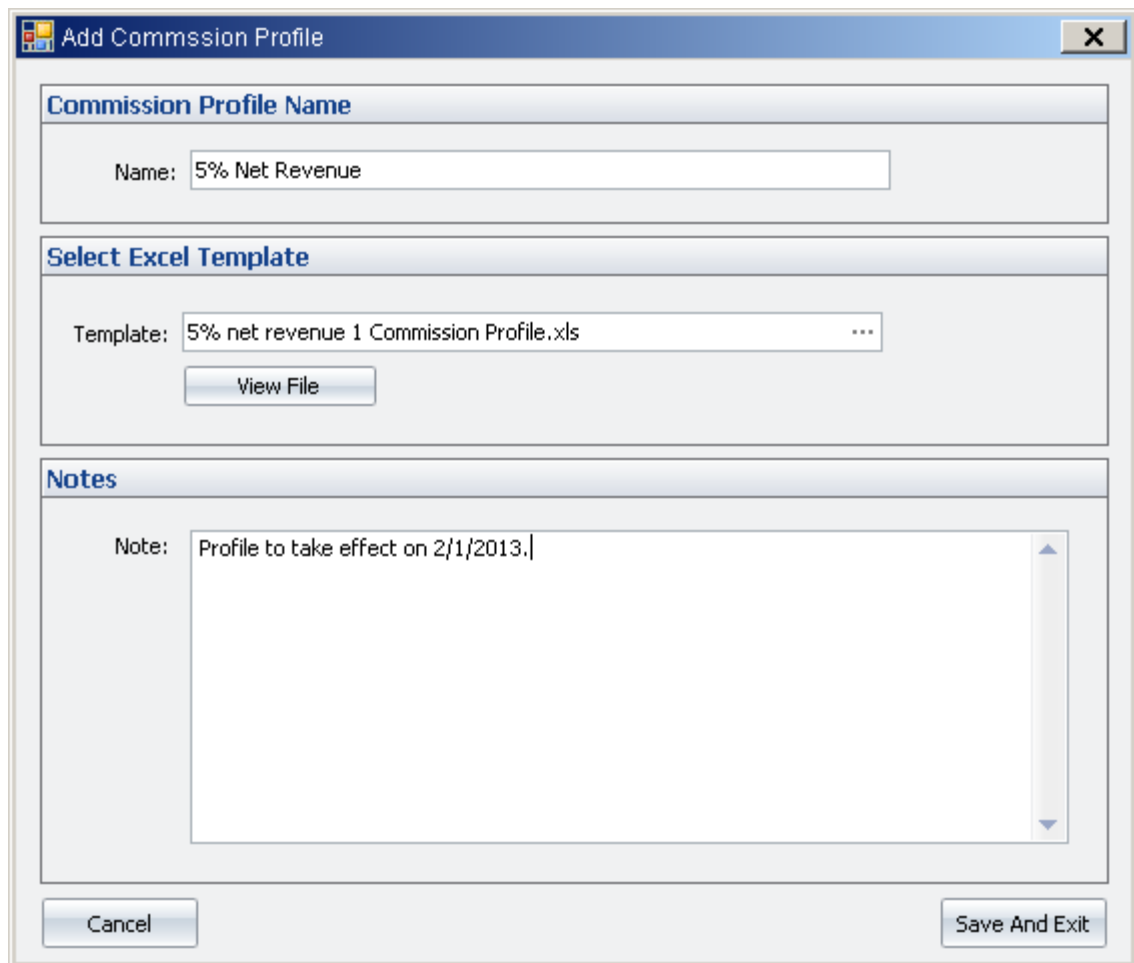
Name: 5% Net Revenue

Select Excel Template

Template: 5% net revenue 1 Commission Profile.xls ...

View File

6. Enter any notes related to the profile. There are 1000-character spaces to allow for very specific notes regarding the calculation if needed.
7. Once the profile has been named, a spreadsheet linked as a template and optional notes entered, click the **Save And Exit** button.



Add Commission Profile

Commission Profile Name

Name: 5% Net Revenue

Select Excel Template

Template: 5% net revenue 1 Commission Profile.xls ...

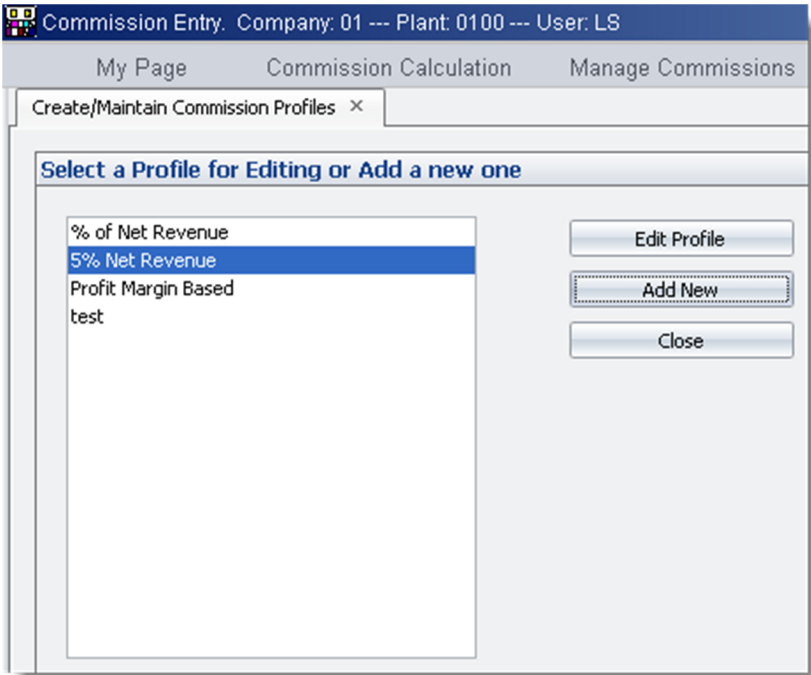
View File

Notes

Note: Profile to take effect on 2/1/2013.

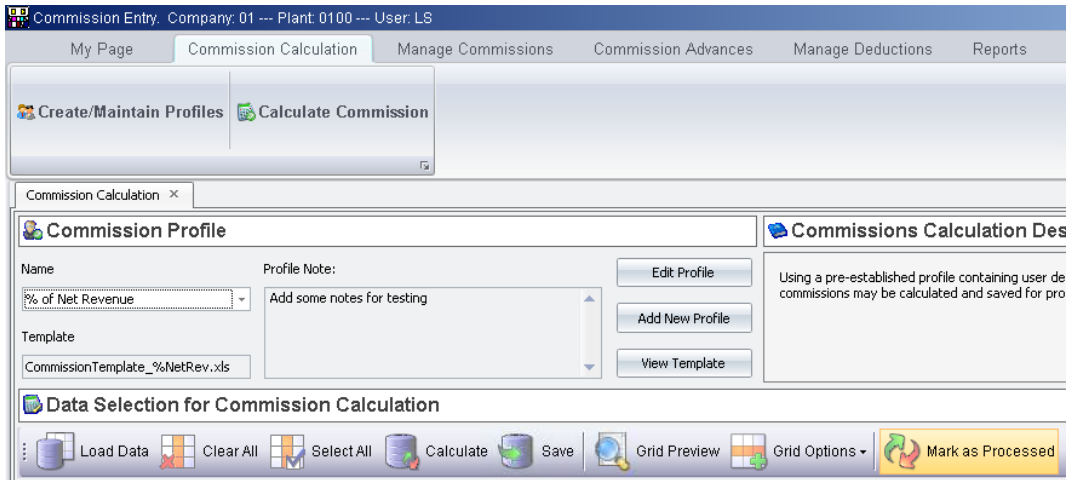
Cancel Save And Exit

8. A listing of all Commission Profiles show in the Create/Maintain Commission Profiles area and may be edited as needed.



Mark as Processed

Existing PrintStream users must go through a process of clearing invoices from the Calculation Grid for those invoices which have already had commissions have paid. Please contact your PrintStream accounting support rep for assistance with this step. Filtering options exist within the program that allow for selection of data for invoices within a date range less than whatever date you choose to clear. The Mark All option can then be used along with the **Mark as Processed** button. The **Mark as Processed** button drops invoices from the calculation grid without requiring actual commission processing.



Additional notes regarding the clearing process: Special programming is built around a profile named [WJC]. WJC stands for Without Job Costing and allows the load of invoices for existing customers without applying calculations during the load process. For users that have been on PrintStream for a number of years and have thousands of invoices to clear, this is a quicker, more efficient way of clearing them. A profile can be created with this name, and then deleted after the clearing process has been completed. Your accounting support rep is available to assist with this step in the clearing process.

View Mark as Processed

This option allows access to a list of all invoices that have previously been marked as processed as well as provides a way to reverse the process, if needed.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page | **Commission Calculation** | Manage Commissions | Commission Advances | Manage Deductions | Reports

Create/Maintain Profiles | Calculate Commission

Commission Calculation x

Commission Profile

Name: Five Percent | Profile Note: 5% | Edit Profile | Add New Profile | View Template

Template: 5% net revenue 1 Commission Profile.

Commissions Calculation Description

Using a pre-established profile containing user defined formulas, commissions may be calculated and saved for processing.

Data Selection for Commission Calculation

Load Data | Clear All | Select All | Calculate | Save | Grid Preview | Grid Options | Mark as Processed | View Marked as Processed

To reverse the process and allow an invoice to once again appear in the list of those available for commissions calculations

1. Select the check box in the far-left column.
2. Click **Restore Selected Invoices**.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page | **Commission Calculation** | Manage Commissions | Comm

Create/Maintain Profiles | Calculate Commission

Commission Calculation | **Invoices Marked as Processed** x

Invoices Marked as Processed

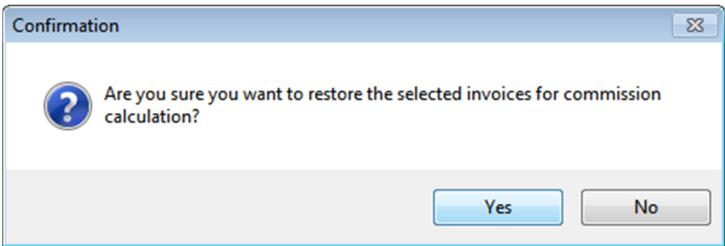
Form description goes here

Select All | Clear All | Save Grid Layout | Restore Selected Invoices

Drag a column header here to group by that column

Job Info			
	Salesrep	Job #	Job Description
<input checked="" type="checkbox"/>	House Account	929	XYZ-BC

3. A Confirmation window opens. Click **Yes** to complete the process.



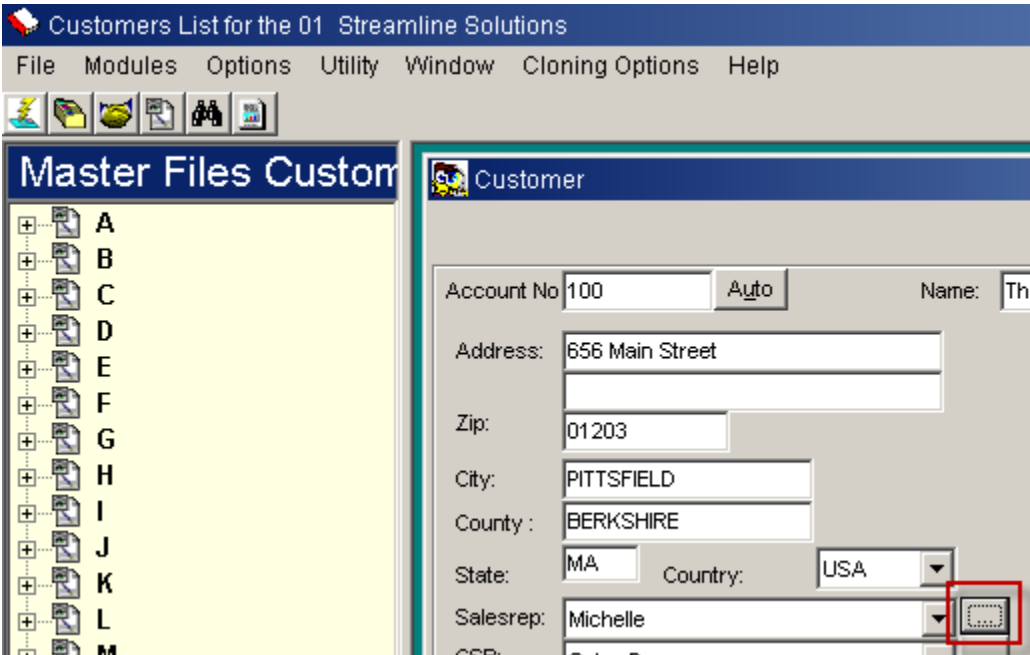
Split Commission set-up (optional)

The following set up is optional and only required if split commissions are a common occurrence. Occasional split commissions may be handled manually and this step is not required. The automatic split functionality is available in v2011 and higher.

A PrintStream representative must activate the following feature within Features to Purchase.

PAM Multiple Salesreps/CSR's per Customer/Quote	<input checked="" type="checkbox"/>
---	-------------------------------------

Once activated, this allows for definition of multiple Sales Reps at the Customer Master File level as well as the split commission percentage. An ellipsis button appears to the right of the Salesrep field, in the individual customer records; in Master Files Customer.



1. Use the blue arrow keys to move salesreps between the **Available** and **Currently Assigned** lists. Those highlighted in red are inactive and are shown for reference only.
2. Enter the applicable commission percentages for each salesrep by entering a value directly into the **Split** field. The total commission split must equal 100% before you can save and exit this screen.

Personell Related...

List of Salesreps for the Customer 100 The Perfect Storm
Currently NOT active personnel displayed in red back color and NOT available for the selection.

Available		Currently Assigned	
	Name		Split
1	Andrea Cox	1	Matt Van 50.00
2	Brian Pichieri	2	Michelle 50.00
3	Chris Kinkaid		
4	Claude		
5	Commission Rep		
6	Cornelius Fudge		
7	DMM Everything		
8	DMM Sales Guy		
9	Don Murray		
10	Gabrielle Allen		
11	Gilderoy Lockhart		
12	House Account		
13	Jason Long		
14	John		
15	John Datta		

Split Total is 100%

Close Save

Manage Deductions

There are optional set up steps that allow for setting either activity code(s) or GL account(s) to be excluded from the commission calculation.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation Manage Commissions Commission Advances **Manage Deductions**

Activity Deductions GL Account Settings

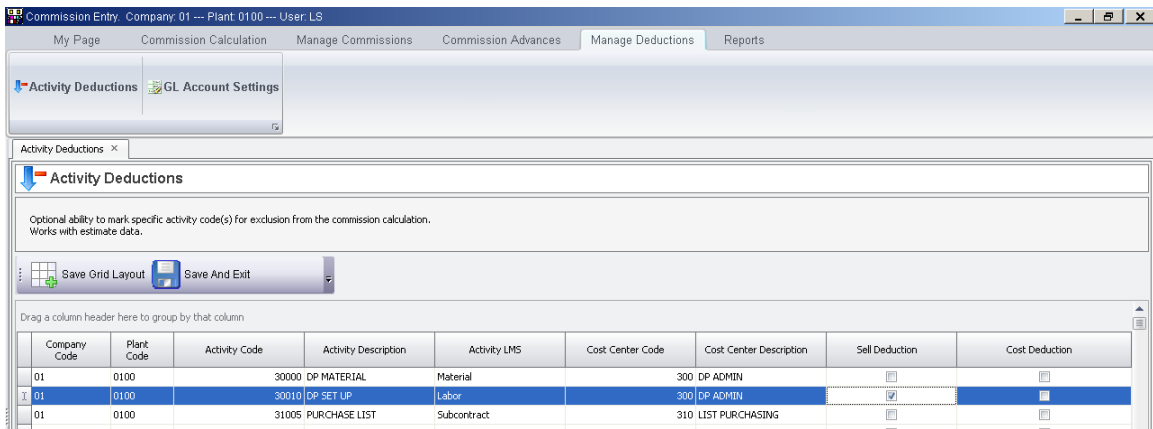
Activity Deduction works exclusively with amounts presented from estimating data, both sales and costs.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation Manage Commissions Commission Advances **Manage Deductions**

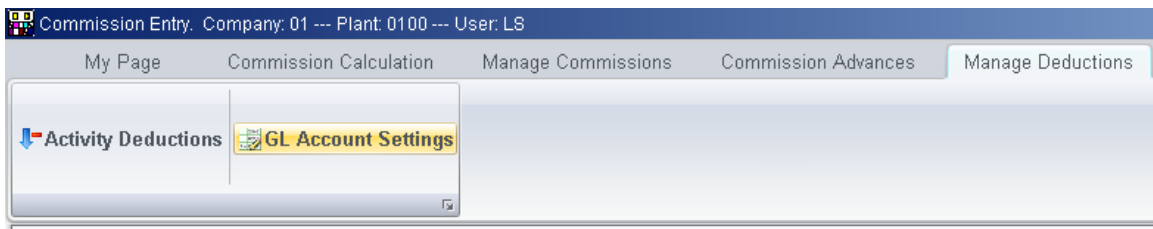
Activity Deductions GL Account Settings

In the following example, DP SET UP is marked as a sell deduction but not a cost deduction. The result of this is that the total estimated sell value is reduced by the sell amount related to this activity, but the full cost captured for performing this activity is part of the total cost dollars presented for calculation.



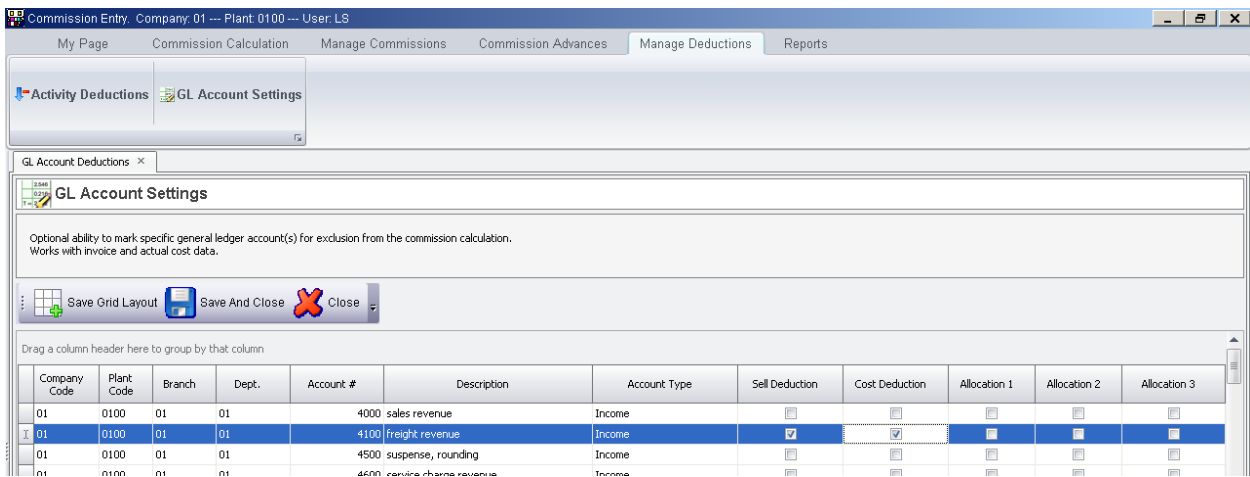
Company Code	Plant Code	Activity Code	Activity Description	Activity LMS	Cost Center Code	Cost Center Description	Sell Deduction	Cost Deduction
01	0100	30000	DP MATERIAL	Material	300	DP ADMIN	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	30010	DP SET UP	Labor	300	DP ADMIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01	0100	31005	PURCHASE LIST	Subcontract	310	LIST PURCHASING	<input type="checkbox"/>	<input type="checkbox"/>

The GL Account Deduction option works *exclusively* with amounts presented from AR Invoicing data and actual costs.



Company Code	Plant Code	Branch	Dept.	Account #	Description	Account Type	Sell Deduction	Cost Deduction	Allocation 1	Allocation 2	Allocation 3
01	0100	01	01	4000	sales revenue	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4100	freight revenue	Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4500	suspense, rounding	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4600	centric phone revenue	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In the example shown below, Freight Revenue is marked as a sell deduction and a cost deduction. The result of this set-up is that freight revenue is not included in the sales number presented, and costs captured as freight costs are included in the cost amounts presented.

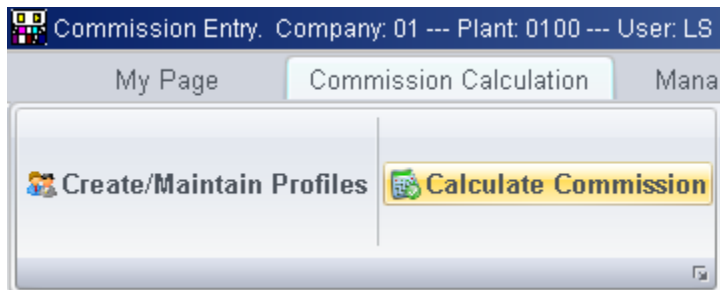


Company Code	Plant Code	Branch	Dept.	Account #	Description	Account Type	Sell Deduction	Cost Deduction	Allocation 1	Allocation 2	Allocation 3
01	0100	01	01	4000	sales revenue	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4100	freight revenue	Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4500	suspense, rounding	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4600	centric phone revenue	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

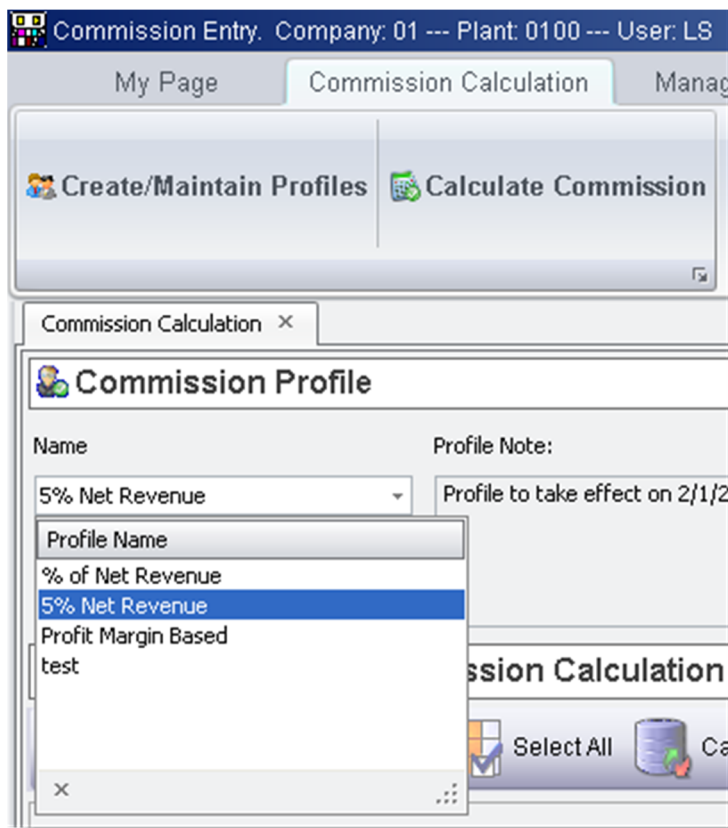
Calculating Commissions

To begin processing commissions

1. Select the **Commission Calculation** tab and click **Calculate Commission**.



2. Select a pre-defined profile from the drop-down list.



3. Click the **Load Data** button. The records load based on a posted invoice status where commissions have not yet been calculated and saved.

The screenshot shows the 'Commission Entry' application window. The 'Commission Calculation' tab is active. In the 'Data Selection for Commission Calculation' section, the 'Load Data' button is highlighted. Other buttons include 'Clear All', 'Select All', 'Calculate', 'Save', 'Grid Preview', 'Grid Options', 'Mark as Processed', 'View Marked as Processed', and 'Close'.

4. Click the **Calculate Commission** button and select those records you wish to save by selecting the check boxes to the left of each record.

Note There are **Select All** and **Clear All** options available as well.

The screenshot shows the 'Commission Entry' application window with the 'Calculate' button highlighted in the 'Data Selection for Commission Calculation' section. Below this section is a table with columns for Customer, Invoice, and various financial details. The first two rows of data are visible.

Customer				AR Invoice Info												
Customer #	Customer Name	Customer Start Date	Customer Special	Invoice #	Invoice Salesrep	Transaction Date	Postage Adjustment	Freight Amount	Tax Amount	Invoice Total	Invoice Date	Invoice Status	AR Invoice	Last Payment	Invoice Due	Net Revenue
0200	ABC Company	1/2/2003		20153	House	11/8/2012	0.00	50.00	2.50	101.50	11/8/2012	Final		11/8/2012	12/8/2012	49.40
0200	ABC Company	1/2/2003		19826	House	3/6/2012	0.00	50.00	2.50	101.51	3/6/2012	Final			4/5/2012	49.01

Manually Calculating Commission Amounts

Additionally, the calculated commission amount may be edited by clicking in the **Commission Amount** field and right-clicking to bring up **Edit Commission Amount**.

A flat dollar amount may be keyed directly into the **New Amount** field or a calculator may be accessed by clicking the drop-down arrow to the right of this field.

A field is also provided to include some notes related to the edit. Click the **OK** button to save any edits or notes. Click **Cancel** to close out of the edit screen without saving changes.

Edit Commission Amt

Edit Commission Amount

Original Amount: \$2.47

New Amount: \$2.50

Please explain the reason for the change:
Round amount to the nearest ten.

Cancel

OK

Once all applicable invoices have been selected, click **Save**. All selected records drop from the Commission Calculation grid and are available for selection under the next step of the process – Accruing Commissions.

Commission Entry Company 01 Plant 0100 User LS

My Page

Commission Calculation

Manage Commissions

Commission Advances

Manage Deductions

Reports

Create/Maintain Profiles

Calculate Commission

Commission Calculation

Commission Profile

Name

5% Net Revenue

Profile Note

Profile to take effect on 2/1/2013.

Template

5% net revenue 1 Commission Profile.

Edit Profile

Add New Profile

View Template

Commissions Calculation Description

Using a pre-established profile containing user defined formulas, commissions may be calculated and saved for processing.

Data Selection for Commission Calculation

Load Data

Clear All

Select All

Calculate

Save

Grid Preview

Grid Options

Mark as Processed

View Marked as Processed

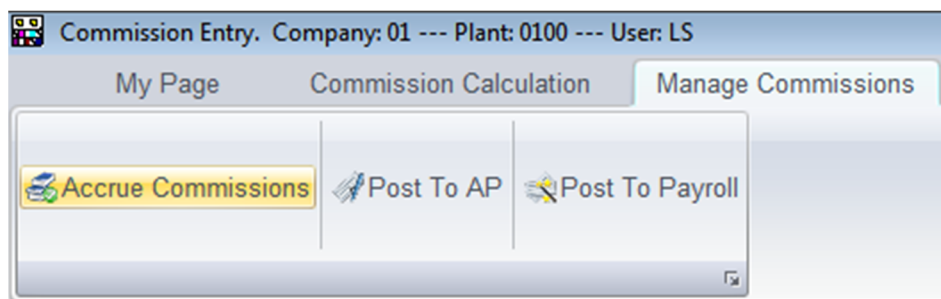
Close

Drag a column header here to group by that column

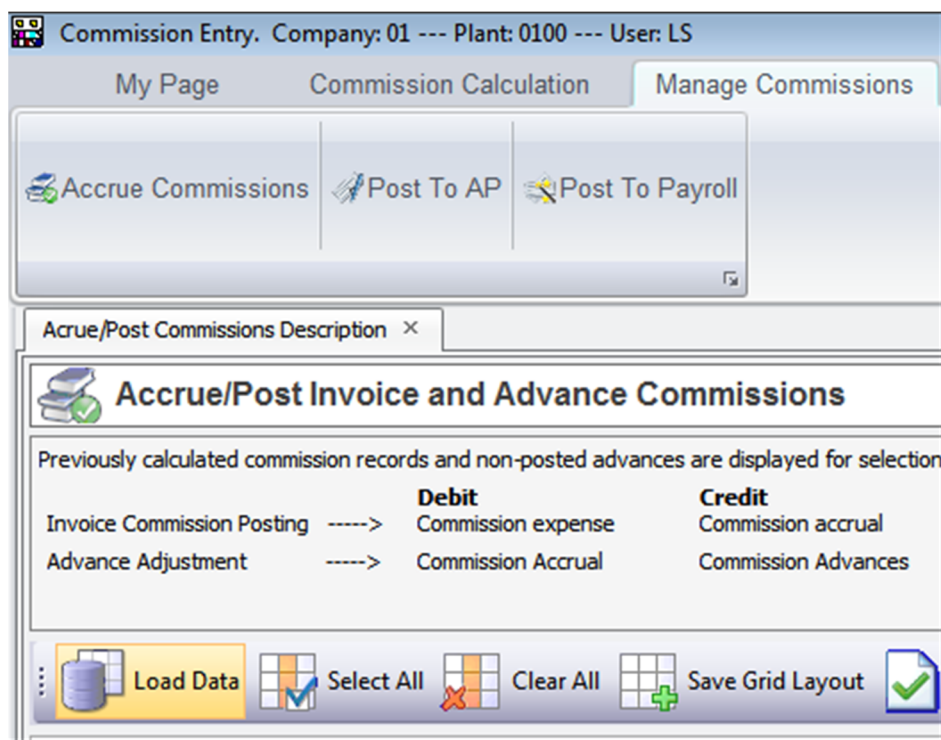
Customer				AR Invoice Info									
Customer #	Customer Name	Customer Start Date	Customer Special	Invoice #	Invoice Salesrep	Transaction Date	Postage Adjustment	Freight Amount	Tax Amount	Invoice Total	Invoice Date	Invoice Status	AR Invoice
<input checked="" type="checkbox"/>	0200	ABC Company	1/2/2003	20153	House	11/8/2012	0.00	50.00	2.50	101.90	11/8/2012	Final	
<input type="checkbox"/>	0200	ABC Company	1/2/2003	19826	House	3/6/2012	0.00	50.00	2.50	101.51	3/6/2012	Final	

Accruing Commissions

1. Select the **Manage Commissions** tab and click **Accrue Commissions**.

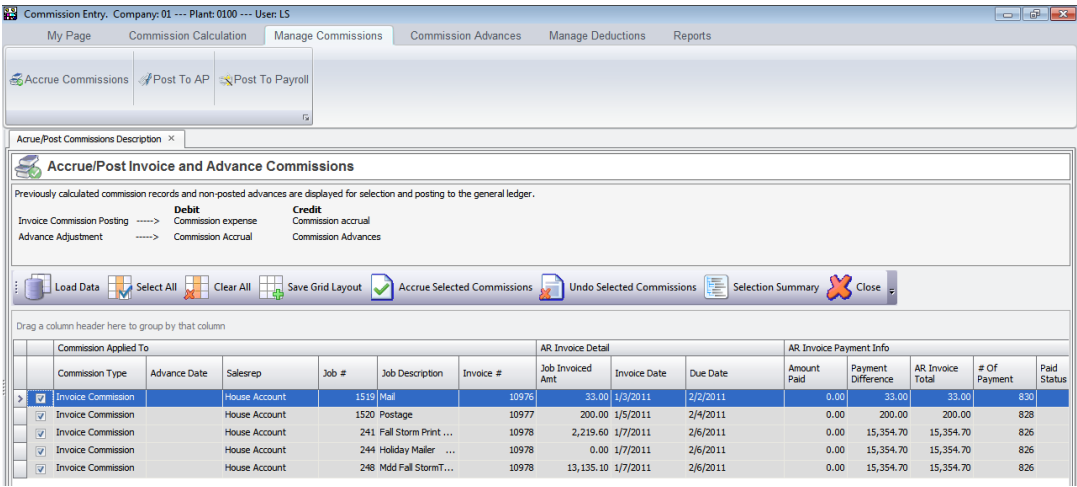


2. Click the **Load Data** button.

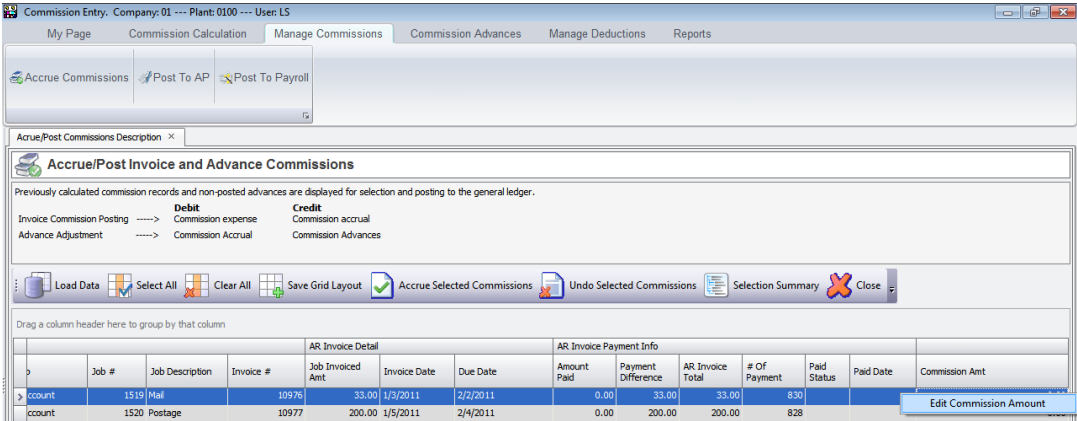


This screen displays all records where commissions were previously calculated and saved during the Commission Calculation step. This screen has the same sorting, grouping, and filtering options as described earlier in this document.

Performing the accrual step does not automatically set the commission up to be paid, but it is the first step that impacts the general ledger.

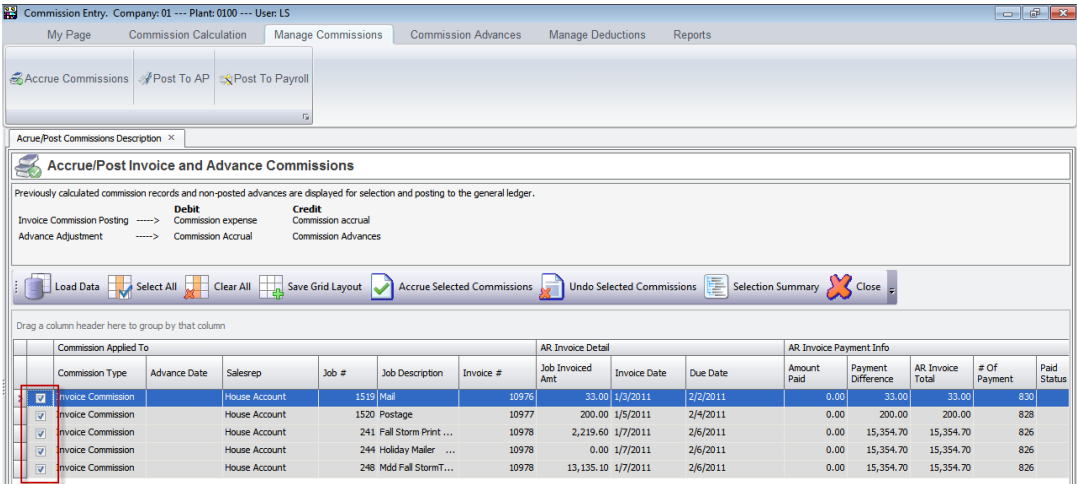


3. As shown in the Commission Calculation screen, the calculated commission amount may be edited by clicking in the **Commission Amount** field and right-clicking to bring up **Edit Commission Amount**.



The amount can be edited up to the point of posting to the general ledger. After that, adjustment records may be created to increase or decrease the commission amount.

4. All of the commission records are selected, by default. Clear any you do not want to process by clearing the check box at the far left of the screen.



5. Click the **Accrue Selected Commissions** button.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation **Manage Commissions** Commission Advances

Accrue Commissions Post To AP Post To Payroll

Accrue/Post Commissions Description x

Accrue/Post Invoice and Advance Commissions

Previously calculated commission records and non-posted advances are displayed for selection and posting to the general ledger.

	Debit	Credit
Invoice Commission Posting ---->	Commission expense	Commission accrual
Advance Adjustment ---->	Commission Accrual	Commission Advances

Load Data Select All Clear All Save Grid Layout **Accrue Selected Commissions**

A Batch Posting Confirmation appears and the date defaults to today's date. This date may be changed if required. This is the date the Commission Accrual Transactions impact the general ledger, so ensure the date falls in the desired month.

Batch Posting Confirmation

GL Batch Posting Confirmation

Batch/Posting Date: 4/12/2013

Period: 7 Year: 2013

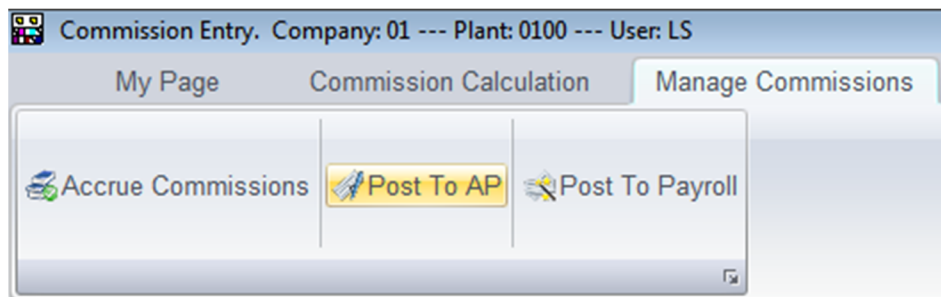
Cancel Post Batch

6. After selecting the **Post Batch** button, you are provided with a snapshot of the general ledger impact as well as the batch number for future reference.

7. The next step in paying commissions is to process the newly accrued records either through the Post to AP or Post to Payroll option, depending on preference. There are no restrictions regarding how the payments are processed, only that the set up needs to be in place linking the Sales Rep to the AP system as covered in the set-up section of this document. You may also process a payment for a Sales person via the Post to Payroll screen if you choose to. This is covered in more detail under the Post to Payroll section of this document.

Posting to AP

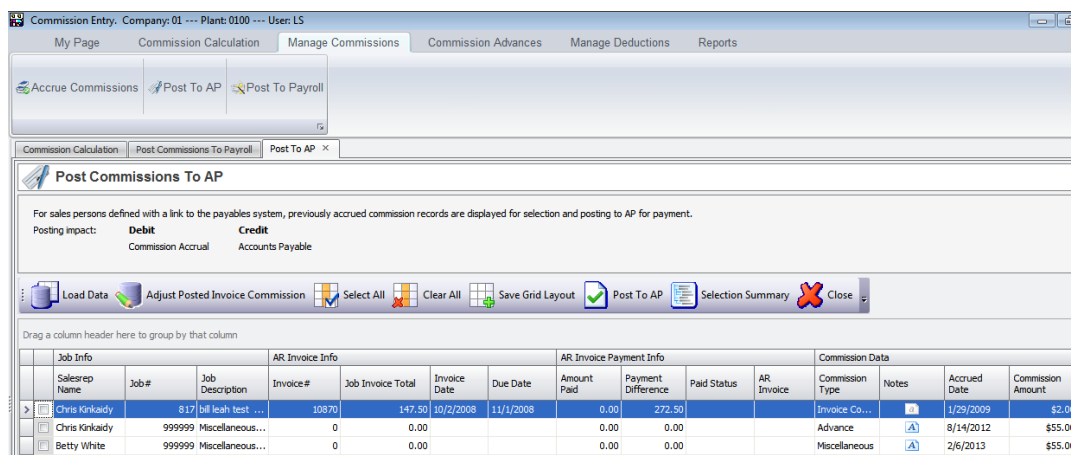
1. Click **Post To AP**.



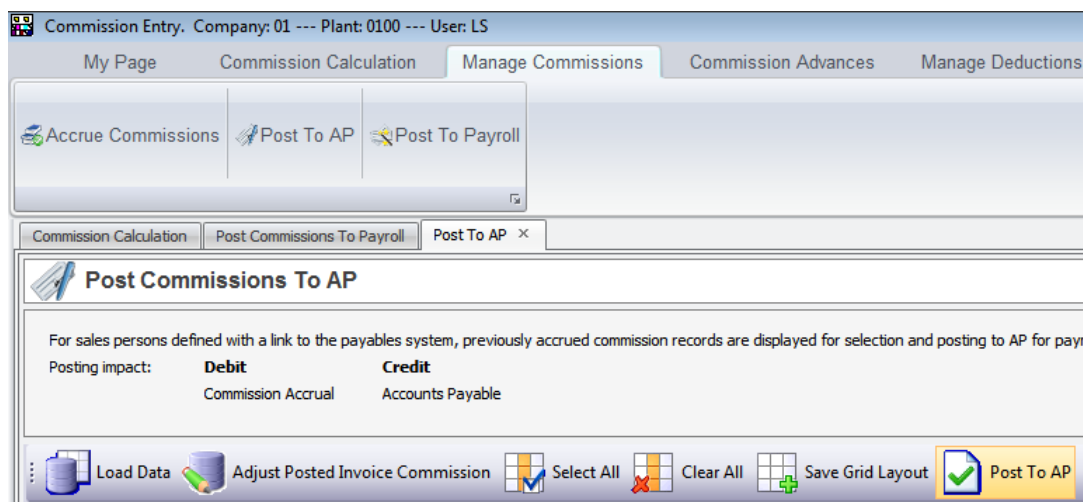
For Sales Reps linked to the Accounts Payable module, records that have been previously accrued are presented on this screen. Also included on this screen is payment information for those customers who only pay commission to their Sales people once an invoice has been paid.

As with all the other grids, sorting, grouping and filtering options are available to simplify selection.

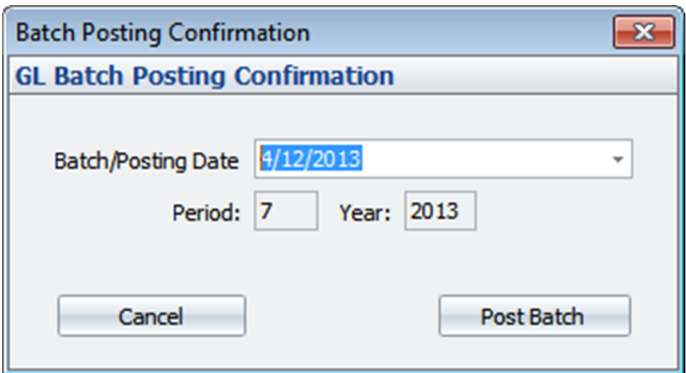
2. A helpful sorting option could be to group by Paid Status for ease of selecting those records that you are ready to process payment for.



3. As with the other screens, simply select the check box for the records that you wish to process. Once all records have been selected, click the **Post To AP** button.

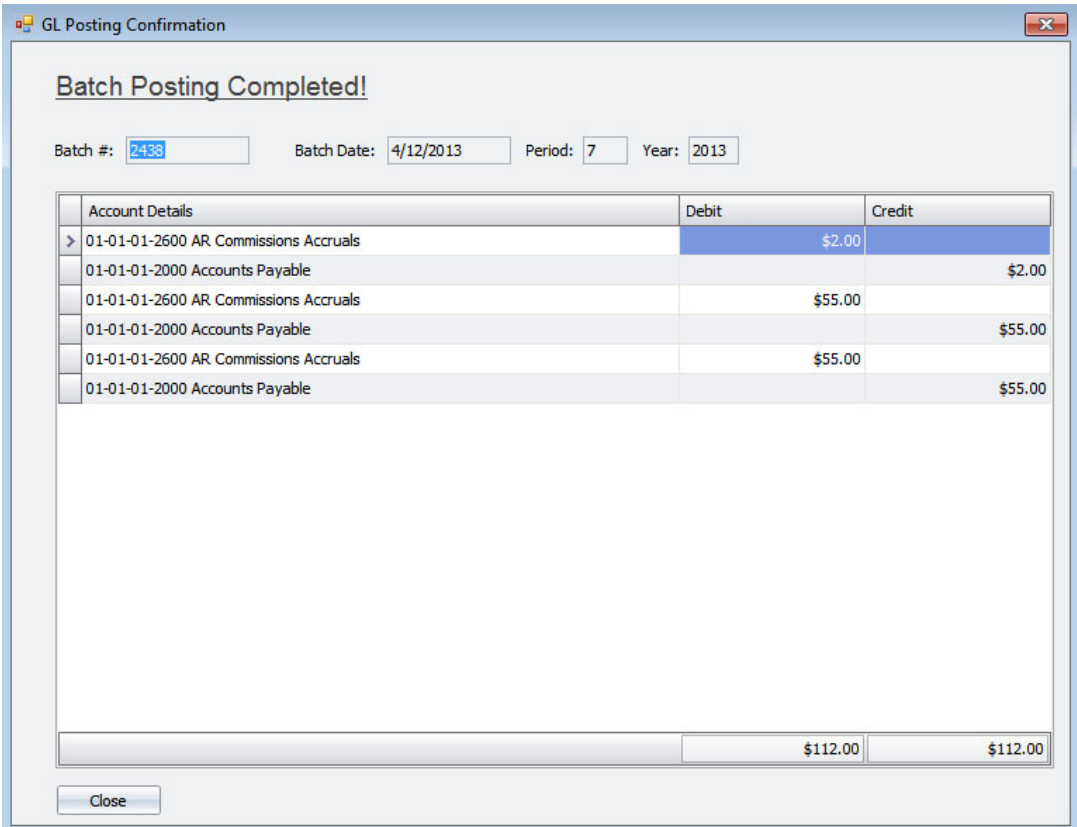


4. A Batch Posting Confirmation opens and the date defaults to today's date. This date may be changed, if required. This is the date the Commission Accrual will be relieved and Accounts Payable will be impacted.



The dialog box is titled "Batch Posting Confirmation" with a subtitle "GL Batch Posting Confirmation". It contains a "Batch/Posting Date" dropdown menu set to "4/12/2013", a "Period" input field with the value "7", and a "Year" input field with the value "2013". At the bottom are "Cancel" and "Post Batch" buttons.

5. Click **Post Batch** and you are provided with a snapshot of the general ledger impact as well as the batch number for future reference.



The dialog box is titled "GL Posting Confirmation" and displays "Batch Posting Completed!". It shows "Batch #: 2438", "Batch Date: 4/12/2013", "Period: 7", and "Year: 2013". Below this is a table showing the general ledger impact.

Account Details	Debit	Credit
> 01-01-01-2600 AR Commissions Accruals	\$2.00	
01-01-01-2000 Accounts Payable		\$2.00
01-01-01-2600 AR Commissions Accruals	\$55.00	
01-01-01-2000 Accounts Payable		\$55.00
01-01-01-2600 AR Commissions Accruals	\$55.00	
01-01-01-2000 Accounts Payable		\$55.00
	\$112.00	\$112.00

A "Close" button is located at the bottom left.

6. The next step in paying commissions is to process the actual checks to the Sales people via the AP Check Entry program. Check processing via AP checks is nearly identical to normal AP check processing except during batch creation.

7. Select **Check Entry** and, within the batch definition box, select the **Batch Type Commission Payments**. Confirm the batch date and the bank account you wish to use. You may also enter an optional batch description.

The screenshot shows the 'AP Check Entry' window for Company: (01) EFI - Plant: 0100. The 'AP Checks' sidebar on the left includes options like 'Check Entry (Auto/Manual)', 'Check Processing', 'Posting to GL/ View Check Register', 'Void Checks', and 'AP Quick Check Entry'. The main window is titled 'AP Batch Selection'. A 'Batch Summary' table is visible, and a 'New A/C Payable Checks Batch' dialog box is open. This dialog box contains the following fields:

- Company: EFI
- Plant: 0100
- Bank Account #: 0002 (First National Bank Account)
- GL Account: 01-01-1011 (Cash - Money Market)
- Batch Type: Vendor Payments
- Batch Date: Commission Payments
- Description: (empty)

Buttons for 'Cancel' and 'Ok' are at the bottom right of the dialog box.

The selection criteria section displays a list of all Sales Reps with commissions due.

The screenshot shows the 'AP Batch Selection (Commission Payments)' window. The 'Batch Summary' table is populated with the following data:

Batch Summary		Manual	Auto
Batch#:	2439	Invoices 0.00	Auto 0.00
Period:	7	Discounts 0.00	0.00
Year:	2013	Payments 0.00	0.00

The 'Selection Criteria' section shows a 'List of Vendors with Invoices' table with the following data:

	Vendor #	Vendor Name	Priority Level
1	003	Betty White	
2	005	Michelle	
3	087	Suellen Jones	
4	LEAH	Leah VanWynsberghe	
5	sales2	Chris Kinkaidy	

Buttons for 'Select All' and 'Clear Selection' are located above the table.

8. Select the Sale Rep or Rep(s) you intend on writing checks for and confirm the check date.
9. Click the **Select Invoices** tab for selection of 'invoices' you wish to process for payment and then **Save**.

AP Check Entry Company: (01) EFI - Plant: 0100

File Batch Options Help

AP Checks

Checks

- Check Entry (Auto/Manual)
- Check Processing
- Posting to GL/View Check Register
- Void Checks
- AP Quick Check Entry

AP Batch Selection (Commission Payments)

Batch Summary

Batch#: 2439
Period: 7
Year: 2013

	Manual	Auto	Total
Invoices	0.00	36,637.48	36,637.48
Discounts	0.00	0.00	0.00
Payments	0.00	36,637.48	36,637.48

Selection Criteria

Exp. Check Date: 4/12/2013
Invoices Due By: 4/12/2013
With Discount for:
Calculate discount on tax: No

Select Invoices

Available: 0
Selected: 18

Priority Level From: 1
To: 3

Select By: Priority Level
Total Priority Selected: \$0.00

Vendor #	Priority Level	Vendor Name - Address No.	Separate Check	Invoice #	Plant Code	Due/Disc. Date **	Inv. Balance	Discount	Payable Amount	Detail	EFT
003		Betty White - #0		misc 001	0100	12/03/2010	\$55.00	\$0.00	\$55.00		
003		Betty White - #0		6062011	0100	06/06/2011	\$55.00	\$0.00	\$55.00		
003		Betty White - #0		6062011 CR	0100	06/06/2011	(\$55.00)	\$0.00	-\$55.00		
003		Betty White - #0		Misc-09012012	0100	09/01/2012	\$55.00	\$0.00	\$55.00	Commission Advance	
003		Betty White - #0		Misc-04122013(1)	0100	04/12/2013	\$55.00	\$0.00	\$55.00	Misc. Commission	
005		Michelle - #0		misc 002	0100	01/02/2011	\$33.00	\$0.00	\$33.00		
005		Michelle - #0		6012011	0100	07/01/2011	\$88.00	\$0.00	\$88.00		
087		Suellen Jones - #0		misc 004	0100	01/02/2011	\$88.00	\$0.00	\$88.00		
LEAH		Leah VanWynsberghe - #0		1147-11112009	0100	11/11/2009	\$275.00	\$0.00	\$275.00	Comm For Inv# 10909 Job# 1147	
sales2		Chris Kinkaidy - #0		25-11282009	0100	11/28/2009	\$2.00	\$0.00	\$2.00	Comm For Inv# 10832 Job# 25	
sales2		Chris Kinkaidy - #0		25-11282009(1)	0100	11/28/2009	\$2.00	\$0.00	\$2.00	Comm For Inv# 10833 Job# 25	
sales2		Chris Kinkaidy - #0		612-11282009	0100	11/28/2009	\$0.00	\$0.00	\$0.00	Comm For Inv# 10617 Job# 612	
sales2		Chris Kinkaidy - #0		732-11282009	0100	11/28/2009	\$0.00	\$0.00	\$0.00	Comm For Inv# 10681 Job# 732	
sales2		Chris Kinkaidy - #0		733-11282009	0100	11/28/2009	\$188.42	\$0.00	\$188.42	Comm For Inv# 10676 Job# 733	
sales2		Chris Kinkaidy - #0		735-11282009	0100	11/28/2009	\$35,739.06	\$0.00	\$35,739.06	Comm For Inv# 10679 Job# 735	

Remove Batch Close Save

10. Continue to the Check Processing screen to print checks. More detailed instruction for the actual processing of checks is available in the A/P Documentation.

Posting to Payroll

1. In the **Manage Commissions** tab, click **Post To Payroll**.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation Manage Commissions

Accrue Commissions Post To AP Post To Payroll

For Sales Reps not linked to the Accounts Payable module, records that have been previously accrued are presented in this screen. Note the optional check box to also display those reps that do have a link to the Accounts Payable module.

Also included in this screen is payment information for those customers who only pay commission to their Sales people once an invoice has been paid.

As with all the other grids, sorting, grouping and filtering options are available to simplify selection.

2. A helpful sorting option could be to group by **Paid** status for ease of selecting those records that you are ready to process for payment.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation **Manage Commissions** Commission Advances Manage Deductions Reports

Accrue Commissions Post To AP Post To Payroll

Post Commissions To Payroll x

Post Commissions To Payroll

Previously accrued commission records are displayed for selection and posting for payment via an external payroll system. Note the optional setting for inclusion of sales persons:

Posting impact: **Debit** **Credit**
 Commission Accrual Payroll Expense

Load Data Adjust Posted Invoice Commission Select All Clear All Save Grid Layout Post To Payroll Selection

☒ Exclude Sales Persons linked to AP

Drag a column header here to group by that column

Job Info		Invoice Info				AR Invoice Payment Info				Paid Stat	AR Invoice	
Salesrep Name	Job#	Job Description	Invoice e#	Job Invoic	Invoice Date	Due Date	Amount Paid	AR Invoice Total	Payment Difference	# of Payment Days	Paid Stat	(Custom) (Blanks) (Non blanks) Paid
House Account	1519	Mail	10976	33.00	1/3/2011	2/2/2011	33.00	33.00	0.00	830	Paid	
House Account	1520	Postage	10977	200.00	1/5/2011	2/4/2011	200.00	200.00	0.00	828	Paid	

Custom AutoFilter

Show rows where:

Paid Status

equals paid

☒ And ☐ Or

OK Cancel

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation **Manage Commissions** Commission Advances Manage Deductions Reports

Accrue Commissions Post To AP Post To Payroll

Post Commissions To Payroll x

Post Commissions To Payroll

Previously accrued commission records are displayed for selection and posting for payment via an external payroll system. Note the optional setting for inclusion of sales persons defined for AP processing.

Posting impact: **Debit** **Credit**
 Commission Accrual Payroll Expense

Load Data Adjust Posted Invoice Commission Select All Clear All Save Grid Layout Post To Payroll Selection Summary Close

☒ Exclude Sales Persons linked to AP

Drag a column header here to group by that column

Job Info		Invoice Info				AR Invoice Payment Info				Commission Info						
Salesrep Name	Job#	Job Description	Invoice e#	Job Invoic	Invoice Date	Due Date	Amount Paid	AR Invoice Total	Payment Difference	# of Payment Days	Paid Stat	AR Invoice Paid Date	Creditor Name	Commission Type	Accrued Date	Commission Amt
House Account	1519	Mail	10976	33.00	1/3/2011	2/2/2011	33.00	33.00	0.00	830	Paid	4/12/2013		Invoice Com...	4/12/2013	\$0.00
House Account	1520	Postage	10977	200.00	1/5/2011	2/4/2011	200.00	200.00	0.00	828	Paid	4/12/2013		Invoice Com...	4/12/2013	\$0.00

3. As with the other screens, simply check the box for the records that you wish to process. Once all records have been selected, click the **Post To Payroll** button.

The screenshot shows the 'Post Commissions To Payroll' window. At the top, there's a header bar with 'Commission Entry. Company: 01 --- Plant: 0100 --- User: LS'. Below this is a navigation bar with tabs: 'My Page', 'Commission Calculation', 'Manage Commissions' (active), 'Commission Advances', and 'Manage Deductions'. Under 'Manage Commissions', there are three buttons: 'Accrue Commissions', 'Post To AP', and 'Post To Payroll' (highlighted). The main area is titled 'Post Commissions To Payroll' and contains a message: 'Previously accrued commission records are displayed for selection and posting for payment via an external payroll system. Note the optional setting for ind'. Below this, there's a section for 'Posting impact:' with two columns: 'Debit' (Commission Accrual) and 'Credit' (Payroll Expense). At the bottom, there's a toolbar with buttons: 'Load Data', 'Adjust Posted Invoice Commission', 'Select All' (checked), 'Clear All', 'Save Grid Layout', and 'Post To Payroll' (highlighted).

4. A Batch Posting Confirmation appears and the date defaults to today's date. This date may be changed, if required. This is the date that the Commission Accrual will be relieved, and Payroll Expense will be impacted.

The screenshot shows the 'Batch Posting Confirmation' dialog box. It has a title bar with 'Batch Posting Confirmation' and a close button. The main area is titled 'GL Batch Posting Confirmation'. It contains a 'Batch/Posting Date' dropdown menu set to '4/12/2013', a 'Period' field set to '7', and a 'Year' field set to '2013'. At the bottom, there are two buttons: 'Cancel' and 'Post Batch'.

5. Click the **Post Batch** button and you are provided with a snapshot of the general ledger impact as well as the batch number for future reference.

The screenshot shows the 'GL Posting Confirmation' window. It has a title bar with 'GL Posting Confirmation' and a close button. The main area is titled 'Batch Posting Completed!'. It contains a 'Batch #' field set to '2441', a 'Batch Date' field set to '4/12/2013', a 'Period' field set to '7', and a 'Year' field set to '2013'. Below this is a table showing the general ledger impact. The table has three columns: 'Account Details', 'Debit', and 'Credit'. The data is as follows:

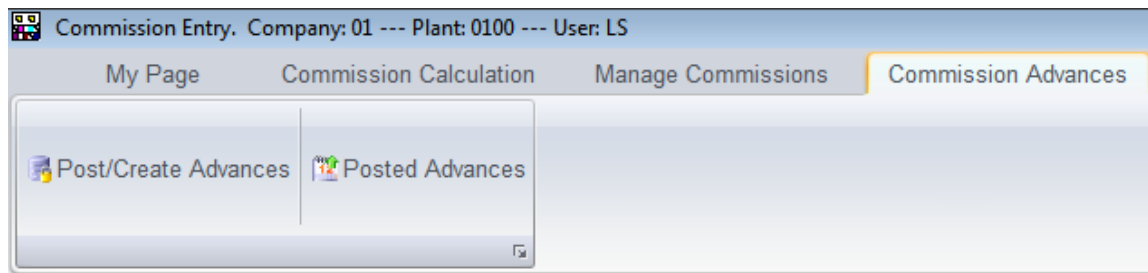
Account Details	Debit	Credit
> 01-01-01-2600 AR Commissions Accruals		
01-01-01-6900 AR Commissions Payroll		
01-01-01-2600 AR Commissions Accruals		
01-01-01-6900 AR Commissions Payroll		
01-01-01-2600 AR Commissions Accruals		\$109.22
01-01-01-6900 AR Commissions Payroll		\$109.22
01-01-01-2600 AR Commissions Accruals		\$37.50
01-01-01-6900 AR Commissions Payroll		\$37.50
01-01-01-2600 AR Commissions Accruals		\$612.00
01-01-01-6900 AR Commissions Payroll		\$612.00
	\$758.72	\$758.72

At the bottom, there is a 'Close' button.

6. Proceed with normal payroll processing.

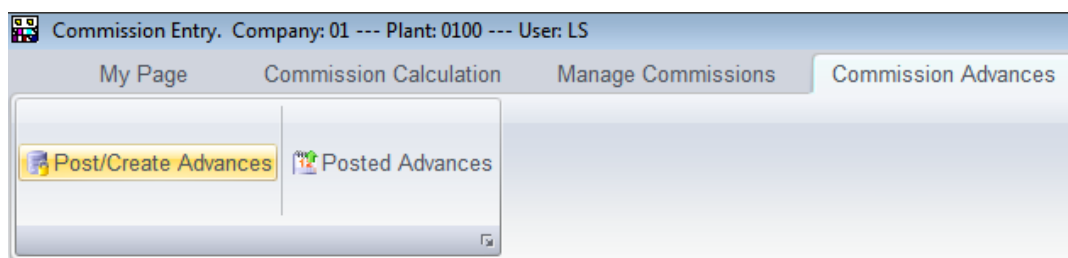
Creating Commission Advances

Commission advances may be managed by creating either a positive or negative advance record. The term advance assumes that money paid via creating an advance will be re-paid by the sales person at some point. Advances are tracked in a special general ledger asset account.

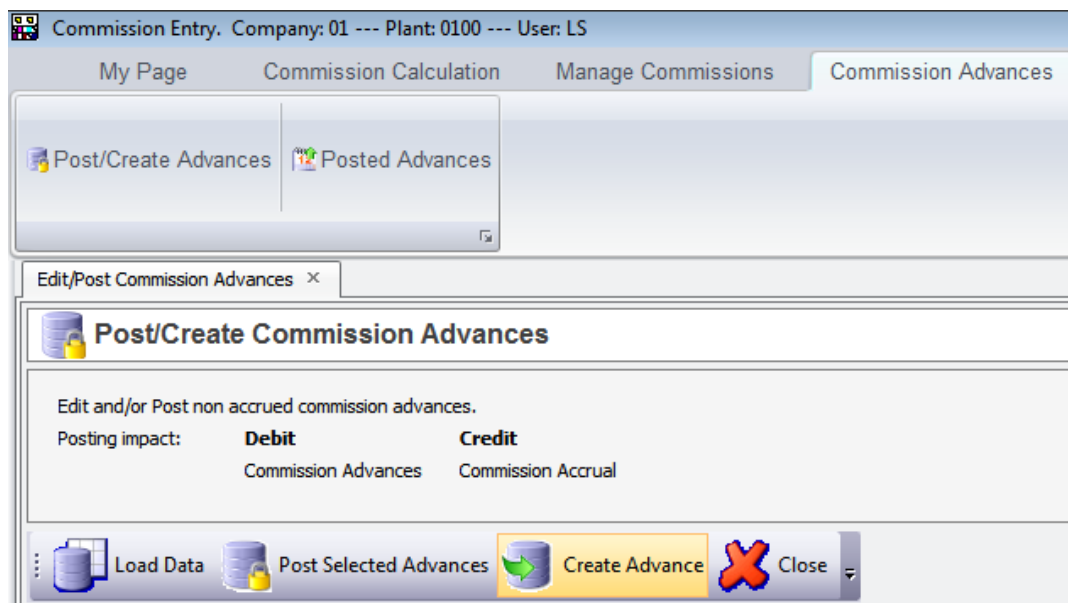


To create an advance

1. Select the **Commission Advances** tab and click **Post/Create Advances**.



2. Select the option to **Create Advance**.



- 3. Enter the name of the sales rep you wish to create an advance payment for into the **Personnel** field by either typing it directly or selecting it from the available drop-down list.

Create Commission Advance

Personnel: (Select) [Dropdown Menu]

Amount: [Text Field]

Advance Date: 5/7/2013 [Dropdown Menu]

Note: [Text Area]

Buttons: Cancel, OK

- 4. A flat dollar amount may be entered in **Advance Amt** or using the drop-down arrow to open a calculator.

Create Commission Advance

Personnel: Von Ballard [Dropdown Menu]

Amount: 500 [Text Field]

Advance Date: 5/7/2013 [Dropdown Menu]

Note: [Text Area]

Buttons: Cancel, OK

5. The **Advance Date** defaults to the current date in the system but can be changed to whatever you need it to be. This allows you to create advances to be posted in a future period.

The screenshot shows the 'Create Commission Advance' dialog box. The 'Personnel' field is set to 'Von Ballard'. The 'Amount' field is set to '\$500.00'. The 'Advance Date' field is set to '4/30/2013'. A calendar overlay is displayed, showing the month of April 2013. The date '30' is highlighted, indicating the selection of 4/30/2013. The 'Note' field is empty. The 'Cancel' button is visible at the bottom left.

6. Type directly into the optional **Note** field to include comments related to the advance.

The screenshot shows the 'Create Commission Advance' dialog box. The 'Personnel' field is set to 'Von Ballard'. The 'Amount' field is set to '\$500.00'. The 'Advance Date' field is set to '4/30/2013'. The 'Note' field now contains the text 'Pay period 8 advance.' The 'Cancel' button is visible at the bottom left, and the 'OK' button is visible at the bottom right.

7. Click **Cancel** to close the create window without creating the advance, or **OK** to finish the process and create the advance.


8. If **OK** is clicked, the advance appears in the grid section of the screen.

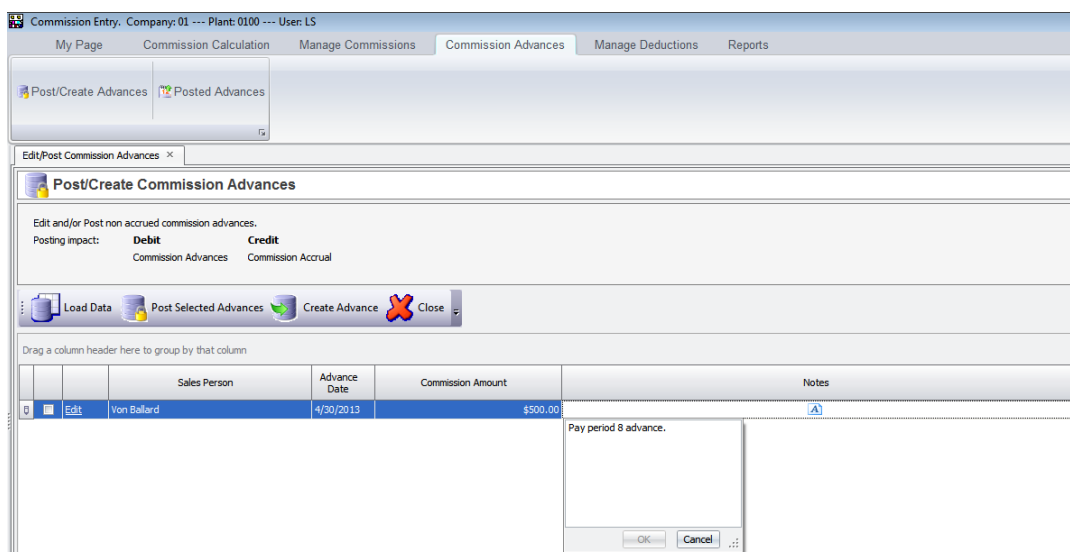
The screenshot shows the 'Post/Create Commission Advances' window. At the top, there are tabs: 'My Page', 'Commission Calculation', 'Manage Commissions', 'Commission Advances' (selected), 'Manage Deductions', and 'Reports'. Below the tabs, there are two buttons: 'Post/Create Advances' and 'Posted Advances'. The main area has a title 'Post/Create Commission Advances' and a description 'Edit and/or Post non accrued commission advances.' Below this, there are two sections: 'Posting impact: Debit' (Commission Advances) and 'Posting impact: Credit' (Commission Accrual). There are three buttons: 'Load Data', 'Post Selected Advances', and 'Create Advance', followed by a 'Close' button. Below the buttons, there is a text prompt 'Drag a column header here to group by that column'. At the bottom, there is a table with the following columns: 'Sales Person', 'Advance Date', 'Commission Amount', 'Notes', and 'Delete'. The table contains one row with the following data: 'Von Ballard', '4/30/2013', '\$500.00', and an icon in the 'Notes' column.

Sales Person	Advance Date	Commission Amount	Notes	Delete
Von Ballard	4/30/2013	\$500.00		

9. At this point, the advance has not been posted to the general ledger. It can still be edited by clicking the **Edit** hyperlink to the left the Sales Person name.

The screenshot shows the 'Post/Create Commission Advances' window with the 'Edit Commission Advance' dialog box open. The dialog box has a title 'Edit Commission Advance' and a subtitle 'Edit Commission Advance Amount'. It contains the following fields: 'Original Amount' (text box with '\$500.00'), 'New Amount' (text box with '500.'), and 'Advance Date' (dropdown menu with '4/30/2013'). There is a 'Note' section with a text area containing 'Pay period 8 advance.' At the bottom of the dialog box, there are 'Cancel' and 'OK' buttons. The background window is partially obscured by the dialog box.

10. Any information entered into the **Note** field, when the advance was created, can be viewed by clicking anywhere in the  field.



Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Post/Create Advances Posted Advances

Edit/Post Commission Advances




Post/Create Commission Advances

Edit and/or Post non accrued commission advances.

Posting impact: **Debit** **Credit**
Commission Advances Commission Accrual

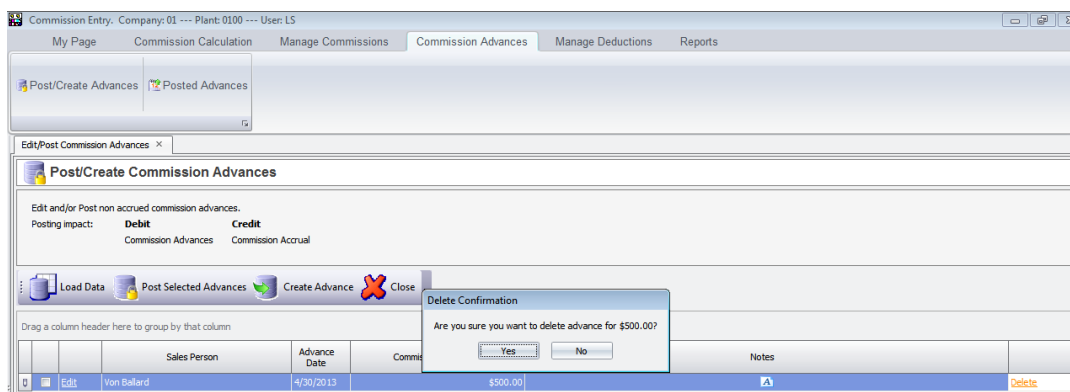
Load Data Post Selected Advances Create Advance Close

Drag a column header here to group by that column

		Sales Person	Advance Date	Commission Amount	Notes
		Von Ballard	4/30/2013	\$500.00	 Pay period 8 advance.

OK Cancel

11. The advance can also still be deleted at this point by clicking the **Delete** hyperlink at the far right of the advance line. A confirmation window opens when selecting this option. Click **Yes** to remove the advance.



Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Post/Create Advances Posted Advances

Edit/Post Commission Advances





Post/Create Commission Advances

Edit and/or Post non accrued commission advances.

Posting impact: **Debit** **Credit**
Commission Advances Commission Accrual

Load Data Post Selected Advances Create Advance Close

Drag a column header here to group by that column

		Sales Person	Advance Date	Comm	Notes	
		Von Ballard	4/30/2013	\$500.00		

Delete Confirmation

Are you sure you want to delete advance for \$500.00?

Yes No

Posting Commission Advances

Posting the advance does the same thing as the accrual process for regular invoice commissions.

1. Select advances to be posted by selecting the check box to the far left of the advance line and clicking **Post Selected Advances**.

Sales Person	Advance Date	Commission Amount	Notes	Delete
Von Ballard	4/30/2013	\$500.00		

A batch posting confirmation window opens with the current system date selected. Keep in mind that this is the date the commission advances within the batch will post to the general ledger.

2. Change the date, if needed, and click **Post Batch** or **Cancel** to prevent the batch from posting.

Batch/Posting Date: 4/30/2013

Period: 7 Year: 2013

Cancel Post Batch

3. When you click the **Post Batch** button, you are provided with a snapshot of the general ledger impact as well as the batch number for future reference.

Batch Posting Completed!

Batch #: 2452 Batch Date: 4/30/2013 Period: 7 Year: 2013

Account Details	Debit	Credit
> 01-01-01-2600 AR Commissions Accruals		\$500.00
01-01-01-1045 AR Commission Adv Payment Asset	\$500.00	

The posted advance now shows up in either the **Post To AP** or the **Post To Payroll** areas, depending on how the salesrep was setup.

Commission Entry, Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Accrue Commissions Post To AP Post To Payroll

Post Commissions To Payroll

Previously accrued commission records are displayed for selection and posting for payment via an external payroll system. Note the optional setting for inclusion of sales persons defined for AP processing.

Posting impact: **Debit** Commission Accrual **Credit** Payroll Expense

Load Data Adjust Posted Invoice Commission Select All Clear All Save Grid Layout Post To Payroll Selection Summary Close

☒ Exclude Sales Persons linked to AP

Drag a column header here to group by that column

Job Info		Invoice Info		AR Invoice Payment Info						Commission Info						
Salesrep Name	Job #	Job Description	Invoice #	Job Invoice	Invoice Date	Due Date	Amount Paid	AR Invoice Total	Payment Difference	# of Payment Days	Paid Stat	AR Invoice Paid Date	Creditor Name	Commission Type	Accrued Date	Commission Amt
Von Ballard	999999	Miscellaneous Job	0	0.00			0.00	0.00	0.00	0				Advance	4/30/2013	\$500.00

From this point, the commission is processed exactly like a regular invoice. However, once the commission is posted, either to AP or payroll, an offsetting commission transaction is automatically created in the system. This negative commission shows up in the Accrue Commissions section, so that it can be used to offset regular invoice commissions as they are processed.

To recuperate the advance from the salesrep

Commission Entry, Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Create/Maintain Profiles Calculate Commission

Post Commissions To Payroll Post To AP Accrue/Post Commissions Description Commission Advances

Accrue/Post Invoice and Advance Commissions

Previously calculated commission records and non-posted advances are displayed for selection and posting to the general ledger.

Invoice Commission Posting -----> **Debit** Commission expense **Credit** Commission accrual
Advance Adjustment -----> Commission Accrual Commission Advances

Load Data Select All Clear All Save Grid Layout Accrue Selected Commissions Undo Selected Commissions Selection Summary Close

Drag a column header here to group by that column

Commission Applied To						AR Invoice Detail				AR Invoice Payment Info			
Commission Type	Advance Date	Salesrep	Job #	Job Description	Invoice #	Job Invoiced Amt	Invoice Date	Due Date	Amount Paid	Payment Difference	AR Invoice Total	# of Payment	Paid Status
Invoice Commission		Von Ballard	999999	Miscellaneous Job	11249	12,296.10	5/7/2013	6/6/2013	12,096.10	200.00	12,296.10	0	
Advance	5/7/2013	Von Ballard	999999	Miscellaneous Job	0	0.00			0.00	0.00	0.00	0	

1. When the **Accrue Selected Commissions** button is clicked, one of two things occur.

Batch Posting Confirmation

GL Batch Posting Confirmation

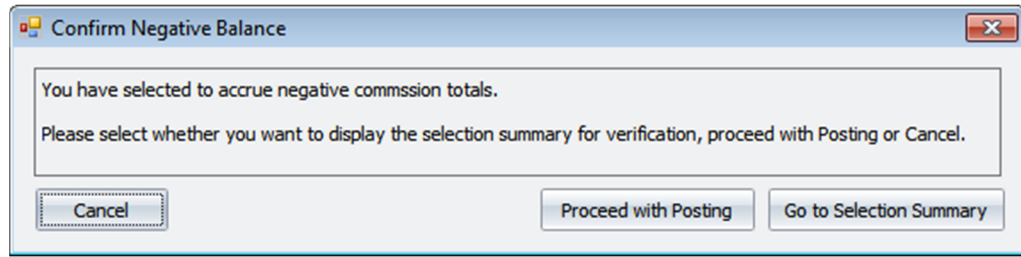
Batch/Posting Date: 4/30/2013

Period: 7 Year: 2013

Cancel Post Batch

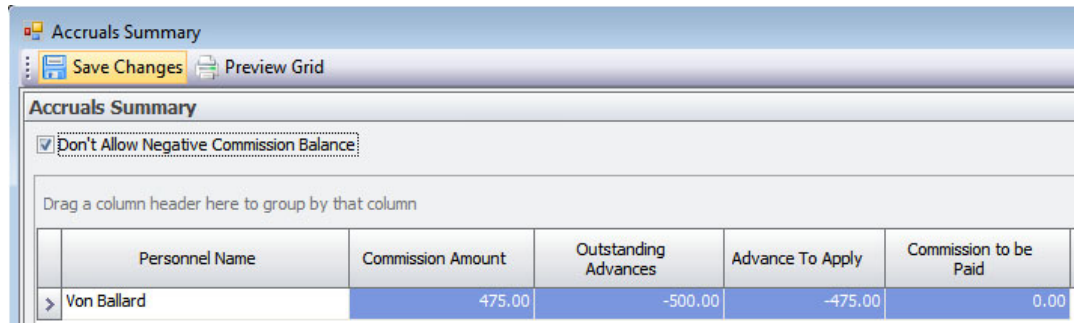
- a. If the net amount of commission for the salesrep is positive, a batch posting screen opens. Adjust the date as needed and click **Post Batch** to proceed or **Cancel** to cease the posting.

- b. If the net amount of commission for a salesrep is negative, the following screen opens.

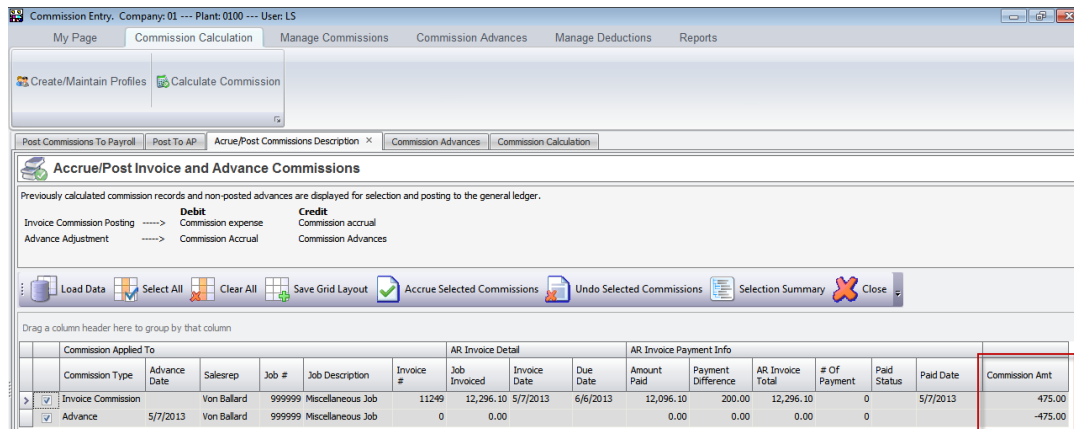


You may select the option to **Proceed with Posting**, which processes the negative commission amount.

2. Generally you will click the button to **Go to Selection Summary**, which opens the following screen. Ensure the **Don't Allow Negative Commission Balance** check box is selected and click **Save Changes**.



3. This ensures that only enough of the negative commission amount will be used to bring the balance to zero. The remaining negative commission amount will remain to be offset against future invoice commission, in the same manner.



4. Once the amount adjustments have been made, click the **Accrue Selected Commissions** button. A batch posting screen opens. Adjust the date as needed, remembering that the batch date cannot be before the invoice/advance date.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page | Commission Calculation | Manage Commissions | Commission Advances | Manage Deductions | Re

Create/Maintain Profiles | Calculate Commission

Post Commissions To Payroll | Accrue/Post Commissions Description | Commission Advances | Commission Calculation

Accrue/Post Invoice and Advance Commissions

Previously calculated commission records and non-posted advances are displayed for selection and posting to the general ledger.

	Debit	Credit
Invoice Commission Posting ----->	Commission expense	Commission accrual
Advance Adjustment ----->	Commission Accrual	Commission Advances

Load Data | Select All | Clear All | Save Grid Layout

Drag a column header here to group by that column

Commission Applied To										
	Commission Type	Advance Date	Salesrep	Job #	Job Description	In				
<input checked="" type="checkbox"/>	Invoice Commission		Von Ballard	999999	Miscellaneous Job					
<input checked="" type="checkbox"/>	Advance	5/7/2013	Von Ballard	999999	Miscellaneous Job	0	0.00			0.00

Batch Posting Confirmation

GL Batch Posting Confirmation

Batch/Posting Date: 5/7/2013

Period: 8 Year: 2013

Cancel | Post Batch

5. Click **Post Batch** to proceed or **Cancel** to cease the posting. Click the **Post Batch** button. A snapshot of the general ledger impact is provided, as well as the batch number for future reference.

GL Posting Confirmation

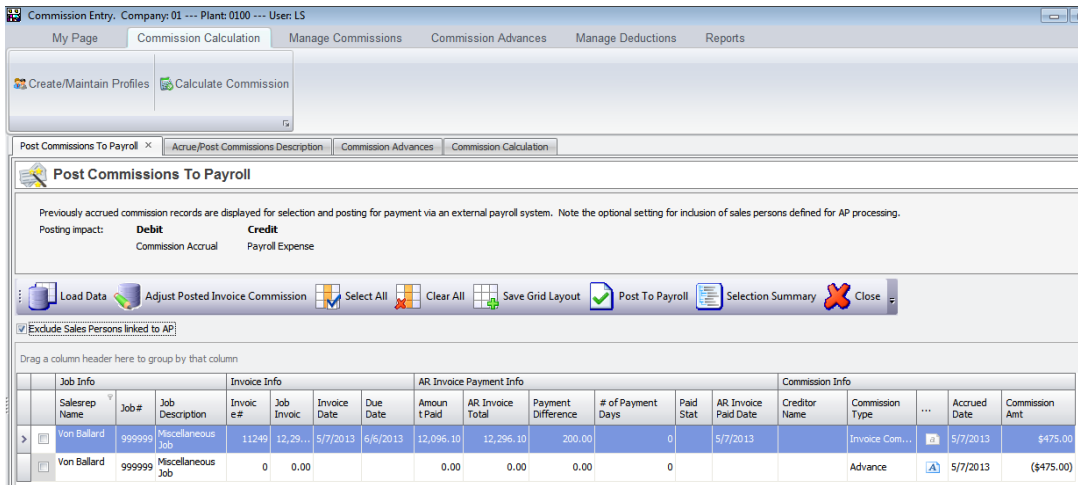
Batch Posting Completed!

Batch #: 2463 | Batch Date: 5/7/2013 | Period: 8 | Year: 2013

Account Details	Debit	Credit
> 01-01-01-2600 AR Commissions Accruals		\$475.00
01-01-01-7500 AR Commissions Expense	\$475.00	
01-01-01-2600 AR Commissions Accruals	\$475.00	
01-01-01-1045 AR Commission Adv Payment Asset		\$475.00
	\$950.00	\$950.00

Close

The two commission transactions now show up in either the Post To AP or Post To Payroll areas for further processing.

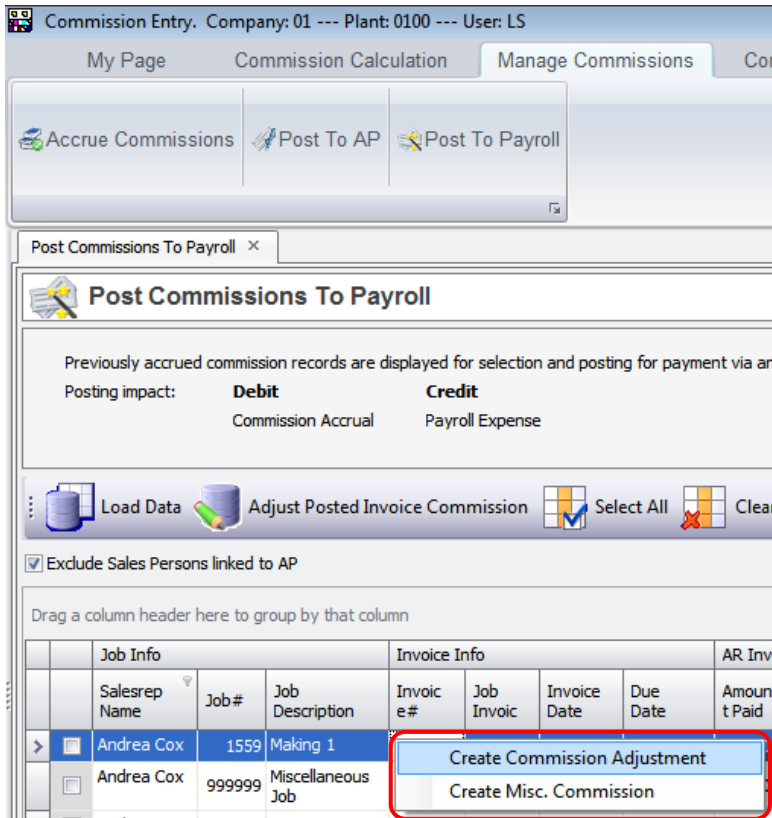


6. Process as you normally would for commissions in the **Post To AP** or **Post To Payroll** areas.

Creating Commission Adjustments

Commission adjustments may be created as either a positive or a negative adjustment record. They may also be created as adjustments to a specific job/invoice combination or as miscellaneous adjustments. One scenario for use would be to reduce a sales person's commission because the customer was very late in paying the invoice.

1. From either the **Post To AP** screen or the **Post To Payroll** screen, right-click a record and click either **Create Commission Adjustment (job related)** or **Create Misc. Commission**.



2. Enter an adjustment amount, a Batch/Posting Date and enter any notes (optional) you wish to make regarding the reason for the adjustment.
3. Once complete, click the **Create Adjustment** button to finish the process or **Cancel**.

Create Commission Adjustment

Original Commission

AR Invoice #: 11008 Job #: 1559

Salesrep: Andrea Cox Job Description: Making 1

Invoice Amount: \$327.52 Commission Amt: \$8.15

Adjustment

Adjustment Amt: (\$2.00) Batch/Posting Date: 5/1/2013

Note: Commission reduced because customer was issued a credit.

Cancel Create Adjustment

A posting confirmation opens if the adjustment is created.

GL Posting Confirmation

Batch Posting Completed!

Batch #: 2464 Batch Date: 5/1/2013 Period: 8 Year: 2013

Account Details	Debit	Credit
> 01-01-01-2600 AR Commissions Accruals	\$2.00	
01-01-01-7500 AR Commissions Expense		\$2.00

The commission adjustment is available in either the **Post To AP** or **Post To Payroll** screen for continued processing.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page

Commission Calculation

Manage Commissions

Commission Advances

Manage Deductions

Reports

Accrue Commissions

Post To AP

Post To Payroll

Post Commissions To Payroll

Previously accrued commission records are displayed for selection and posting for payment via an external payroll system. Note the optional setting for inclusion of sales persons defined for AP processing.

Posting impact:

Debit

Credit

Commission Accrual

Payroll Expense

Load Data

Adjust Posted Invoice Commission

Select All

Clear All

Save Grid Layout

Post To Payroll

Selection Summary

Close

☒ Exclude Sales Persons linked to AP

Drag a column header here to group by that column

Job Info			Invoice Info			AR Invoice Payment Info				Commission Info			
Salesrep Name	Job #	Job Description	Invoice e#	Job Invoice	Invoice Date	Due Date	Amount Paid	AR Invoice Total	Payment Difference	# of Payment Days	Paid Stat	AR Invoice Paid Date	Creditor Name
Andrea Cox	1559	Making 1	11008	327.52	5/19/2011	6/18/2011	0.00	327.52	327.52	720			Invoice Com...
Andrea Cox	999999	Miscellaneous Job	0	0.00			0.00	0.00	0.00	0			Advance
Andrea Cox	1522	None	10981	178.52	1/13/2011	2/12/2011	0.00	178.52	178.52	846			Invoice Com...
Andrea Cox	1529	Spring Moller	10985	427.40	2/16/2011	3/18/2011	0.00	427.40	427.40	812			Invoice Com...
Andrea Cox	1559	Making 1	11008	327.52	5/19/2011	6/18/2011	0.00	327.52	327.52	720			Adjustment

Reports

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page

Commission Calculation

Manage Commissions

Commission Advances

Manage Deductions

Reports

Commissions Report

Commissions Grid

Commissions Report

A standard report is available as well as easy to use custom report writing tools. Open the standard report by selecting the Commissions Report option.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page

Commission Calculation

Manage Commissions

Commission Advances

Manage Deductions

Reports

Commissions Report

Commissions Grid

The reports may be filtered by date options, commission statuses, salesrep, and commission types. You can also select a specific report format to see, if you have created customized versions.

Commission Entry, Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Commissions Report Commissions Grid

Commissions Report - Filter Options

Date Filter By: (Select) Update Status: Saved, Accrued Commission Type: (Select) Clear

Start Date: 5/1/2013 Personnel: (Select) Clear Report Format: (Select) Clear ...

End Date: 5/31/2013

Commissions Report

EFI Page 1 of 4

Commissions for: Andrea Cox

Commission Type	Accrued Date	Commission Amount	Status	Invoice #	Job #	Posted Date
Invoice	5/7/2013	\$8.15	Accrued	11008	1559	
Commission Advance	5/7/2013	-\$22.30	Accrued	0	999999	

Current Page: none Total Pages: 0 Zoom Factor: 100%

The program also allows for editing and saving of custom report formats by selecting the Edit Format, ellipses button.

Commission Entry, Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Commissions Report Commissions Grid

Commissions Report - Filter Options

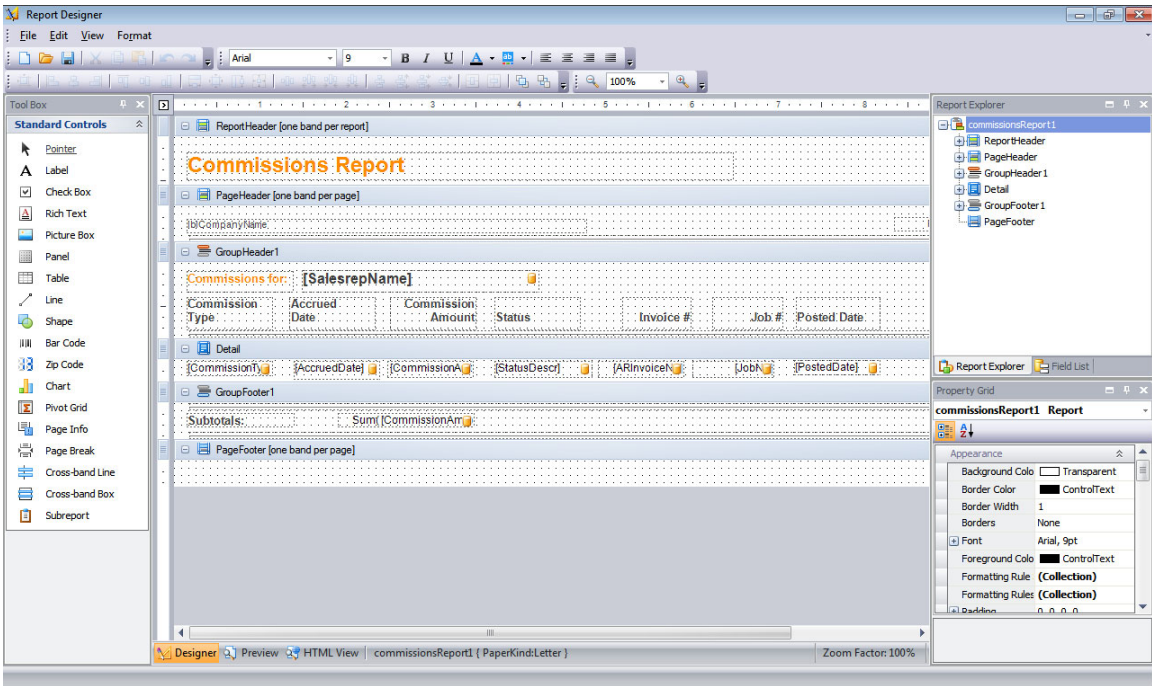
Date Filter By: (Select) Update Status: Saved, Accrued Commission Type: (Select) Clear

Start Date: 5/1/2013 Personnel: (Select) Clear Report Format: (Select) Clear ...

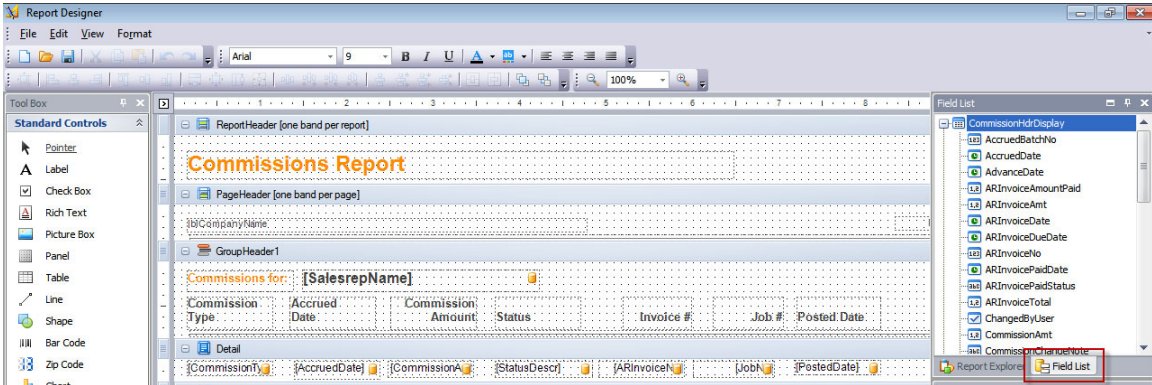
End Date: 5/31/2013

Edit Format

The Report Designer window opens with a template of the standard report that can be edited as needed.

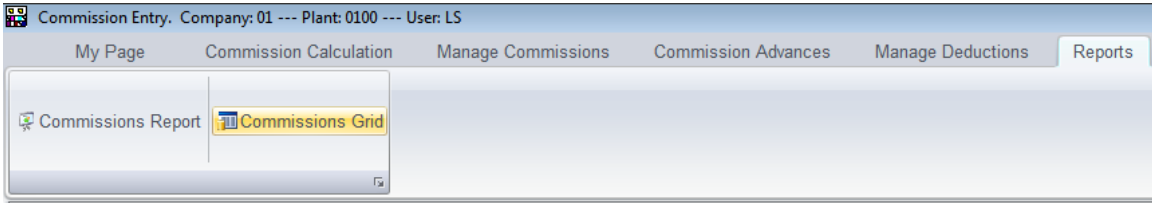


A list of fields available to add to the report may be found in the right section of the screen



Commissions Grid

This option allows you to see, and work with, all commission related data.



Select the option to **Load Data** to populate the grid.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Commissions Report Commissions Grid

Commissions Grid

Commissions Reporting Grid

Load Data Print Close

CSR Name

Customer			AR Invoice Info										Job Details				
Customer #	Customer Name	Customer Start Date	Invoice #	Commission ed	Transactio n Date	Freight Amount	Tax Amount	Invoice Total	Invoice Date	Invoice Status	AR Invoice	Last Payment	Invoic e Due	Net Revenue	GL Revenue	Job #	Product Type

The grid data can be sorted and filtered as needed.

Commission Entry. Company: 01 --- Plant: 0100 --- User: LS

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Commissions Report Commissions Grid

Commissions Grid

Commissions Reporting Grid

Load Data Print Close

CSR Name

Customer			AR Invoice Info										Job Details				
Customer #	Customer Name	Customer Start Date	Invoice #	Commission ed	Transactio n Date	Freight Amount	Tax Amount	Invoice Total	Invoice Date	Invoice Status	AR Invoice	Last Payment	Invoic e Due	Net Revenue	GL Revenue	Job #	Product Type
CSR Name: (Total Commission: 2727.62)																	
CSR Name: Andrea Cox (Total Commission: 6)																	
CSR Name: Kathy DiPaolo (Total Commission: 36551.33)																	
CSR Name: Linda Pollard (Total Commission: 53090.44)																	

Notes related to Multi-Company or Multi-Plant

For a multi plant shared job, the job number appears for commission calculation in the Plant the job is billed from.

For a multi company job, the job number appears in the company where the external invoice is created.

Working with .Net Tools

The Commission Entry Program was created using .net programming tools. There are many sorting and filtering options available within this program so this section briefly covers how to work with the grids used throughout the Commissions program.

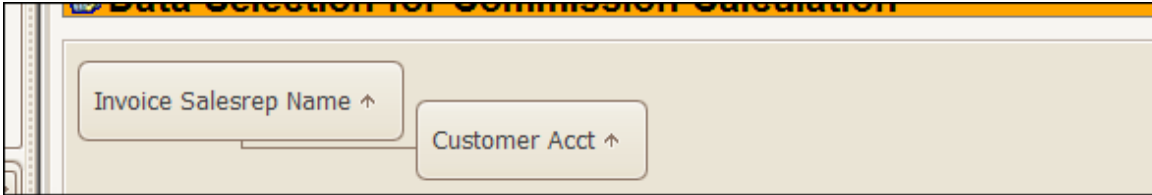
Sort and Group

There are many formatting/selection tools available within the program to allow for ease of use by sorting data in many possible ways. An example would be to group by sales rep. Simply click and drag the column header of the field you wish to group the data by to the upper left area of the screen.

The following screen shot represents how grouping by Sales Rep allows for working with one rep at a time when performing calculations. Another possible grouping would be by Customer.

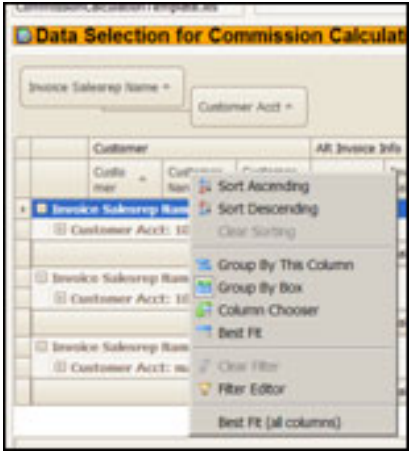
The screenshot shows a window titled "Data Selection for Commission Calculation". At the top, there is a search bar for "Invoice Salesrep Name". Below it is a table with columns: Customer (Account, Name, Start), AR Invoice Info (Invoice #, Sales, Transaction Date, Postage Adjust, Freight Amount, Tax Amount, Invoice Total, Invoice Date, Invoice Status, Invoice Salesrep, AR Invoice, Last Payment, Invoice Due Date, Net Reven, CL Revenue), and Commission (Commission on Paid, Commission). The table contains two rows of data for "The Perf..." customer, both dated 2/27/2002, with invoice numbers 1268 and 1269. Below the table, there are checkboxes for "Invoice Salesrep Name: House Account" and "Invoice Salesrep Name: Mark Knophler".

You may also group by more than one column. An example would be to group by Sales Rep, and then group by Customer within the Sales Rep Grouping as shown below. This is accomplished by simply clicking and dragging the column header to the section above the grid.



Filter

Many other formatting options are available from a right-click on any column heading. The Grouping options are available from the right-click in addition to the drag and drop method mentioned above. Also, please note the column chooser option. When working within these individual grids you may customize the fields to work with by using the column chooser. Columns may be removed by dragging them off of the column heading. If you choose to bring back a column you previously removed, you can do so by selecting the column chooser, clicking the column you are interested in, and dragging it back on to the grid.



Bands

Bands are used throughout the grid layout for use in grouping like data elements. In the screen shot below, note the word Customer and the columns contained under the Customer heading. Customer, in this case is a band or group of data. As you begin the process of eliminating data elements that are not important for your individual commission calculation, you can drop them from the grid or grids by clicking the band and dropping the band from the grid. This is a time saving step so that all 3 columns don't have to be removed in the Customer example.

Customer			AR Invoice Info							
Customer	Customer Name	Customer Start	Invoice #	Invoice Salesr	Transacti on Date	Postage Adjustme	Freight Amount	Tax Amount	Invoi Tota	
<div> <div> <div>Invoice Salesrep Name: Clarence Clemmons</div> <div>Customer Acct: 100</div> <div>Salesrep ...</div> </div> <div> <div>Invoice Salesrep Name: House Account</div> <div>Customer Acct: 100</div> <div>Salesrep ...</div> </div> <div> <div>Invoice Salesrep Name: Mark Knophler</div> <div>Customer Acct: mailers</div> </div> </div>										

Customization

Columns Bands

Job Details

Actual Job Cost

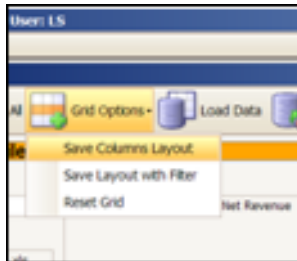
Estimate Sell Price

Estimated Cost

Salesreps to be Paid

Reset the Grid

In each of the grids within the Commission Entry program there are options to save the Column Layout. This allows you to define exactly what you do want to see in each grid and save it for future use. You may also save the layout with whatever filters have been applied.



Note You may reset the Grid at any point in time to include all the fields originally provided by the program.

Selecting Transactions

There are **Select All** and **Clear All** options within each applicable grid to speed selection of transactions.

