efi PrintStream

User Guide

Complete Commissions
V21.1.0200

EFI PrintStream | *V21.1.0200 Complete Commissions User Guide*

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.

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Table of Contents

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.

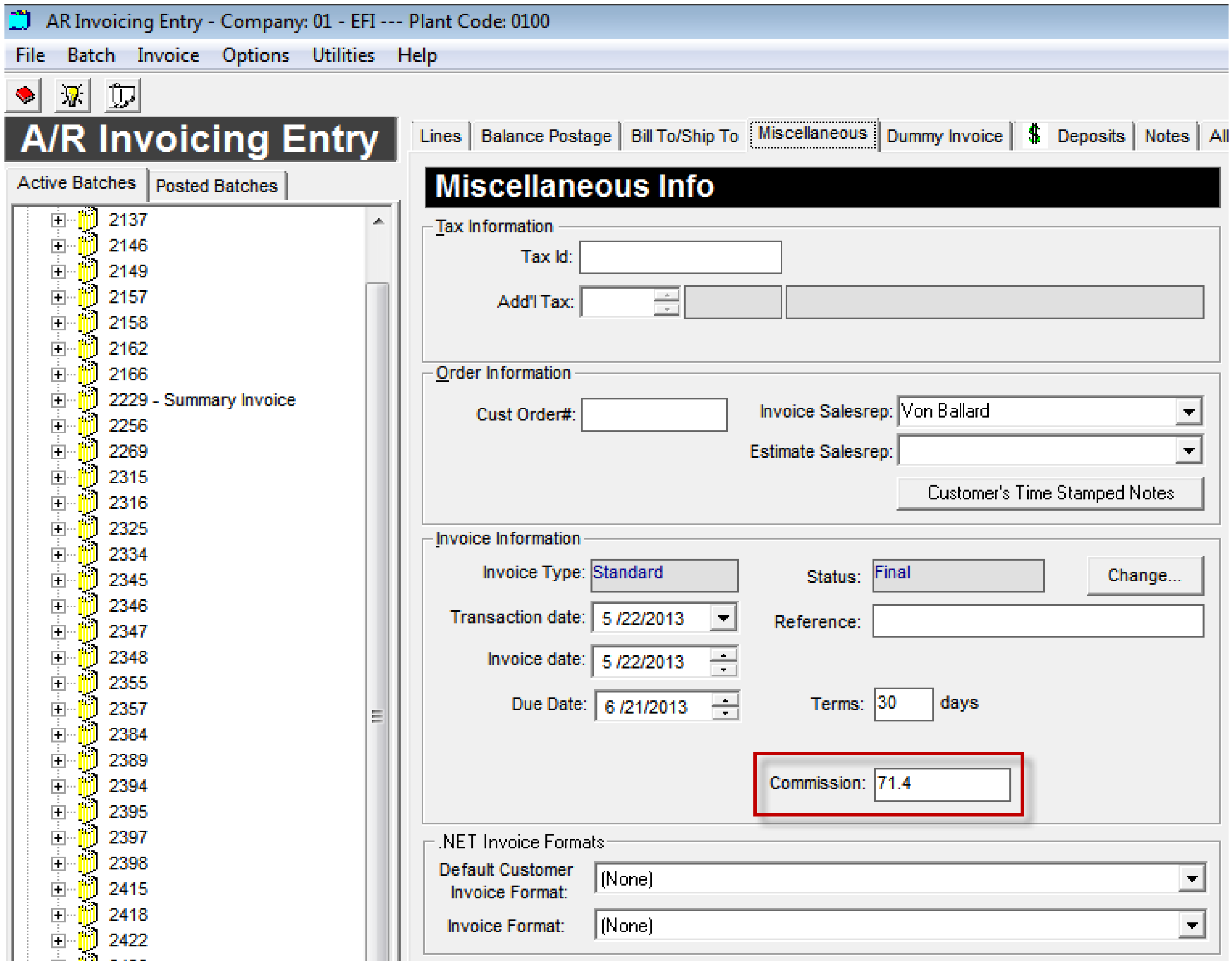
EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com

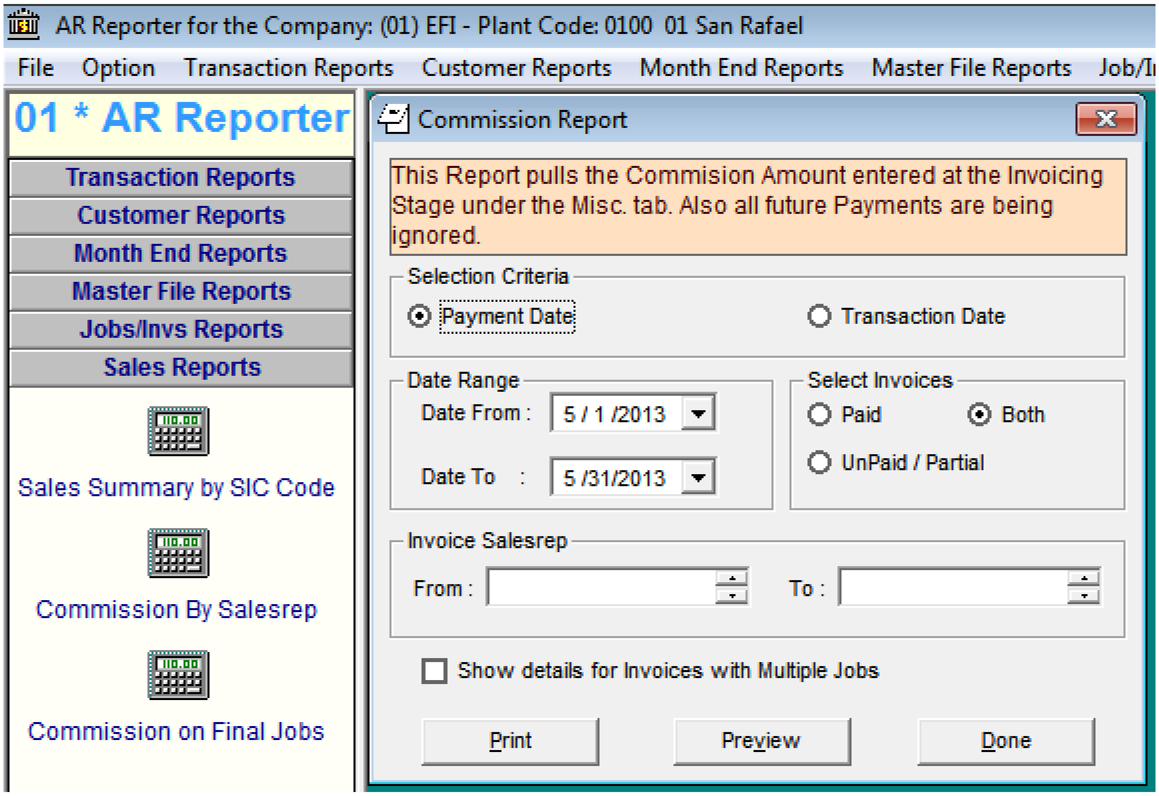
EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

Manual Entry

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.

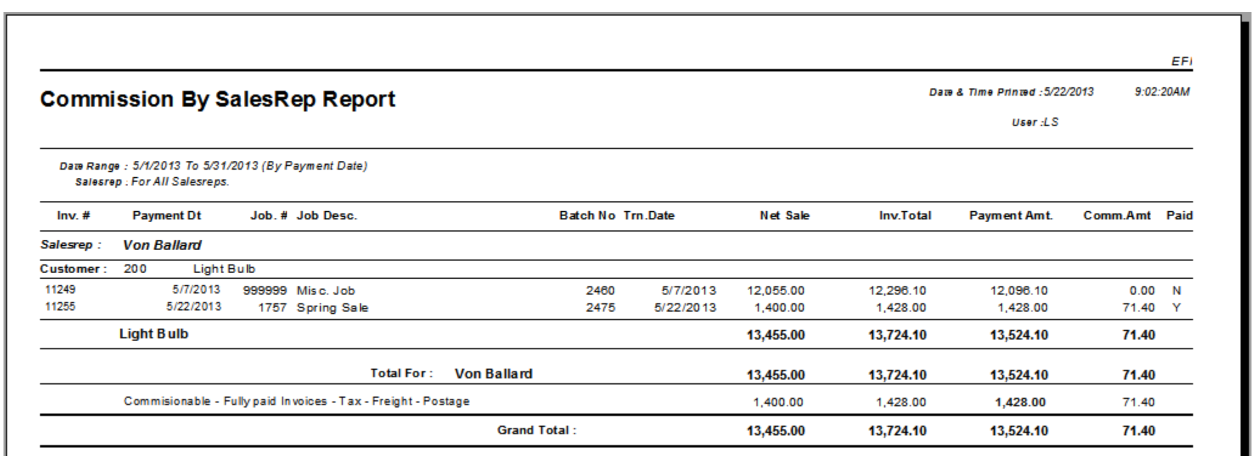


These manual calculations are captured on the **AR Commission by Salesrep Report**. This report can be generated by **Payment Date** or by **Transaction Date** and whether the invoices have been **Paid**, **Unpaid/Partial**, or **Both** by the date range indicated.



Note Please be aware the Cash Receipt program allows an invoice to have the payment allocation removed in the event it was paid accidentally. Therefore, if an invoice is marked as paid and the Paid option is selected on the Commission report as part of the selection criteria, the salesreps commission for the invoice prints on the report. If the payment against the invoice is then removed and later paid again, this same invoice prints on the report again if the Paid option is selected. A security event can be enabled to prevent invoices from being unpaid.

The dollar amount you enter in the AR Invoicing Entry program, **Miscellaneous** tab, **Commission** field appears in the **Comm. Amt** column of this report.



EFI

Commission By SalesRep Report

Date & Time Printed :5/22/2013 9:02:20AM

User :LS

Date Range : 5/1/2013 To 5/31/2013 (By Payment Date)
Salesrep : For All Salesreps.

Inv. #	Payment Dt	Job. #	Job Desc.	Batch No	Trn.Date	Net Sale	Inv.Total	Payment Amt.	Comm.Amt	Paid
Salesrep :	Von Ballard									
Customer :	200		Light Bulb							
11249	5/7/2013	999999	Misc. Job	2460	5/7/2013	12,055.00	12,296.10	12,096.10	0.00	N
11255	5/22/2013	1757	Spring Sale	2475	5/22/2013	1,400.00	1,428.00	1,428.00	71.40	Y
	Light Bulb					13,455.00	13,724.10	13,524.10	71.40	
			Total For : Von Ballard			13,455.00	13,724.10	13,524.10	71.40	
	Commisionable - Fully paid Invoices - Tax - Freight - Postage					1,400.00	1,428.00	1,428.00	71.40	
				Grand Total :		13,455.00	13,724.10	13,524.10	71.40	

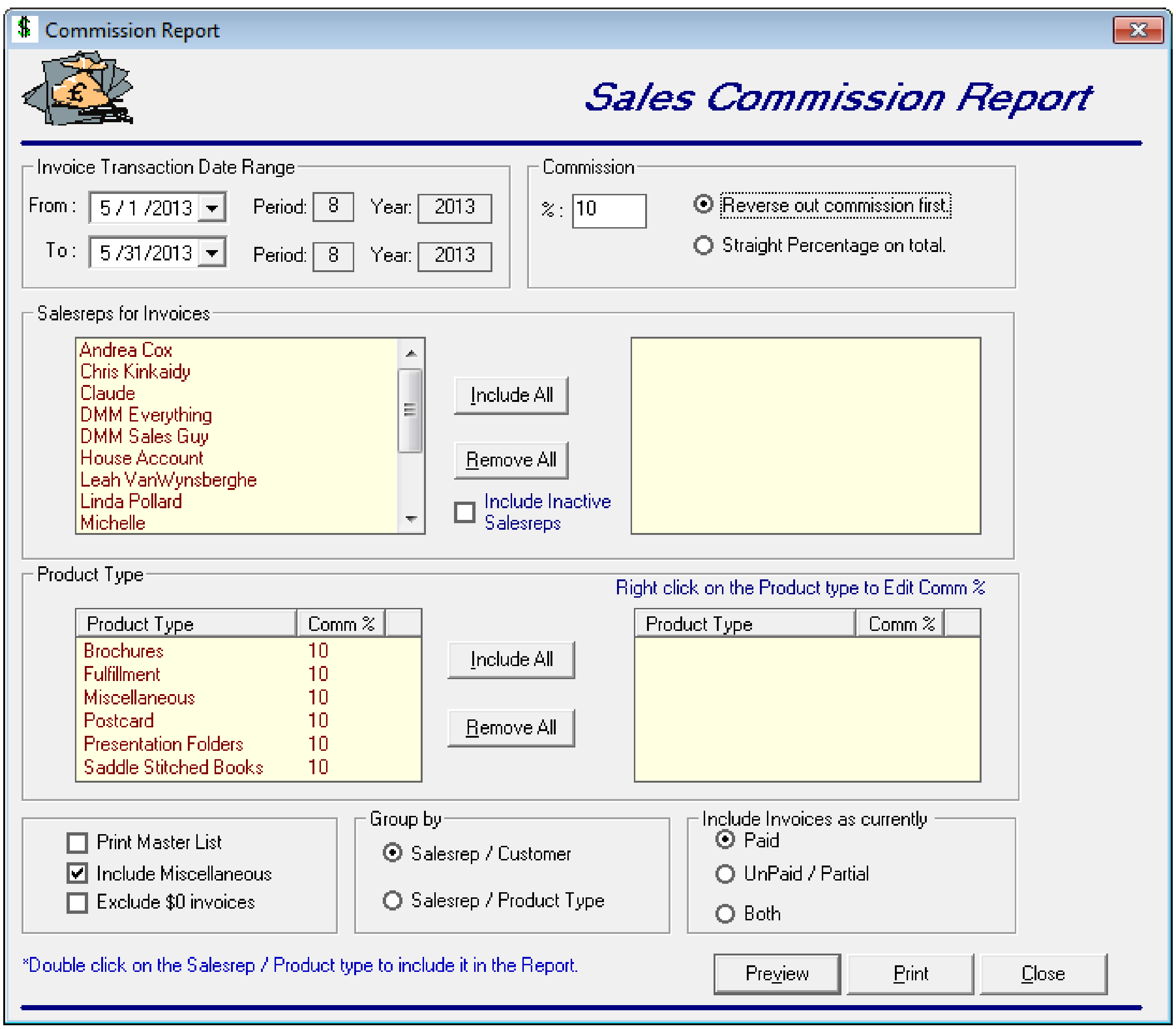
Commissions Report

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.

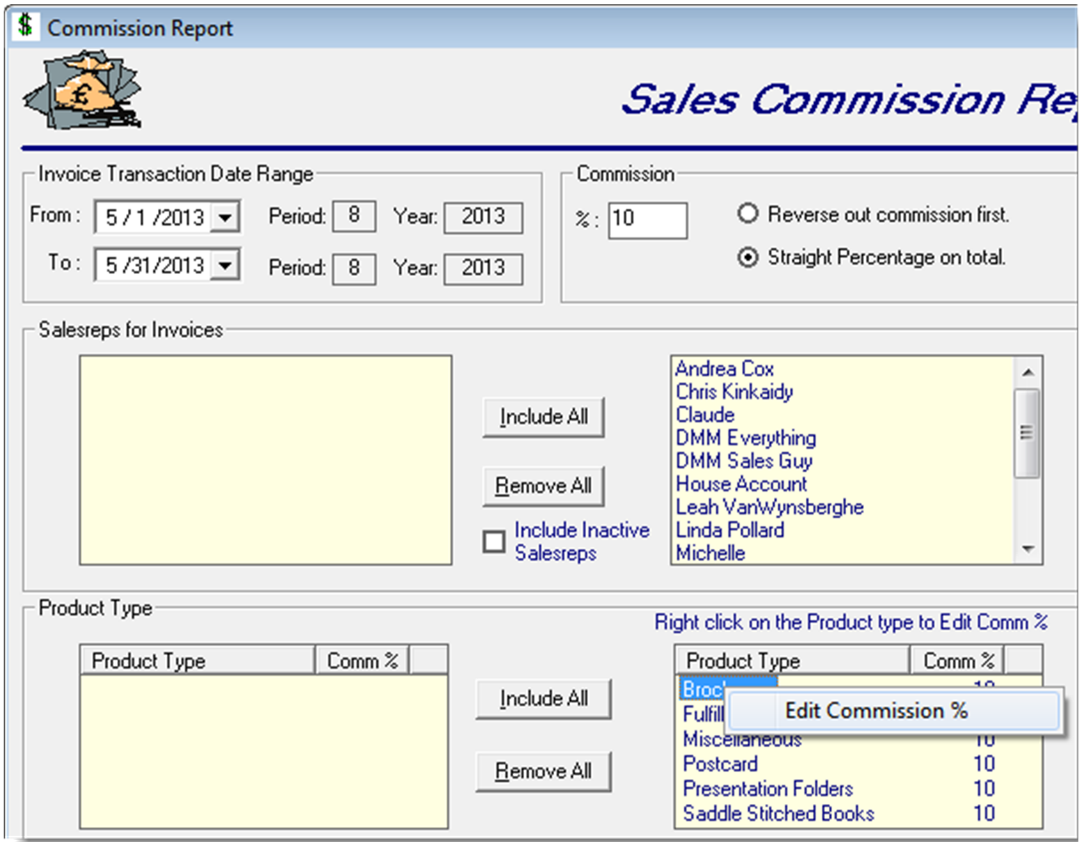
- It can be printed for one or several salesreps.
- You can opt to include or exclude miscellaneous invoices or $0.00 invoices.
- You can establish a commission percentage.
- The commission can be reversed out before the calculation of the commissions.
- The commission can be calculated from the net 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.

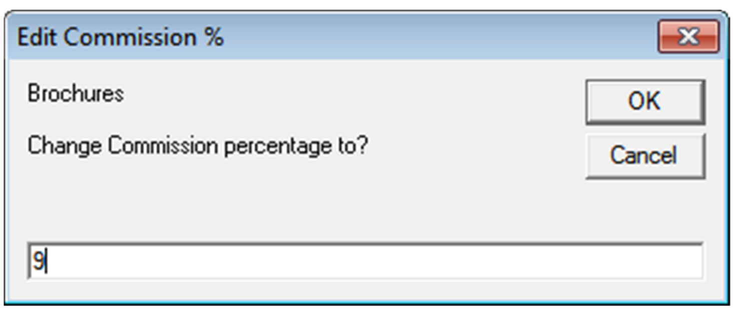


The commission percentages for each Product Type can be edited.

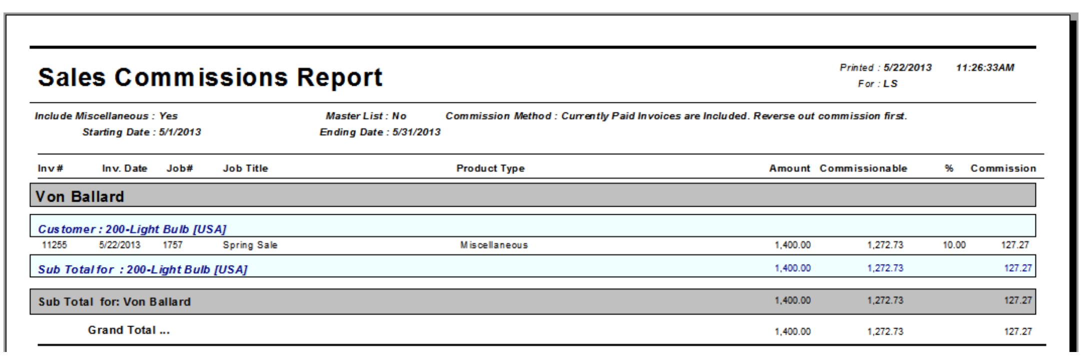
1. Right-click the Product Type once it has been included.



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



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



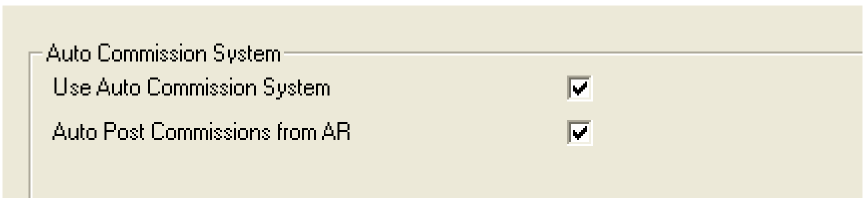
Auto Commission

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.



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.

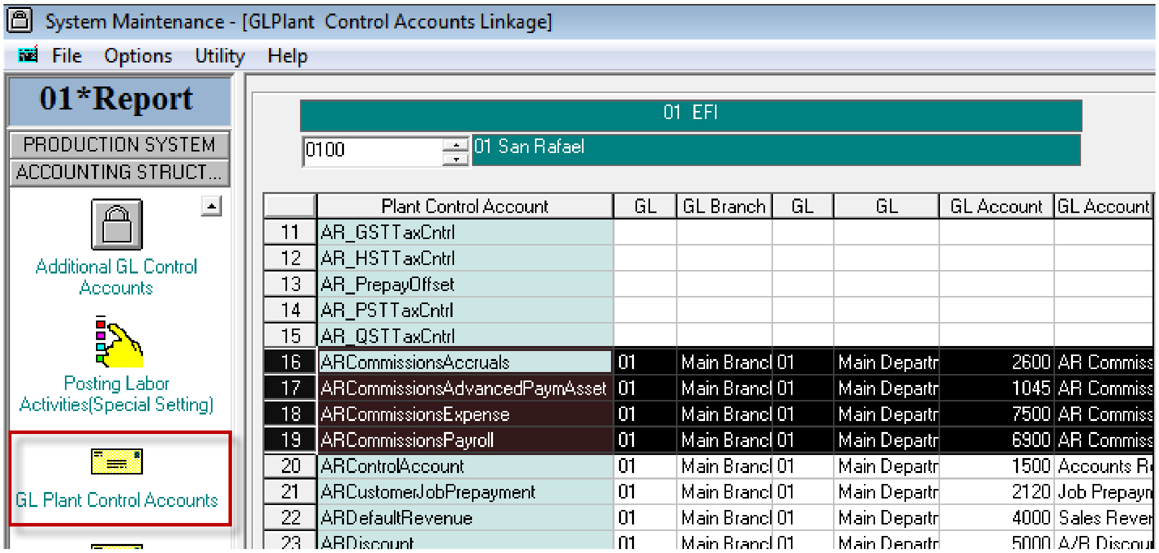
- **Accrued Commissions** – A liability account that is credited with the commissionable amount upon posting the jobs final invoice through AR Invoicing.
- **Commission Expense** – An expense account that is debited when the final AR Invoice for a job is posted.
- **Payroll Commissions Accrual** – A 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.



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.

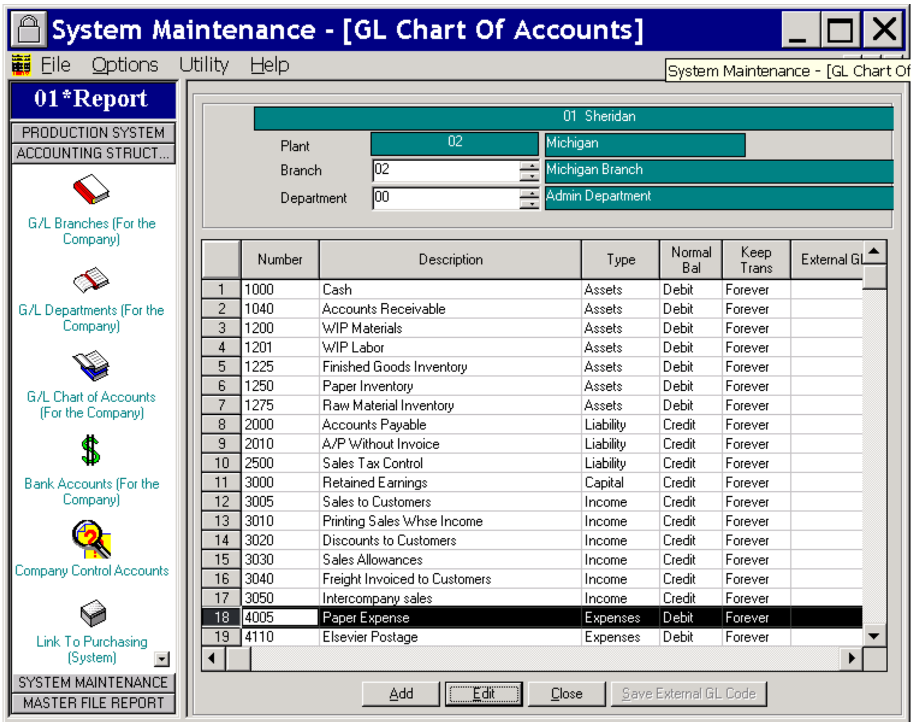
For example:

- 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.

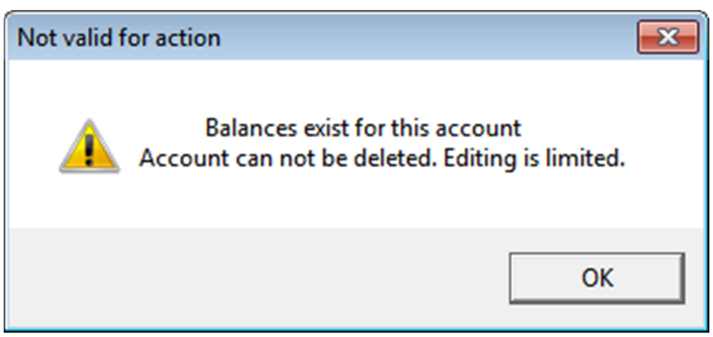
Job costs to be deducted are customizable from the Commissions Sales Production by marking the GL accounts in the Chart of Accounts Screen.

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

   This setting is done for expense accounts only.

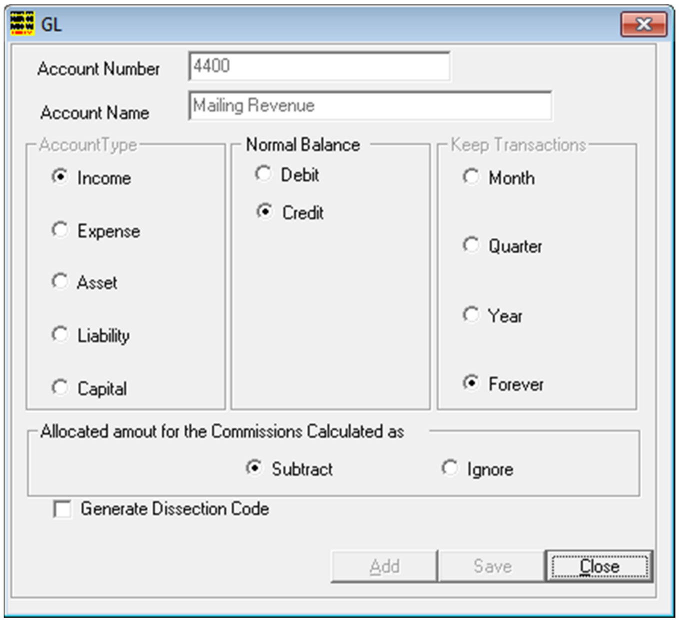


This message opens:



2. Click **OK**.

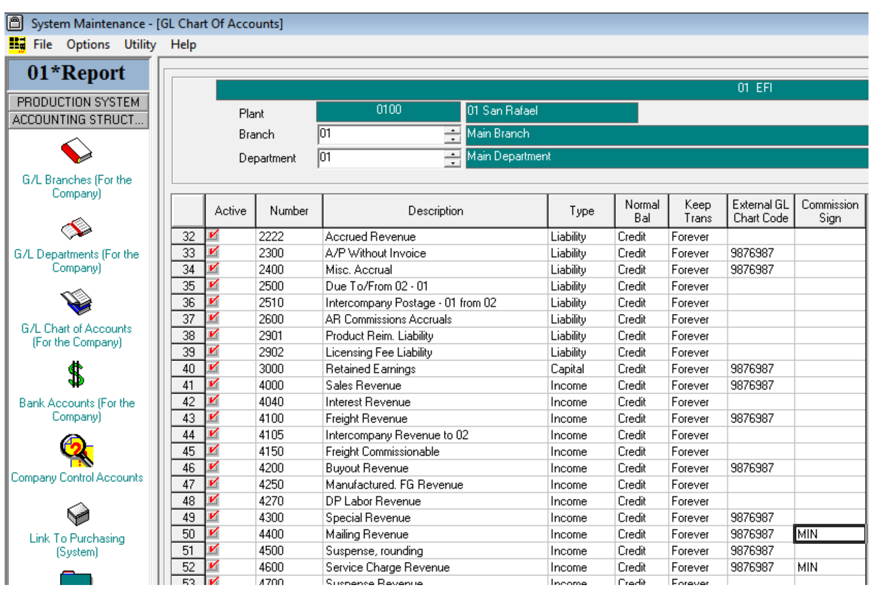
3. You can change the Commission deduction indicator for this account by selecting **Subtract** from the **Allocated amount for the Commissions Calculated as** area.



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.

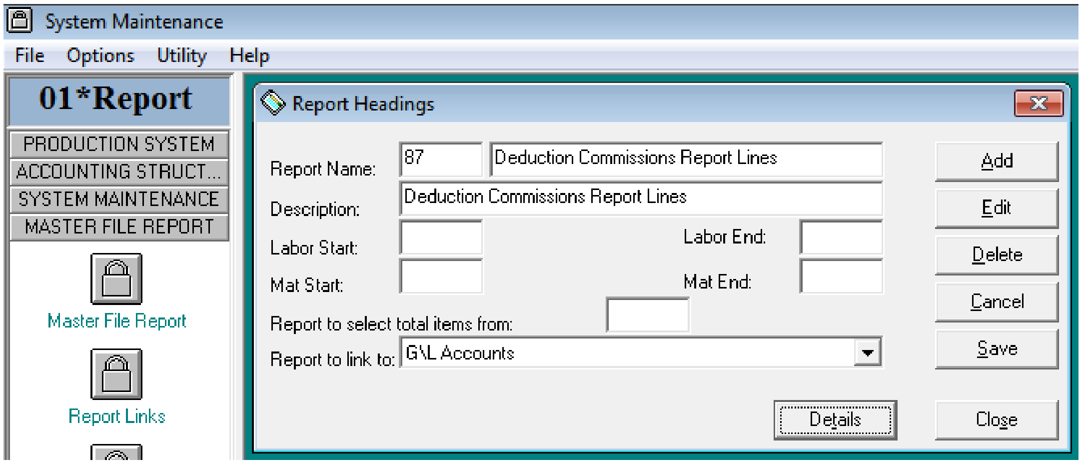
Once you have selected the accounts for costs you wish to deduct from the Net Revenue, the screen shows them as a MIN in the **Commission Sign** column.



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.

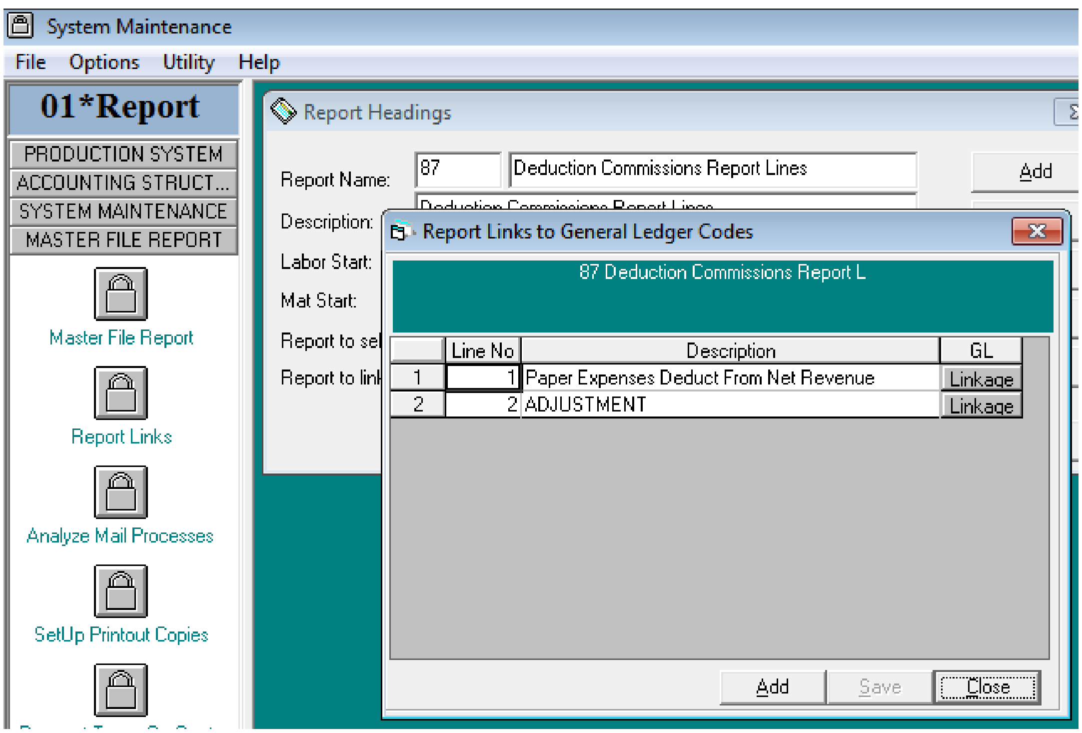
Create Format for Commissions Reports

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**.



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

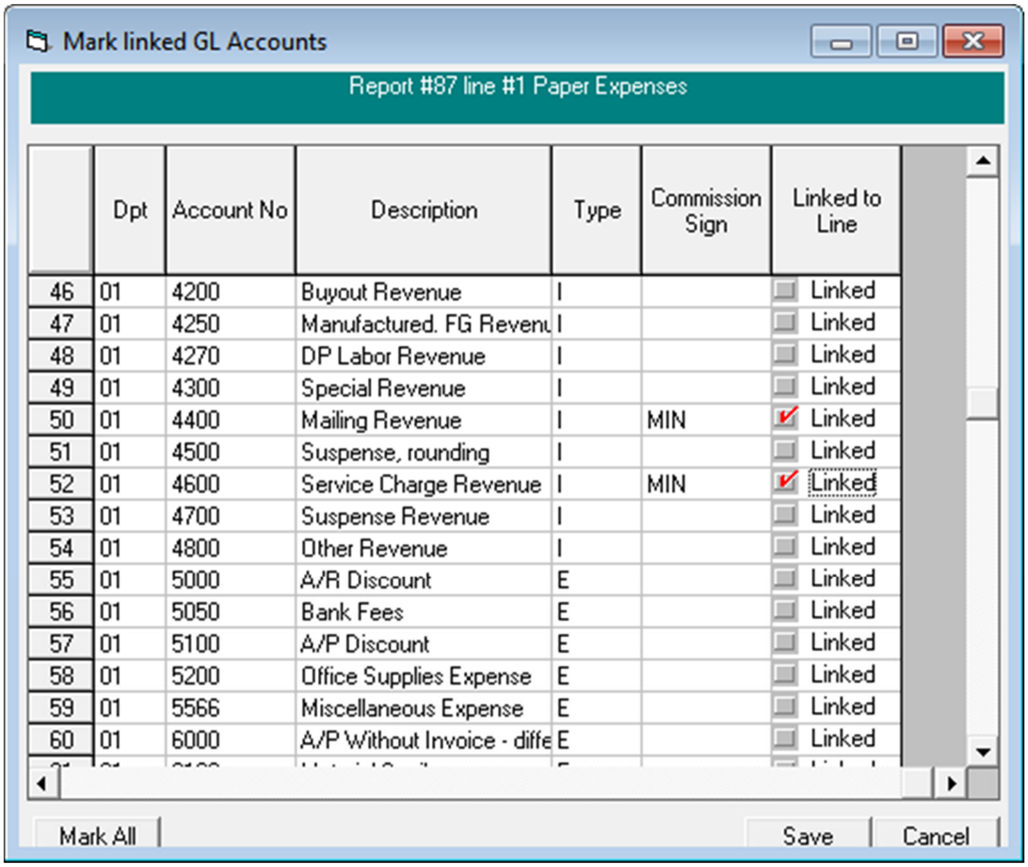
   The Details area defines the types of deductions and their respective GL accounts.



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.

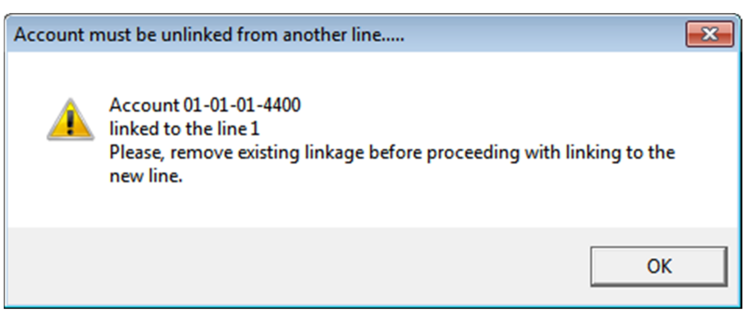
   Each line created here creates 1 Column of deduction types on the Commissions Report. The report can have up to 5 types of deductions.

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**.



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**.

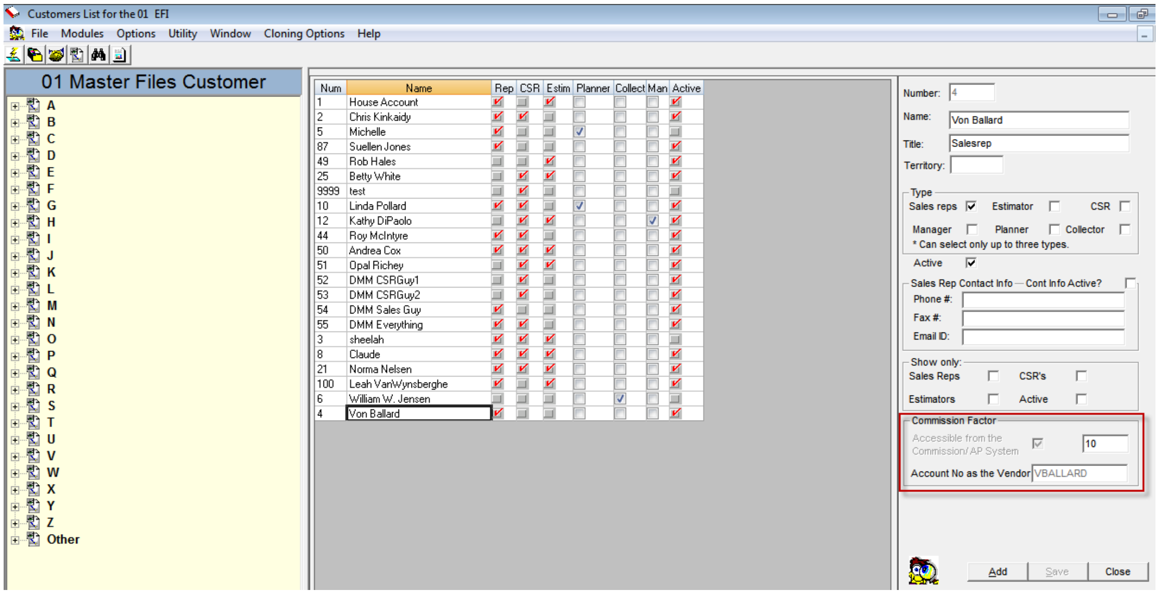
   You are not able to accidentally link an account to more than one deduction line.



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.



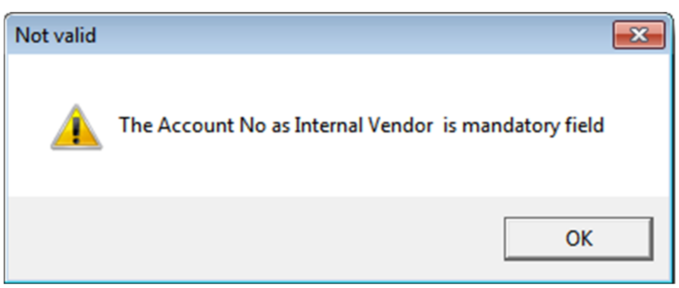
Accessible from the Commission / AP System

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.

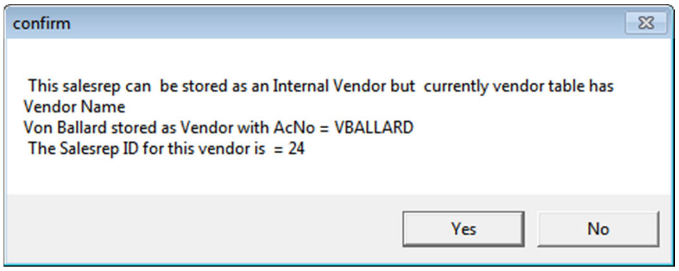
   The Commission Module can use AP checks to pay sales representatives' commission. If you have already created vendor master file accounts for your sales representatives, you should be prepared to let the commission system create new vendor accounts when you create or link sales representatives to the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

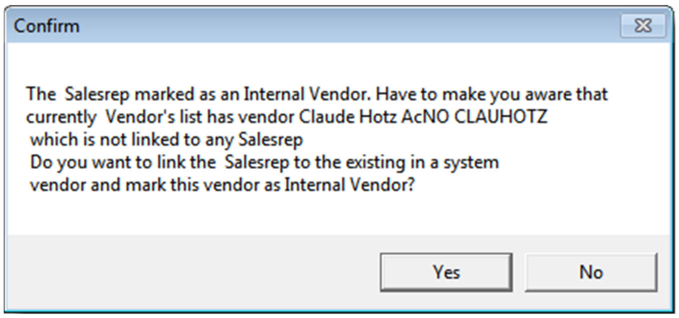


3. Verify that the name of the sales representative defined is the exact name to appear on the check. Once this record is saved, this name becomes the vendor name. It can be edited, as needed, but the following confirmation message appears when saving any changes made.

4. Click **Yes** to proceed.

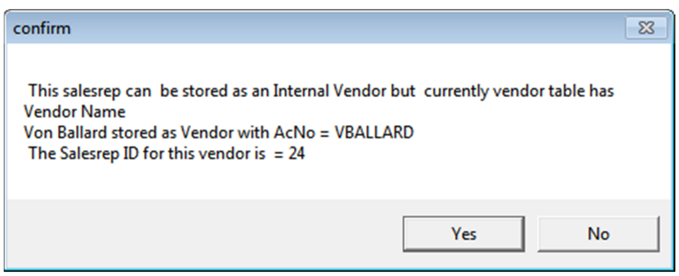


5. In the **Account No as the Vendor** field, enter the vendor account number you wish to use for checks to this sales representative. When you save the sales representative record, this vendor is created as a special type. If the vendor code already exists, the following warning opens and the vendor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



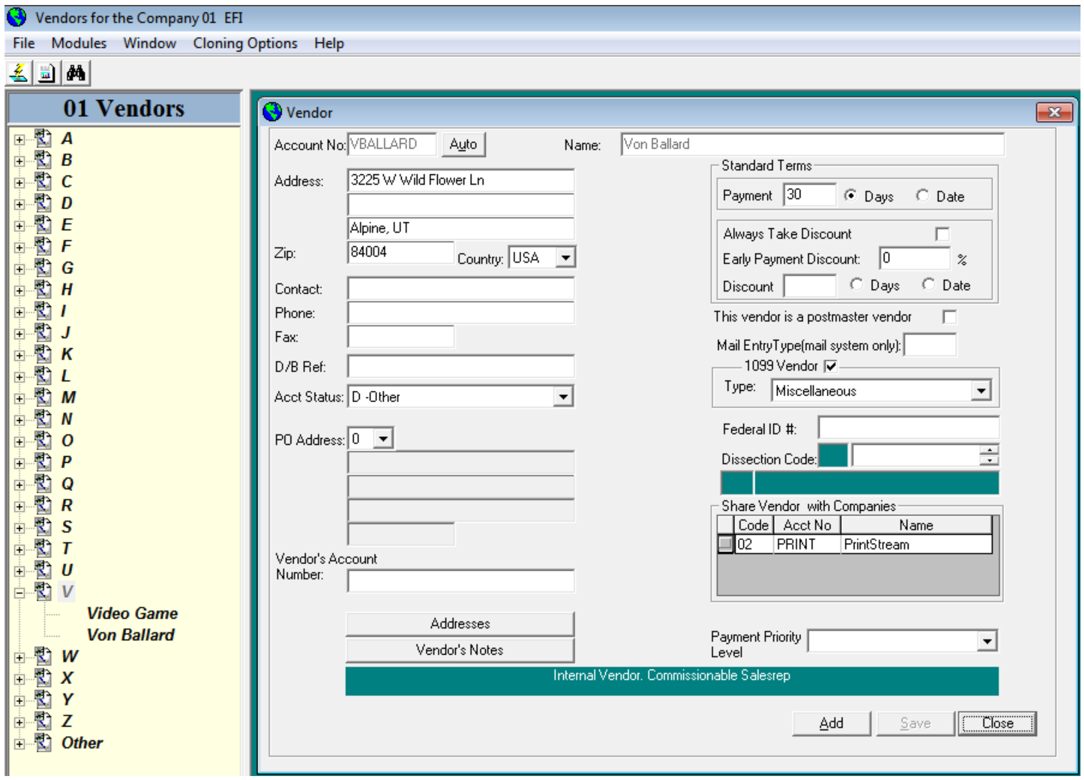
Caution VENDORS LINKED TO SALESREPS ARE A SPECIAL TYPE – THIS MEANS THEY CANNOT HAVE “Regular” AP INVOICES CREATED USING THIS VENDOR CODE.

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.



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.

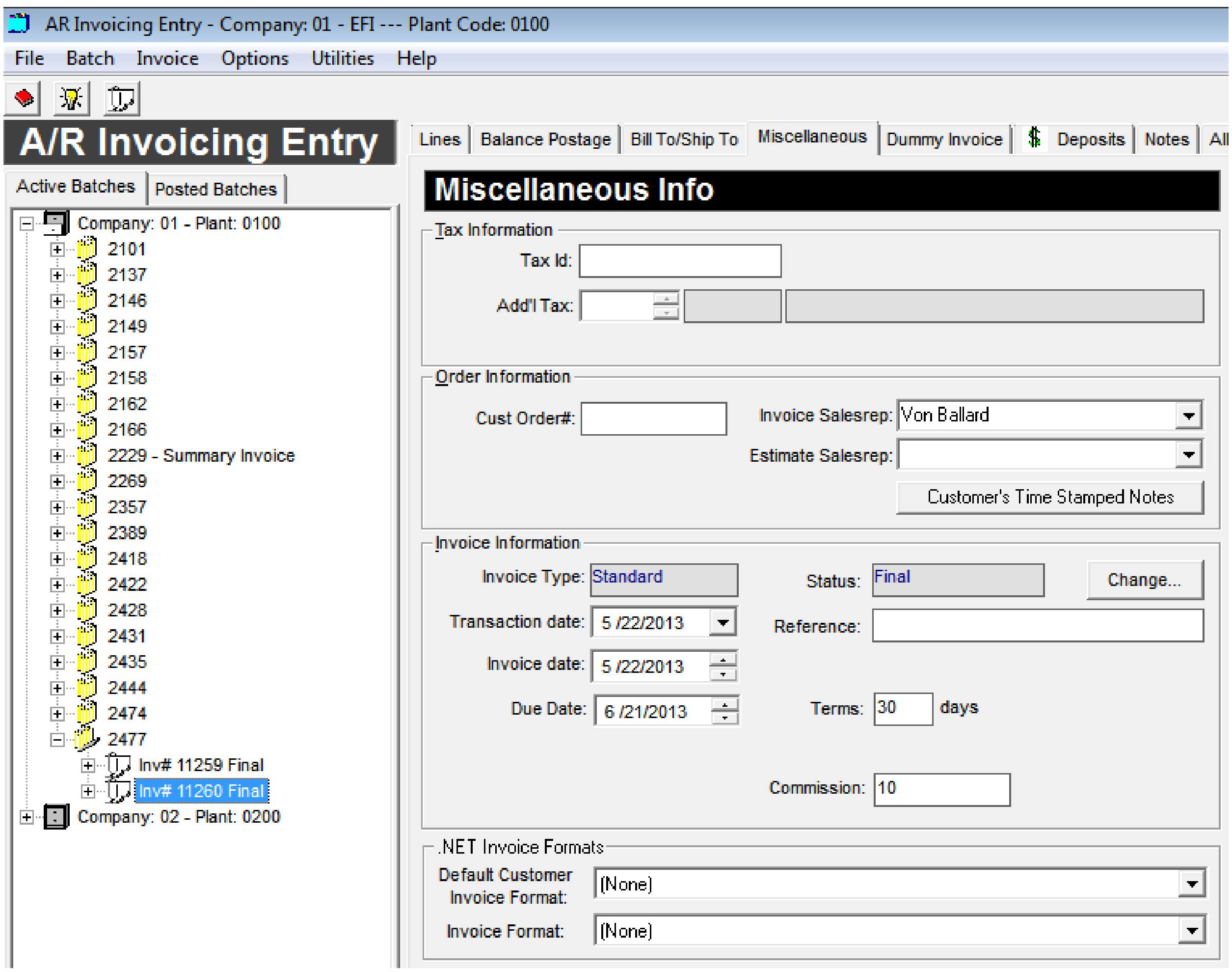
Operating the Commissions Module

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.



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.

The **Allocation** tab contains the categorized revenue, cost, tax, freight, and postage amounts that are to be used in the commission calculation for this invoice. The commission is calculated as the invoice amount minus sales tax, freight, and postage. Any cost account that was marked as a deduction in the setup is also deducted from the invoice amount to produce the sales production. The sales production is then multiplied by the commission percentage for this invoice to produce the commission amount accessed in the commission system.

Two posting reports are generated when posting this invoice batch: one for the Commissions Accrual (CA type) and one for the invoice allocations (DI type).

General Ledger Posting Report

Page 1 of 1

Batch#: 2493

Type: CA Batch Date 5/22/2013

Printed: 5/23/2013 10:14:00AM

LS

Account	Description		Debit	Credit
01-01-01-2600	Com Accr Inv # 11260	Job # 1758		$80.00
01-01-01-7500	Com Exp Inv # 11260	Job # 1758	$80.00	
Batch Total ...			$80.00	$80.00

General Ledger Posting Report

Page 1 of 1

Batch#: 2477 From

Type: DI

Printed: 5/23/2013 10:16:22AM

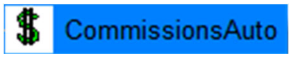
LS

Account	Description	Debit	Credit
01-20-10-40010005	DP Revenue		$600.00
01-01-01-4200	Buyout Revenue		$200.00
01-01-01-2200	Sales Tax Payable		$16.00
01-01-01-1500	Accounts Receivable	$816.00	
Batch Total ...		$816.00	$816.00

The Commission amount posted is now accessible from the commission system.

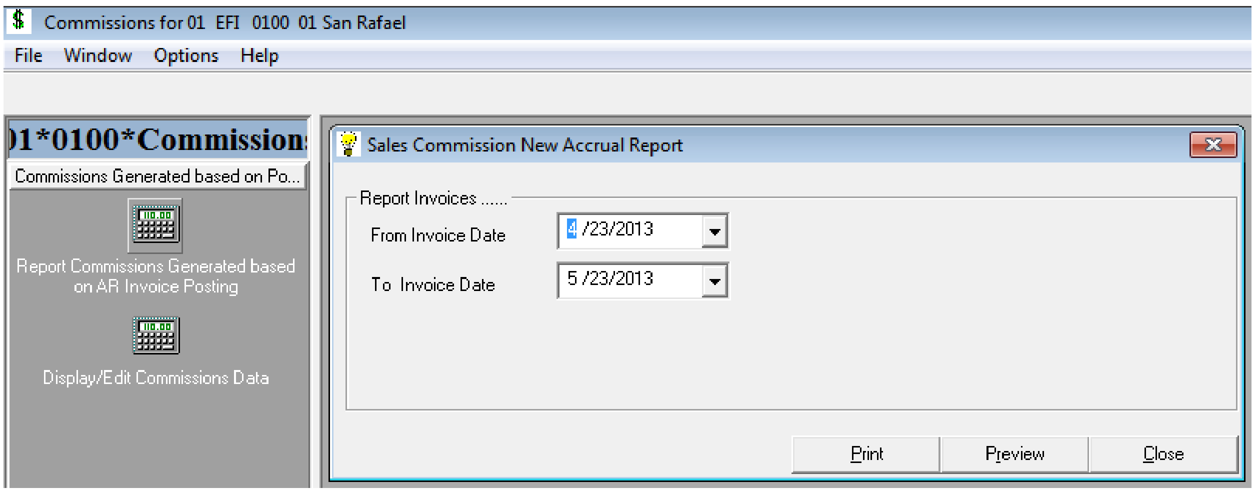
Accessing the Commissions Module

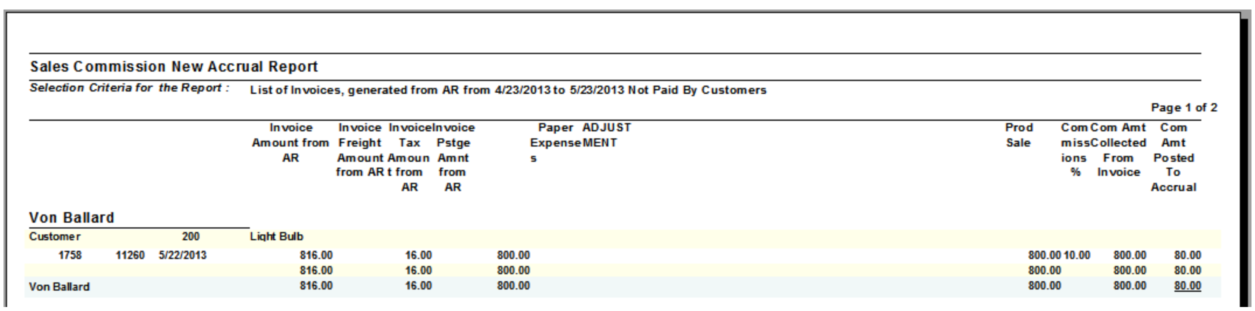
The commission module is accessed by clicking the Commissions Auto icon. This contains the menu options to edit, report, and process the commission records to pay the sales representatives.



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.





Sales Commission New Accrual Report

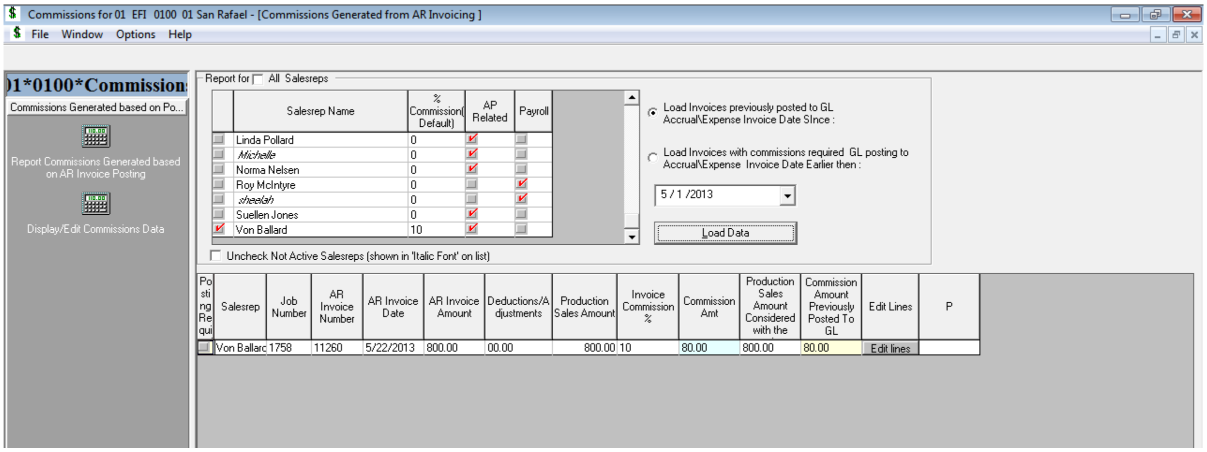
Selection Criteria for the Report : List of Invoices, generated from AR from 4/23/2013 to 5/23/2013 Not Paid By Customers

Page 1 of 2

			Invoice Amount from AR	Invoice Freight Amount from AR	Invoice Tax Amount from AR	Invoice Pstge Amnt from AR		Paper Expenses	ADJUSTMENT	Prod Sale	Commissions %	Com Amt Collected From Invoice	Com Amt Posted To Accrual
Von Ballard													
Customer		200	Light Bulb										
1758	11260	5/22/2013	816.00		16.00		800.00			800.00	10.00	800.00	80.00
			816.00		16.00		800.00			800.00		800.00	80.00
Von Ballard			816.00		16.00		800.00			800.00		800.00	80.00

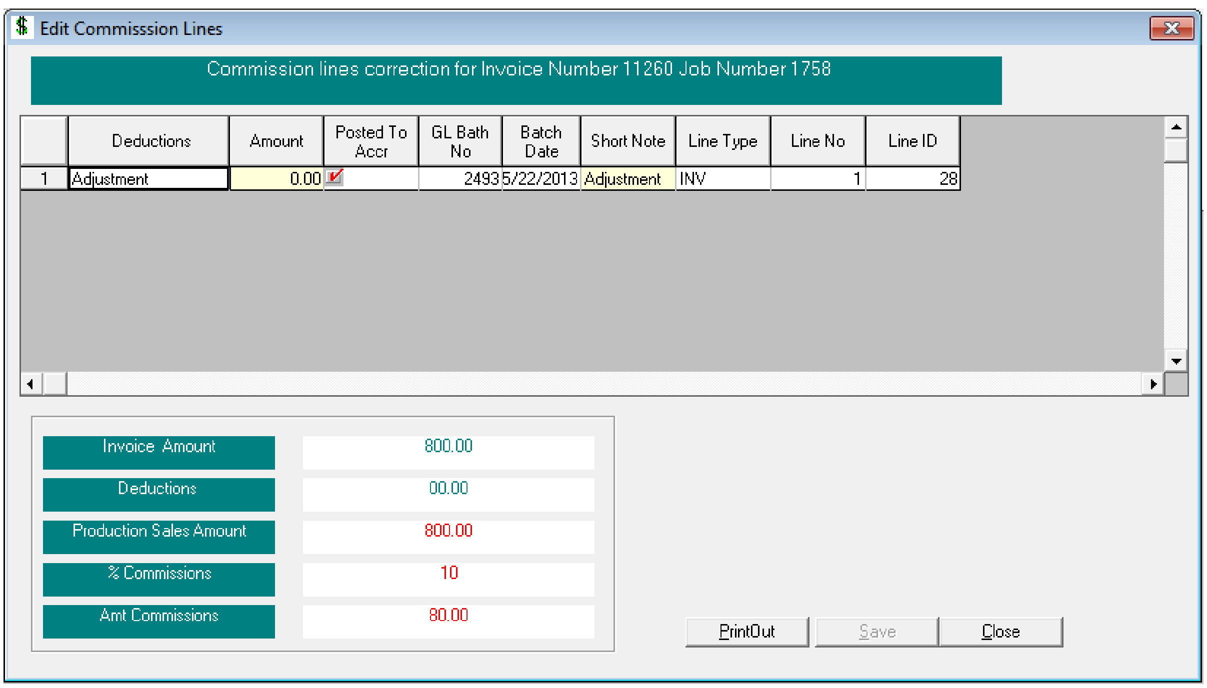
Display/Edit Commissions Data

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.

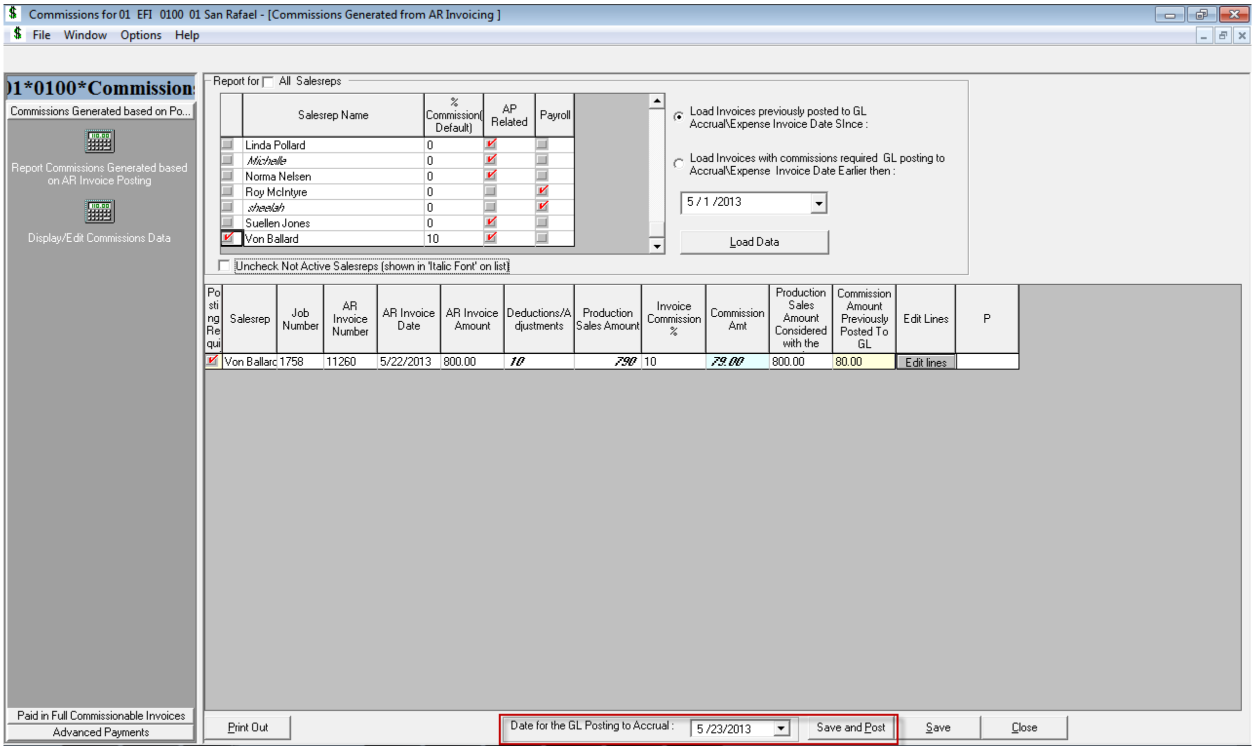


Deductions and production sales amounts can be edited then saved and posted to GL. The adjustment is specific to a job/invoice.

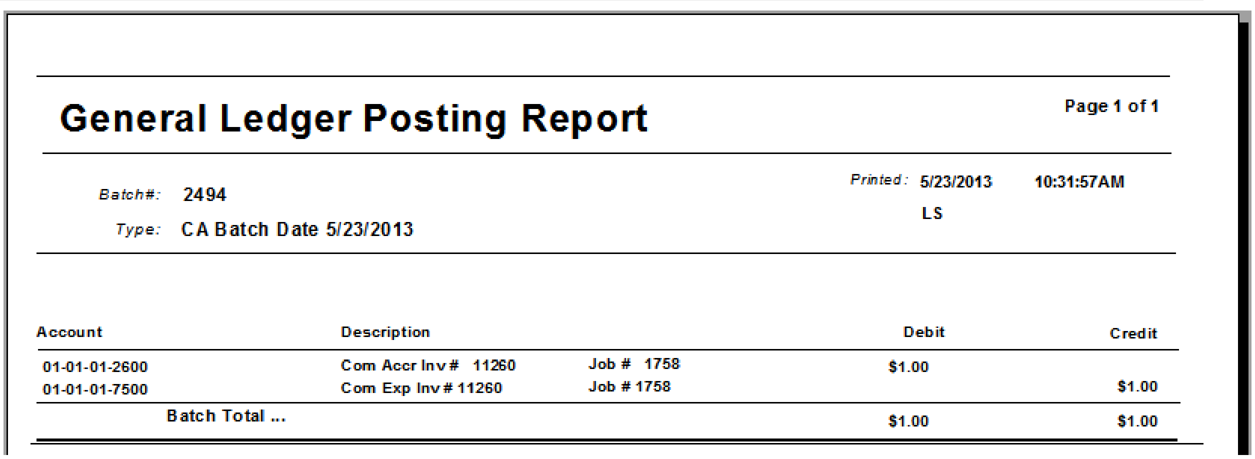
The amount entered can be a positive number which decreases the production sales amount which results in a decrease in commission amount. Or the amount can be entered as a negative amount which ultimately increases the commission amount.



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**.



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

Type: CA Batch Date 5/23/2013

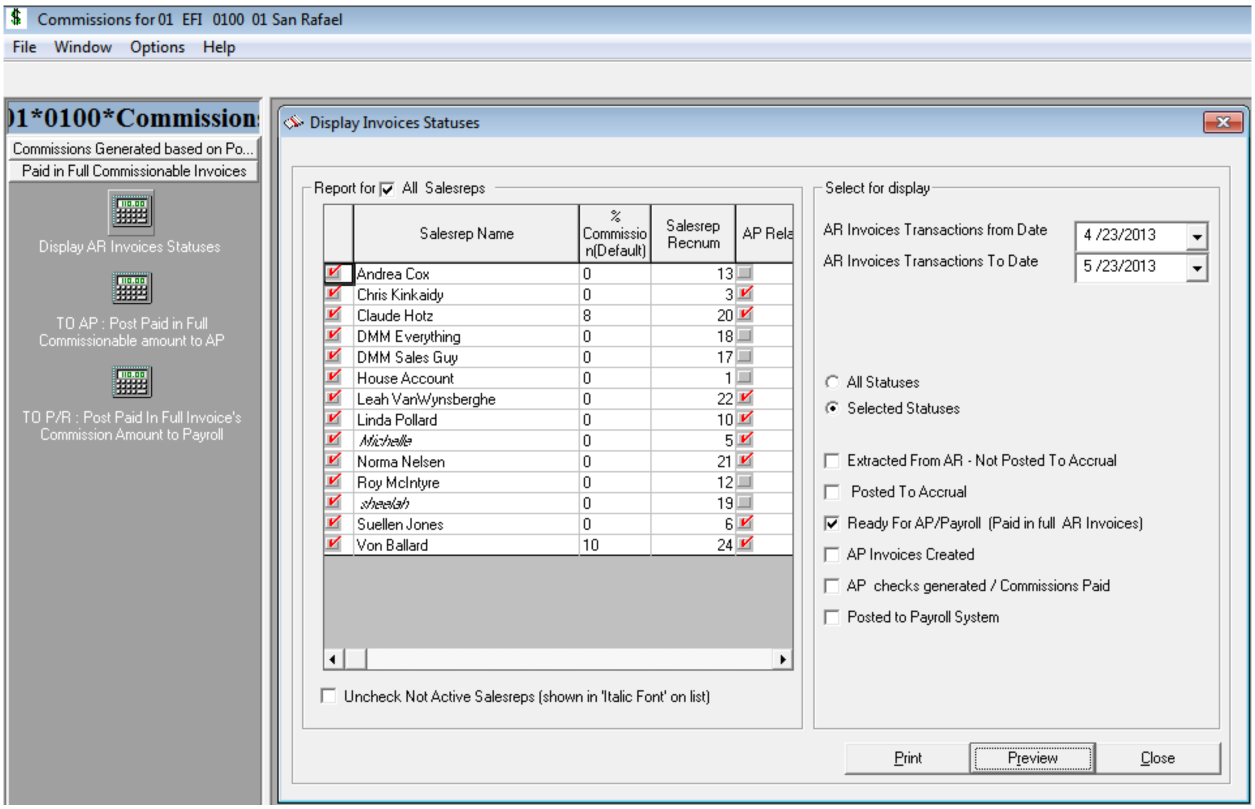
Printed: 5/23/2013 10:31:57AM

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.

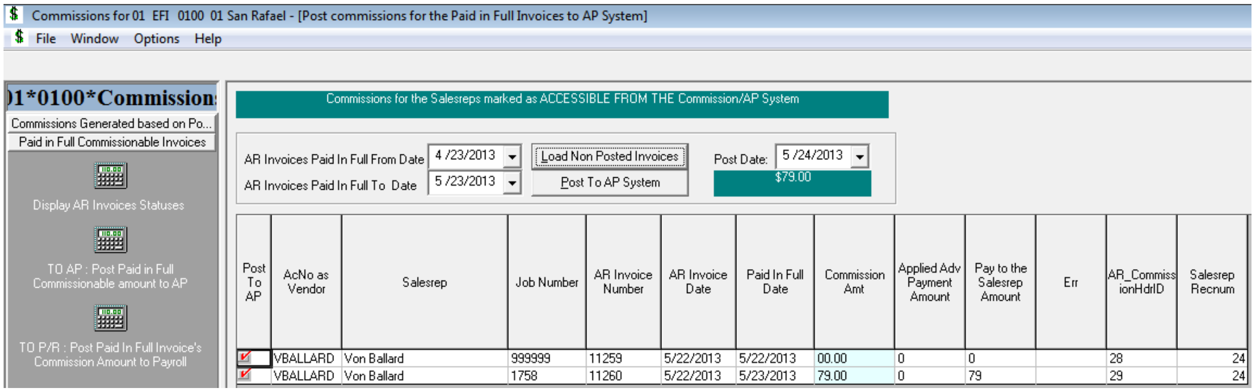


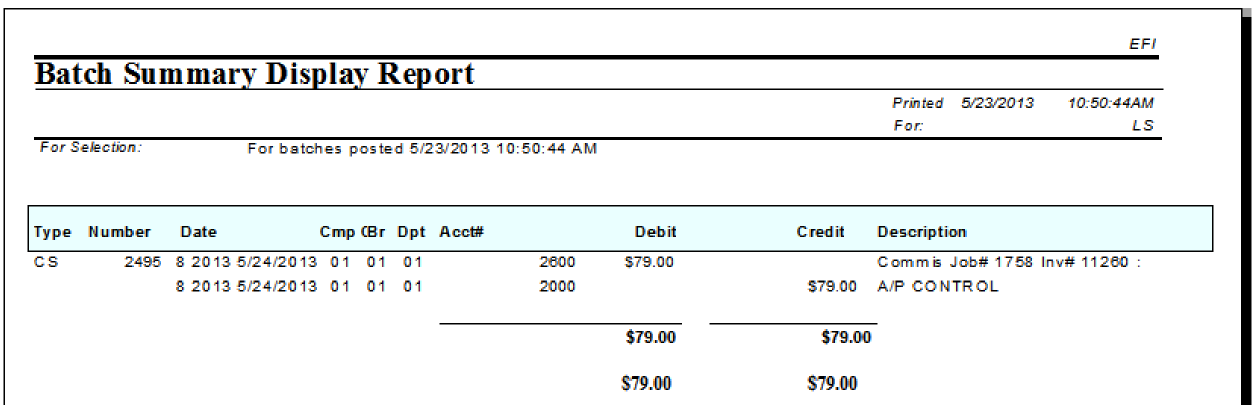
The following chart explains the processing events that each commission record undergoes. It shows the corresponding status for the above report associated with each event. Each record has only one of these statuses.

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.





EFI

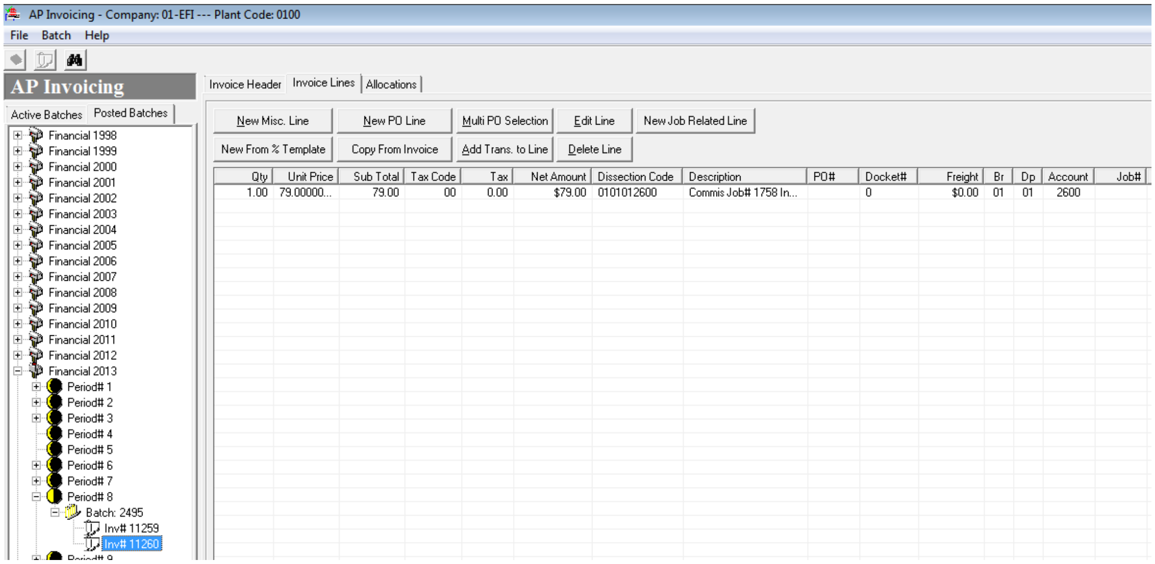
Batch Summary Display Report

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	2600	$79.00		Commis Job# 1758 Inv# 11260 :
		8 2013 5/24/2013	01	01	2000		$79.00	A/P CONTROL
						$79.00	$79.00	
						$79.00	$79.00	

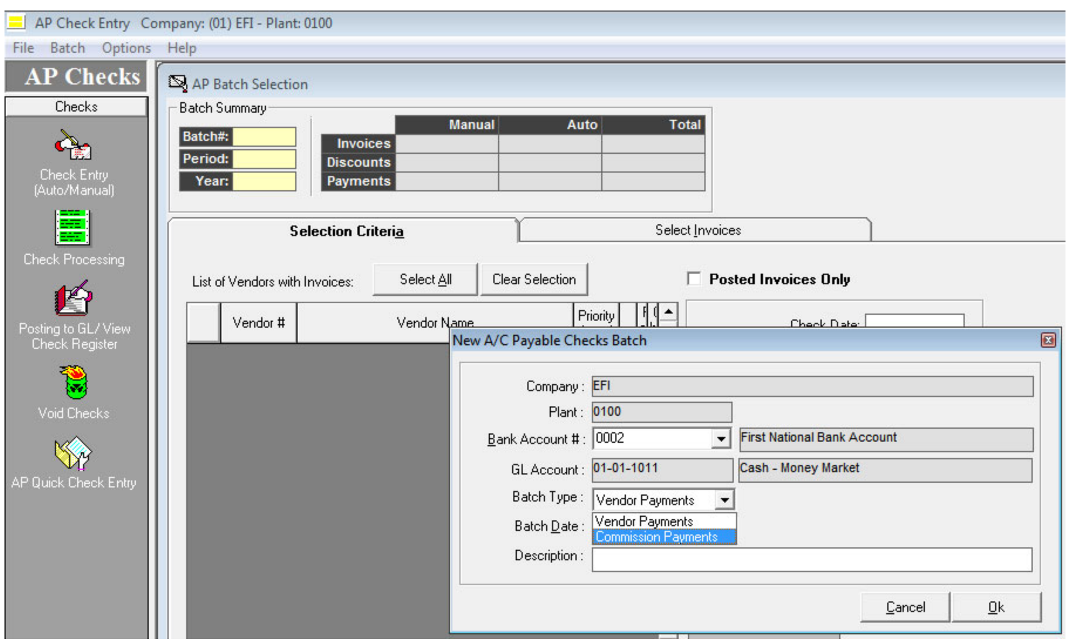
These posted records are marked with the Posted to AP status and an AP invoice record is then inserted into the AP system for the vendor that corresponds to the sales representative. To view this invoice in the AP module, from Batch, select the option to view commissions' batches. Drill down in the posted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



Payment of Commissions through the AP Module

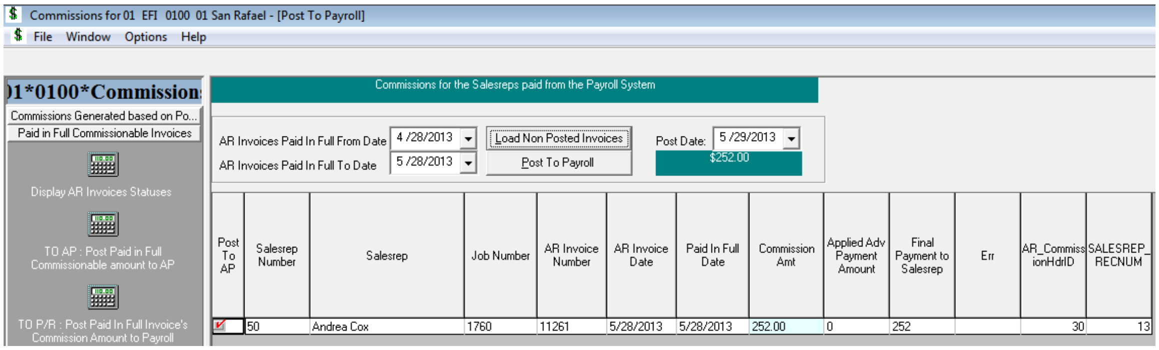
To pay the salesreps through the AP Module

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.



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.

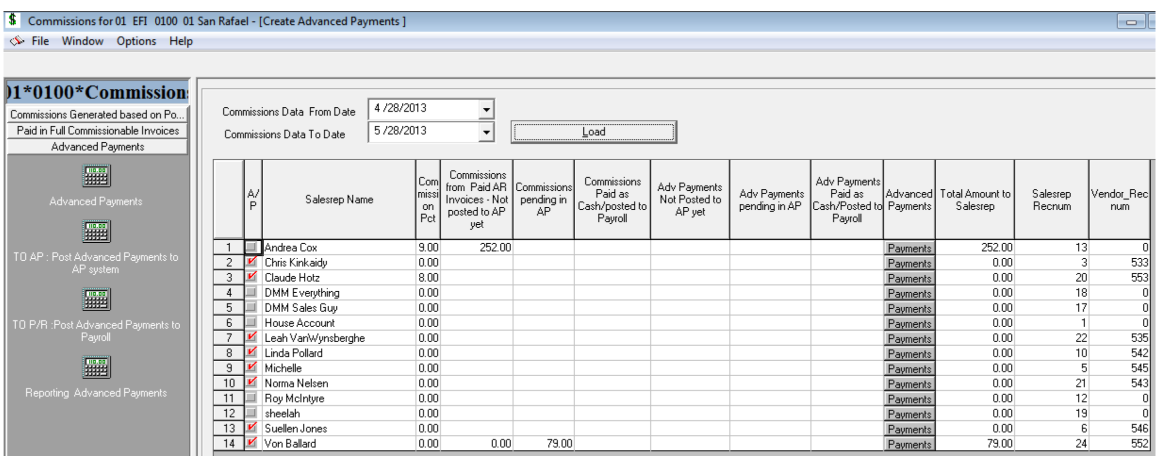


Note PrintStream does not directly link to a payroll system, however, these commission reports can be used to help determine the payroll amounts for an external payroll system.

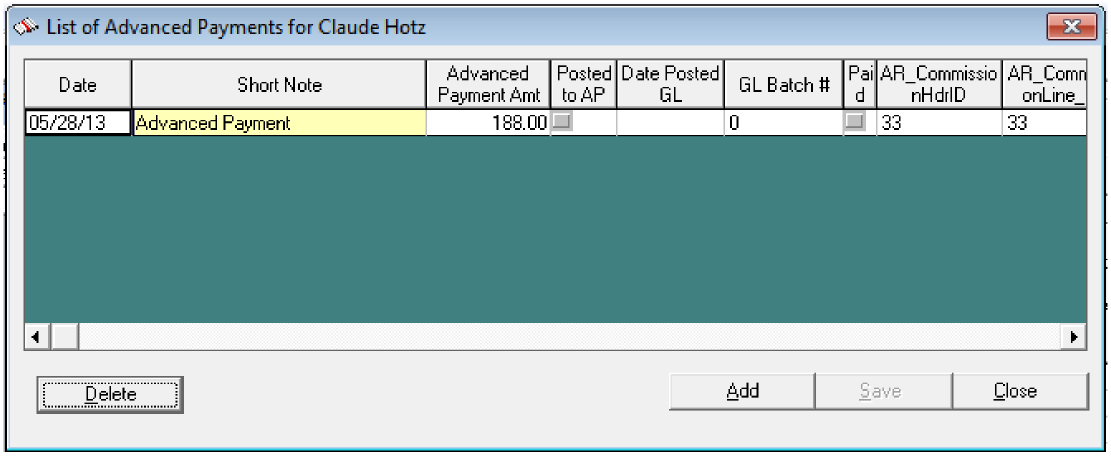
Advanced Payments

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.

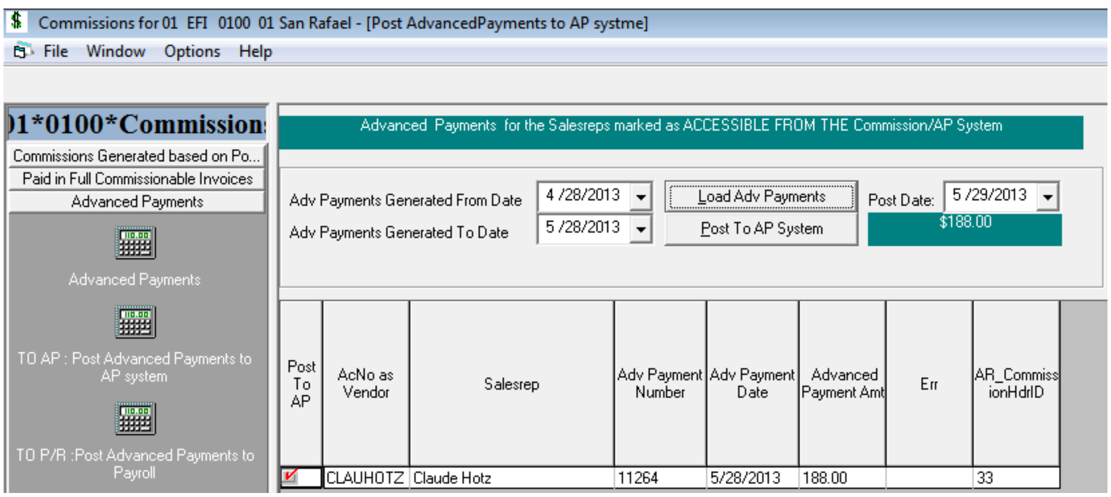


Advance Payments are created by selecting the salesreps coordinating grey Payments button. Once the advance payments screen for the salesreps opens, click the **Add** button. Enter the date (defaults to the current system date) and **Advanced Payment Amt**. Then **Save** and **Close**. Once all advances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

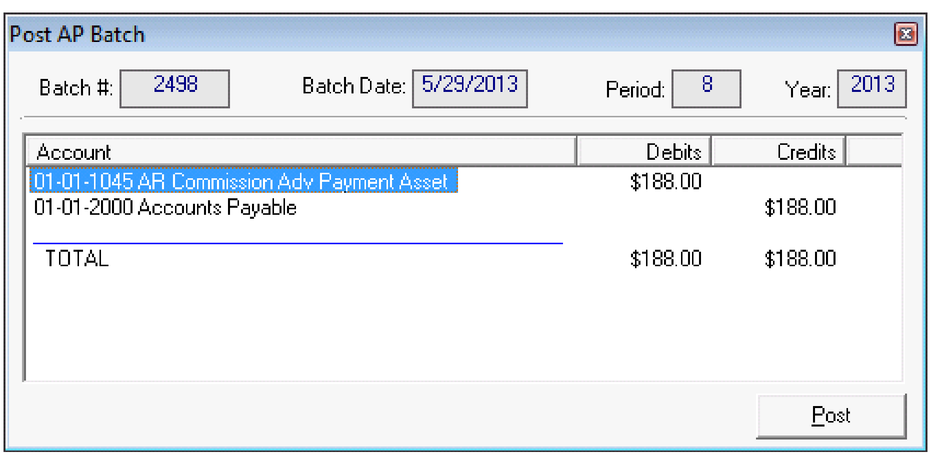


To AP: Post Advanced Payments to AP System

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.

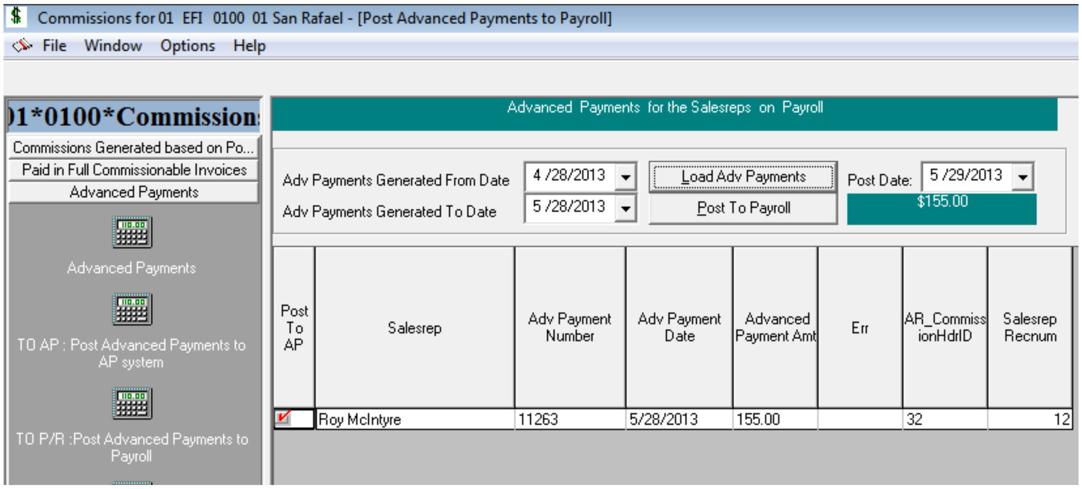


The posting screen appears and when **Post** is selected, the posting report can be printed. This transaction debits the account specified for Commissions advances and credits Accounts Payable. Once the posting to Accounts Payable has taken place, a check can now be generated through AP Check entry following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



To P/R: Post Advanced Payments to Payroll

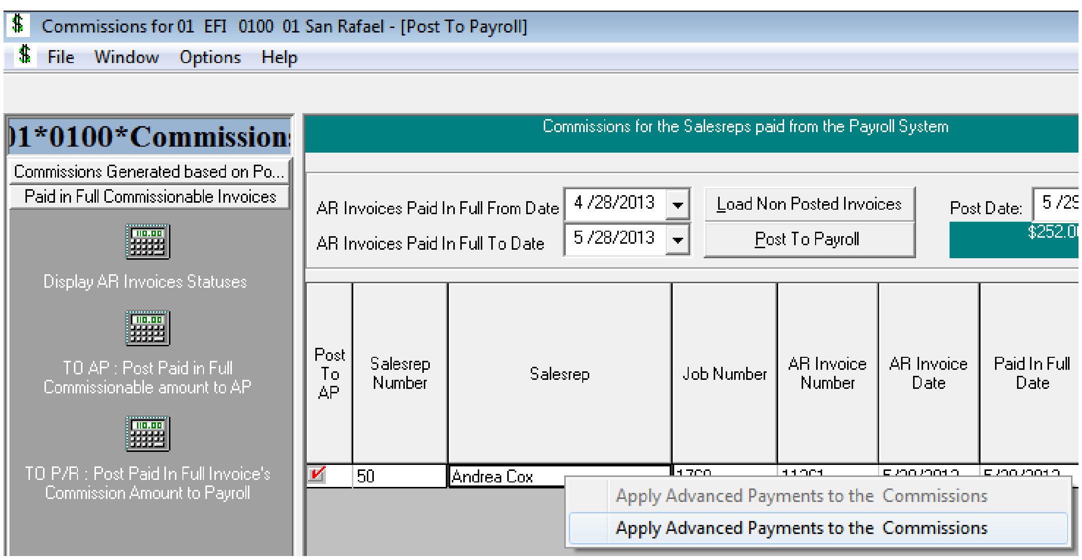
If the advance payment is for a Salesrep in Payroll, the same steps are taken. However, the check is not generated from PrintStream. The check must be manually created by the user and entered as a miscellaneous payment in the General Ledger.



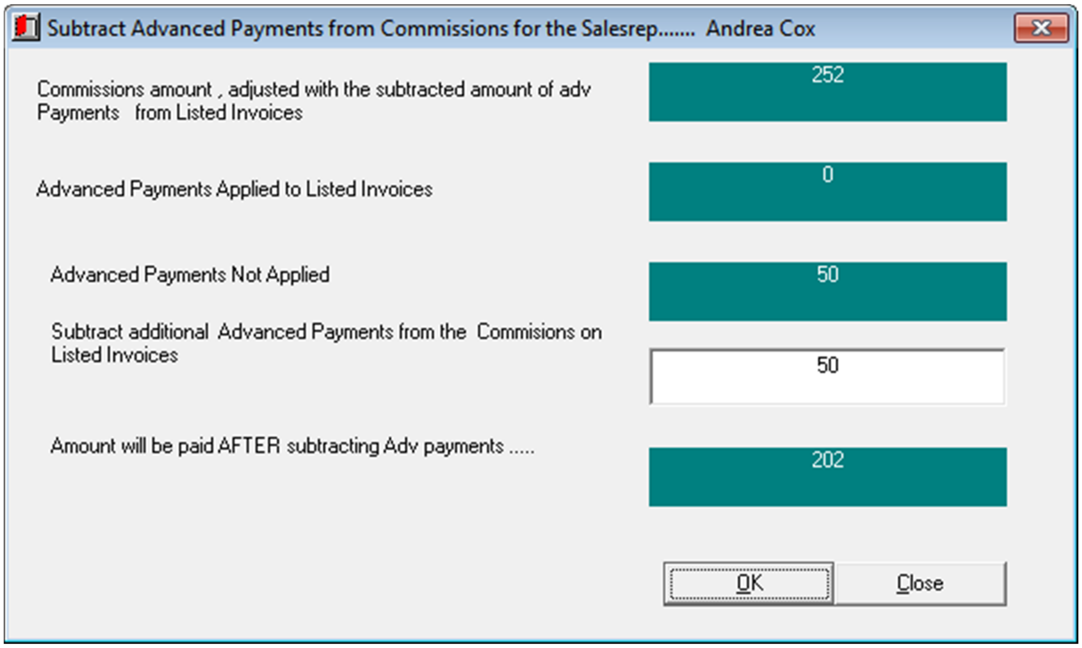
Apply Advance Payments to Commissions

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.



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



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

From the **Advance Payments** icon:

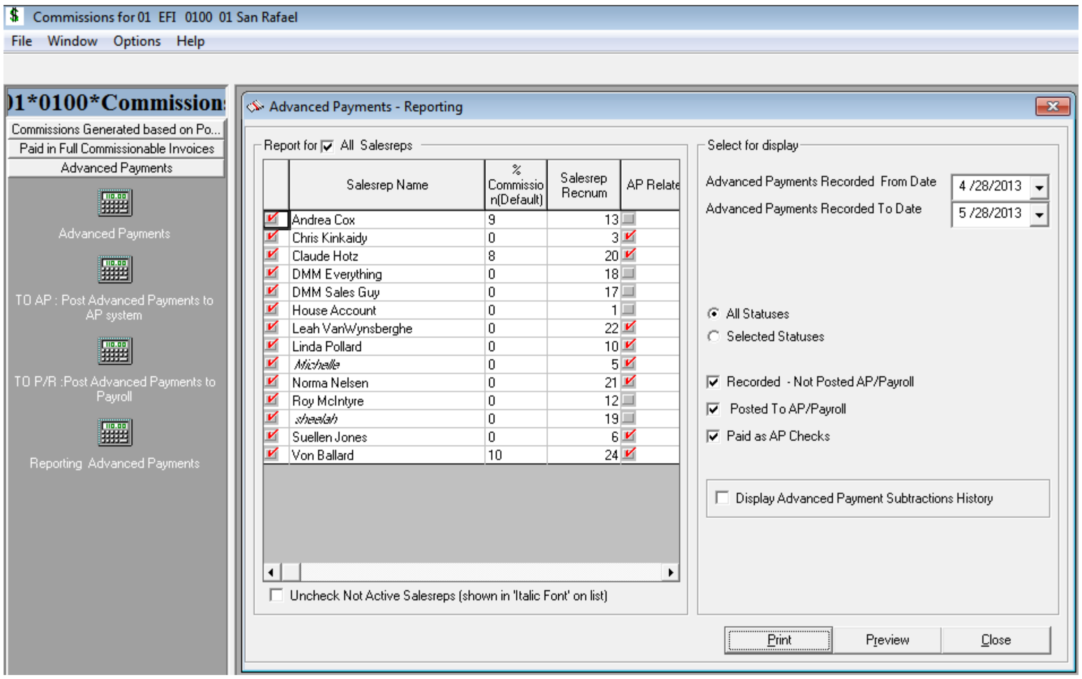
a. Select a date range and load. The grid populates with sales rep information. The advance payment request is created and then this amount is posted. At the time the commissions payments are to be made, the salesreps name is selected from the list that is created in the Paid in Full Commissionable Invoices section.

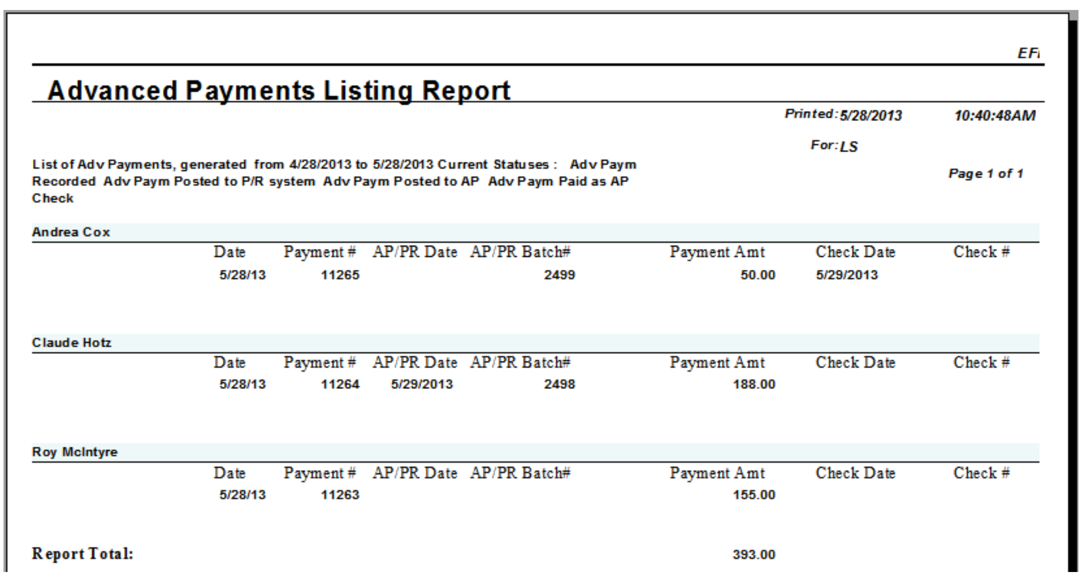
b. From the right-click, the advance payment is applied to the commissionable amount. This amount is deducted from the commissionable payment made either through the AP module or manually for the payroll.

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.





EFI

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		

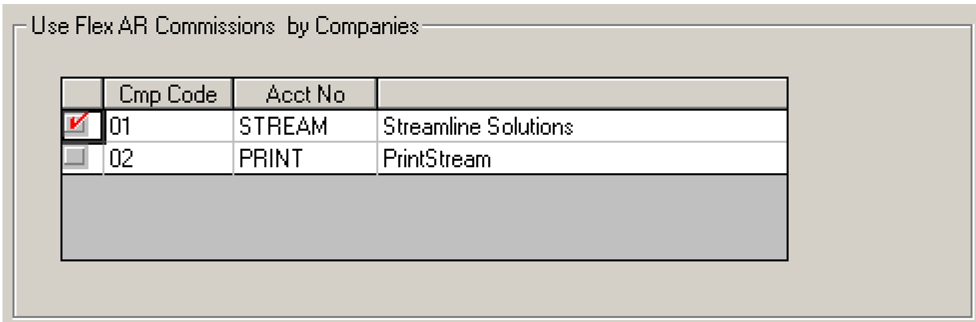
Report Total: 393.00

.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.

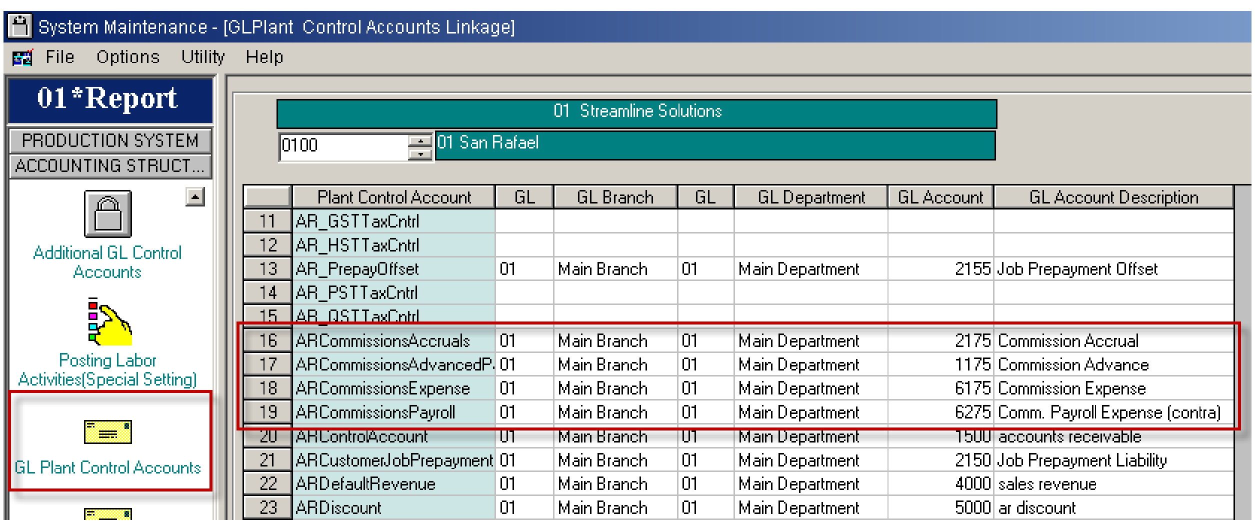


Following activation, the Commission Entry program may be added to the menu and security grouping of choice.

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)



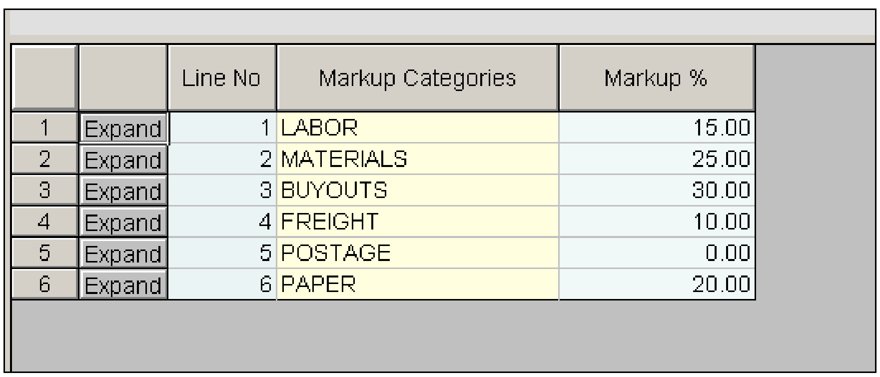
There are no programming restrictions on the account type used. The following diagram illustrates the types of transactions that impact these accounts and at what point the posting occurs.

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

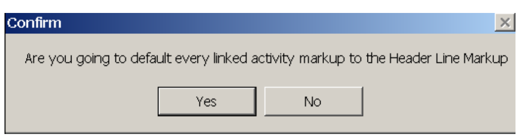
Activate Mark ups by Activity Code

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**.

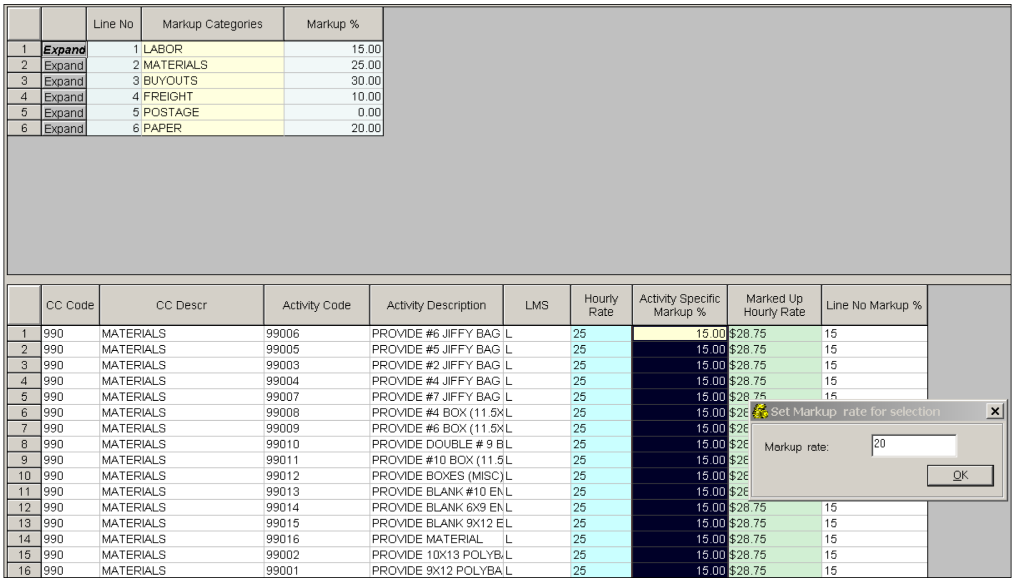


a. Click the **EXPAND** button next to a markup category to show all activity codes linked to that line. If you wish to keep the default markup already established, click the default markup button at the bottom of the screen. You are prompted with the following question:



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	
7	990	MATERIALS	99009	PROVIDE #6 BOX (11.5X	L	25	15.00	$28	
8	990	MATERIALS	99010	PROVIDE DOUBLE # 9 B	L	25	15.00	$28	
9	990	MATERIALS	99011	PROVIDE #10 BOX (11.5	L	25	15.00	$28	
10	990	MATERIALS	99012	PROVIDE BOXES (MISC)	L	25	15.00	$28	
11	990	MATERIALS	99013	PROVIDE BLANK #10 EN	L	25	15.00	$28	
12	990	MATERIALS	99014	PROVIDE BLANK 6X9 EN	L	25	15.00	$28.75	15
13	990	MATERIALS	99015	PROVIDE BLANK 9X12 E	L	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 POLYBA	L	25	15.00	$28.75	15

c. Edits may be entered in the **Activity Specific Markup %** column. *(Note: The grid may need to be adjusted to see all columns.)*

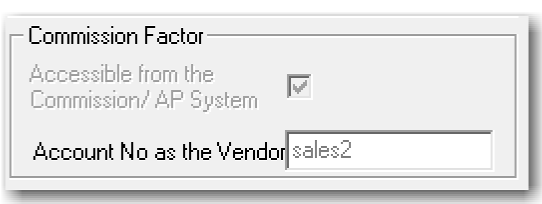
d. You may also update groups of activity codes. Each of the column headings allows for sorting. You may choose to sort the column by cost center or activity code then highlight a group of activities for mass update. Highlight the current percentage showing in the **Activity Specific Markup %** field, right-click and enter the new percentage amount and click **OK**. Complete the process by clicking **Save** at the bottom of the screen.

e. 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

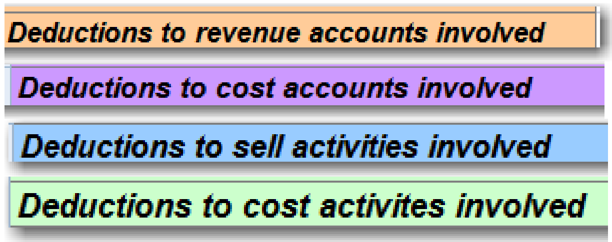
Within the Sales Rep area in Customer Master File, a new section is visible based on activating this feature. For each salesperson that is paid via the Accounts Payable module, a link must to be defined in this section. Select the **Accessible from the Commission/AP System** check box and enter an **Account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



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

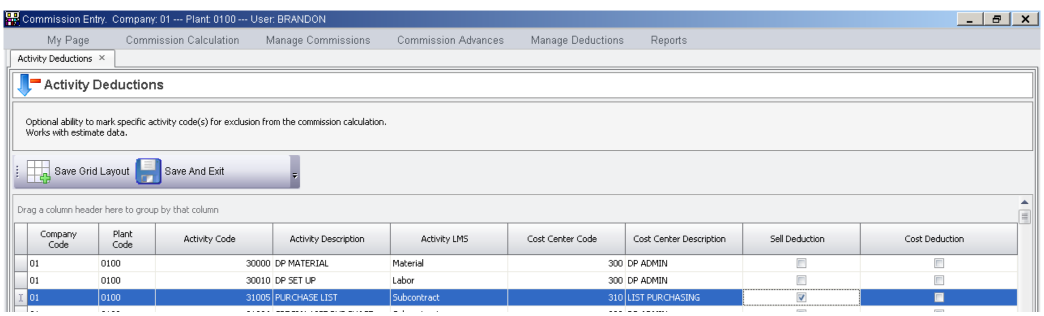
Data fields are contained in the profile spreadsheet with the following labels.



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.

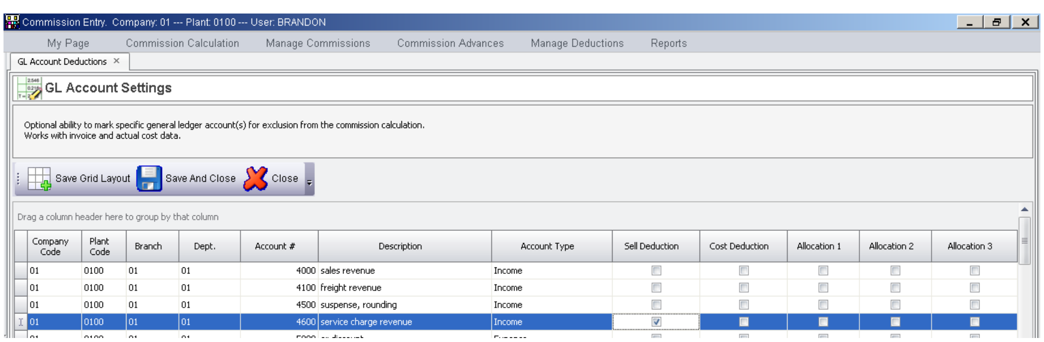
1. From the **Manage Deductions** section of the program, select the option you would like to include in your calculations, either **Activity Deductions** or **GL Account Settings**.

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.

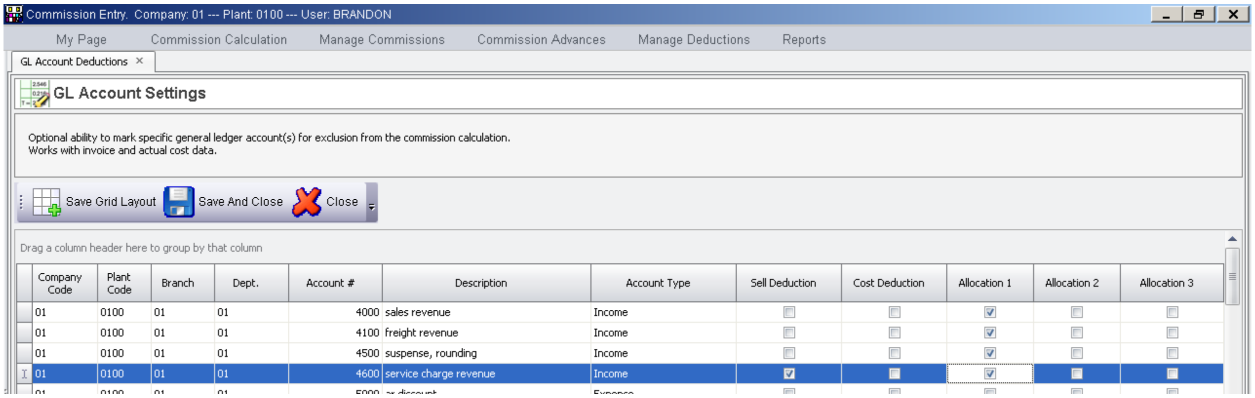
3. In the **General Ledger** section, place a check mark in the box for either the sell or cost deduction that should be factored into the formula contained in the profile spreadsheet.



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.



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

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.

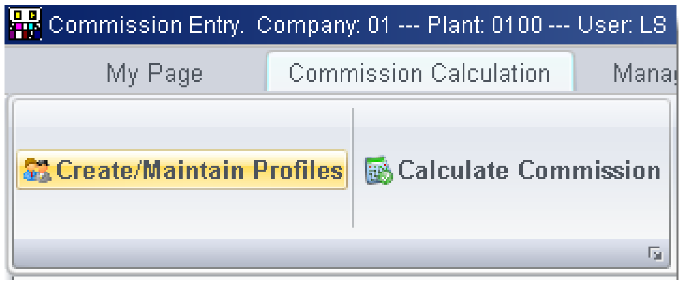
	A
1	**Commission Calculation Template**
2	Commission Amt
3	Invoice total
4	Net Revenue **(Invoice total minus freight revenue, sales tax and postage)**
5	Freight Revenue
6	Postage Adjustment
7	Sales tax
8	*Deductions to revenue accounts*
9	Actual labor costs
10	Actual subcontract costs
11	Actual material costs
12	Actual freight costs
13	*Deductions to cost accounts involved*
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	*Deductions to sell activities involved*
20	Estimated labor costs
21	Estimated subcontract costs
22	Estimated material costs
23	*Deductions to cost activites involved*
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.

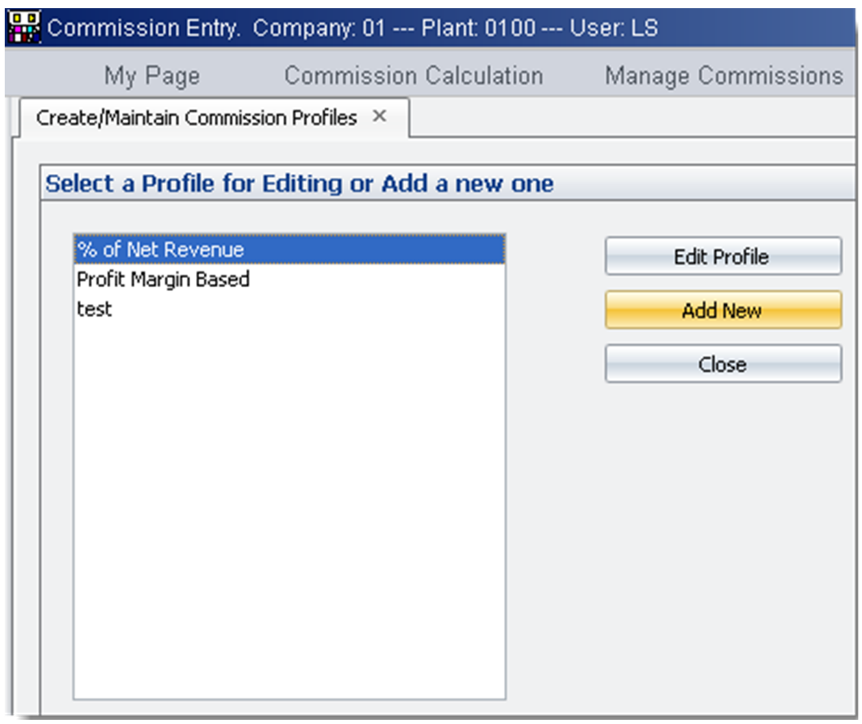
Note The number of Commission Profiles and therefore different commission calculations is essentially unlimited allowing for variations by Sales Person, Customer, Product type, etc.

To create a Commission Profile

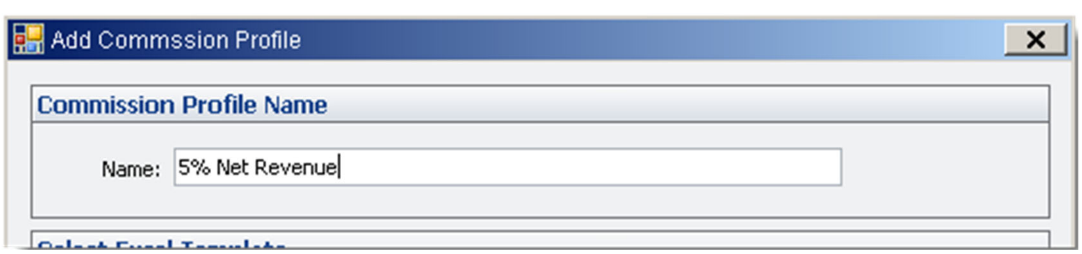
1. Select the option to **Create/Maintain Profiles** from the **Commission Calculation** tab.



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

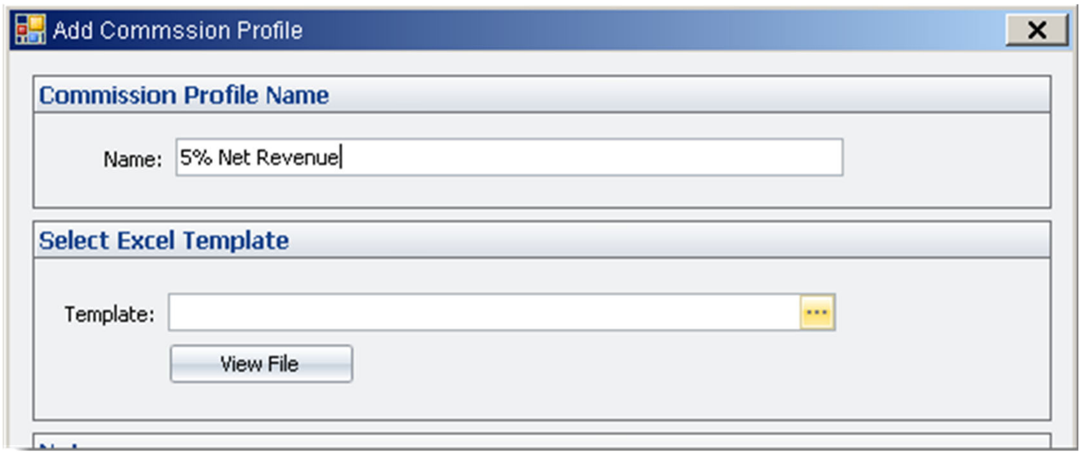


3. Enter a **Commission Profile Name**. The name could be something specific such as: Commission on Net Sale, Commission on Value Added, Commission based on estimated dollars minus actual costs, or Commission on Invoice dollars minus estimated costs.

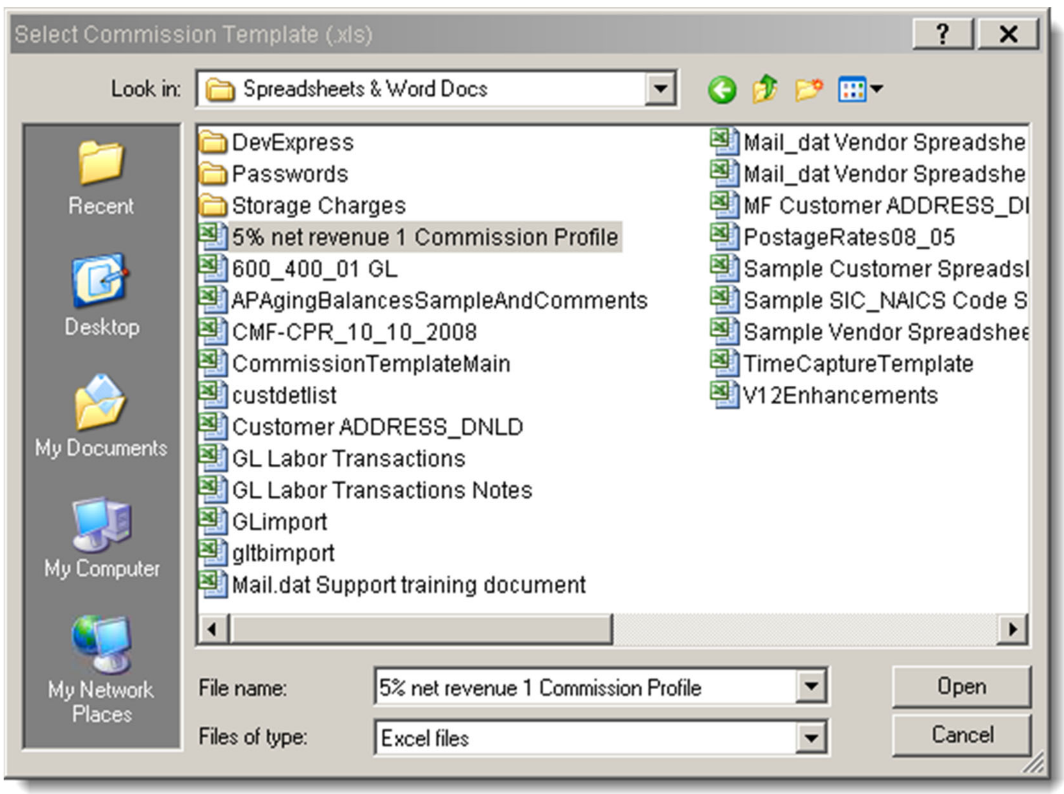


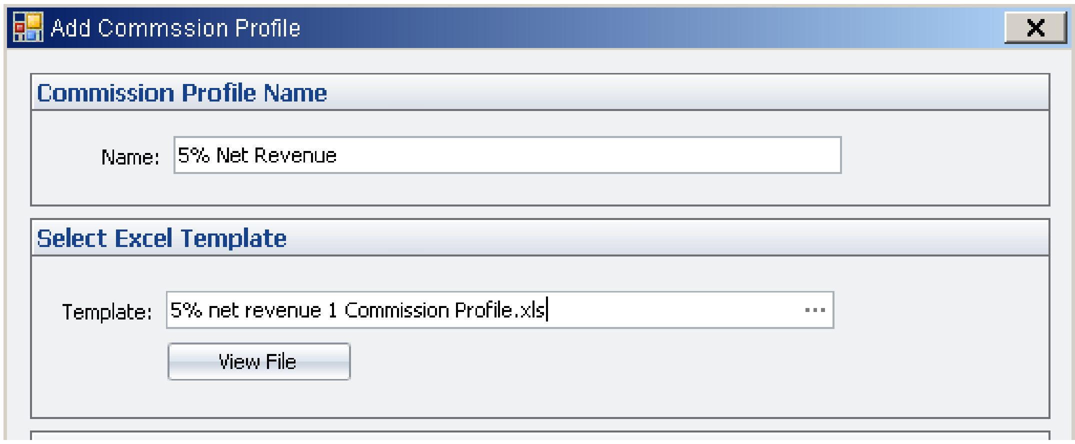
4. Link to a pre-defined Excel file that relates to the Profile being created by clicking the ellipsis button to the right of the blank **Template** field.

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

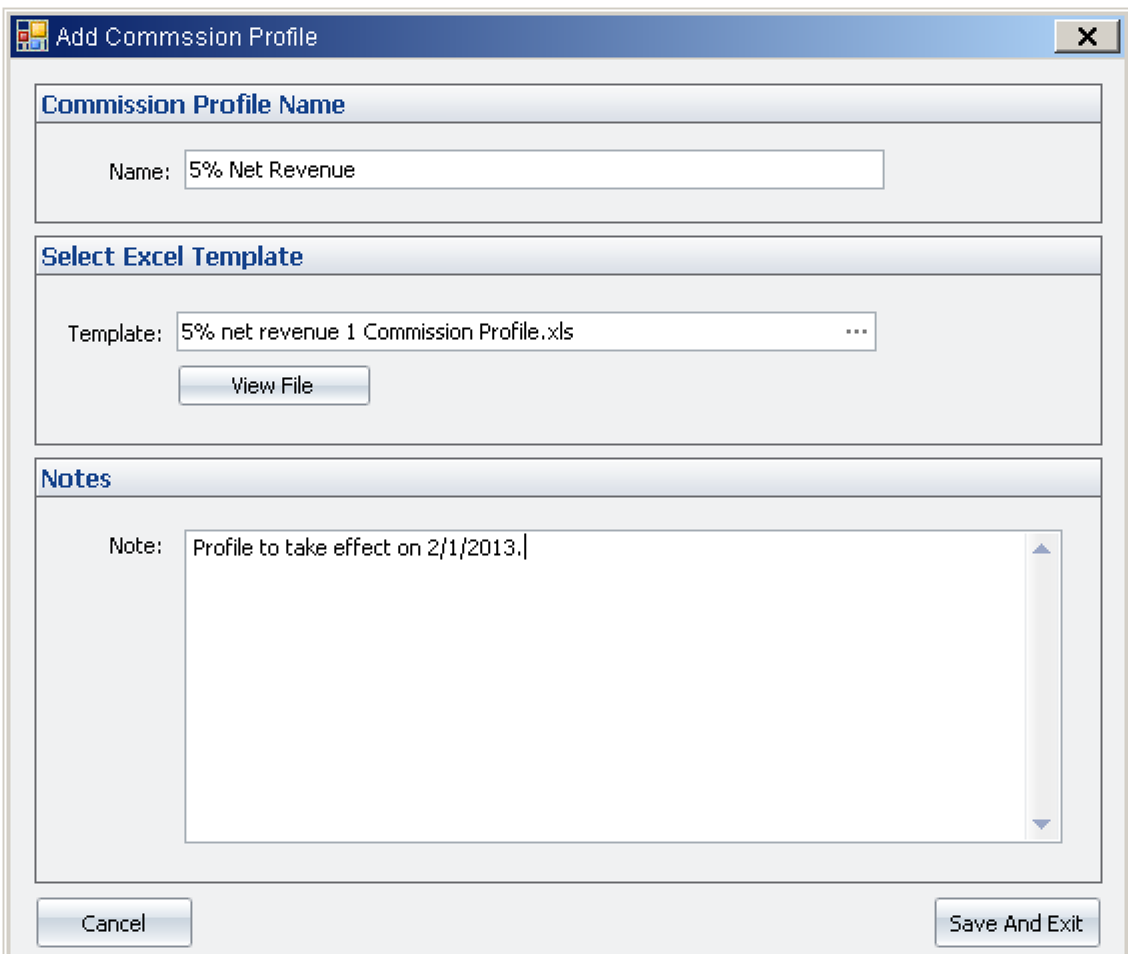


5. The spreadsheet profile may be saved and accessed for linking anywhere the user chooses.

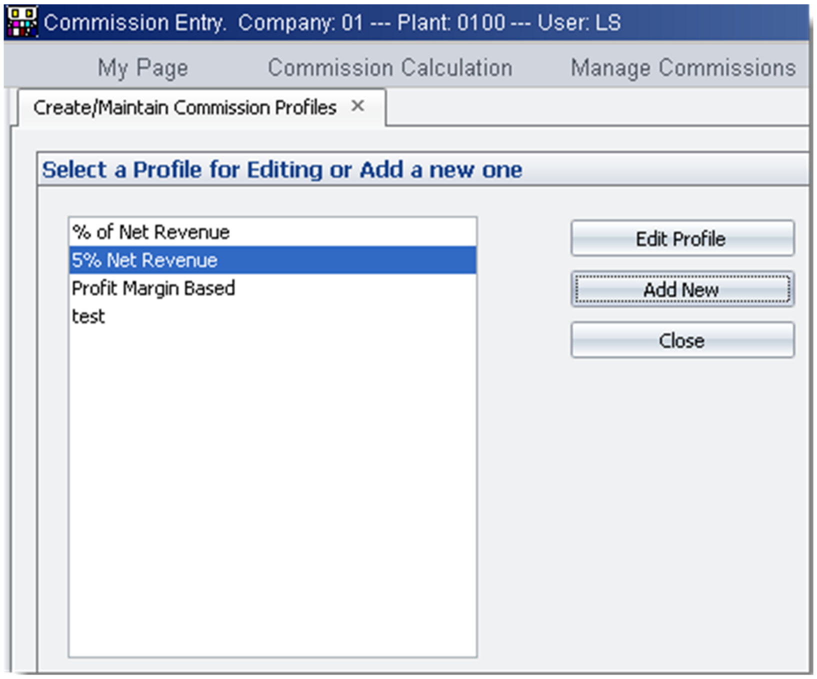




6. Enter any notes related to the profile. There are 1000-character spaces to allow for very specific notes regarding the calculation if needed.
7. Once the profile has been named, a spreadsheet linked as a template and optional notes entered, click the **Save And Exit** button.

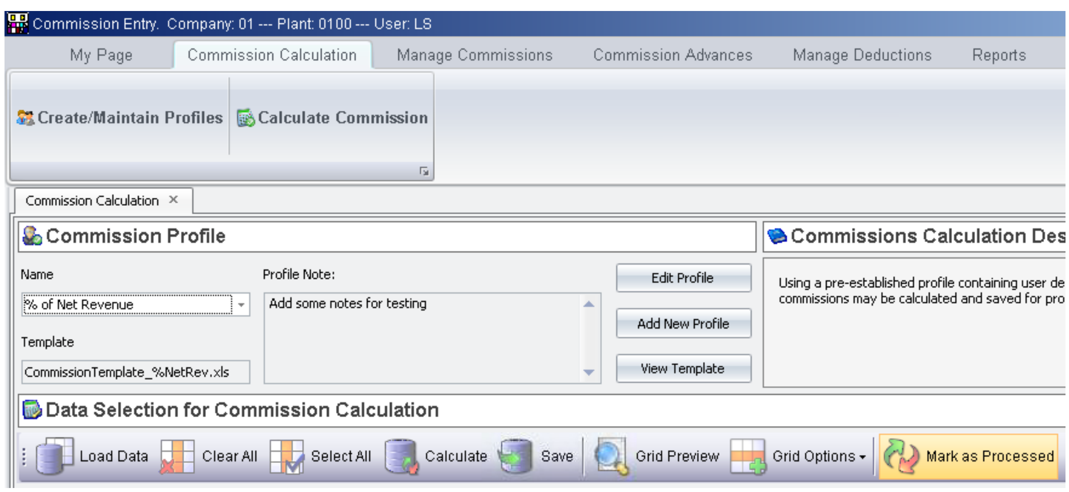


8. A listing of all Commission Profiles show in the Create/Maintain Commission Profiles area and may be edited as needed.



Mark as Processed

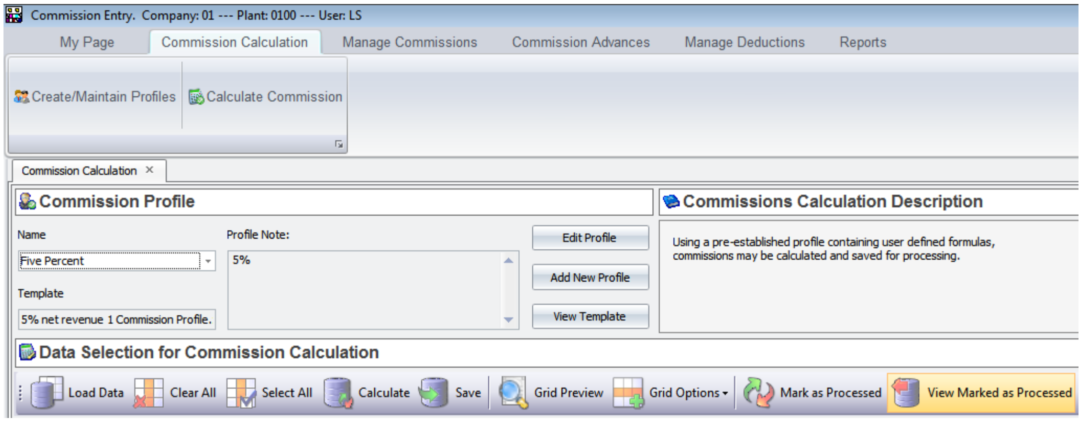
Existing PrintStream users must go through a process of clearing invoices from the Calculation Grid for those invoices which have already had commissions have paid. Please contact your PrintStream accounting support rep for assistance with this step. Filtering options exist within the program that allow 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.

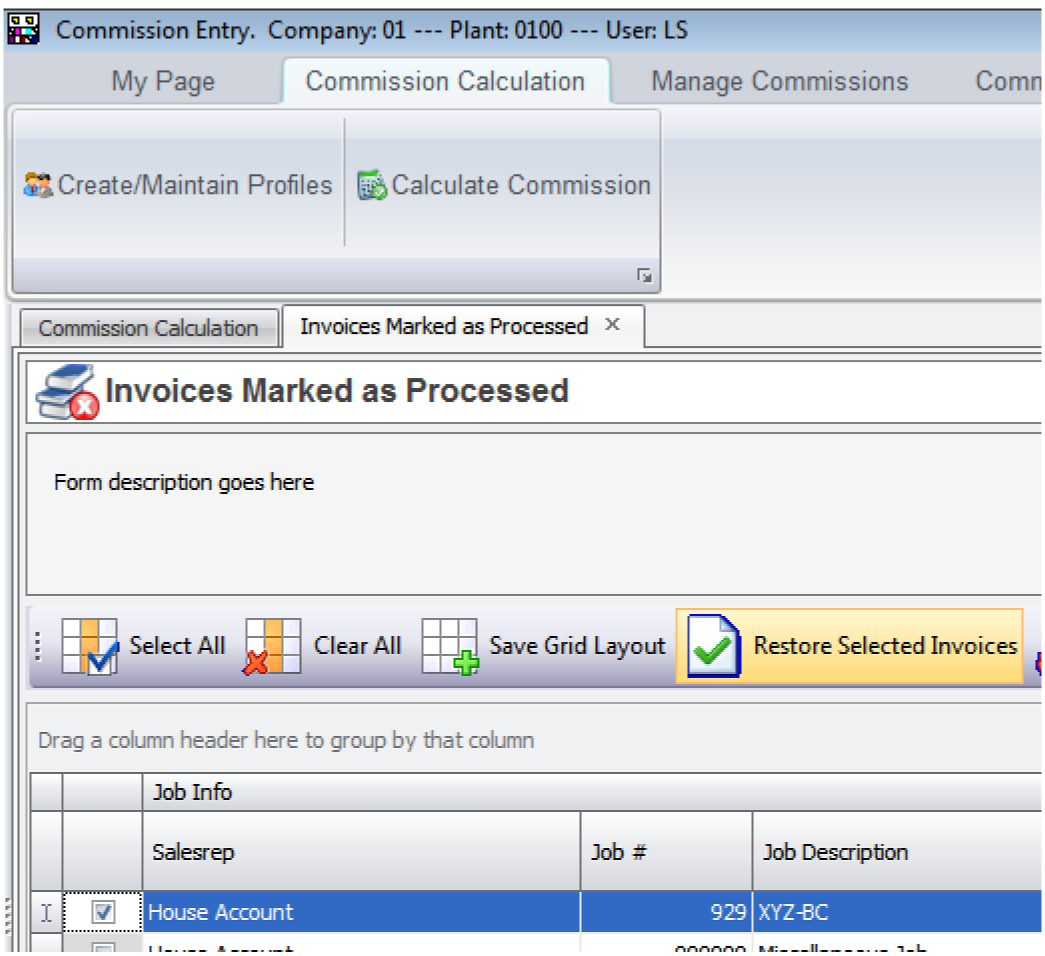
View Mark as Processed

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.

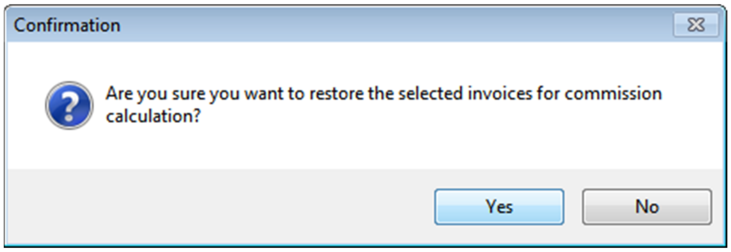


To reverse the process and allow an invoice to once again appear in the list of those available for commissions calculations

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



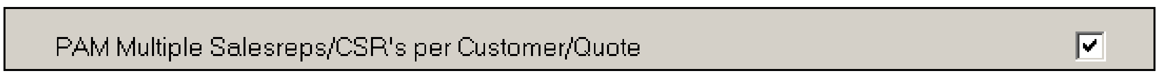
3. A Confirmation window opens. Click **Yes** to complete the process.



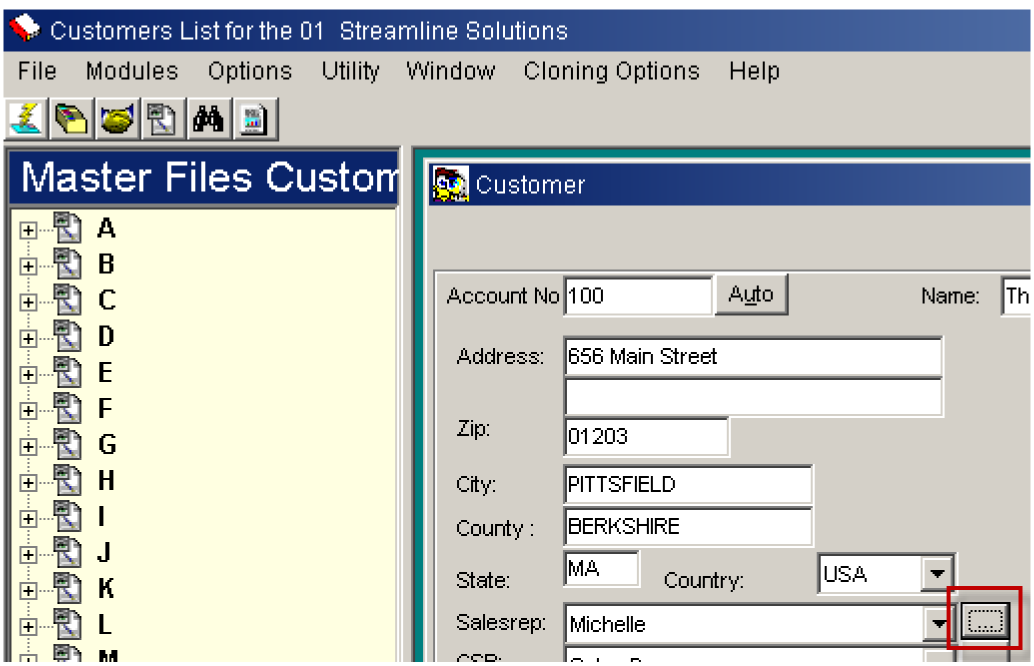
Split Commission set-up (optional)

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.

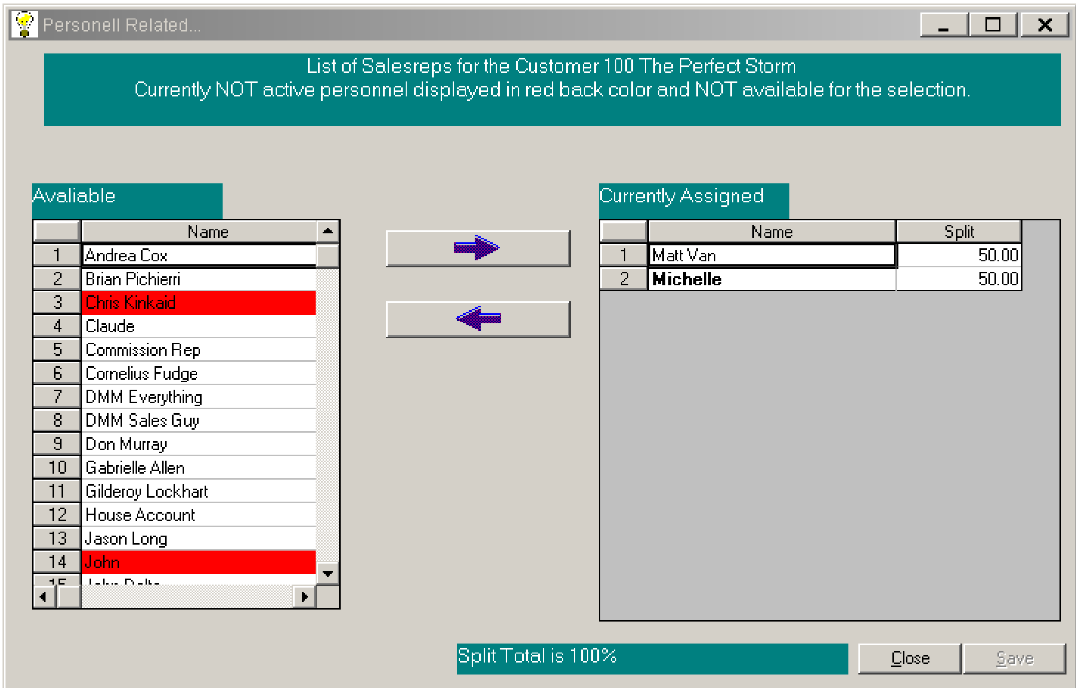


Once activated, this allows for definition of multiple Sales Reps at the Customer Master File level as well as the split commission percentage. An ellipsis button appears to the right of the Salesrep field, in the individual customer records; in Master Files Customer.



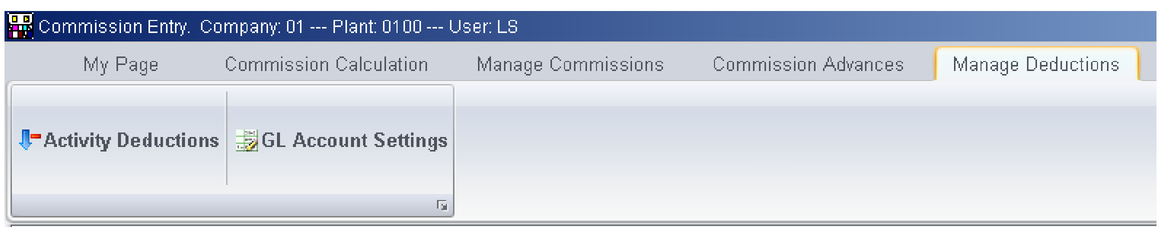
1. Use the blue arrow keys to move salesreps between the **Available** and **Currently Assigned** lists.

   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.

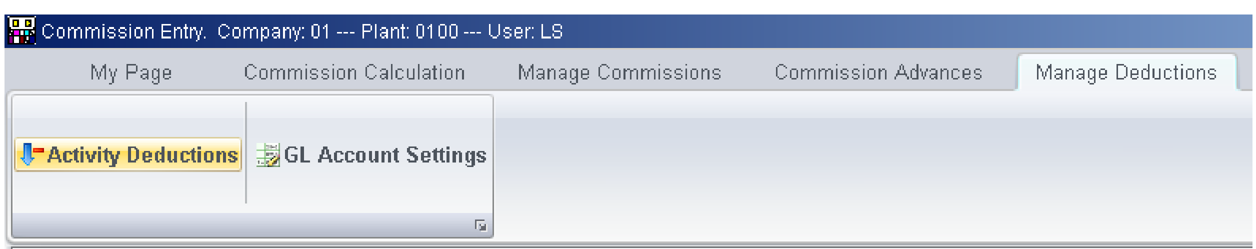


Manage Deductions

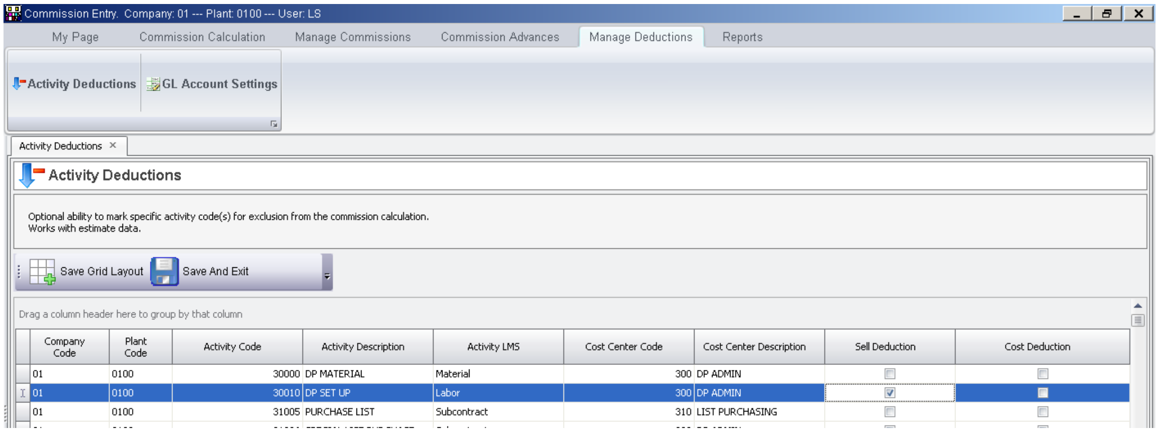
There are optional set up steps that allow for setting either activity code(s) or GL account(s) to be excluded from the commission calculation.



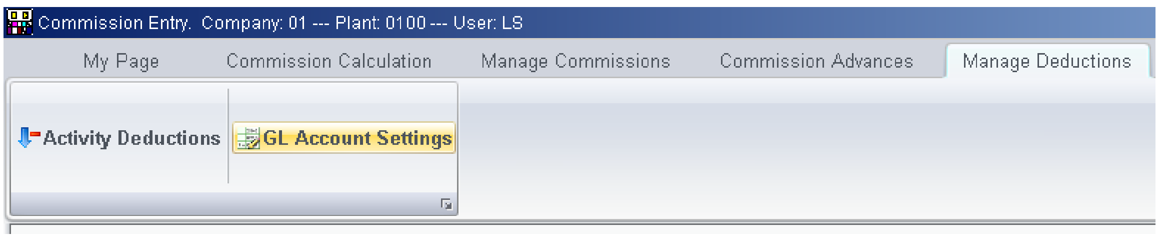
Activity Deduction works exclusively with amounts presented from estimating data, both sales and costs.



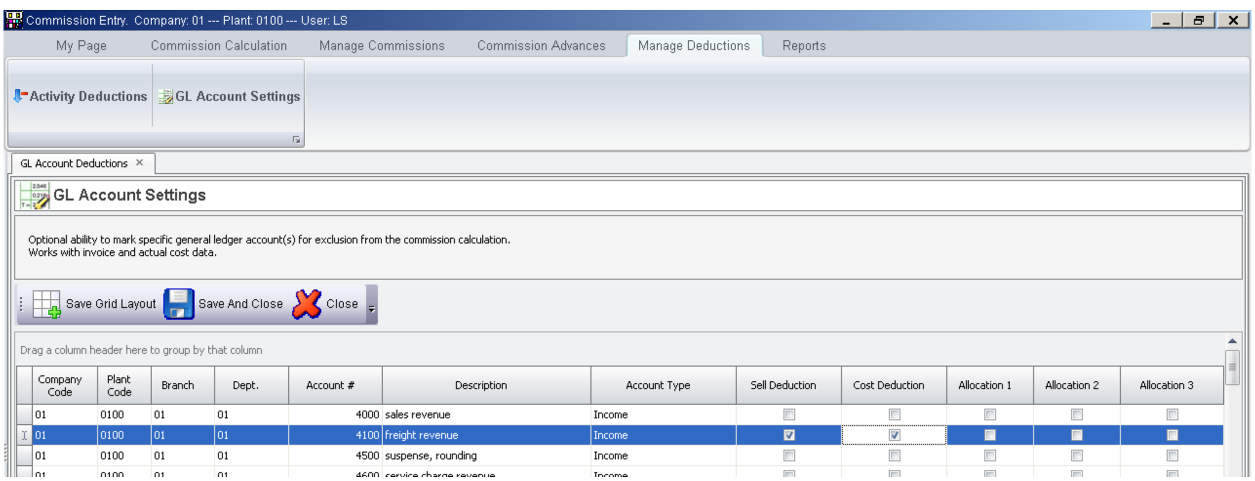
In the following example, DP SET UP is marked as a sell deduction but not a cost deduction. The result of this is that the total estimated sell value is reduced by the sell amount related to this activity, but the full cost captured for performing this activity is part of the total cost dollars presented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



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



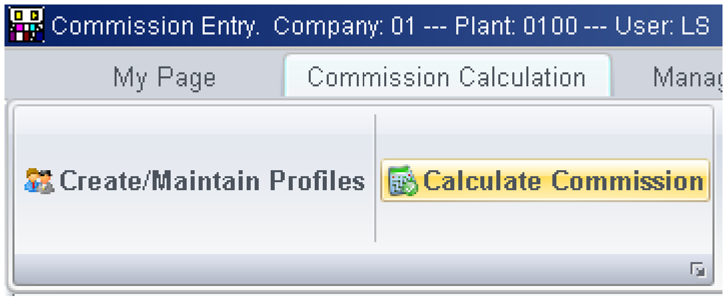
In the example shown below, Freight Revenue is marked as a sell deduction and a cost deduction. The result of this set-up is that freight revenue is not included in the sales number presented, and costs captured as freight costs are included in the cost amounts presented.



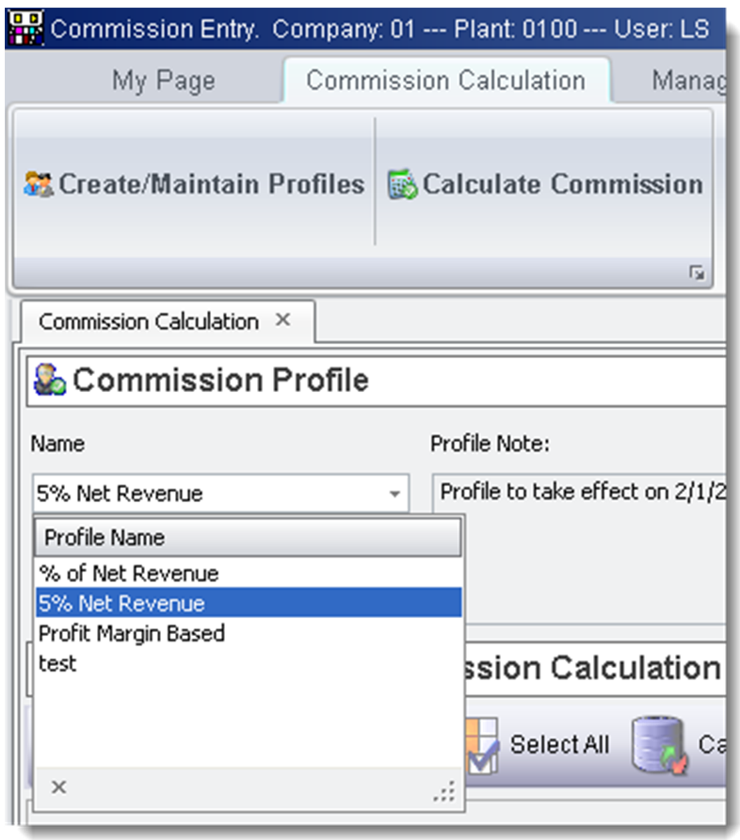
Calculating Commissions

To begin processing commissions

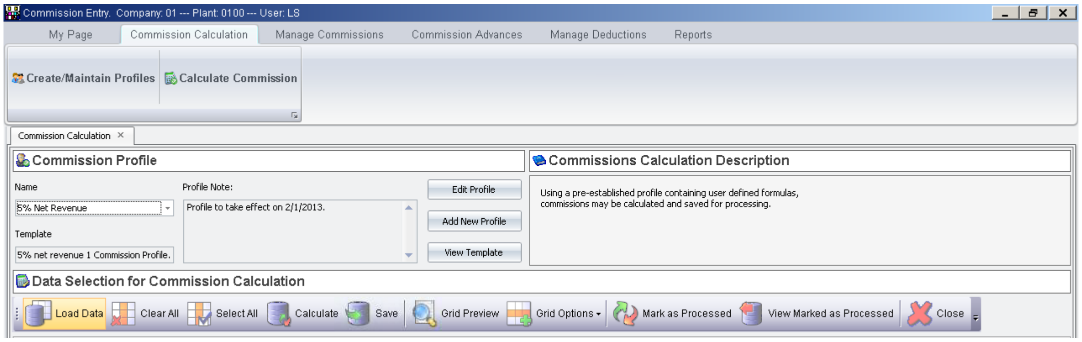
1. Select the **Commission Calculation** tab and click **Calculate Commission**.



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

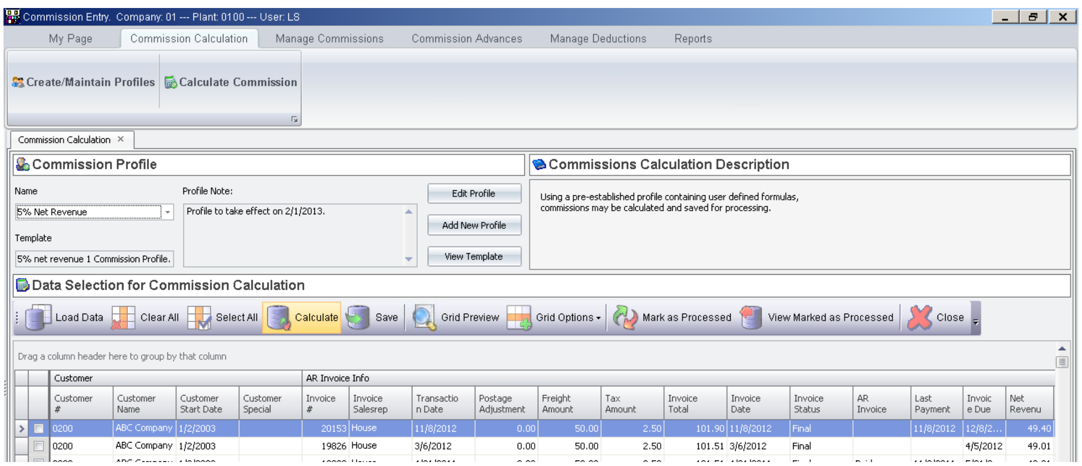


3. Click the **Load Data** button. The records load based on a posted invoice status where commissions have not yet been calculated and saved.



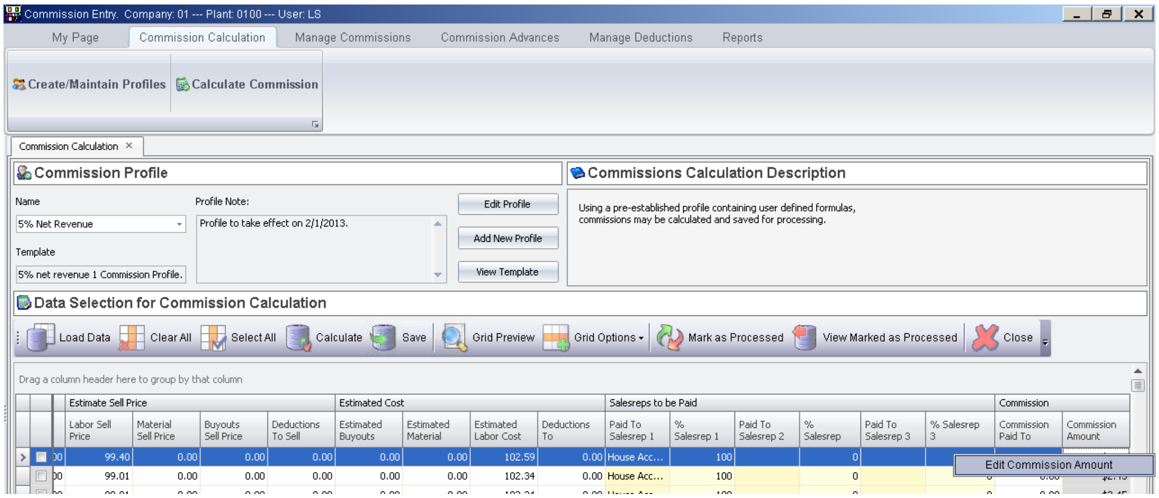
4. Click the **Calculate Commission** button and select those records you wish to save by selecting the check boxes to the left of each record.

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

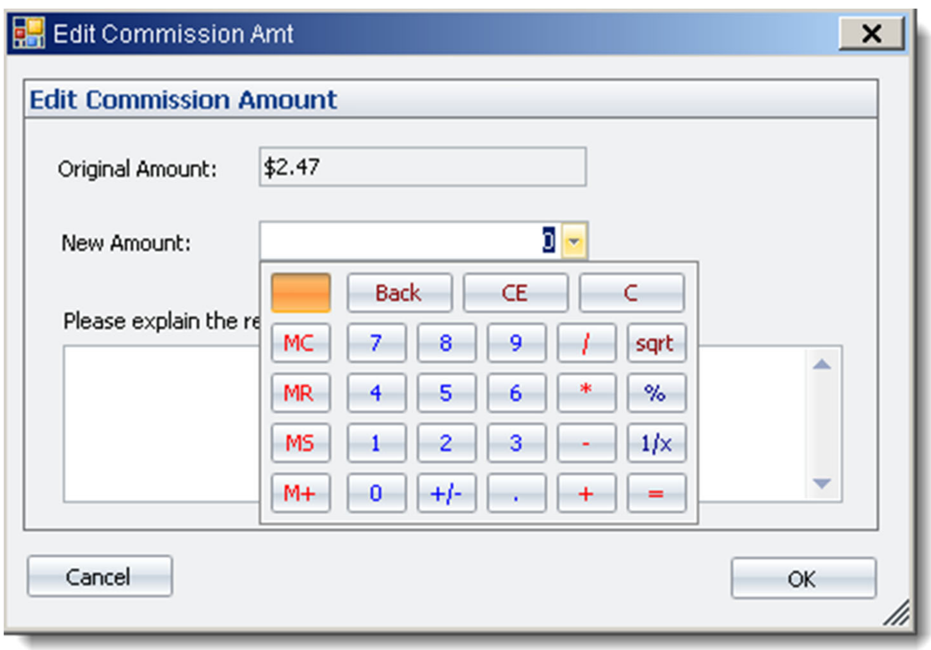


Manually Calculating Commission Amounts

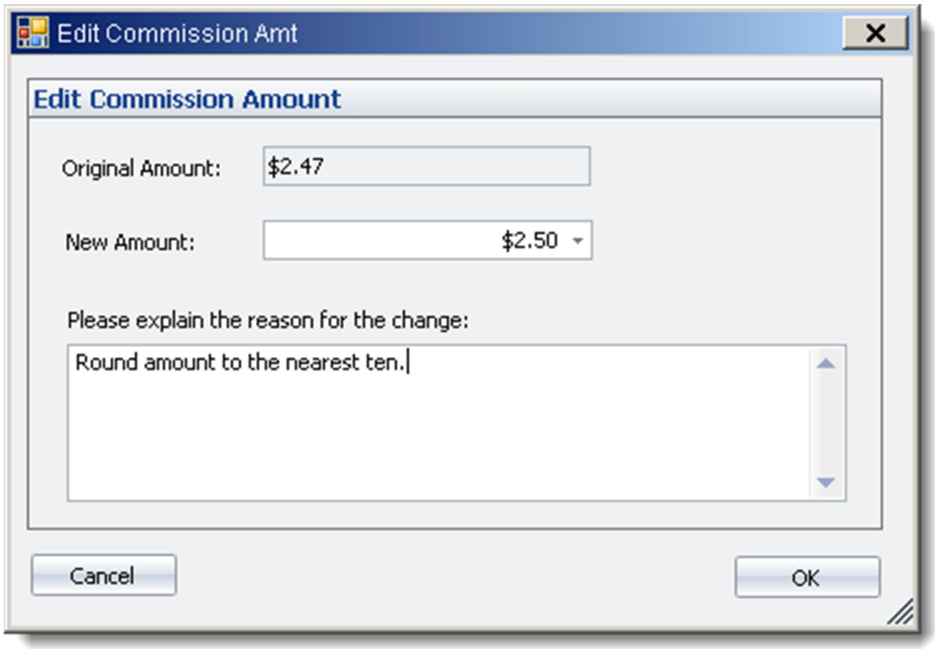
Additionally, the calculated commission amount may be edited by clicking in the **Commission Amount** field and right-clicking to bring up **Edit Commission Amount**.



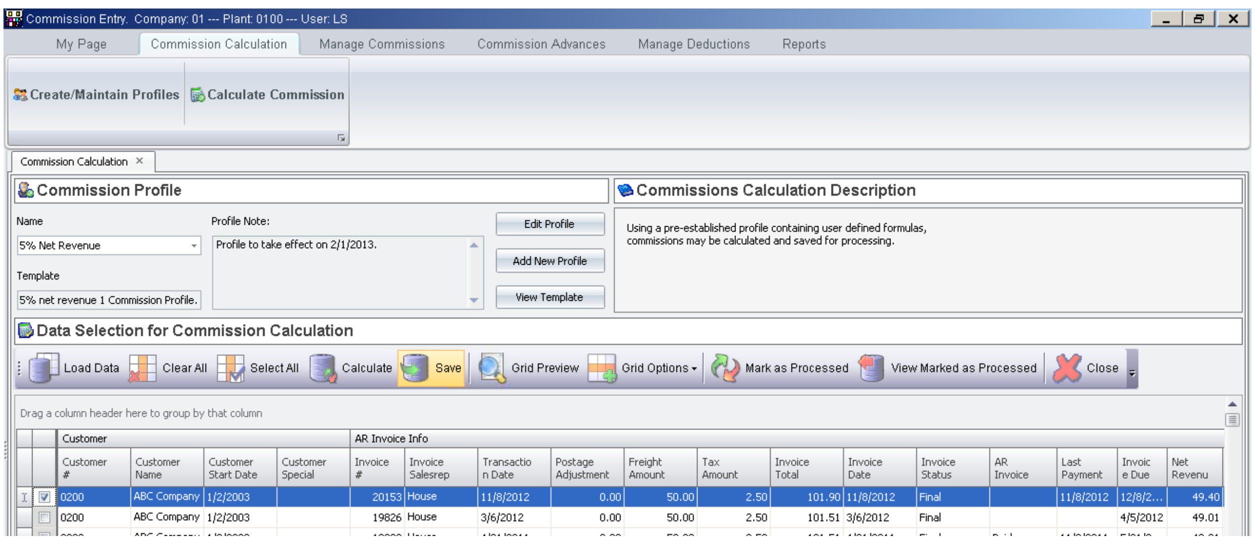
A flat dollar amount may be keyed directly into the **New Amount** field or a calculator may be accessed by clicking the drop-down arrow to the right of this field.



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.

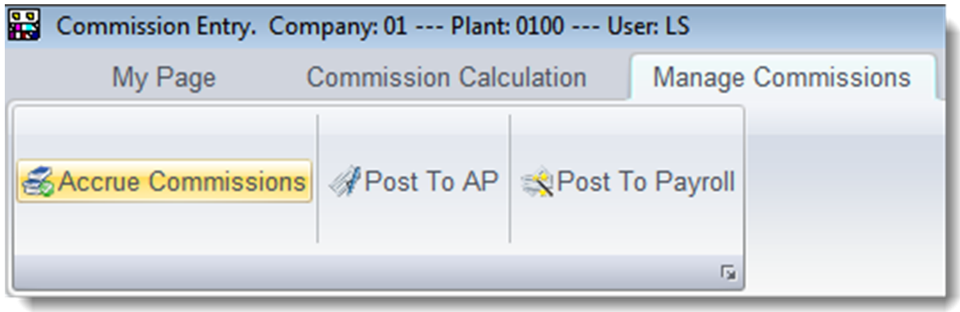


Once all applicable invoices have been selected, click **Save**. All selected records drop from the Commission Calculation grid and are available for selection under the next step of the process – Accruing Commissions.

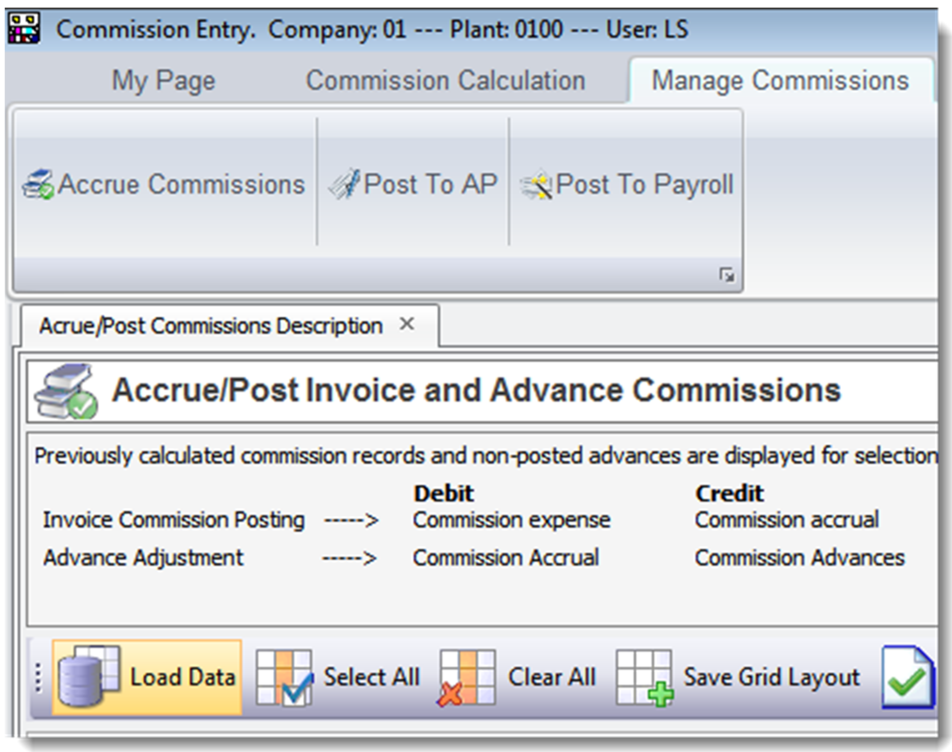


Accruing Commissions

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

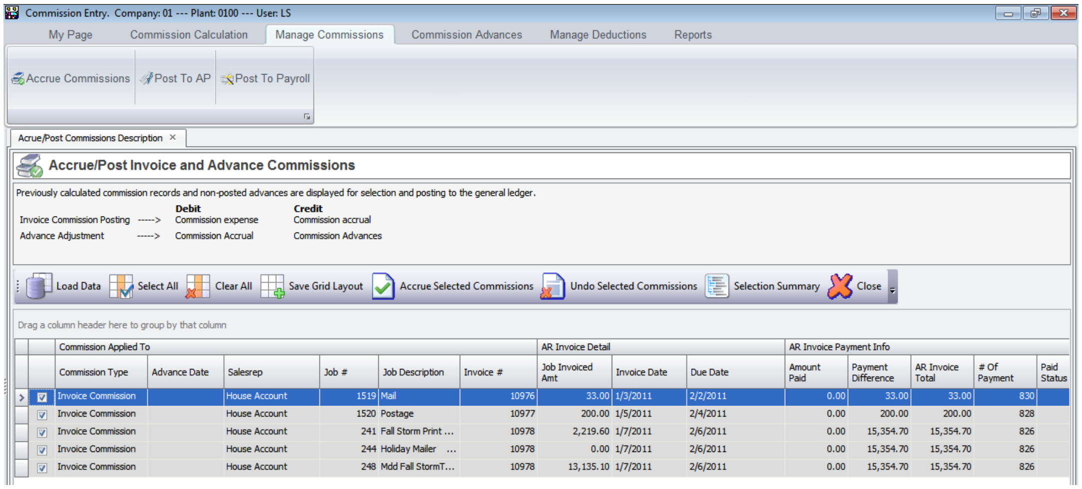


2. Click the **Load Data** button.

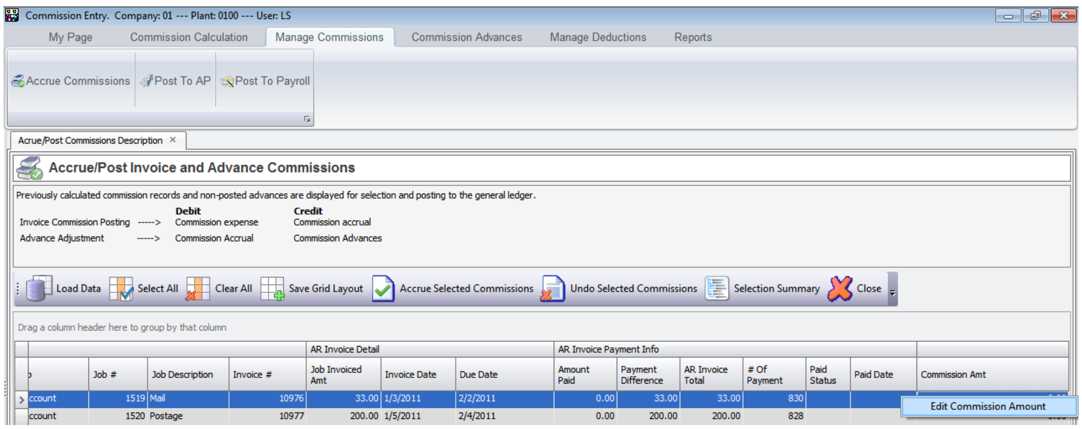


This screen displays all records where commissions were previously calculated and saved during the Commission Calculation step. This screen has the same sorting, grouping, and filtering options as described earlier in this document.

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.

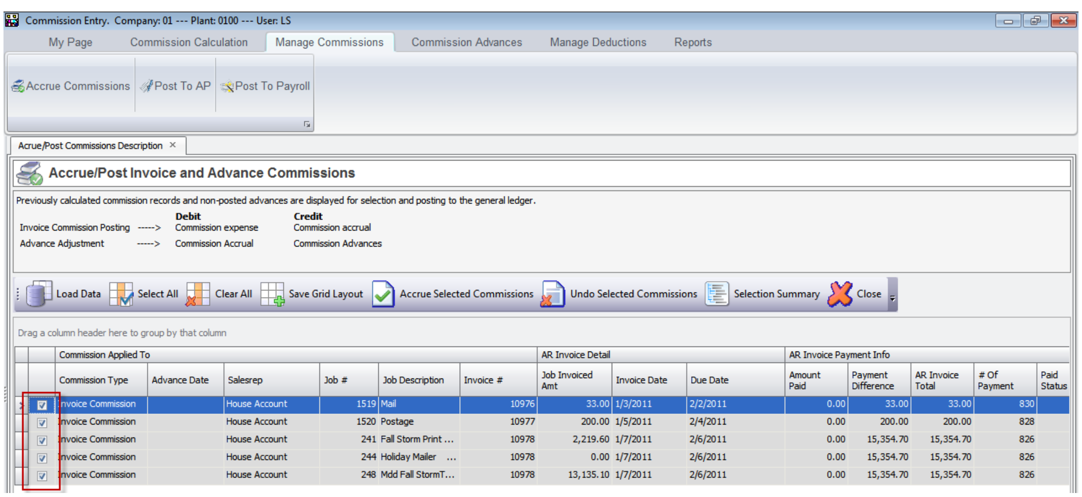


3. As shown in the Commission Calculation screen, the calculated commission amount may be edited by clicking in the **Commission Amount** field and right-clicking to bring up **Edit Commission Amount**.

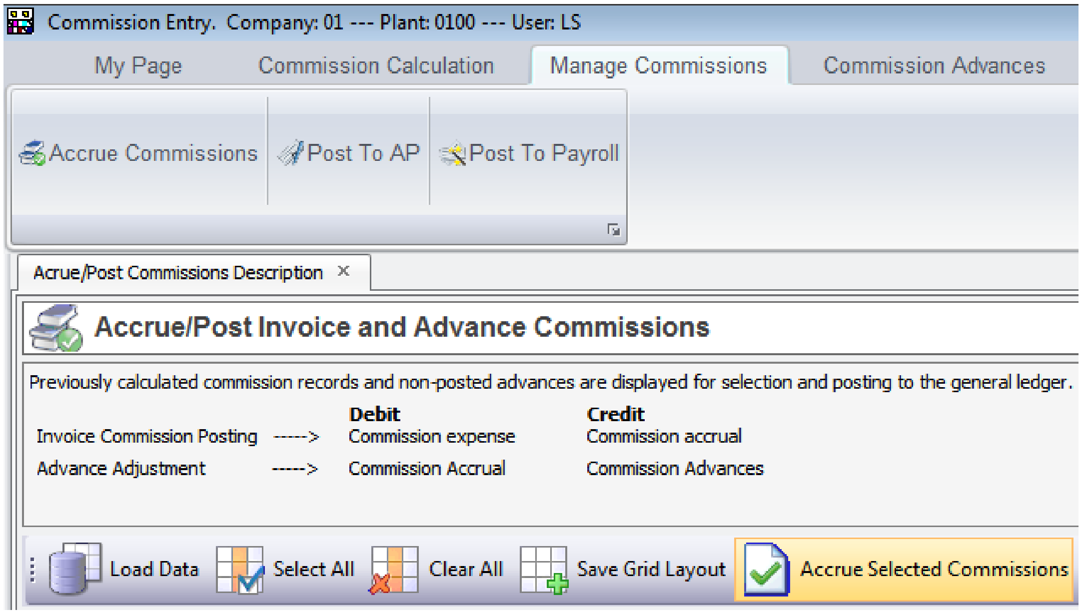


The amount can be edited up to the point of posting to the general ledger. After that, adjustment records may be created to increase or decrease the commission amount.

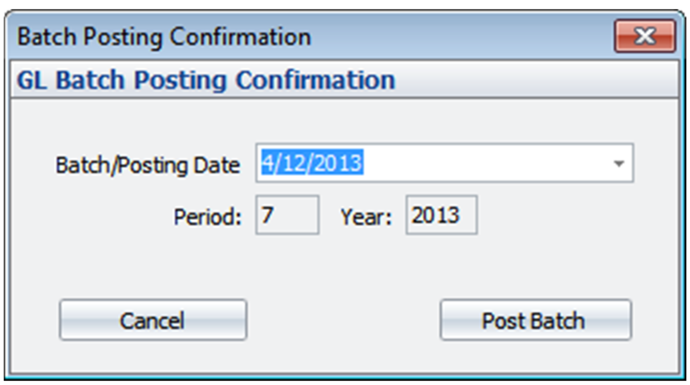
4. All of the commission records are selected, by default. Clear any you do not want to process by clearing the check box at the far left of the screen.



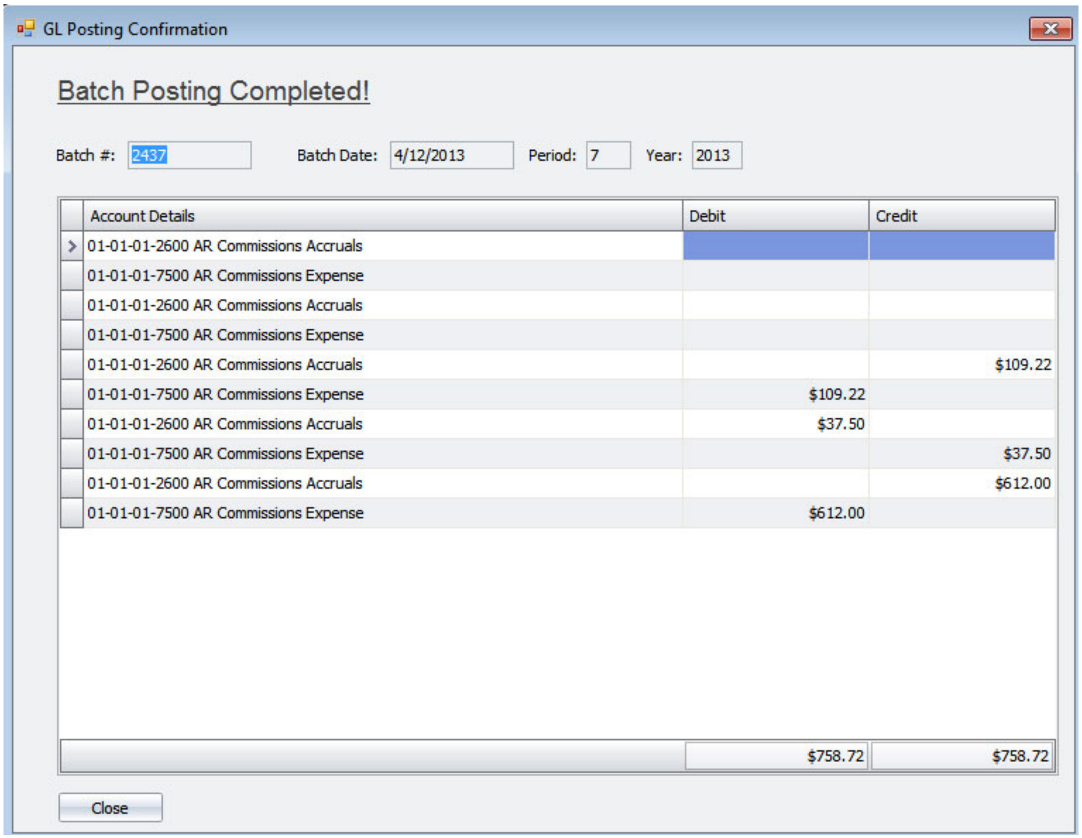
5. Click the **Accrue Selected Commissions** button.



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.



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.


GL Posting Confirmation

Batch Posting Completed!

Batch #: 2437 Batch Date: 4/12/2013 Period: 7 Year: 2013

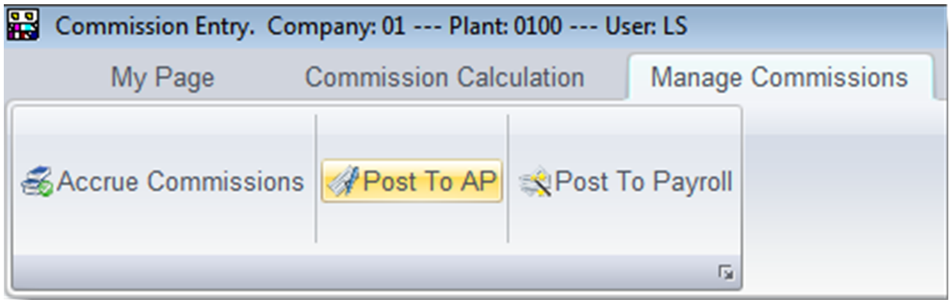
Account Details	Debit	Credit
01-01-01-2600 AR Commissions Accruals		
01-01-01-7500 AR Commissions Expense		
01-01-01-2600 AR Commissions Accruals		
01-01-01-7500 AR Commissions Expense		
01-01-01-2600 AR Commissions Accruals		$109.22
01-01-01-7500 AR Commissions Expense	$109.22	
01-01-01-2600 AR Commissions Accruals	$37.50	
01-01-01-7500 AR Commissions Expense		$37.50
01-01-01-2600 AR Commissions Accruals		$612.00
01-01-01-7500 AR Commissions Expense	$612.00	
	$758.72	$758.72

Close

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

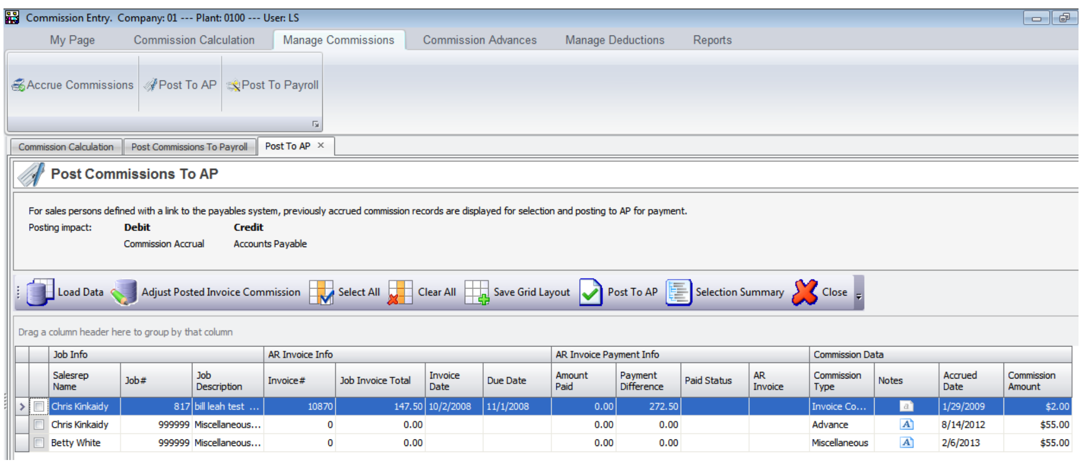
1. Click **Post To AP**.



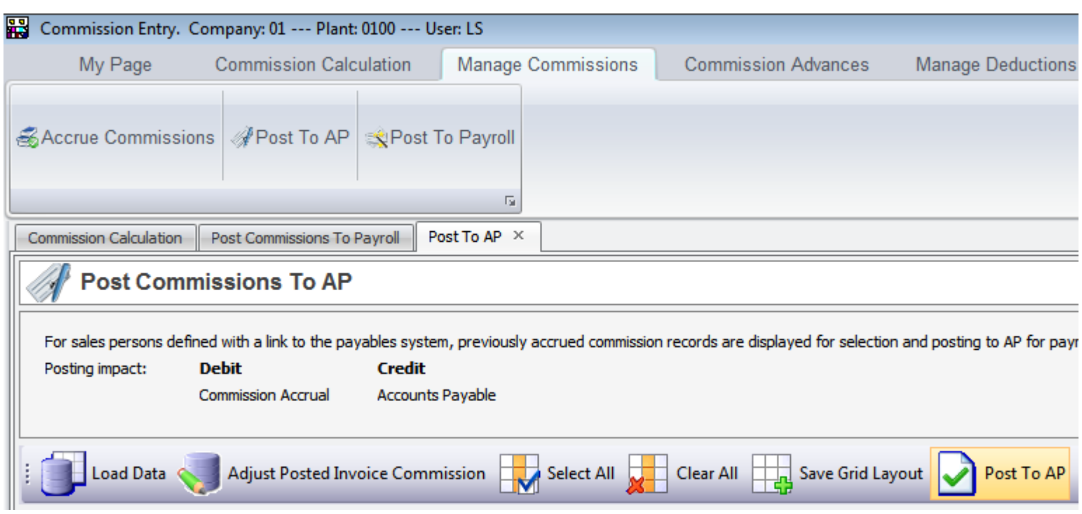
For Sales Reps linked to the Accounts Payable module, records that have been previously accrued are presented on this screen. Also included on this screen is payment information for those customers who only pay commission to their Sales people once an invoice has been paid.

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

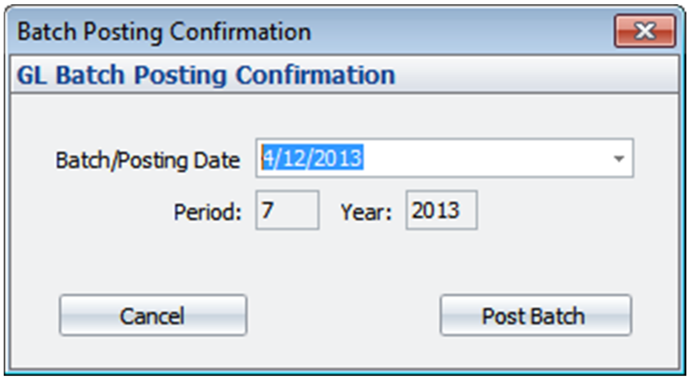
2. A helpful sorting option could be to group by Paid Status for ease of selecting those records that you are ready to process payment for.



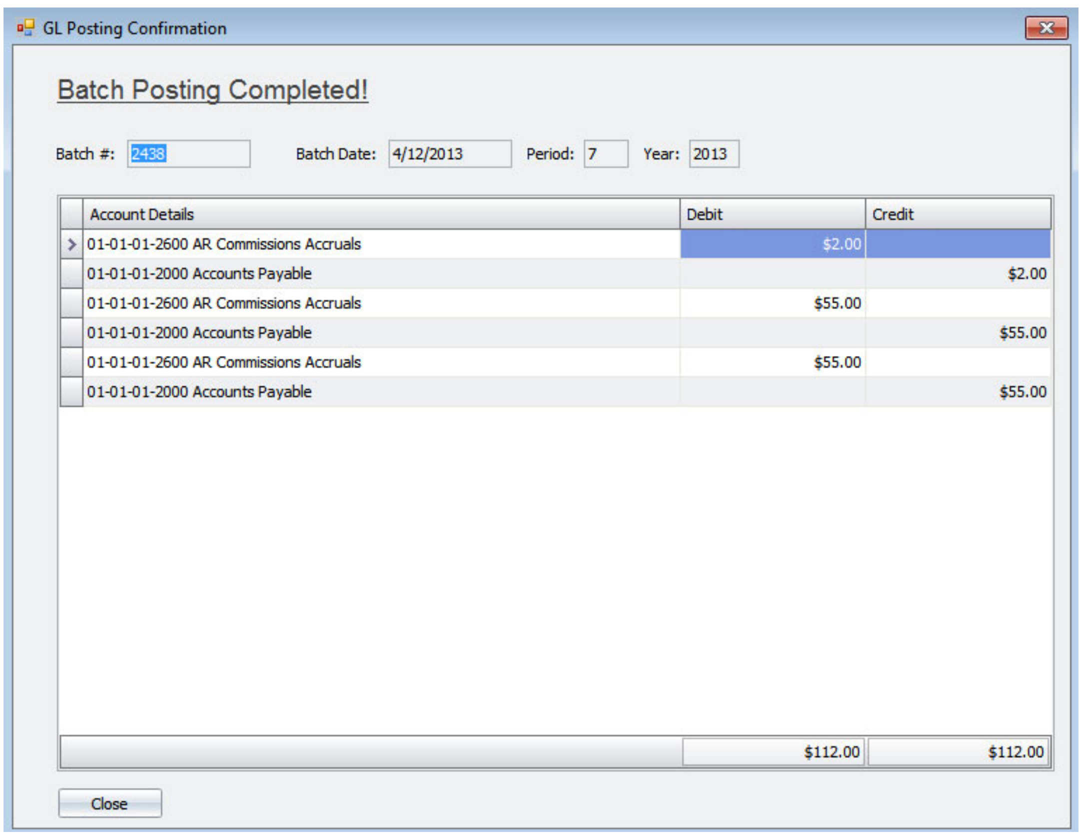
3. As with the other screens, simply select the check box for the records that you wish to process. Once all records have been selected, click the **Post To AP** button.



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.

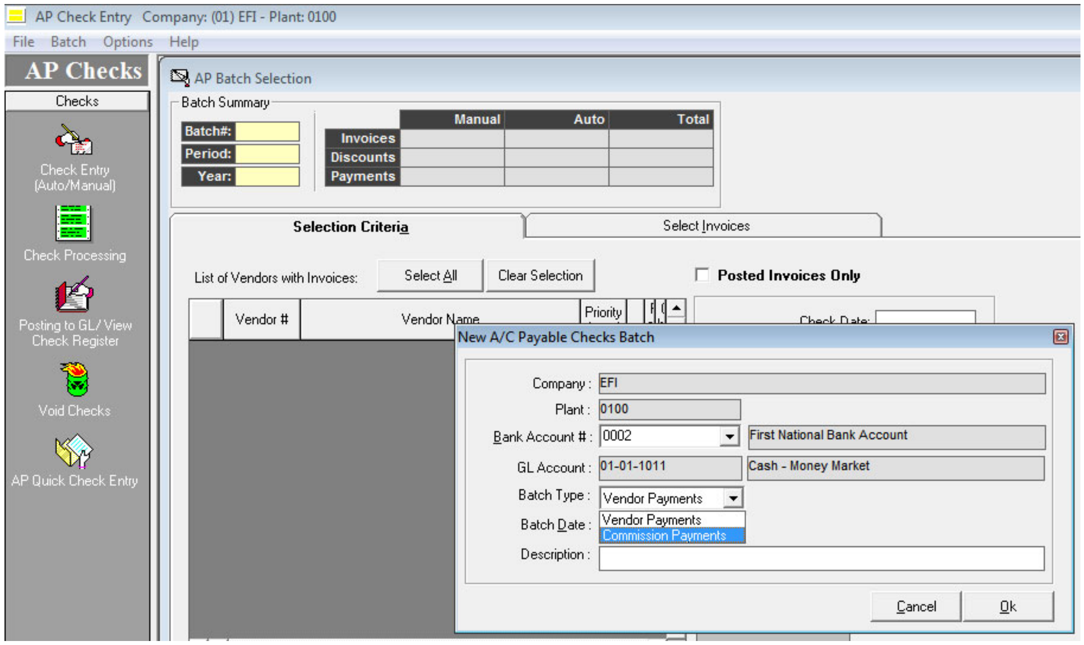


5. Click **Post Batch** and you are provided with a snapshot of the general ledger impact as well as the batch number for future reference.

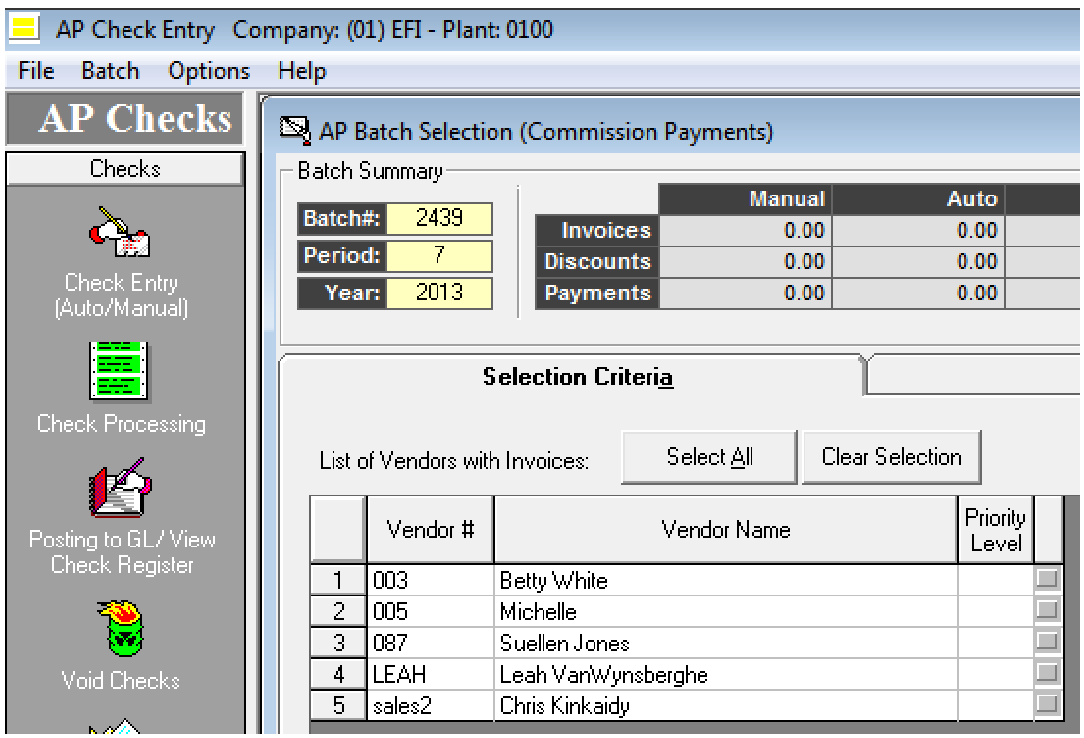


6. The next step in paying commissions is to process the actual checks to the Sales people via the AP Check Entry program. Check processing via AP checks is nearly identical to normal AP check processing except during batch creation.

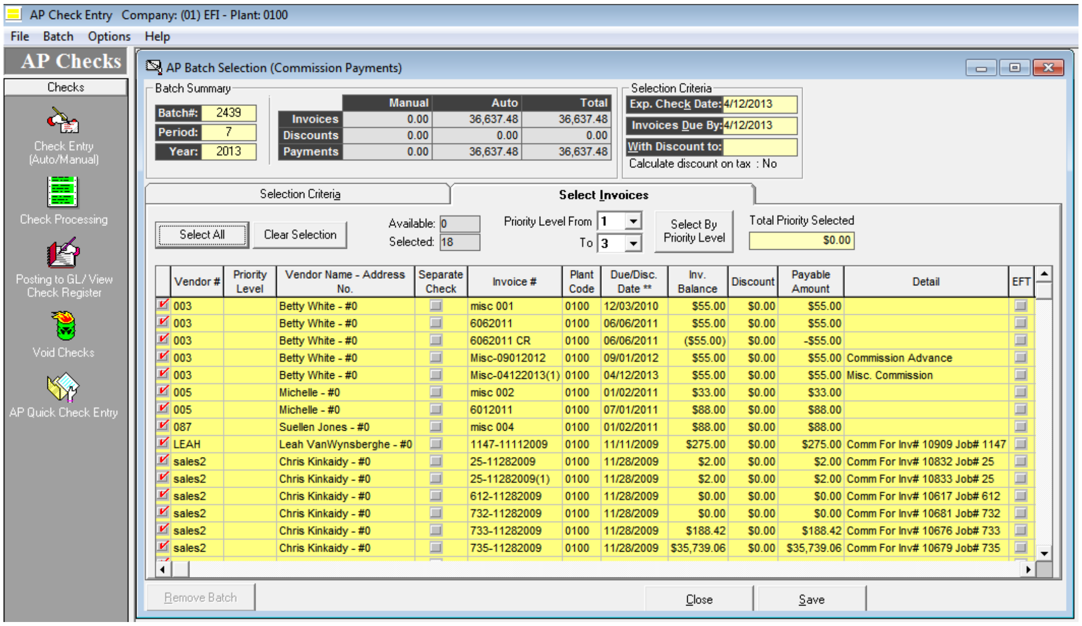
7. Select **Check Entry** and, within the batch definition box, select the **Batch Type Commission Payments**. Confirm the batch date and the bank account you wish to use. You may also enter an optional batch description.



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



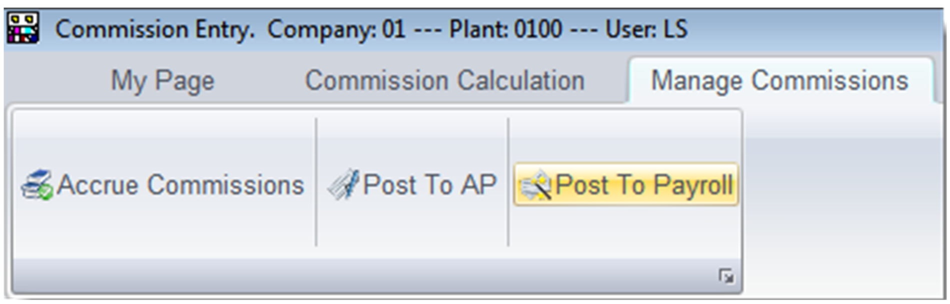
8. Select the Sale Rep or Rep(s) you intend on writing checks for and confirm the check date.
9. Click the **Select Invoices** tab for selection of ‘invoices’ you wish to process for payment and then **Save**.



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**.

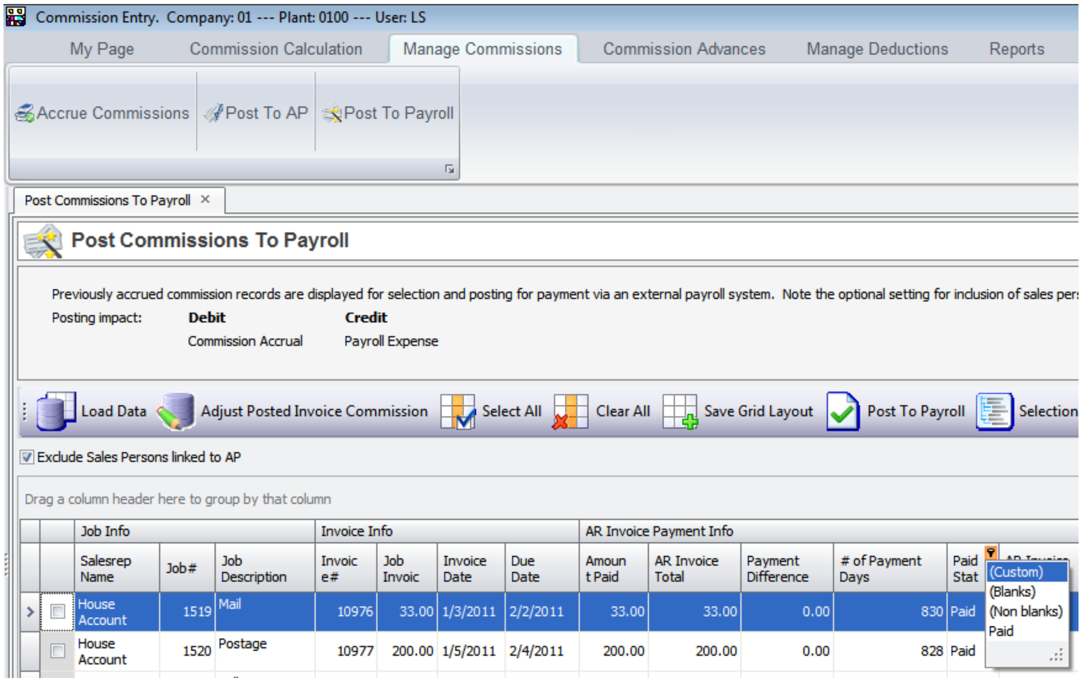


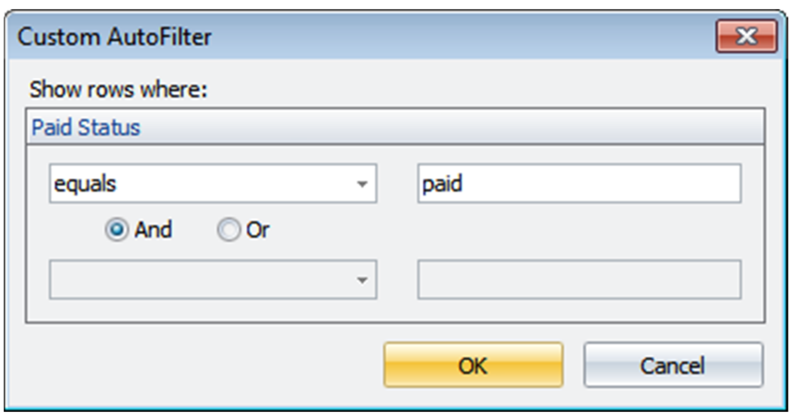
For Sales Reps not linked to the Accounts Payable module, records that have been previously accrued are presented in this screen. Note the optional check box to also display those reps that do have a link to the Accounts Payable module.

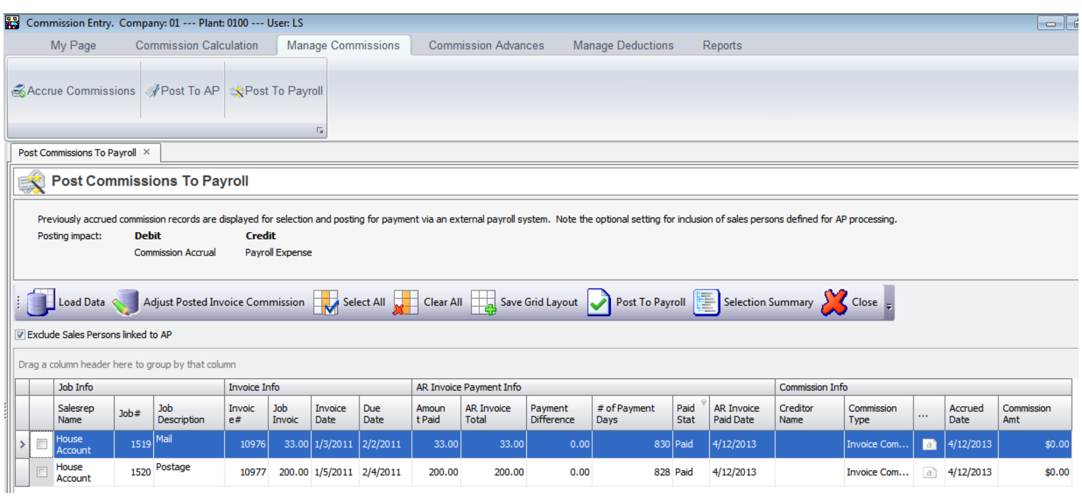
Also included in this screen is payment information for those customers who only pay commission to their Sales people once an invoice has been paid.

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

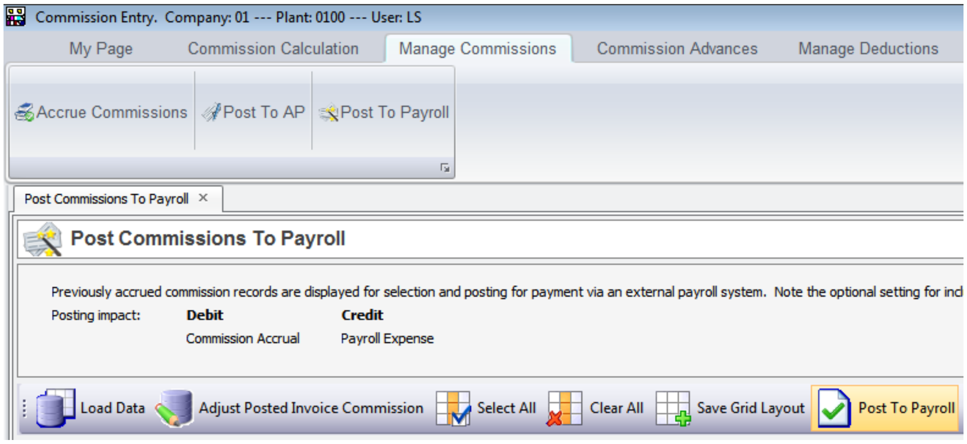
2. A helpful sorting option could be to group by **Paid** status for ease of selecting those records that you are ready to process for payment.



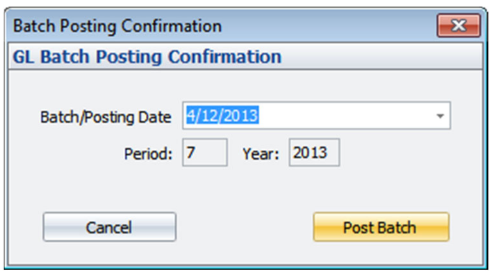




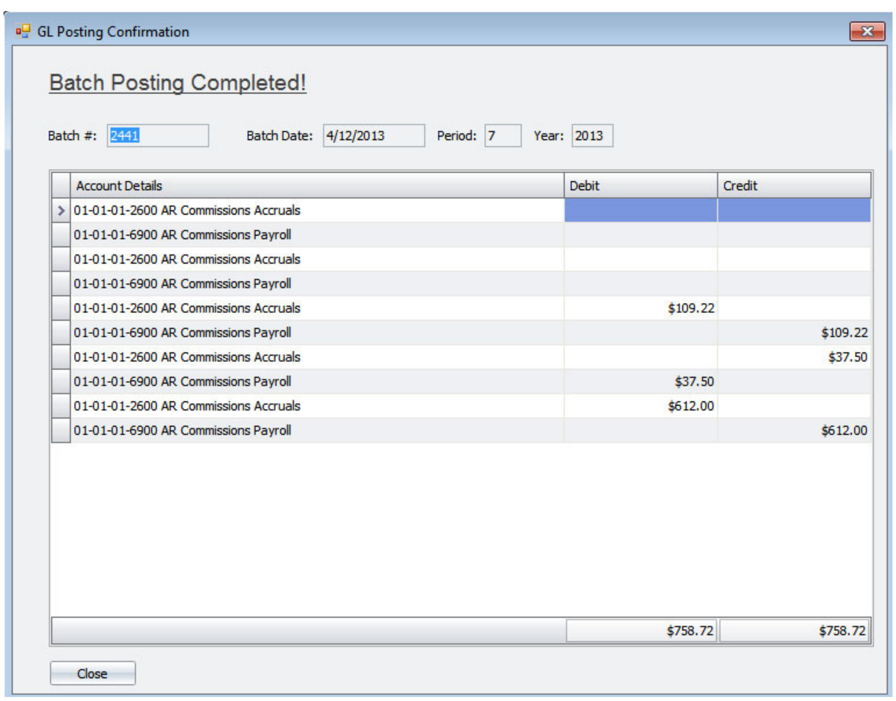
3. As with the other screens, simply check the box for the records that you wish to process. Once all records have been selected, click the **Post To Payroll** button.



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.



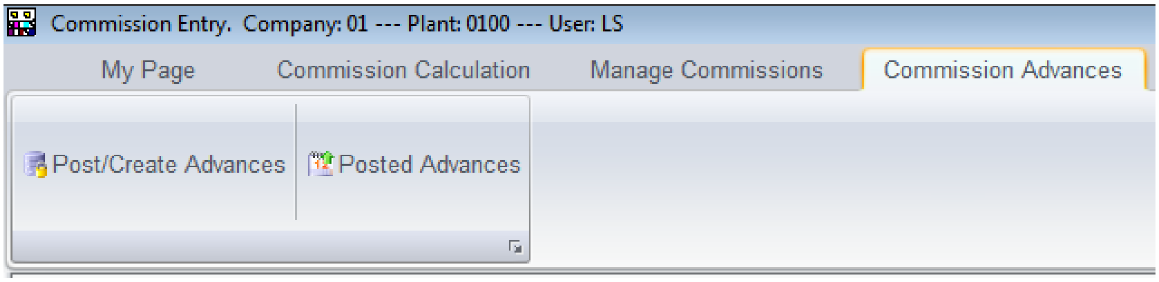
5. Click the **Post Batch** button and you are provided with a snapshot of the general ledger impact as well as the batch number for future reference.



6. Proceed with normal payroll processing.

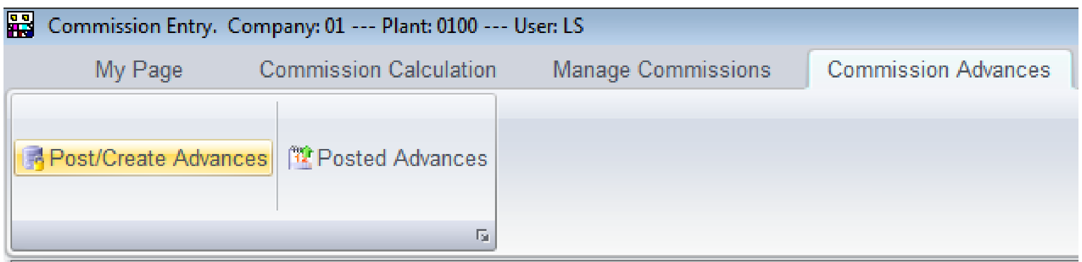
Creating Commission Advances

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.

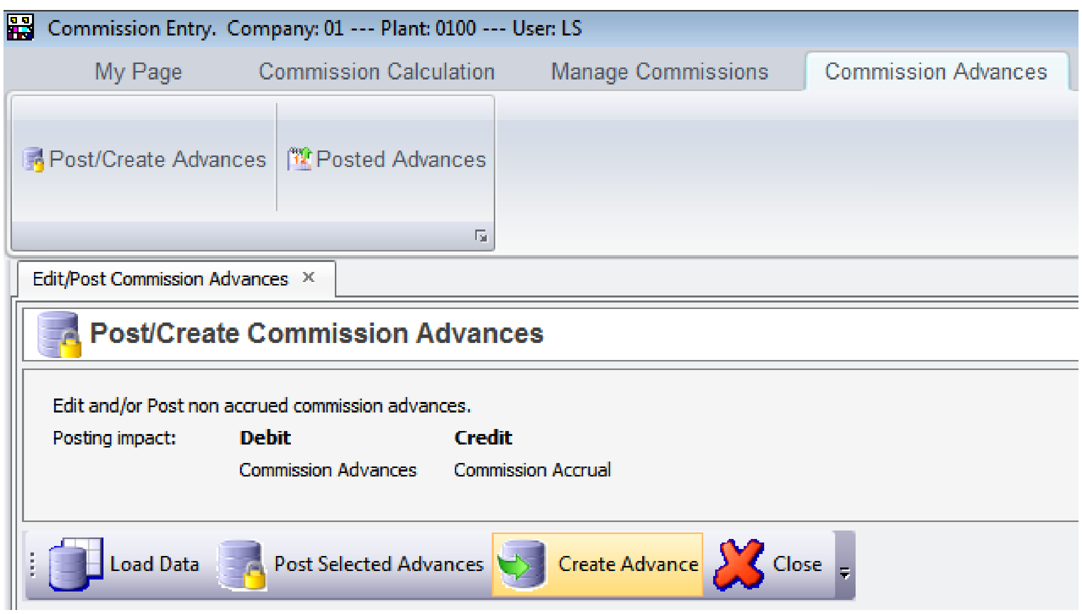


To create an advance

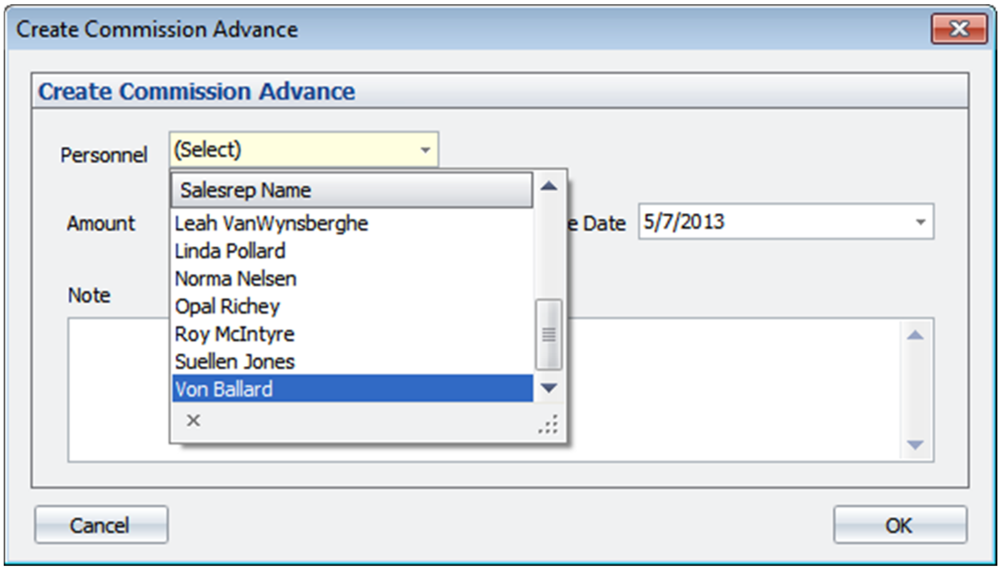
1. Select the **Commission Advances** tab and click **Post/Create Advances**.



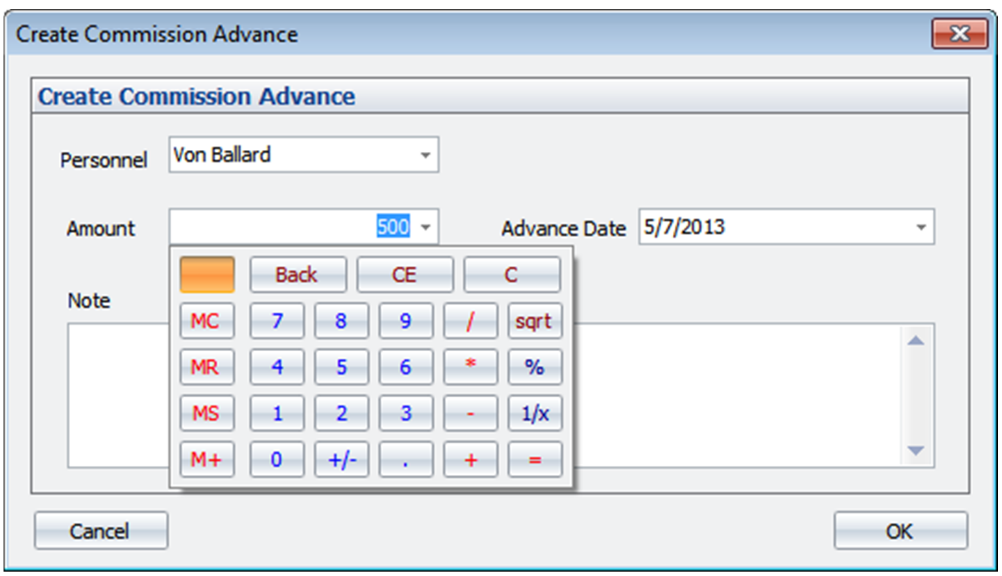
2. Select the option to **Create Advance**.



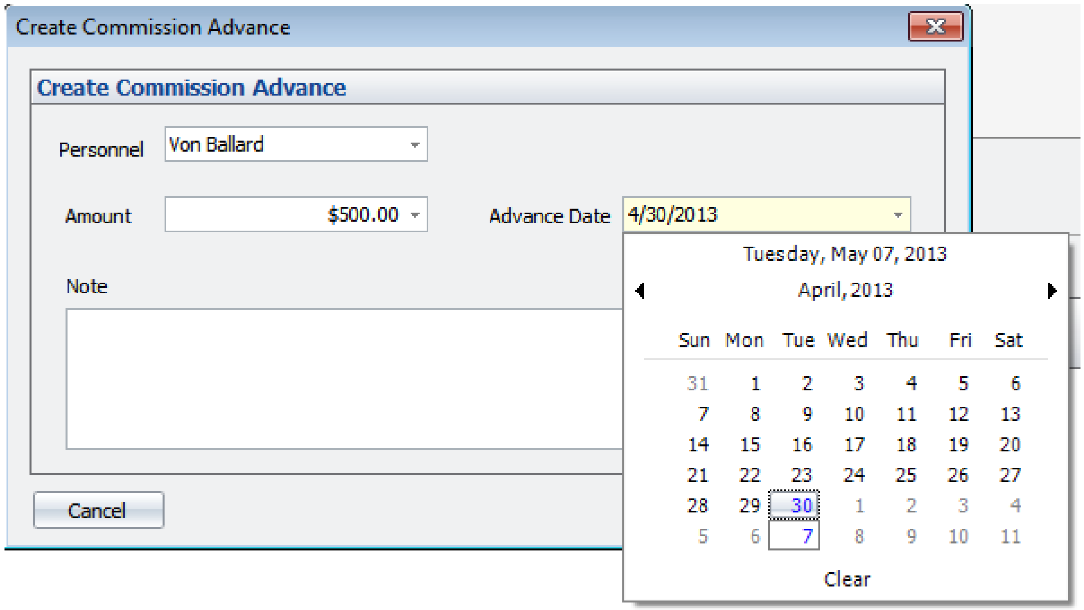
3. Enter the name of the sales rep you wish to create an advance payment for into the **Personnel** field by either typing it directly or selecting it from the available drop-down list.



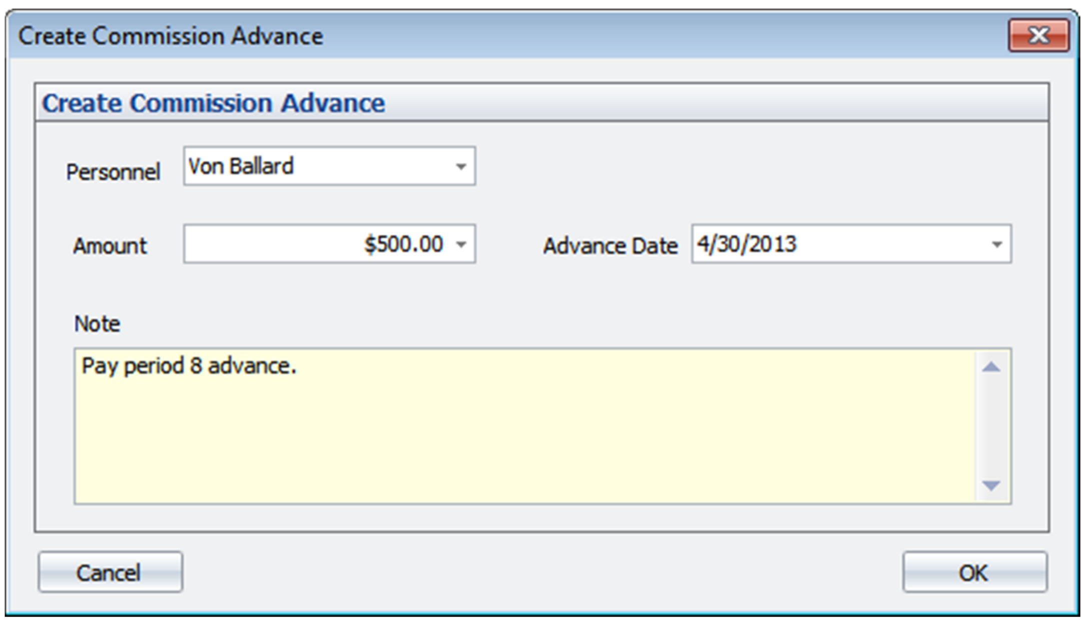
4. A flat dollar amount may be entered in **Advance Amt** or using the drop-down arrow to open a calculator.



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.

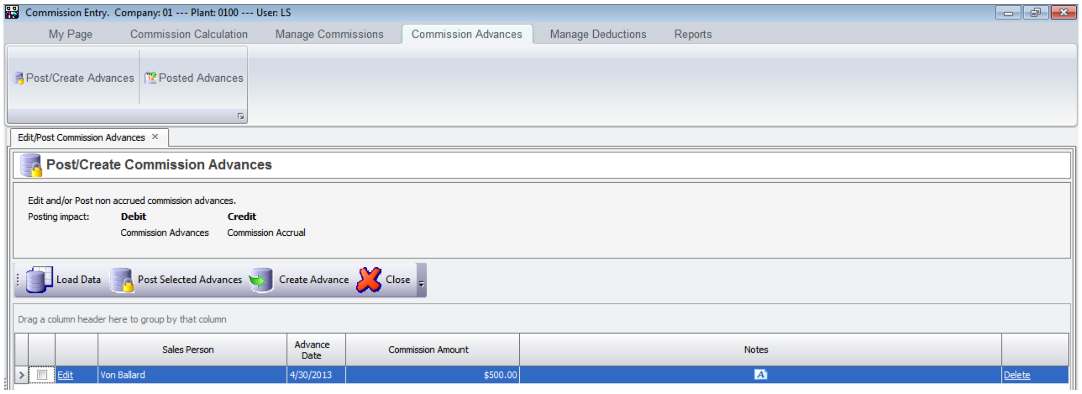


6. Type directly into the optional **Note** field to include comments related to the advance.

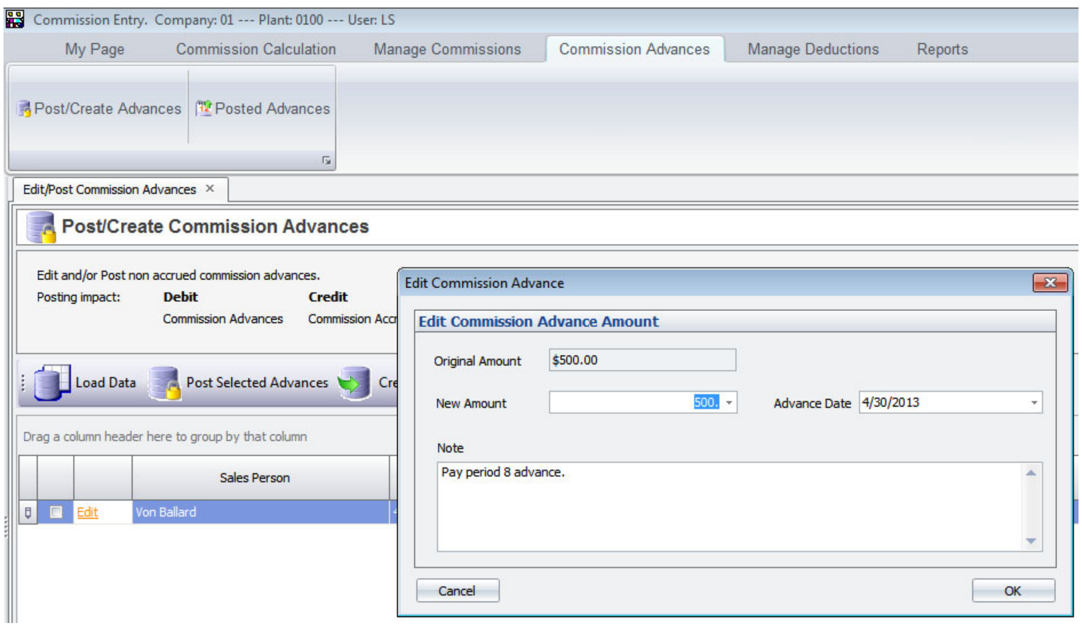


7. Click **Cancel** to close the create window without creating the advance, or **OK** to finish the process and create the advance.

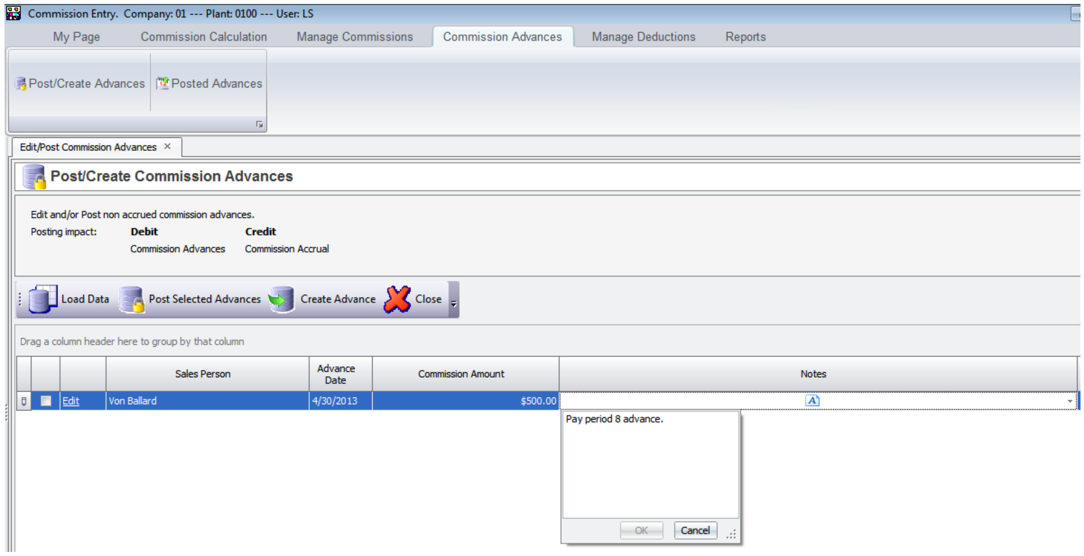
8. If **OK** is clicked, the advance appears in the grid section of the screen.



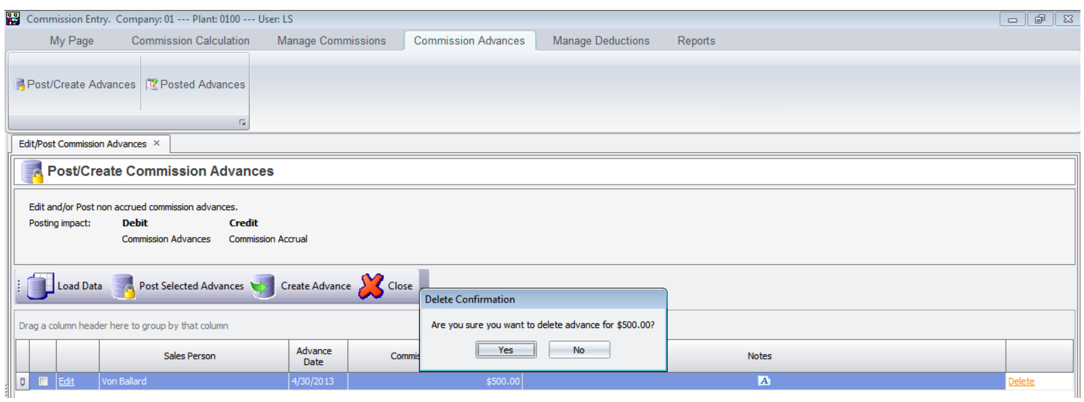
9. At this point, the advance has not been posted to the general ledger. It can still be edited by clicking the **Edit** hyperlink to the left the Sales Person name.



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



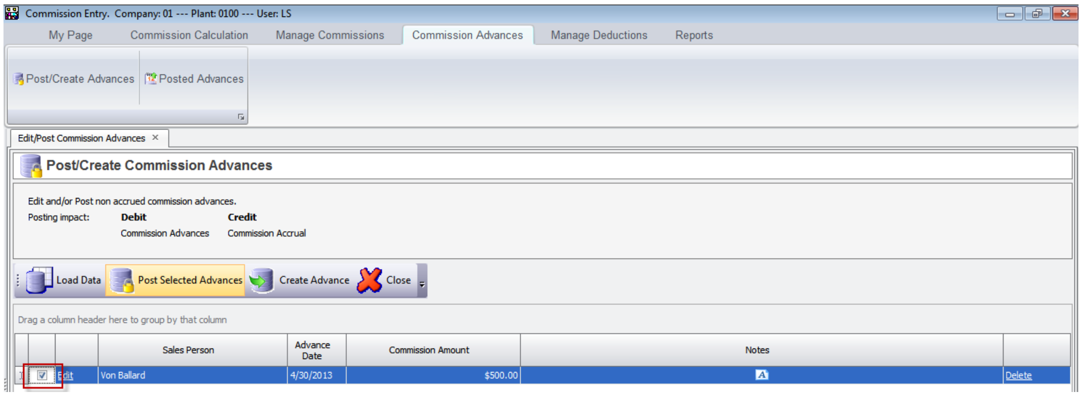
11. The advance can also still be deleted at this point by clicking the **Delete** hyperlink at the far right of the advance line. A confirmation window opens when selecting this option. Click **Yes** to remove the advance.



Posting Commission Advances

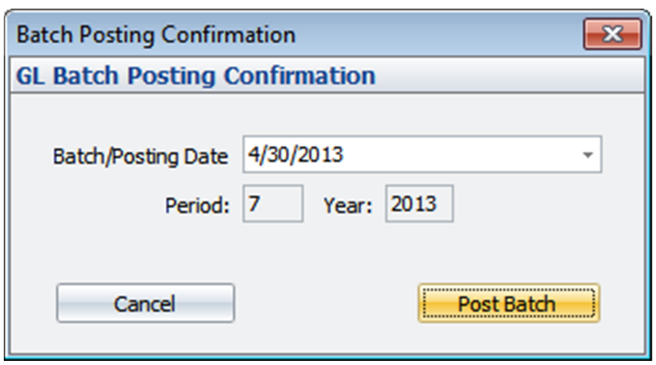
Posting the advance does the same thing as the accrual process for regular invoice commissions.

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

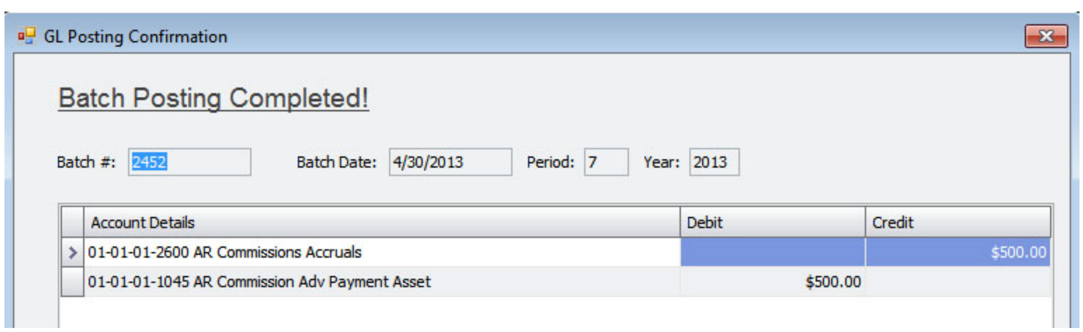


A batch posting confirmation window opens with the current system date selected. Keep in mind that this is the date the commission advances within the batch will post to the general ledger.

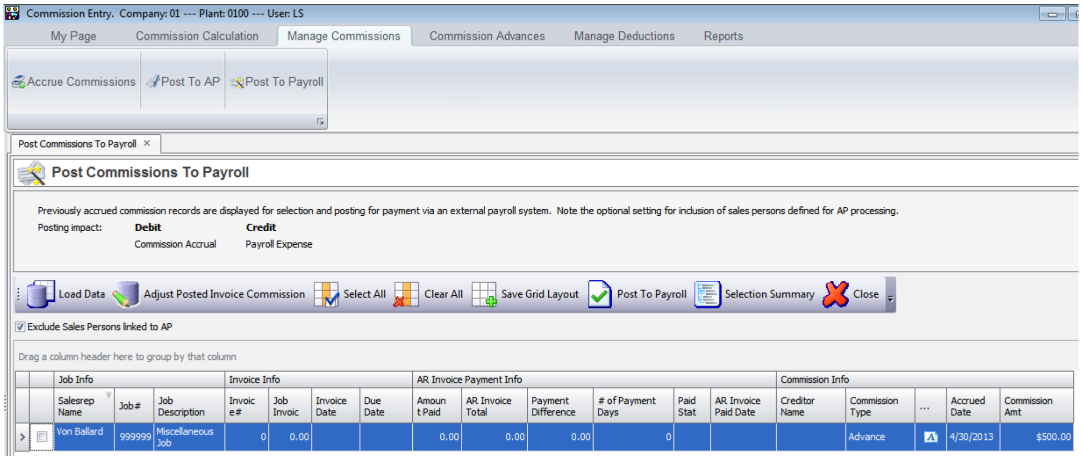
2. Change the date, if needed, and click **Post Batch** or **Cancel** to prevent the batch from posting.



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.

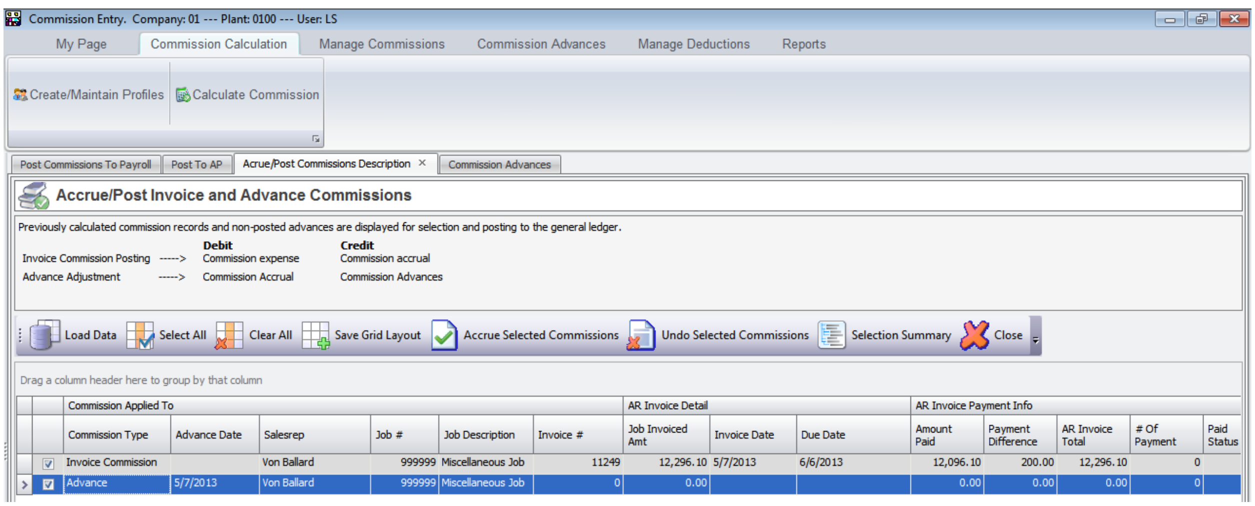


The posted advance now shows up in either the **Post To AP** or the **Post To Payroll** areas, depending on how the salesrep was setup.

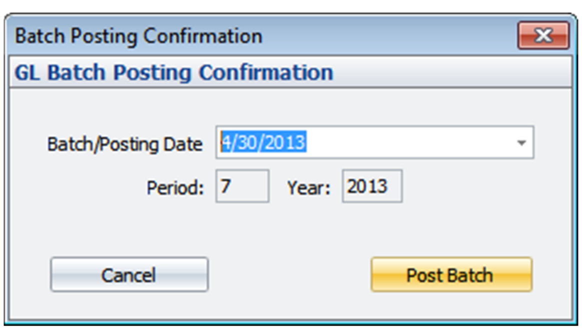


From this point, the commission is processed exactly like a regular invoice. However, once the commission is posted, either to AP or payroll, an offsetting commission transaction is automatically created in the system. This negative commission shows up in the Accrue Commissions section, so that it can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

To recuperate the advance from the salesrep

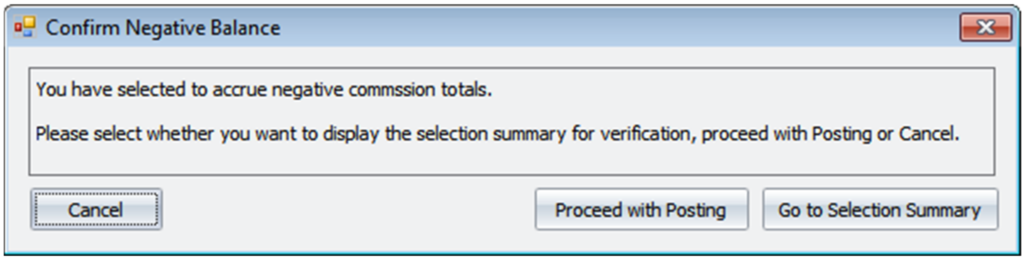


1. When the **Accrue Selected Commissions** button is clicked, one of two things occur.



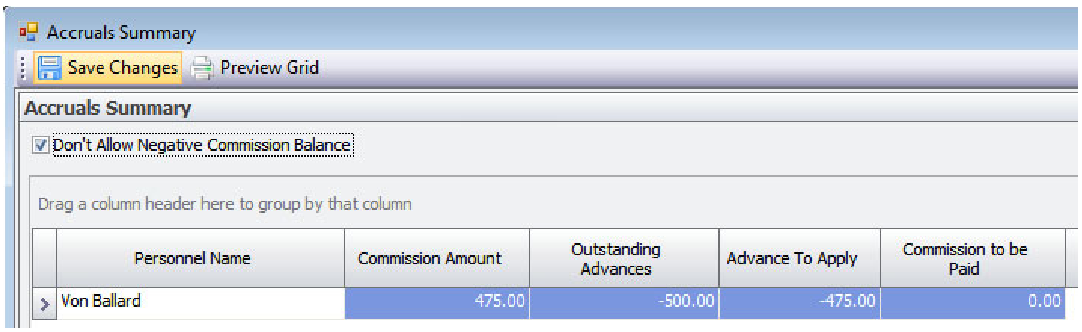
a. If the net amount of commission for the salesrep is positive, a batch posting screen opens. Adjust the date as needed and click **Post Batch** to proceed or **Cancel** to cease the posting.

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

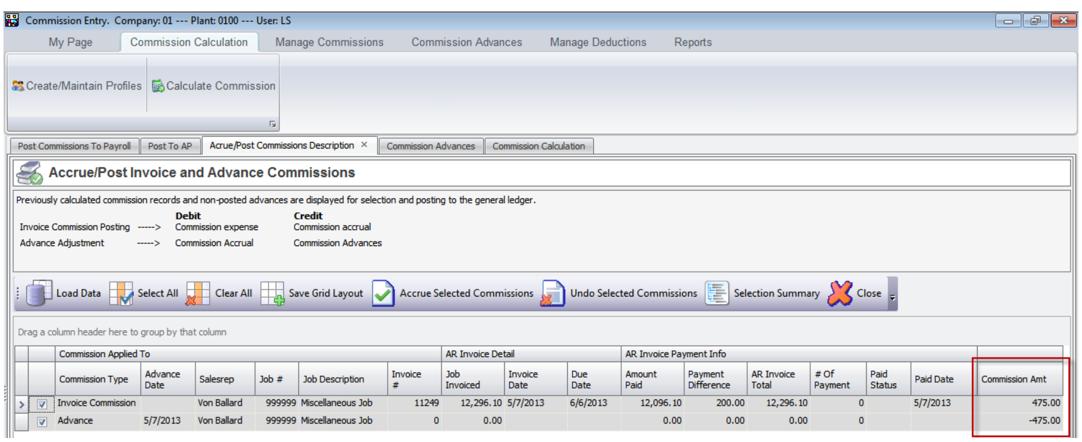


You may select the option to **Proceed with Posting**, which processes the negative commission amount.

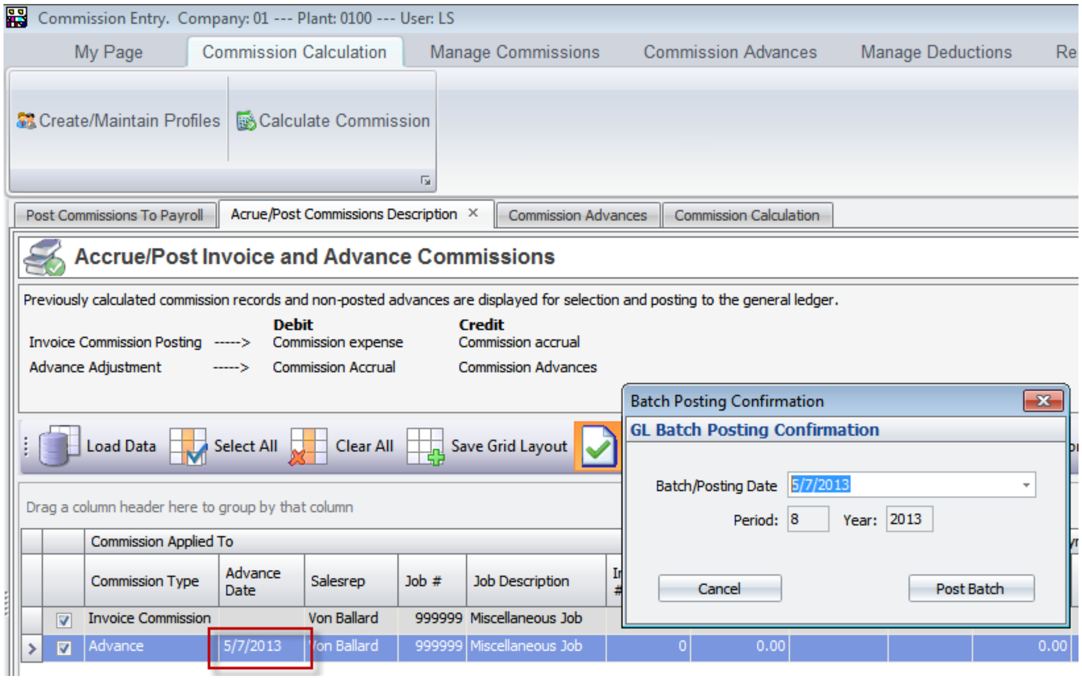
2. Generally you will click the button to **Go to Selection Summary**, which opens the following screen. Ensure the **Don't Allow Negative Commission Balance** check box is selected and click **Save Changes**.



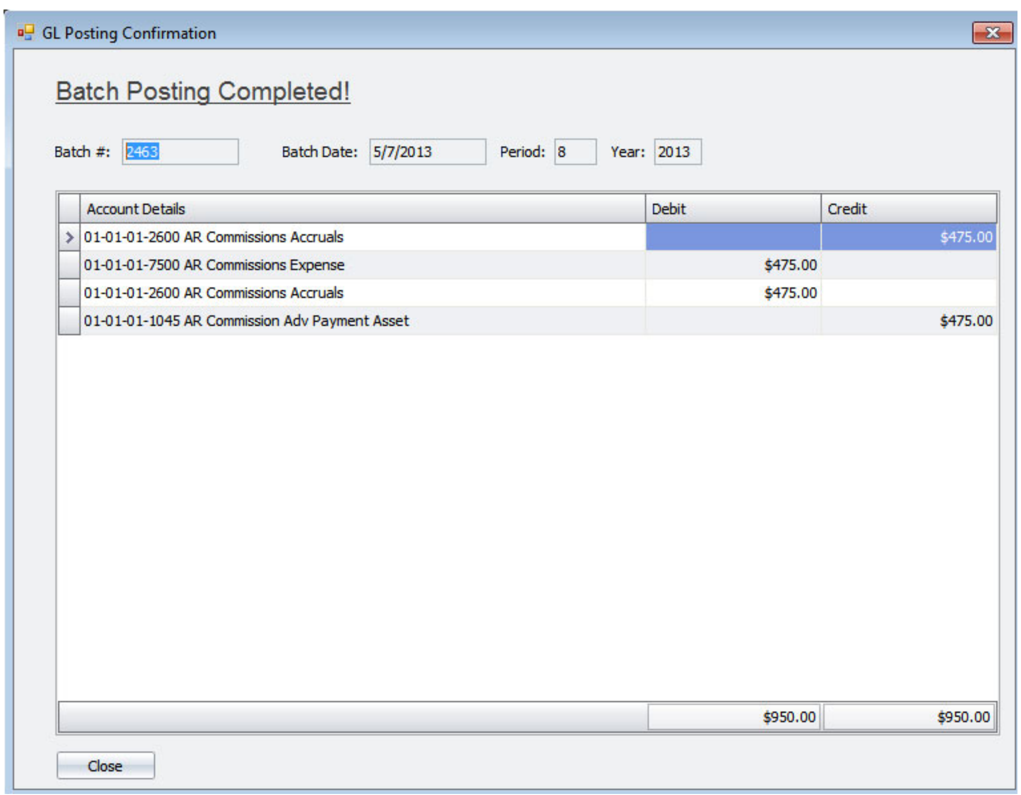
3. This ensures that only enough of the negative commission amount will be used to bring the balance to zero. The remaining negative commission amount will remain to be offset against future invoice commission, in the same manner.



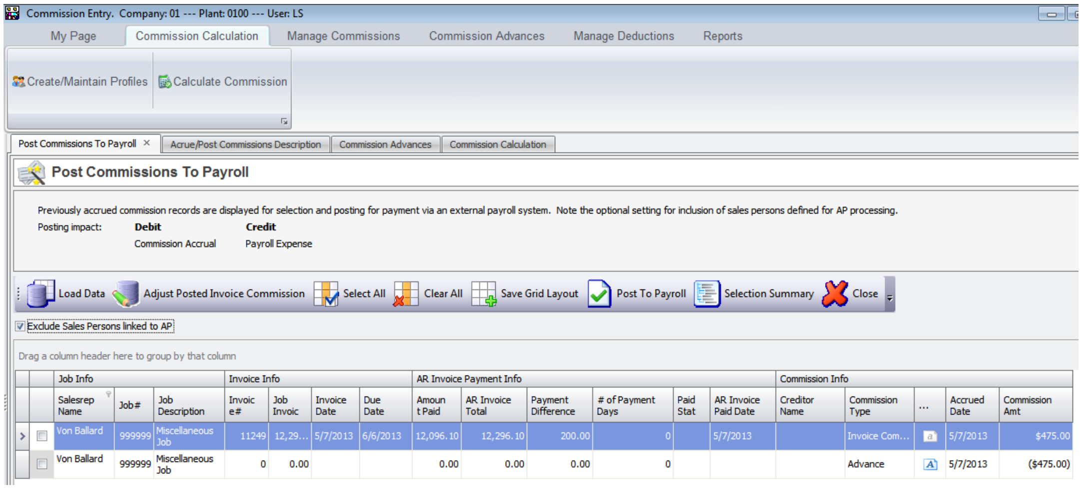
4. Once the amount adjustments have been made, click the **Accrue Selected Commissions** button. A batch posting screen opens. Adjust the date as needed, remembering that the batch date cannot be before the invoice/advance date.



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.



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

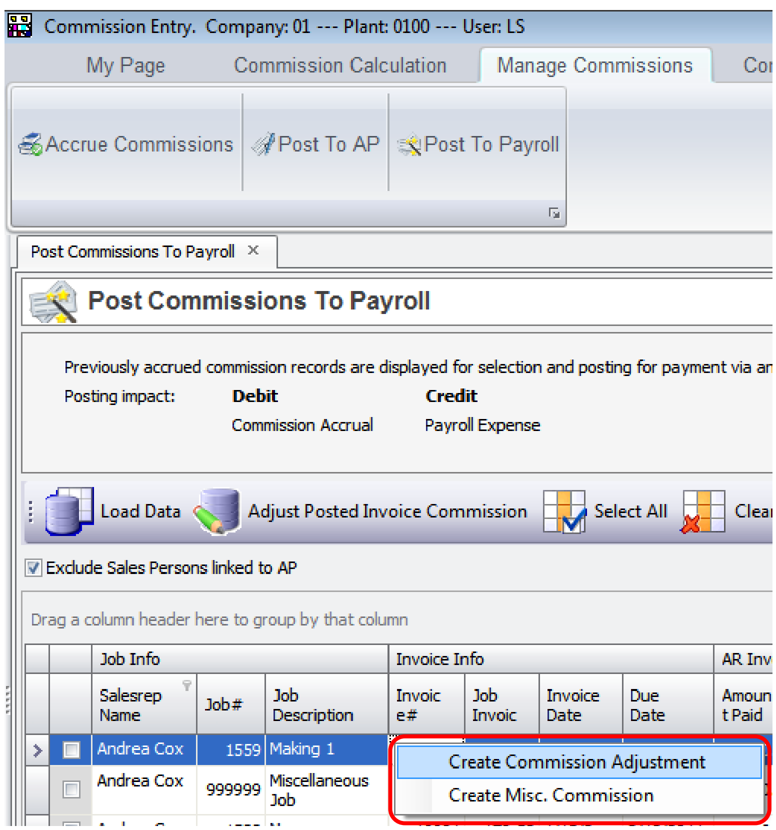


6. Process as you normally would for commissions in the **Post To AP** or **Post To Payroll** areas.

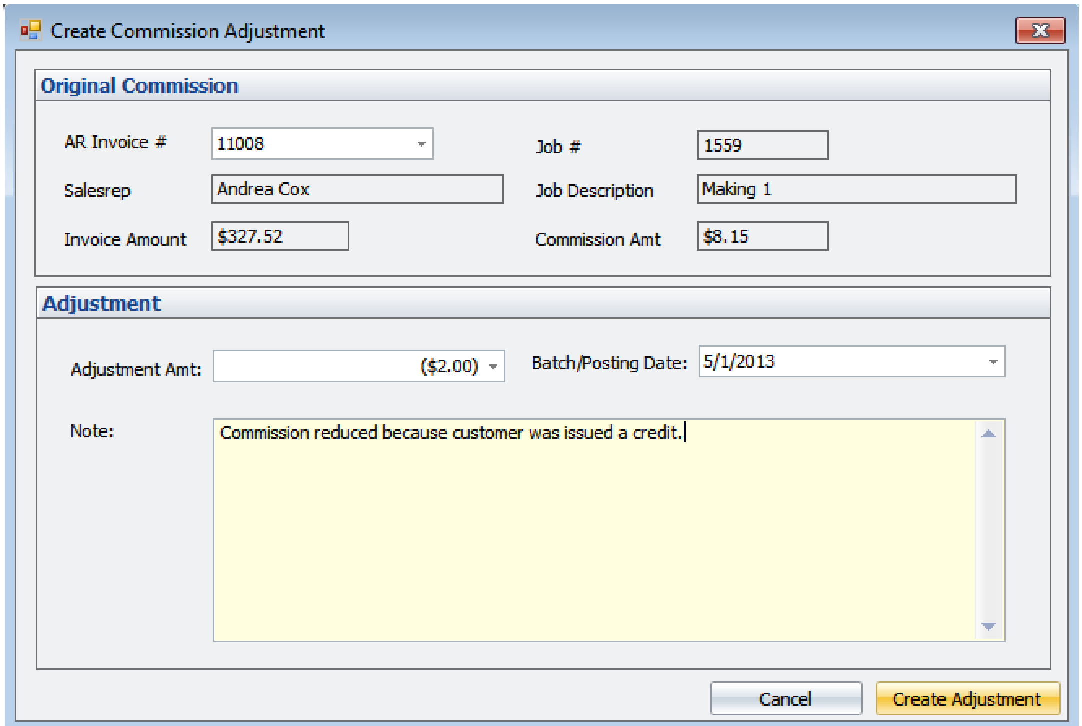
Creating Commission Adjustments

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.

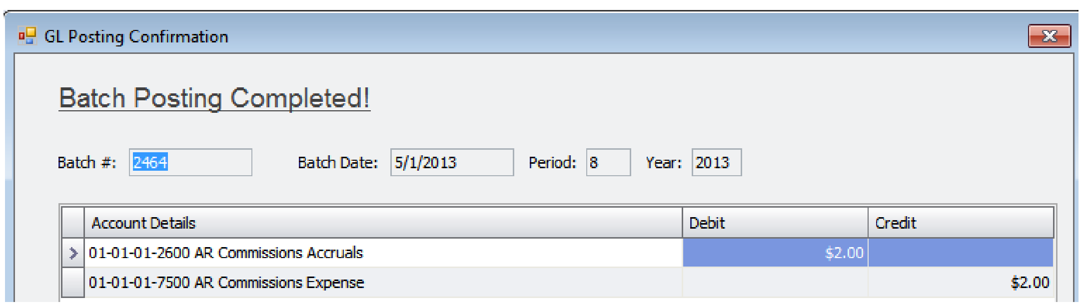
1. From either the **Post To AP** screen or the **Post To Payroll** screen, right-click a record and click either **Create Commission Adjustment (job related)** or **Create Misc. Commission**.



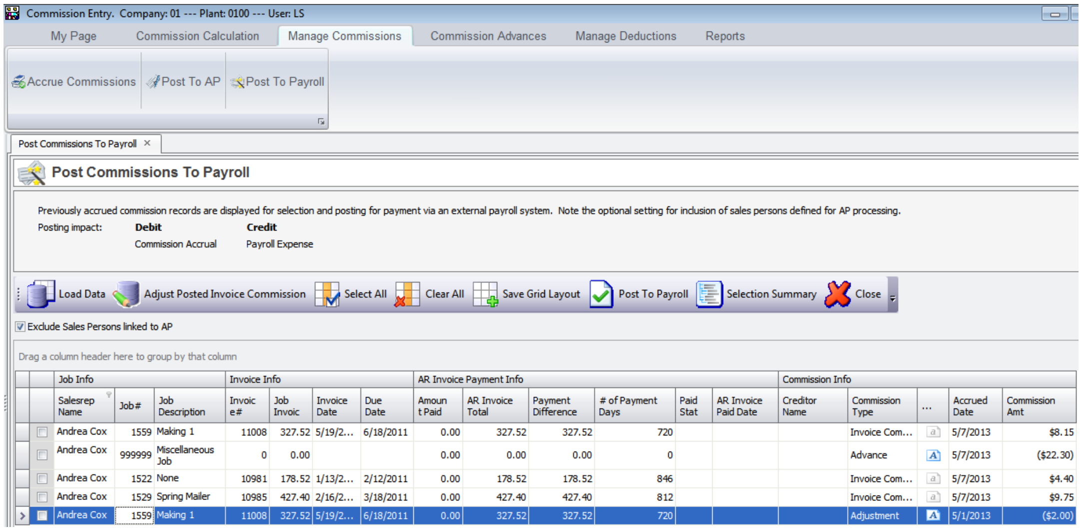
2. Enter an adjustment amount, a Batch/Posting Date and enter any notes (optional) you wish to make regarding the reason for the adjustment.
3. Once complete, click the **Create Adjustment** button to finish the process or **Cancel**.



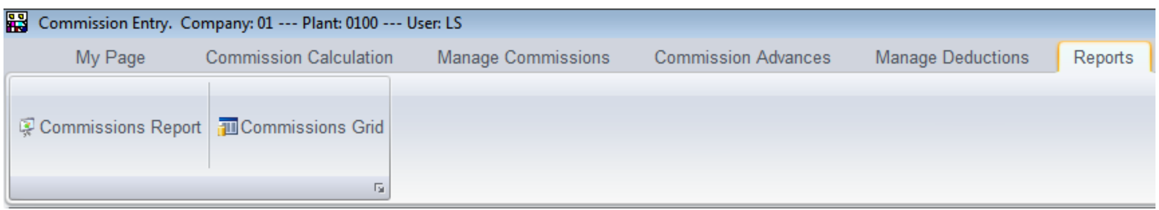
A posting confirmation opens if the adjustment is created.



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

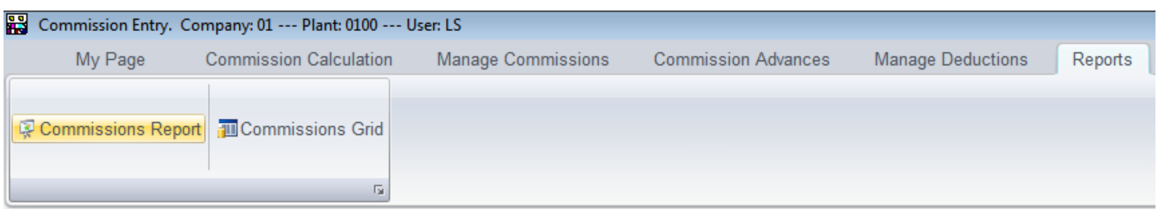


Reports

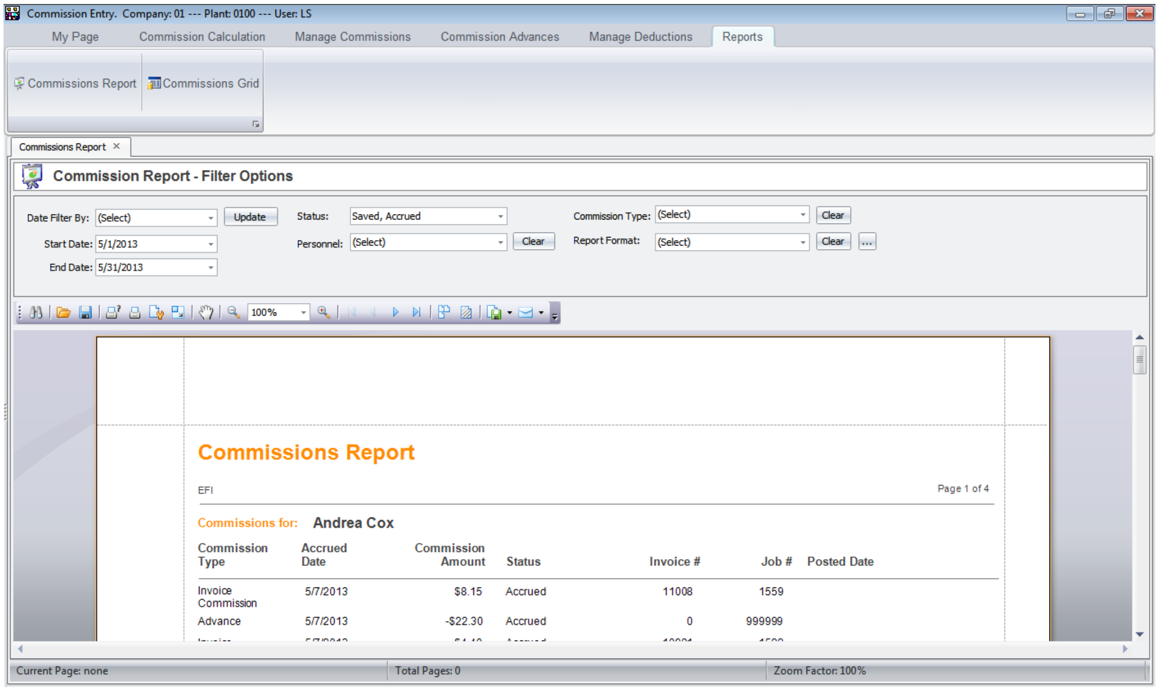


Commissions Report

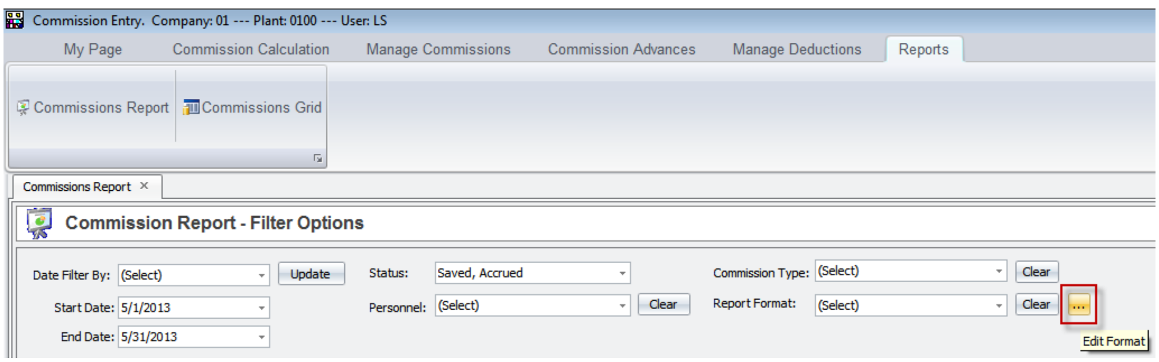
A standard report is available as well as easy to use custom report writing tools. Open the standard report by selecting the Commissions Report option.



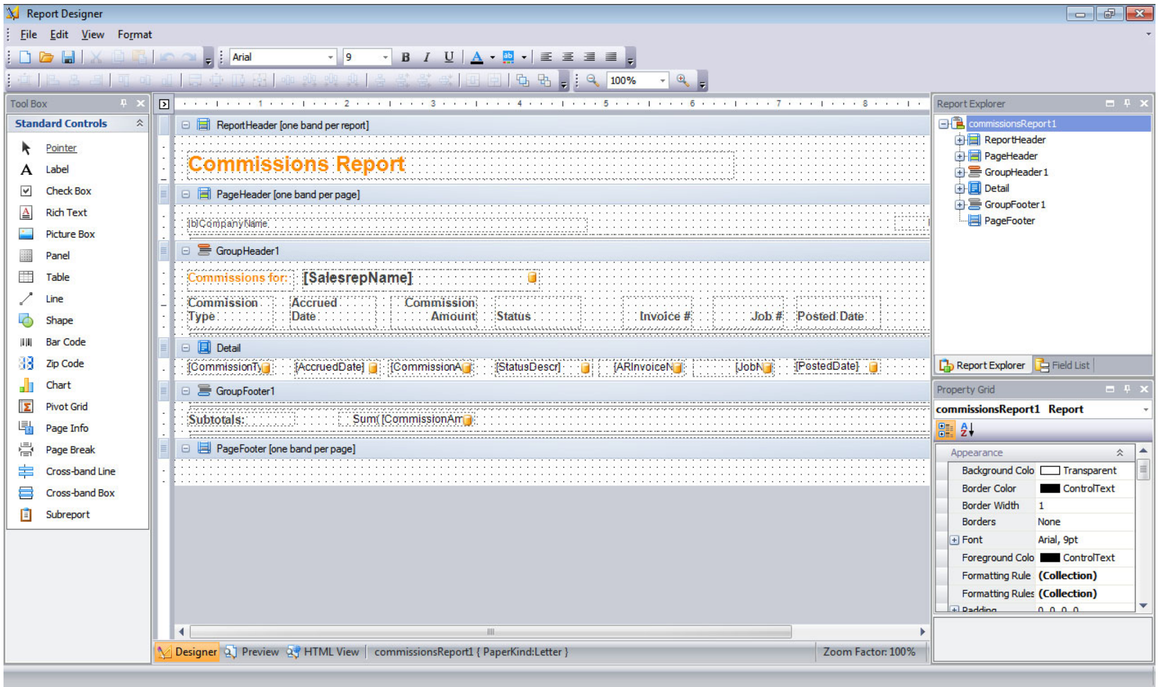
The reports may be filtered by date options, commission statuses, salesrep, and commission types. You can also select a specific report format to see, if you have created customized versions.



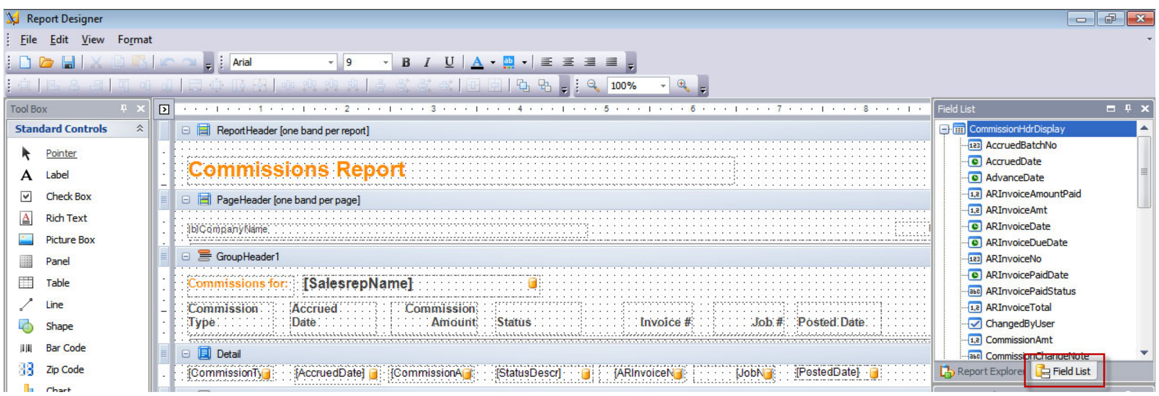
The program also allows for editing and saving of custom report formats by selecting the Edit Format, ellipses button.



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

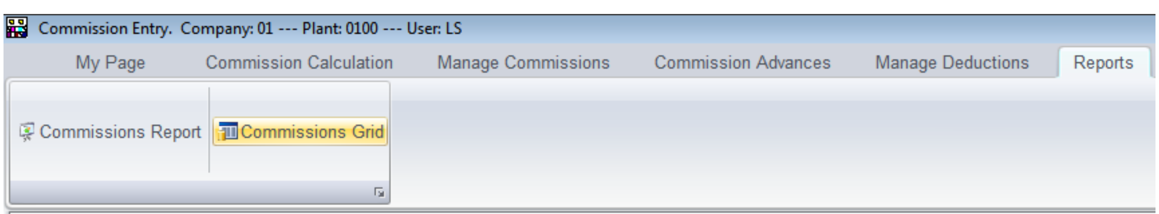


A list of fields available to add to the report may be found in the right section of the screen

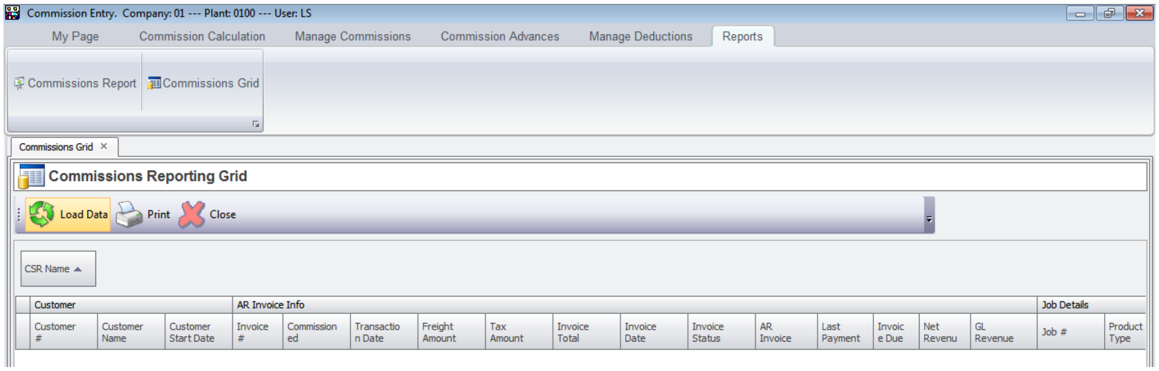


Commissions Grid

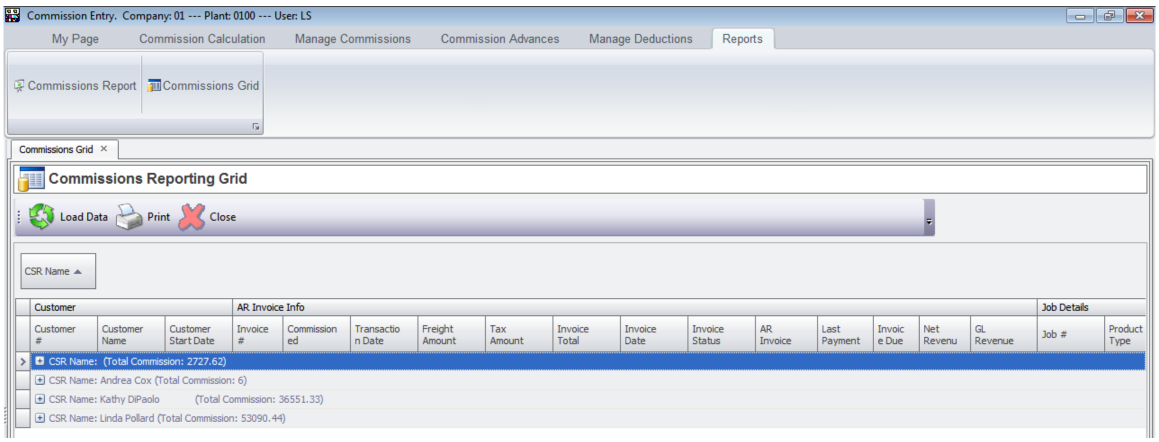
This option allows you to see, and work with, all commission related data.



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



The grid data can be sorted and filtered as needed.



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.

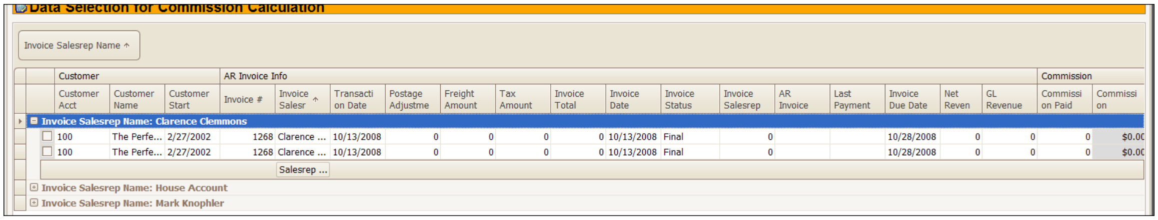
Working with .Net Tools

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.

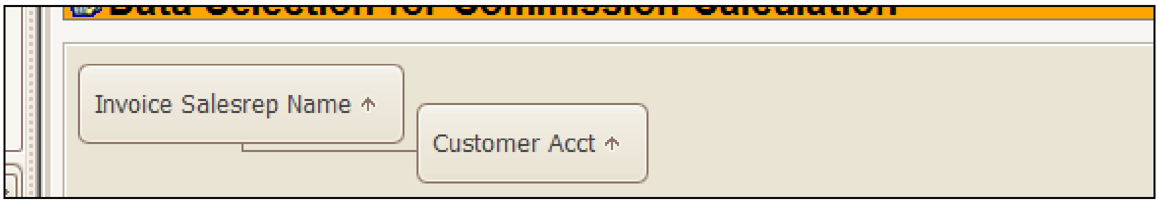
Sort and Group

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.

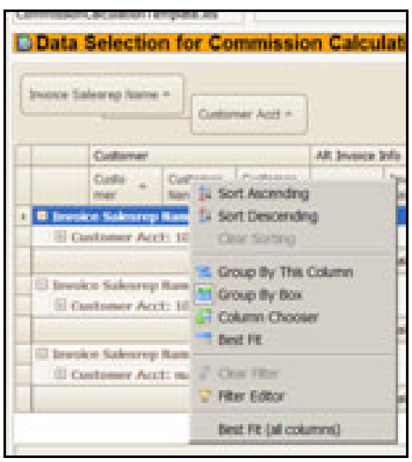


You may also group by more than one column. An example would be to group by Sales Rep, and then group by Customer within the Sales Rep Grouping as shown below. This is accomplished by simply clicking and dragging the column header to the section above the grid.



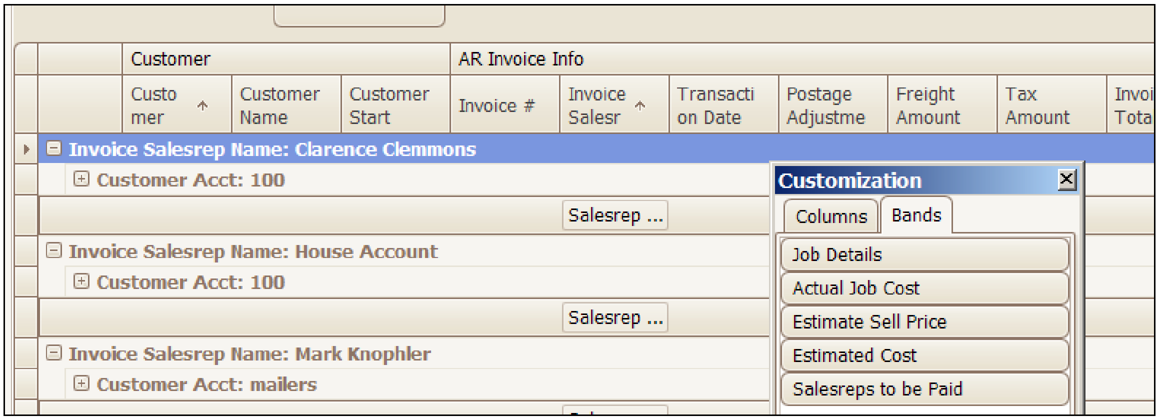
Filter

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.



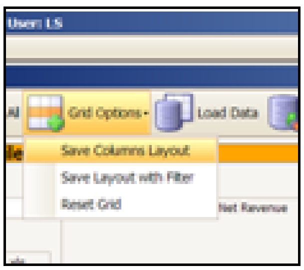
Bands

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.



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.