



## User Guide

.Net Commissions Entry  
Add On  
V21.1.0200

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EFI PrintStream | V21.1.0200 .Net Commissions Entry Add On User Guide

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# Introduction

## Overview

The .Net Commissions Entry Add On program allows a user to build the company commission structure by using a template containing elements to calculate commissions. Commissions are calculated and accrued in PrintStream and can then be processed for payment in PrintStream or reporting is available to be processed by an external payroll system.

## Contact Information

### EFI Support

<b>US Phone:</b>	855.334.4457 (first select option 3, then press option 8, then press option 1)
<b>US Fax:</b>	415.233.4157
<b>US E-mail:</b>	<a href="mailto:printstream.support@efi.com">printstream.support@efi.com</a>

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

<b>US Phone:</b>	651.365.5321
<b>US Fax:</b>	651.365.5334
<b>E-Mail:</b>	<a href="mailto:ProfessionalServicesOperations@efi.com">ProfessionalServicesOperations@efi.com</a>

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.



## .Net Commissions Entry – Add On

### Working in .Net Commissions Entry

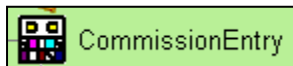
#### Activate the Commission Entry Program

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

Use Flex AR Commissions by Companies

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

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



#### Create New Plant Level Control Accounts

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

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


System Maintenance - [GLPlant Control Accounts Linkage]


File Options Utility Help


01\*Report

PRODUCTION SYSTEM

ACCOUNTING STRUCT...

Additional GL Control Accounts

Posting Labor Activities(Special Setting)

GL Plant Control Accounts

01 Streamline Solutions

0100 01 San Rafael

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

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

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

### Activate Mark ups by Activity Code

This is a two-step process.

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

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

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

Confirm

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

YesNo

- 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

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

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

## Link Sales People to the Accounts Payable system

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

Commission Factor

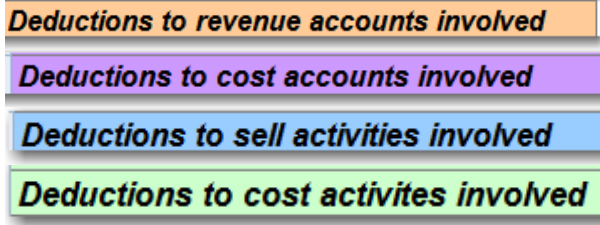
Accessible from the Commission/ AP System ☒

Account No as the Vendor sales2

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

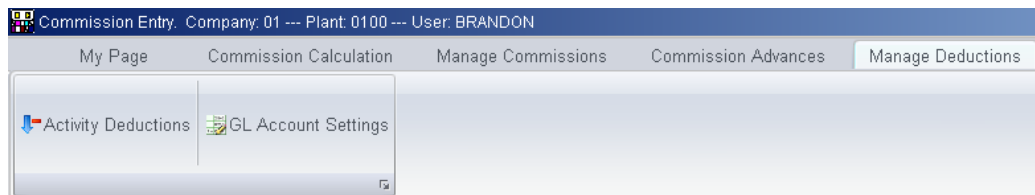
## Mark activity codes or general ledger accounts for exclusion

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

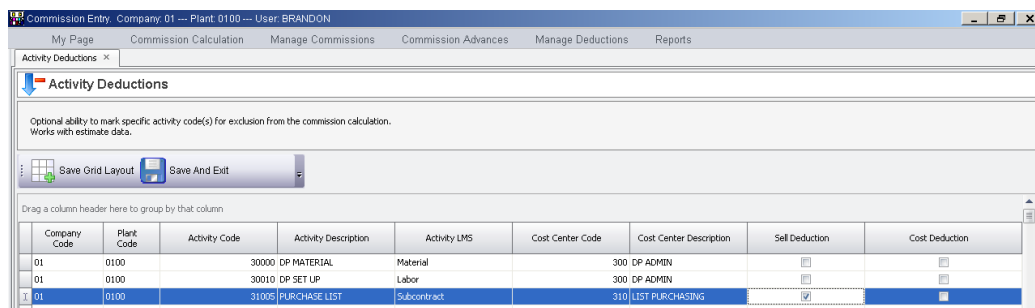


These deductions may be included in a formula, along with the set up described below to allow for exclusion of either certain activity codes or general ledger accounts. These settings may be applied for exclusion on either the revenue or cost side of the calculation.

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

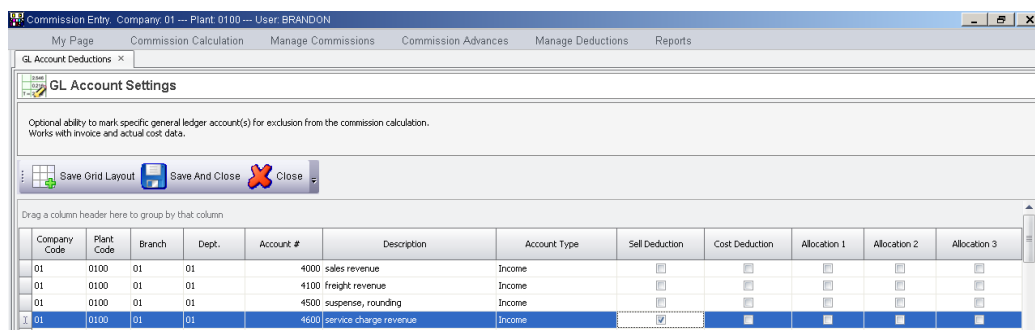


2. In the activity code section, place a check mark in the box for either the **Sell Deduction** or **Cost Deduction** that should be factored into the formula contained in the profile spreadsheet.



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

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



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

## Mark General Ledger accounts for grouping

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

Commission Entry: Company: 01 --- Plant: 0100 --- User: BRANDON

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

GL Account Deductions x

**GL Account Settings**

Optional ability to mark specific general ledger account(s) for exclusion from the commission calculation. Works with invoice and actual cost data.

Save Grid Layout Save And Close Close

Drag a column header here to group by that column

Company Code	Plant Code	Branch	Dept.	Account #	Description	Account Type	Self Deduction	Cost Deduction	Allocation 1	Allocation 2	Allocation 3
01	0100	01	01	4000	sales revenue	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4100	freight revenue	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4500	suspense, rounding	Income	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4600	service charge revenue	Income	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	0100	01	01	4700	subcontract	Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**Rev allocation 1**

**Rev allocation 2**

**Rev allocation 3**

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

## Create Commission Profiles

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

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

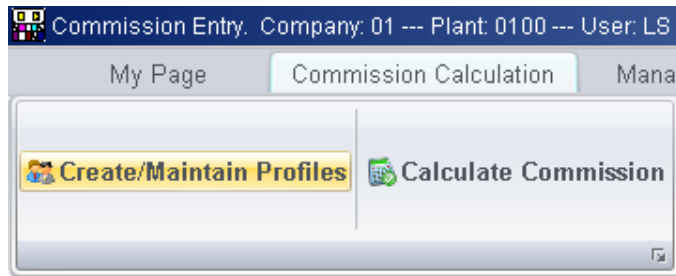
	A
1	<b>Commission Calculation Template</b>
2	<b>Commission Amt</b>
3	<b>Invoice total</b>
4	<b>Net Revenue (Invoice total minus freight revenue, sales tax and postage)</b>
5	<b>Freight Revenue</b>
6	<b>Postage Adjustment</b>
7	<b>Sales tax</b>
8	<i>Deductions to revenue accounts</i>
9	<b>Actual labor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

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

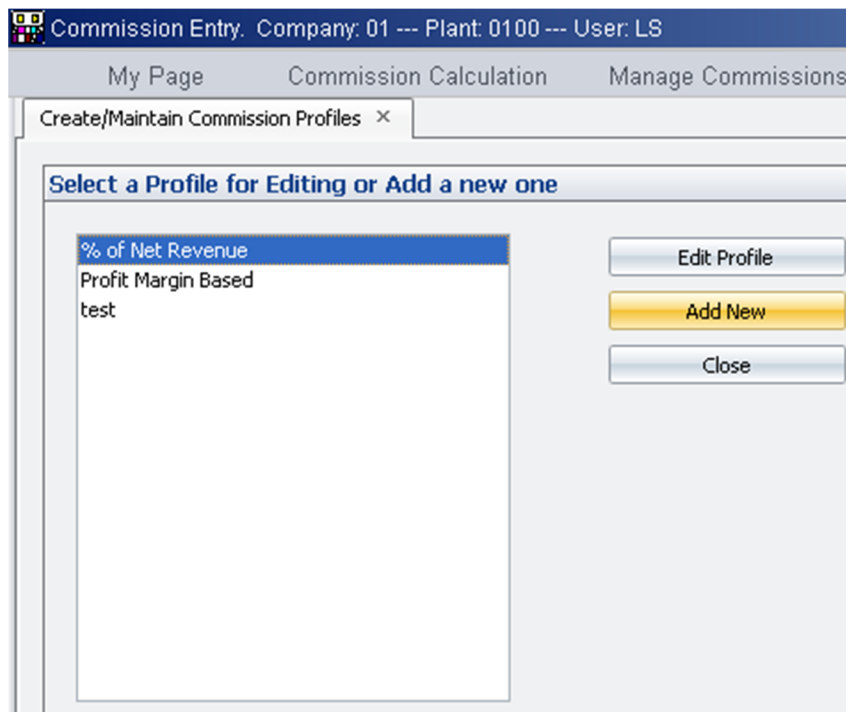
**Note** The number of Commission Profiles and therefore different commission calculations is essentially unlimited allowing for variations by Sales Person, Customer, Product type, etc.

### To create a Commission Profile

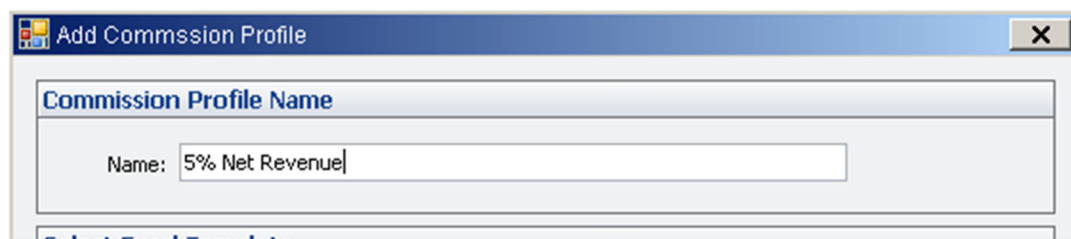
1. Select the option to **Create/Maintain Profiles** from the **Commission Calculation** tab.



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



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



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

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

**Add Commission Profile**

**Commission Profile Name**

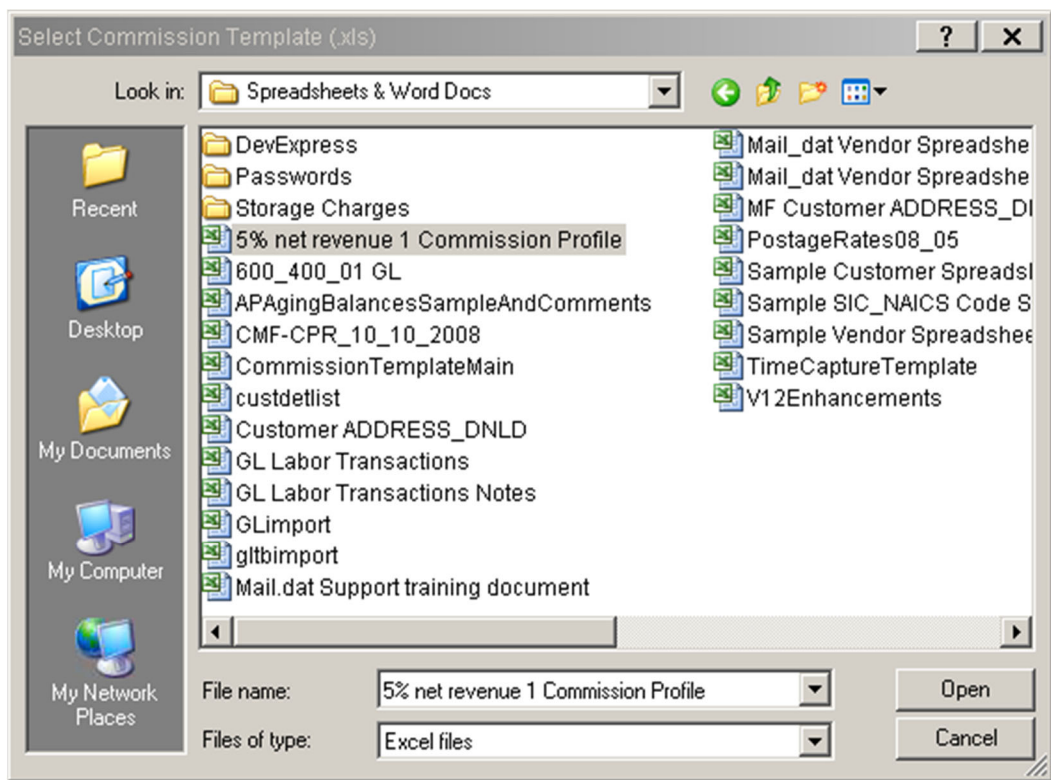
Name: 5% Net Revenue

**Select Excel Template**

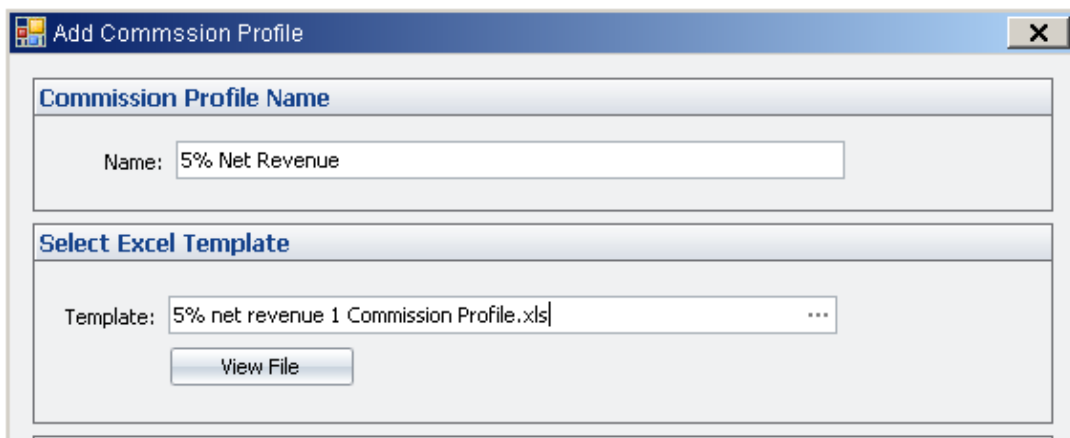
Template: [ ]

View File

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







**Add Commission Profile**

**Commission Profile Name**

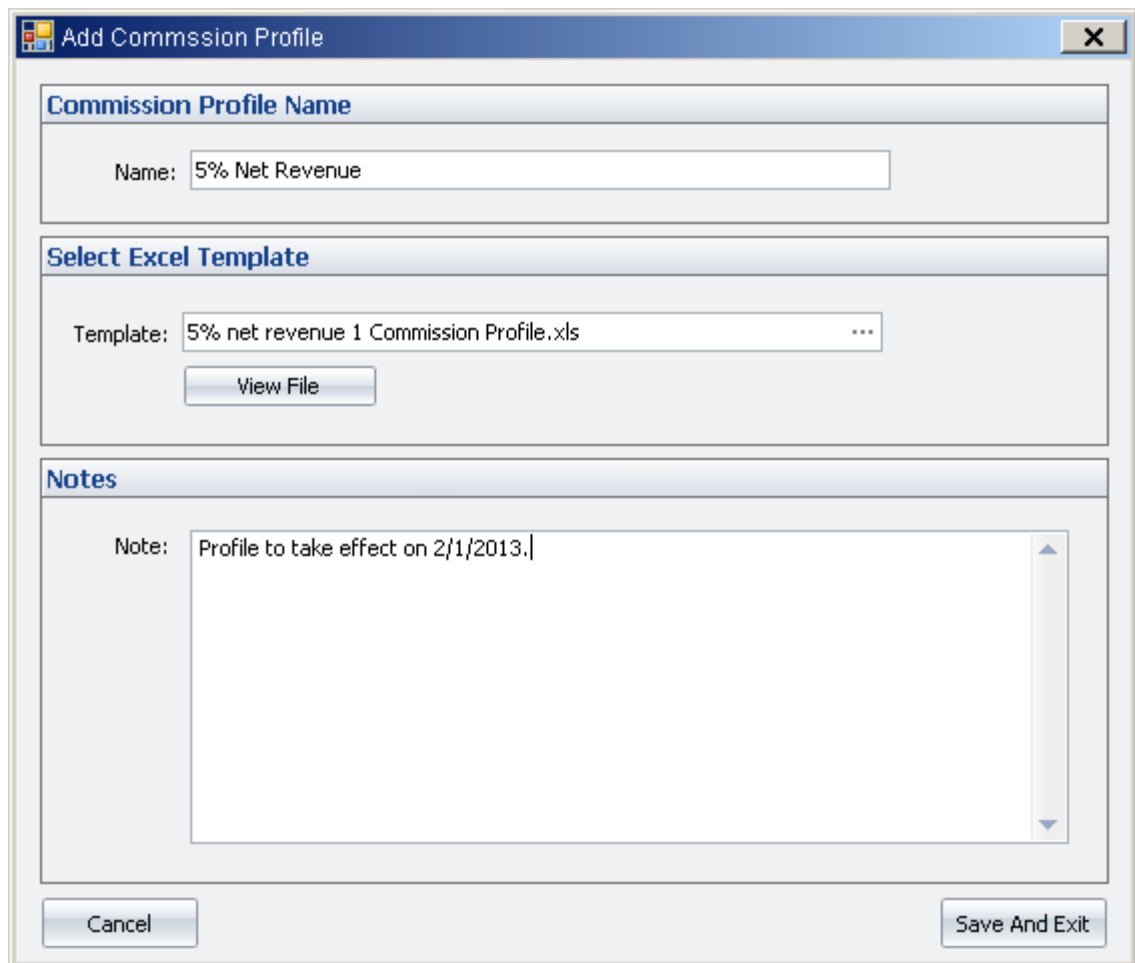
Name: 5% Net Revenue

**Select Excel Template**

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

View File

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



**Add Commission Profile**

**Commission Profile Name**

Name: 5% Net Revenue

**Select Excel Template**

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

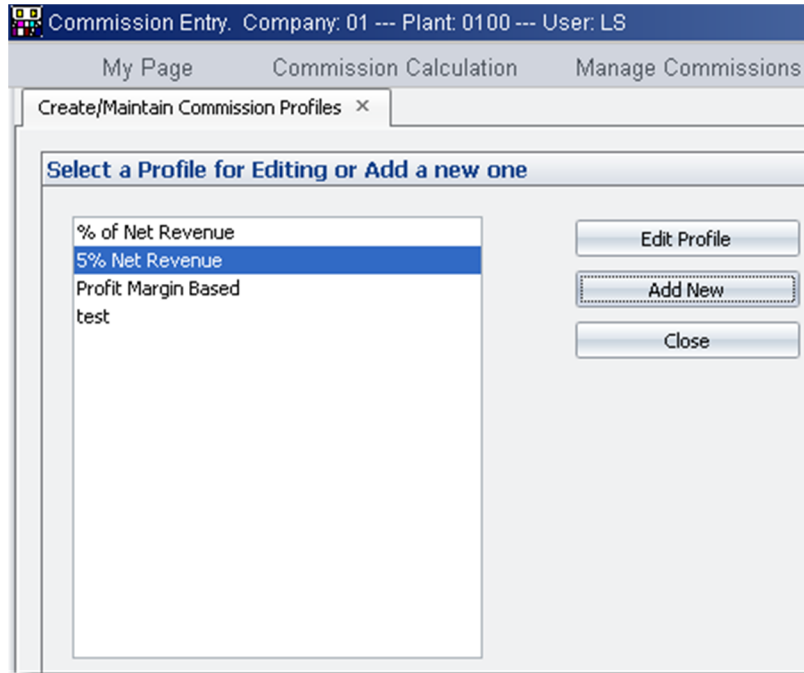
View File

**Notes**

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

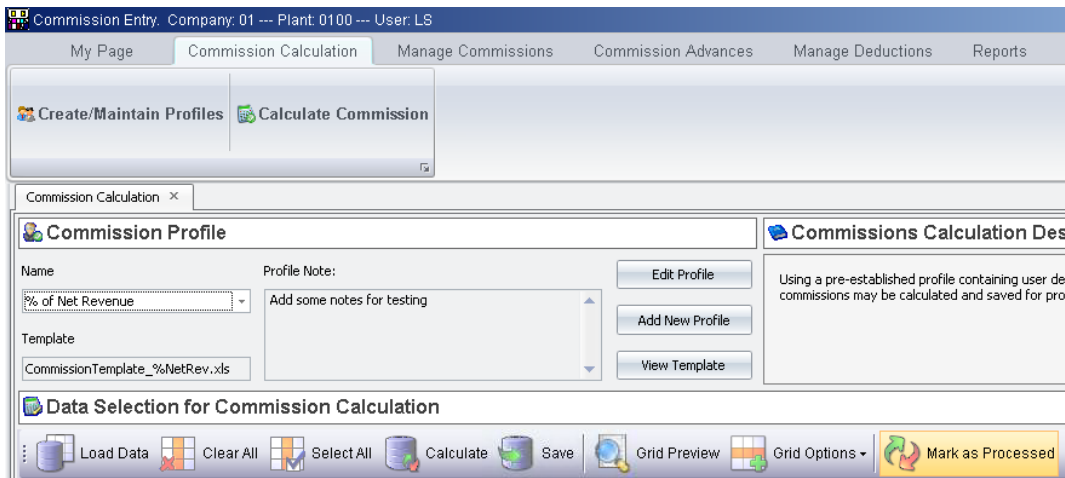
Cancel Save And Exit

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



## Mark as Processed

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



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

## View Mark as Processed

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

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

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

Create/Maintain Profiles | Calculate Commission

Commission Calculation x

**Commission Profile**

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

Template: 5% net revenue 1 Commission Profile.

**Commissions Calculation Description**

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

**Data Selection for Commission Calculation**

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

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

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

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

My Page | Commission Calculation | Invoices Marked as Processed | Manage Commissions | Comn

Create/Maintain Profiles | Calculate Commission

**Invoices Marked as Processed**

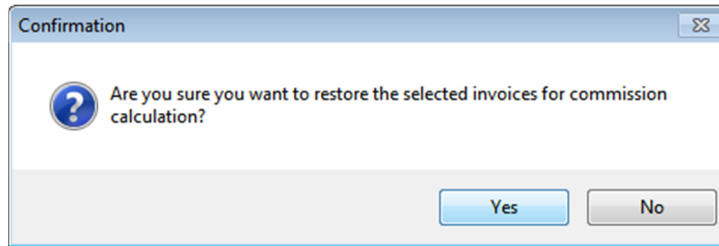
Form description goes here

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

Drag a column header here to group by that column

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

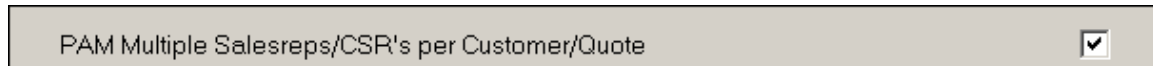
3. A Confirmation window opens. Click **Yes** to complete the process.



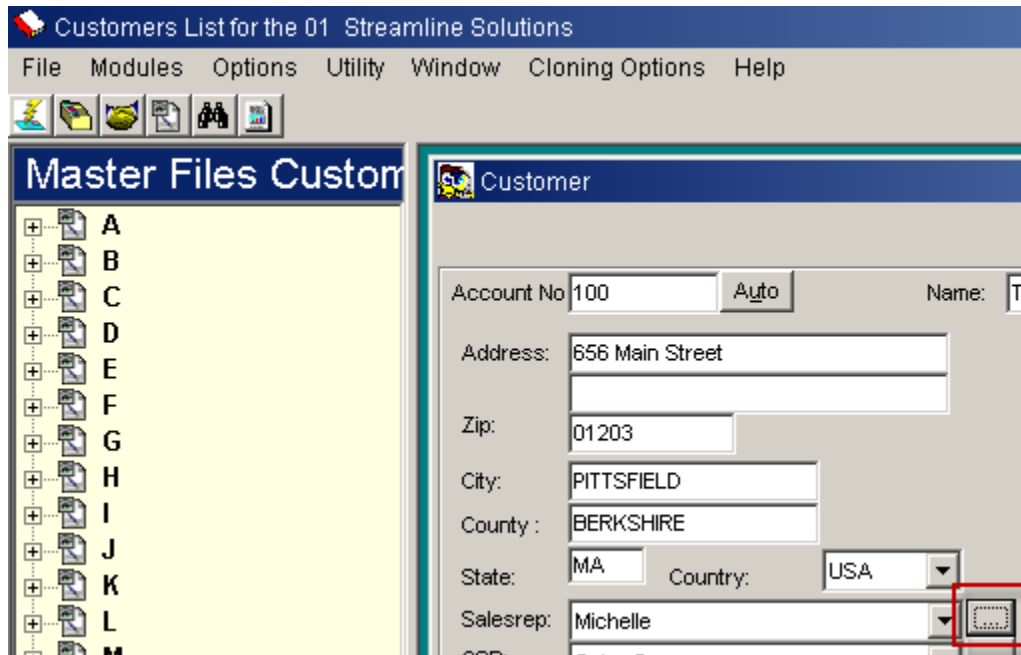
## Split Commission set-up (optional)

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

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



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



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

Personell Related...

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

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

Split Total is 100%

Close Save

## Manage Deductions

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

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

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

Activity Deductions GL Account Settings

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

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

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

Activity Deductions GL Account Settings

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

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

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Activity Deductions GL Account Settings

Activity Deductions

Optional ability to mark specific activity code(s) for exclusion from the commission calculation. Works with estimate data.

Save Grid Layout Save And Exit

Drag a column header here to group by that column

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

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

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

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Activity Deductions GL Account Settings

GL Account Settings

Optional ability to mark specific general ledger account(s) for exclusion from the commission calculation. Works with invoice and actual cost data.

Save Grid Layout Save And Close Close

Drag a column header here to group by that column

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

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

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

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Activity Deductions GL Account Settings

GL Account Settings

Optional ability to mark specific general ledger account(s) for exclusion from the commission calculation. Works with invoice and actual cost data.

Save Grid Layout Save And Close Close

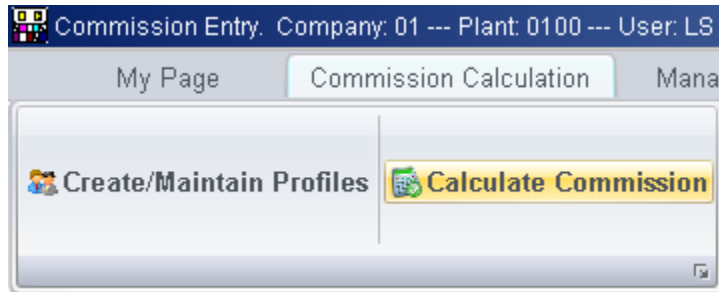
Drag a column header here to group by that column

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

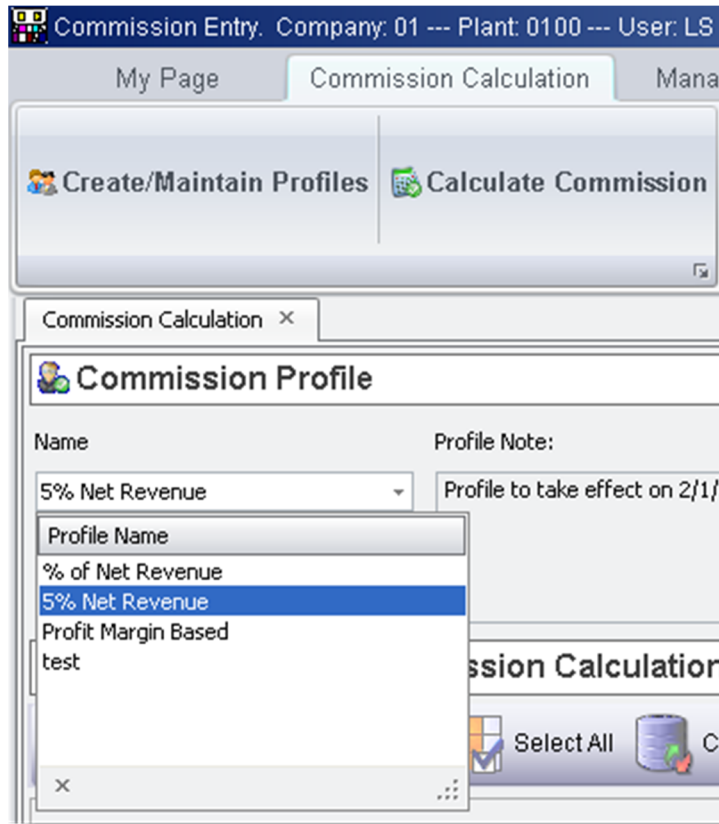
## Calculating Commissions

### *To begin processing commissions*

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



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



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

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

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

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

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

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



## Manually Calculating Commission Amounts

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

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

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

Edit Commission Amt

Edit Commission Amount

Original Amount:

\$2.47

New Amount:

\$2.50

Please explain the reason for the change:

Round amount to the nearest ten.

Cancel

OK

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

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

My Page

Commission Calculation

Manage Commissions

Commission Advances

Manage Deductions

Reports

Create/Maintain Profiles

Calculate Commission

Commission Calculation

Commission Profile

Name

5% Net Revenue

Profile Note:

Profile to take effect on 2/1/2013.

Template

5% net revenue 1 Commission Profile.

Edit Profile

Add New Profile

View Template

Commissions Calculation Description

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

Data Selection for Commission Calculation

Load Data

Clear All

Select All

Calculate

Save

Grid Preview

Grid Options

Mark as Processed

View Marked as Processed

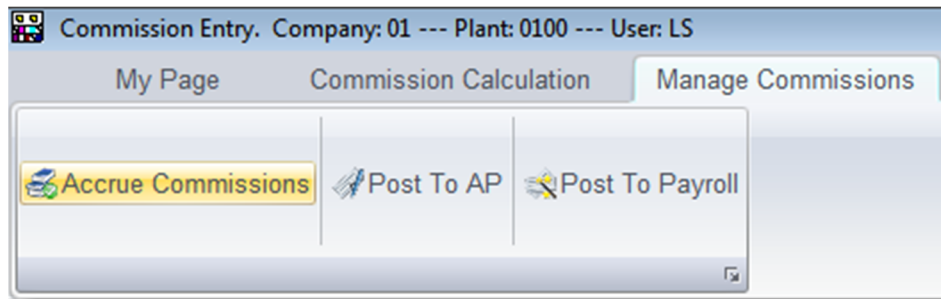
Close

Drag a column header here to group by that column

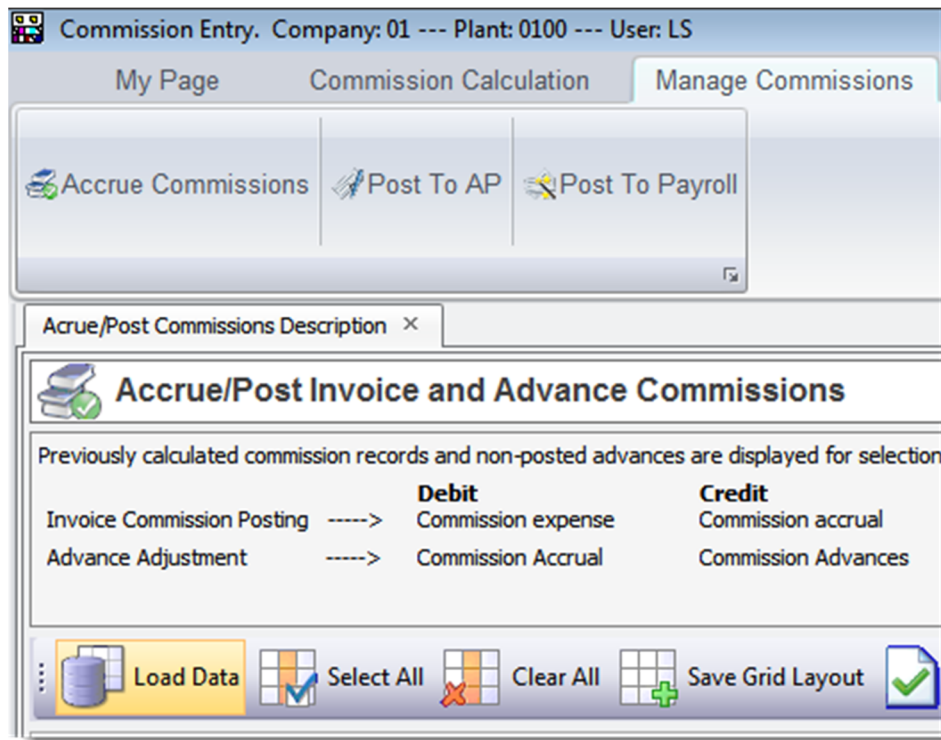
Customer				AR Invoice Info									
Customer #	Customer Name	Customer Start Date	Customer Special	Invoice #	Invoice Salesrep	Transaction Date	Postage Adjustment	Freight Amount	Tax Amount	Invoice Total	Invoice Date	Invoice Status	AR Invoice
<input checked="" type="checkbox"/>	0200	ABC Company	1/2/2003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

## Accruing Commissions

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



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



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

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

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

My PageCommission CalculationManage CommissionsCommission AdvancesManage DeductionsReports

Accrue CommissionsPost To APPost To Payroll

Accrue/Post Commissions Description

Accrue/Post Invoice and Advance Commissions

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

Invoice Commission PostingDebitCredit  
----->Commission expenseCommission accrual  
Advance Adjustment----->Commission AccrualCommission Advances

Load DataSelect AllClear AllSave Grid LayoutAccrue Selected CommissionsUndo Selected CommissionsSelection SummaryClose

Drag a column header here to group by that column

Commission Applied To					AR Invoice Detail				AR Invoice Payment Info				
Commission Type	Advance Date	Salesrep	Job #	Job Description	Invoice #	Job Invoiced Amt	Invoice Date	Due Date	Amount Paid	Payment Difference	AR Invoice Total	# Of Payment	Paid Status
<input checked="" type="checkbox"/> Invoice Commission		House Account	1519	Mail	10976	33.00	1/3/2011	2/2/2011	0.00	33.00	33.00	830	
<input checked="" type="checkbox"/> Invoice Commission		House Account	1520	Postage	10977	200.00	1/5/2011	2/4/2011	0.00	200.00	200.00	828	
<input checked="" type="checkbox"/> Invoice Commission		House Account	241	Fall Storm Print ...	10978	2,219.60	1/7/2011	2/6/2011	0.00	15,354.70	15,354.70	826	
<input checked="" type="checkbox"/> Invoice Commission		House Account	244	Holiday Mailer ...	10978	0.00	1/7/2011	2/6/2011	0.00	15,354.70	15,354.70	826	
<input checked="" type="checkbox"/> Invoice Commission		House Account	248	Mdd Fall StormT...	10978	13,135.10	1/7/2011	2/6/2011	0.00	15,354.70	15,354.70	826	

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**.

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

My Page

Commission Calculation

Manage Commissions

Commission Advances

Manage Deductions

Reports

Accrue Commissions

Post To AP

Post To Payroll

Accrue/Post Commissions Description

Accrue/Post Invoice and Advance Commissions

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

Invoice Commission Posting

Debit

Credit

Advance Adjustment

Commission expense

Commission accrual

Commission Accrual

Commission Advances

Load Data

Select All

Clear All

Save Grid Layout

Accrue Selected Commissions

Undo Selected Commissions

Selection Summary

Close

Drag a column header here to group by that column

Commission Applied To				AR Invoice Detail				AR Invoice Payment Info							
Commission Type	Advance Date	Salesrep	Job #	Job Description	Invoice #	Job Invoiced Amt	Invoice Date	Due Date	Amount Paid	Payment Difference	AR Invoice Total	# Of Payment	Paid Status	Paid Date	Commission Amt
<input checked="" type="checkbox"/> account		1519	Mail		10976	33.00	1/3/2011	2/2/2011	0.00	33.00	33.00	830			<div>Edit Commission Amount</div>
<input checked="" type="checkbox"/> account		1520	Postage		10977	200.00	1/5/2011	2/4/2011	0.00	200.00	200.00	828			

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.

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

My Page

Commission Calculation

Manage Commissions

Commission Advances

Manage Deductions

Reports

Accrue Commissions

Post To AP

Post To Payroll

Accrue/Post Commissions Description

Accrue/Post Invoice and Advance Commissions

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

Invoice Commission Posting

Debit

Credit

Commission expense

Commission accrual

Advance Adjustment

Commission Accrual

Commission Advances

Load Data

Select All

Clear All

Save Grid Layout

Accrue Selected Commissions

Undo Selected Commissions

Selection Summary

Close

Drag a column header here to group by that column

Commission Applied To					AR Invoice Detail				AR Invoice Payment Info				
Commission Type	Advance Date	Salesrep	Job #	Job Description	Invoice #	Job Invoiced Amt	Invoice Date	Due Date	Amount Paid	Payment Difference	AR Invoice Total	# Of Payment	Paid Status
<input checked="" type="checkbox"/> Invoice Commission		House Account	1519	Mail	10976	33.00	1/3/2011	2/2/2011	0.00	33.00	33.00	830	
<input checked="" type="checkbox"/> Invoice Commission		House Account	1520	Postage	10977	200.00	1/5/2011	2/4/2011	0.00	200.00	200.00	828	
<input checked="" type="checkbox"/> Invoice Commission		House Account	241	Fall Storm Print ...	10978	2,219.60	1/7/2011	2/6/2011	0.00	15,354.70	15,354.70	826	
<input checked="" type="checkbox"/> Invoice Commission		House Account	244	Holiday Mailer ...	10978	0.00	1/7/2011	2/6/2011	0.00	15,354.70	15,354.70	826	
<input checked="" type="checkbox"/> Invoice Commission		House Account	248	Mdd Fall StormT...	10978	13,135.10	1/7/2011	2/6/2011	0.00	15,354.70	15,354.70	826	

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

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

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

Accrue Commissions   Post To AP   Post To Payroll

Accrue/Post Commissions Description x

### Accrue/Post Invoice and Advance Commissions

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

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

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

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

**Batch Posting Confirmation**

**GL Batch Posting Confirmation**

Batch/Posting Date: 4/12/2013

Period: 7   Year: 2013

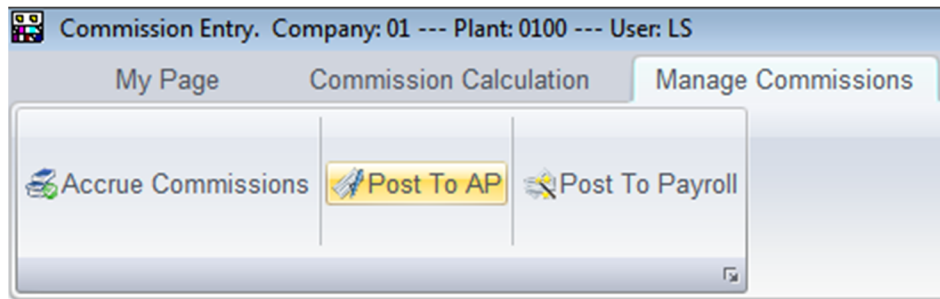
Cancel   Post Batch

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



## Posting to AP

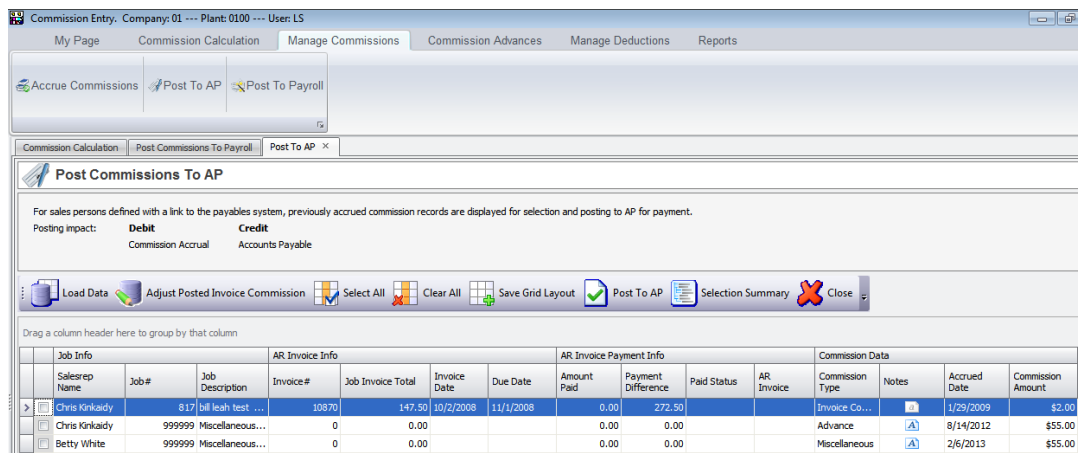
1. Click **Post To AP**.



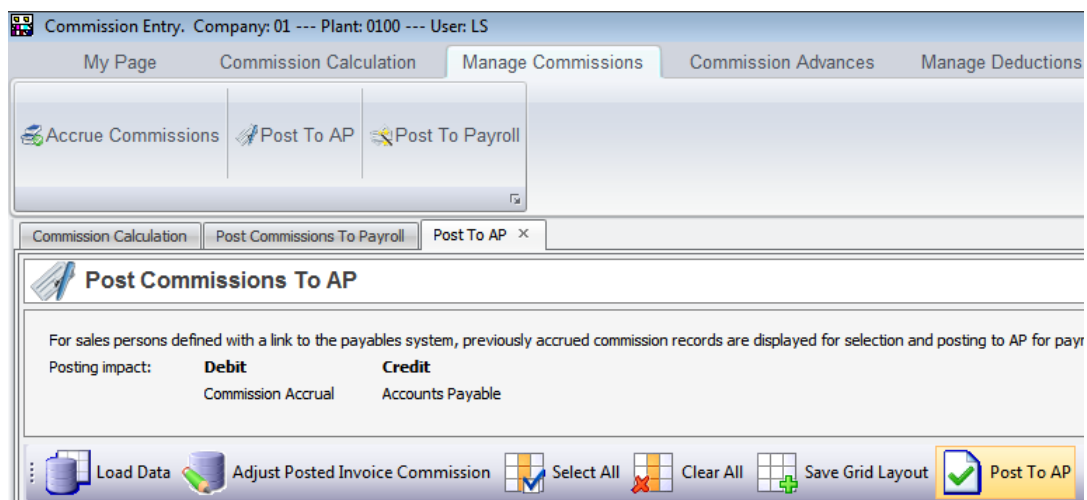
For Sales Reps linked to the Accounts Payable module, records that have been previously accrued are presented on this screen. Also included on this screen is payment information for those customers who only pay commission to their Sales people once an invoice has been paid.

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

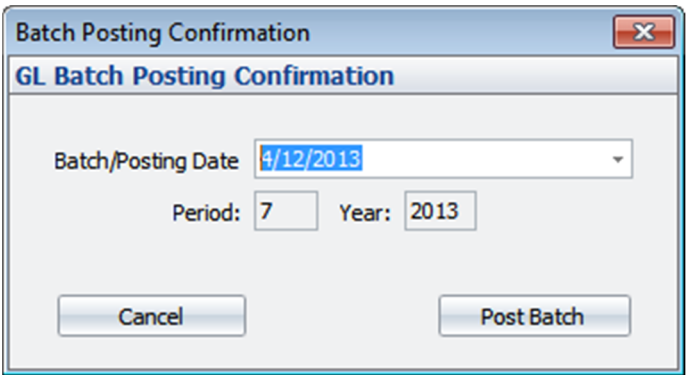
2. A helpful sorting option could be to group by Paid Status for ease of selecting those records that you are ready to process payment for.



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

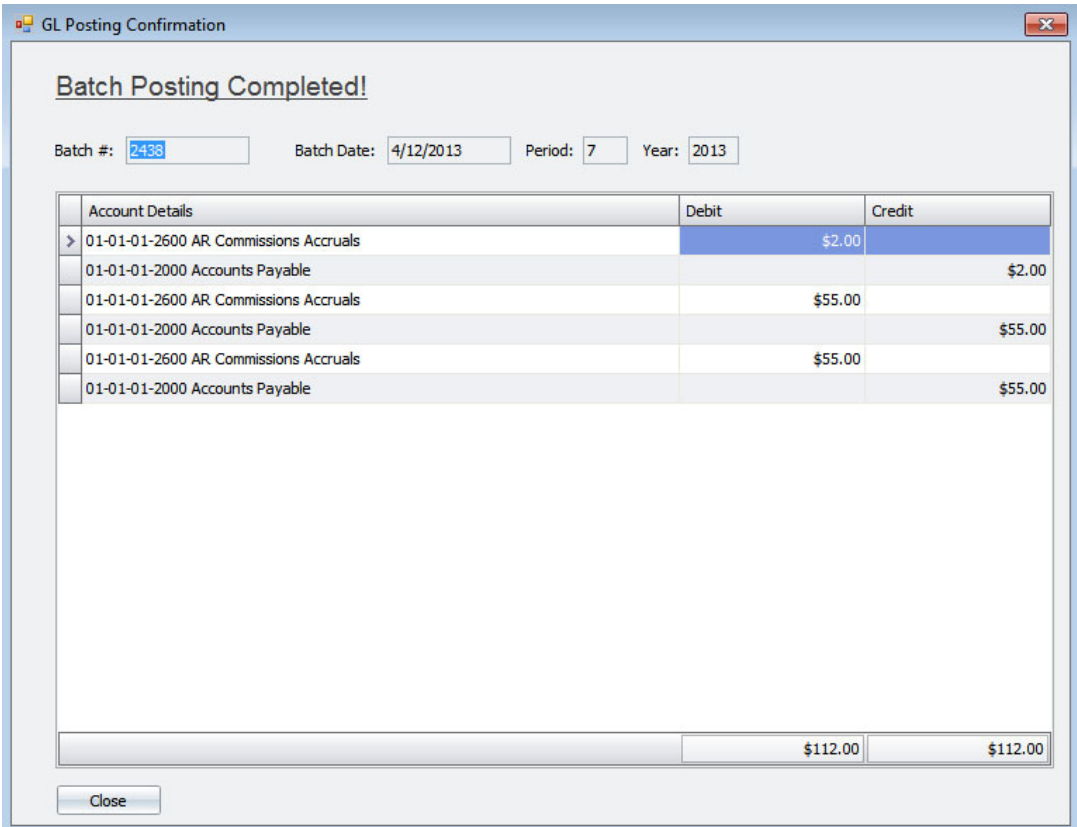


4. A Batch Posting Confirmation opens and the date defaults to today's date. This date may be changed, if required. This is the date the Commission Accrual will be relieved and Accounts Payable will be impacted.



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

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



The dialog box is titled "GL Posting Confirmation" and "Batch Posting Completed!". It displays the following information:

Batch #: 2438      Batch Date: 4/12/2013      Period: 7      Year: 2013

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

At the bottom is a "Close" button.

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.

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

File Batch Options Help

**AP Checks**

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/ View Check Register

Void Checks

AP Quick Check Entry

**AP Batch Selection**

Batch Summary

	Manual	Auto	Total
Batch#:			
Period:			
Year:			

Invoices Discounts Payments

Selection Criteria

Select Invoices

List of Vendors with Invoices:   ☐ Posted Invoices Only

Vendor # Vendor Name Priority

**New A/C Payable Checks Batch**

Company: EFI

Plant: 0100

Bank Account #: 0002 First National Bank Account

GL Account: 01-01-1011 Cash - Money Market

Batch Type: Vendor Payments

Batch Date: Commission Payments

Description:

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

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

File Batch Options Help

**AP Checks**

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/ View Check Register

Void Checks

**AP Batch Selection (Commission Payments)**

Batch Summary

	Manual	Auto	Total
Batch#: 2439	0.00	0.00	
Period: 7	0.00	0.00	
Year: 2013	0.00	0.00	

Invoices Discounts Payments

Selection Criteria

List of Vendors with Invoices:

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

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

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

File Batch Options Help

**AP Checks**

Checks

Check Entry (Auto/Manual)

Check Processing

Posting to GL/View Check Register

Void Checks

AP Quick Check Entry

**AP Batch Selection (Commission Payments)**

Batch Summary

Batch#: 2439

Period: 7

Year: 2013

Invoices: 0.00

Discounts: 0.00

Payments: 0.00

Manual: 36,637.48

Auto: 36,637.48

Total: 36,637.48

Selection Criteria

Exp. Check Date: 4/12/2013

Invoices Due By: 4/12/2013

With Discount for: No

Calculate discount on tax: No

Select Invoices

Available: 0

Selected: 18

Priority Level From: 1

To: 3

Select By: Priority Level

Total Priority Selected: \$0.00

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

Remove Batch Close Save

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

## Posting to Payroll

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

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

My Page Commission Calculation Manage Commissions

Accrue Commissions Post To AP Post To Payroll

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

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

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

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

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

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

Accrue Commissions   Post To AP   Post To Payroll

Post Commissions To Payroll x

### Post Commissions To Payroll

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

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

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

☒ Exclude Sales Persons linked to AP

Drag a column header here to group by that column

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

### Custom AutoFilter

Show rows where:

**Paid Status**

equals   paid

☒ And   ☐ Or

OK   Cancel

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

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

Accrue Commissions   Post To AP   Post To Payroll

Post Commissions To Payroll x

### Post Commissions To Payroll

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

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

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

☒ Exclude Sales Persons linked to AP

Drag a column header here to group by that column

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

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

The screenshot shows the 'Post Commissions To Payroll' window. At the top, there are tabs: 'My Page', 'Commission Calculation', 'Manage Commissions' (selected), 'Commission Advances', and 'Manage Deductions'. Below the tabs are three buttons: 'Accrue Commissions', 'Post To AP', and 'Post To Payroll'. The main area of the window is titled 'Post Commissions To Payroll' and contains a message: 'Previously accrued commission records are displayed for selection and posting for payment via an external payroll system. Note the optional setting for ind'. Below this message, there is a section for 'Posting impact:' with two columns: 'Debit' and 'Credit'. Under 'Debit' is 'Commission Accrual', and under 'Credit' is 'Payroll Expense'. At the bottom of the window, there is a toolbar with buttons: 'Load Data', 'Adjust Posted Invoice Commission', 'Select All' (with a checkmark icon), 'Clear All' (with an X icon), 'Save Grid Layout' (with a plus icon), and 'Post To Payroll' (with a checkmark icon).

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

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

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

The screenshot shows the 'GL Posting Confirmation' window. It has a title bar with a close button. The main area is titled 'Batch Posting Completed!'. It contains a 'Batch #' field set to '2441', a 'Batch Date' field set to '4/12/2013', a 'Period' field set to '7', and a 'Year' field set to '2013'. Below this, there is a table showing the general ledger impact. The table has three columns: 'Account Details', 'Debit', and 'Credit'. The table contains several rows of data, including '01-01-01-2600 AR Commissions Accruals' and '01-01-01-6900 AR Commissions Payroll'. The total values for Debit and Credit are \$758.72 each.

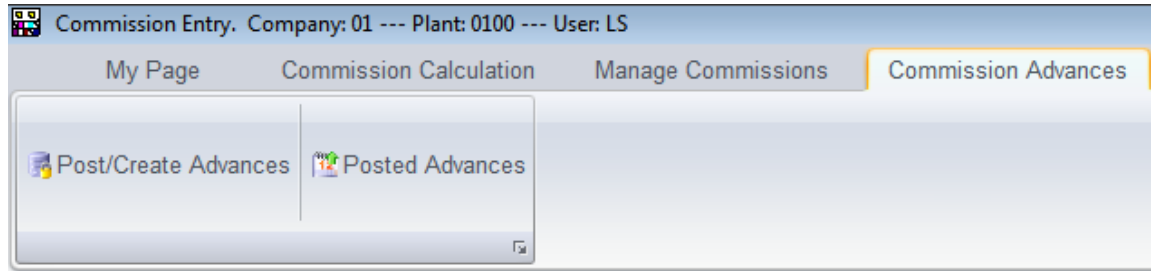
Account Details	Debit	Credit
> 01-01-01-2600 AR Commissions Accruals		
01-01-01-6900 AR Commissions Payroll		
01-01-01-2600 AR Commissions Accruals		
01-01-01-6900 AR Commissions Payroll		
01-01-01-2600 AR Commissions Accruals		\$109.22
01-01-01-6900 AR Commissions Payroll		\$109.22
01-01-01-2600 AR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

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

6. Proceed with normal payroll processing.

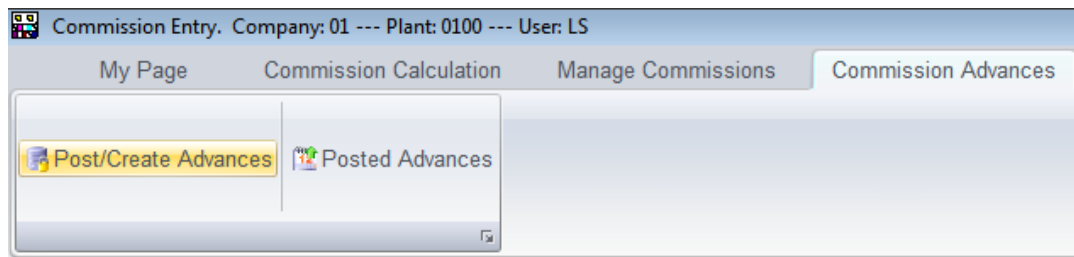
## Creating Commission Advances

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

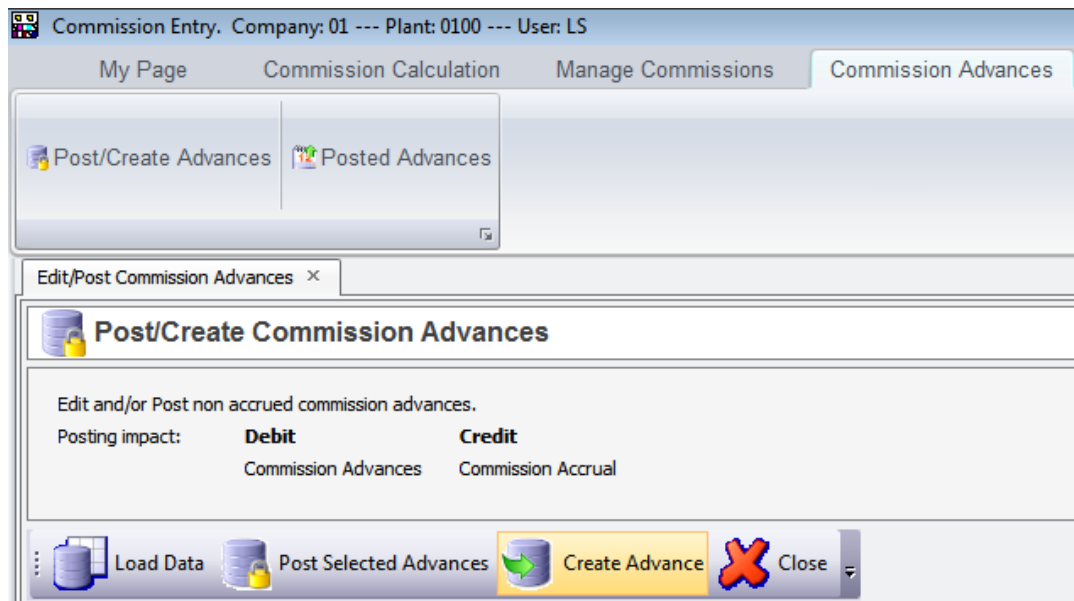


### To create an advance

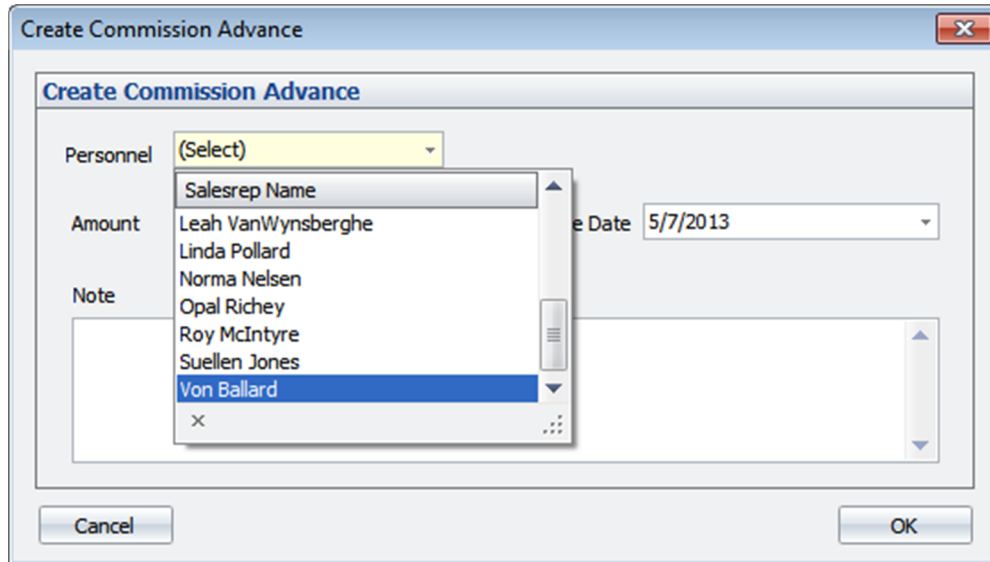
1. Select the **Commission Advances** tab and click **Post/Create Advances**.



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

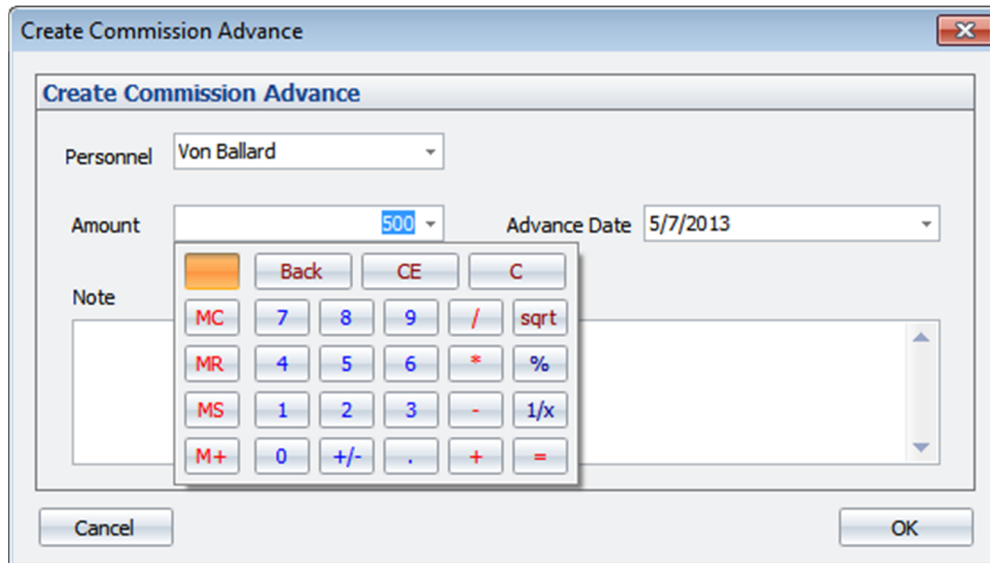


3. Enter the name of the sales rep you wish to create an advance payment for into the **Personnel** field by either typing it directly or selecting it from the available drop-down list.



The screenshot shows the 'Create Commission Advance' dialog box. The 'Personnel' field has a dropdown menu open, displaying a list of sales representatives: Leah VanWynsberghe, Linda Pollard, Norma Nelsen, Opal Richey, Roy McIntyre, Suellen Jones, and Von Ballard. The 'Advance Date' field is set to 5/7/2013. The 'Amount' and 'Note' fields are empty. The 'Cancel' and 'OK' buttons are at the bottom.

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



The screenshot shows the 'Create Commission Advance' dialog box. The 'Personnel' field is set to 'Von Ballard'. The 'Amount' field has a dropdown arrow, and a calculator overlay is visible, showing the number 500. The 'Advance Date' field is set to 5/7/2013. The 'Note' field is empty. The 'Cancel' and 'OK' buttons are at the bottom.

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

The screenshot shows the 'Create Commission Advance' dialog box. The 'Personnel' dropdown is set to 'Von Ballard'. The 'Amount' dropdown is set to '\$500.00'. The 'Advance Date' dropdown is set to '4/30/2013'. A calendar overlay is displayed, showing the month of April 2013. The date '30' is highlighted in blue, indicating it is the selected date. The calendar also shows the days of the week and the month name 'April, 2013'. A 'Clear' button is visible at the bottom of the calendar.

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

The screenshot shows the 'Create Commission Advance' dialog box. The 'Personnel' dropdown is set to 'Von Ballard'. The 'Amount' dropdown is set to '\$500.00'. The 'Advance Date' dropdown is set to '4/30/2013'. The 'Note' field is a text area containing the text 'Pay period 8 advance.' The 'Cancel' and 'OK' buttons are visible at the bottom of the dialog box.

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

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

The screenshot shows the 'Post/Create Commission Advances' window. At the top, there are tabs: 'My Page', 'Commission Calculation', 'Manage Commissions', 'Commission Advances' (selected), 'Manage Deductions', and 'Reports'. Below the tabs, there are buttons for 'Post/Create Advances' and 'Posted Advances'. The main area has a section titled 'Post/Create Commission Advances' with instructions: 'Edit and/or Post non accrued commission advances.' and 'Posting impact: Debit Commission Advances, Credit Commission Accrual'. There are buttons for 'Load Data', 'Post Selected Advances', 'Create Advance', and 'Close'. Below this is a grid with columns: 'Sales Person', 'Advance Date', 'Commission Amount', 'Notes', and 'Delete'. The grid contains one row for 'Von Ballard' with an 'Advance Date' of '4/30/2013' and a 'Commission Amount' of '\$500.00'. The 'Edit' hyperlink is visible to the left of the 'Sales Person' name.


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

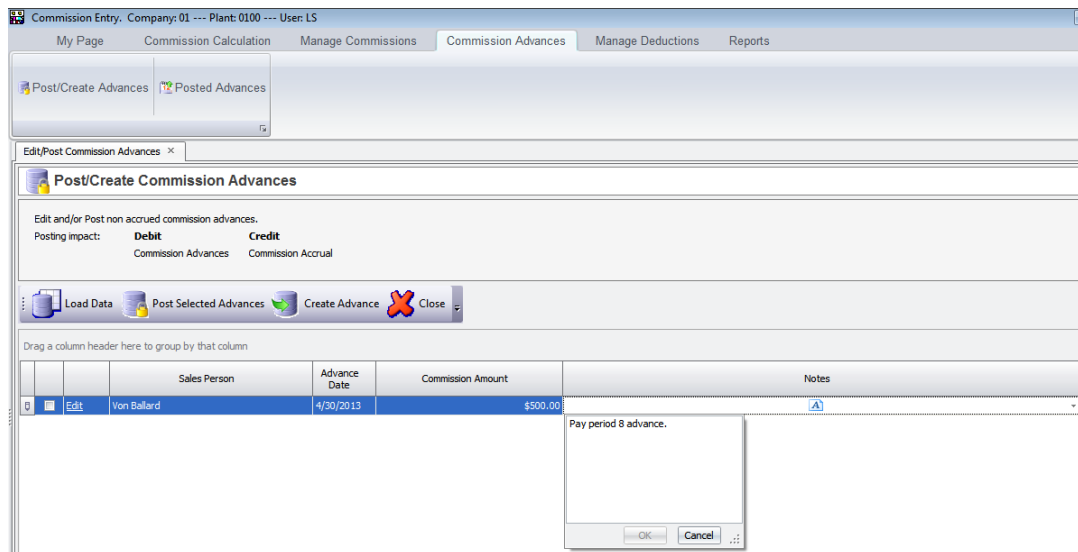
9. At this point, the advance has not been posted to the general ledger. It can still be edited by clicking the **Edit** hyperlink to the left the Sales Person name.

The screenshot shows the 'Post/Create Commission Advances' window with the 'Edit Commission Advance' dialog box open. The dialog box has a title bar 'Edit Commission Advance' and a section 'Edit Commission Advance Amount'. It contains fields for 'Original Amount' (\$500.00), 'New Amount' (500), and 'Advance Date' (4/30/2013). There is a 'Note' field with the text 'Pay period 8 advance.' and buttons for 'Cancel' and 'OK'.

Sales Person
Von Ballard



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



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

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Post/Create Advances Posted Advances

Edit/Post Commission Advances




Post/Create Commission Advances

Edit and/or Post non accrued commission advances.

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

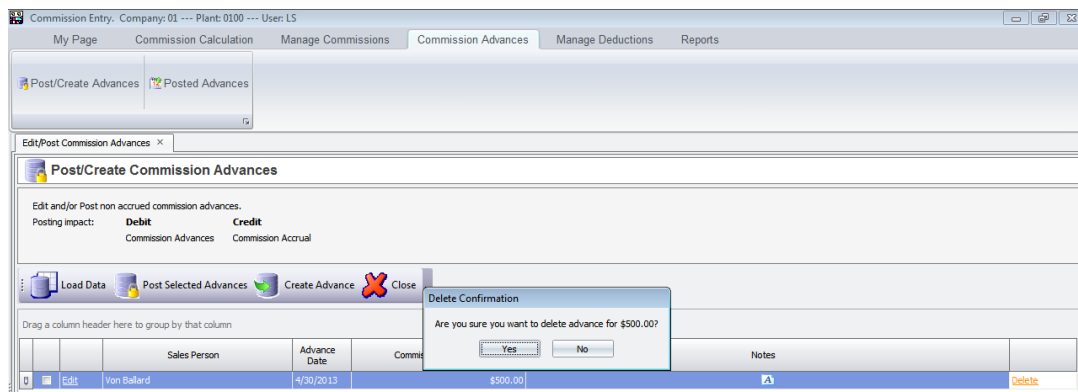
Load Data Post Selected Advances Create Advance Close

Drag a column header here to group by that column

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

OK Cancel

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



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

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Post/Create Advances Posted Advances

Edit/Post Commission Advances





Post/Create Commission Advances

Edit and/or Post non accrued commission advances.

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

Load Data Post Selected Advances Create Advance Close

Drag a column header here to group by that column

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

Delete Confirmation

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

Yes No

## Posting Commission Advances

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

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

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

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Post/Create Advances Posted Advances

Edit/Post Commission Advances

**Post/Create Commission Advances**

Edit and/or Post non accrued commission advances.

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

Load Data Post Selected Advances Create Advance Close

Drag a column header here to group by that column

	Sales Person	Advance Date	Commission Amount	Notes	
<input checked="" type="checkbox"/>	Von Ballard	4/30/2013	\$500.00		Delete

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

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

**Batch Posting Confirmation**

**GL Batch Posting Confirmation**

Batch/Posting Date: 4/30/2013

Period: 7 Year: 2013

Cancel Post Batch

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

**GL Posting Confirmation**

**Batch Posting Completed!**

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

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

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

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

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Accrue Commissions Post To AP Post To Payroll

Post Commissions To Payroll

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

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

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

☒ Exclude Sales Persons linked to AP

Drag a column header here to group by that column

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

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

### *To recuperate the advance from the salesrep*

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

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Create/Maintain Profiles Calculate Commission

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

Accrue/Post Invoice and Advance Commissions

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

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

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

Drag a column header here to group by that column

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

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

Batch Posting Confirmation

GL Batch Posting Confirmation

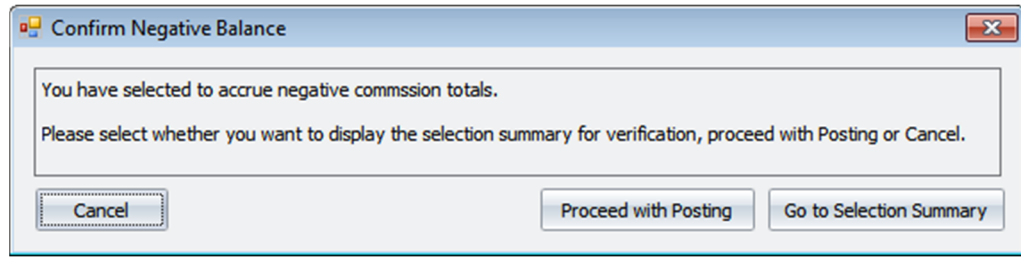
Batch/Posting Date: 4/30/2013

Period: 7 Year: 2013

Cancel Post Batch

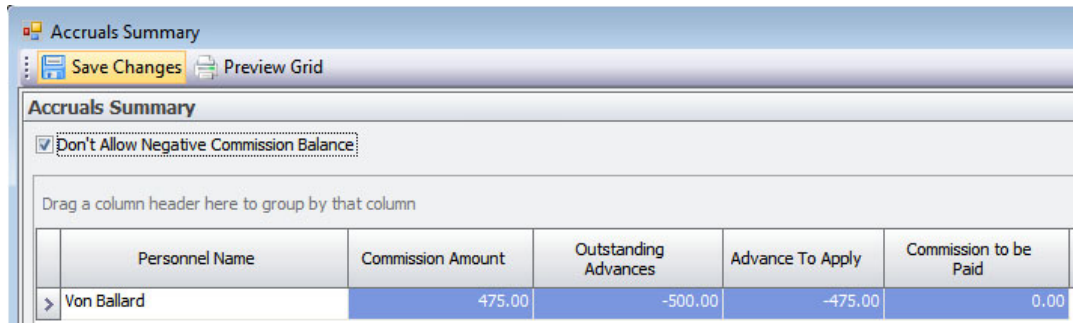
- a. If the net amount of commission for the salesrep is positive, a batch posting screen opens. Adjust the date as needed and click **Post Batch** to proceed or **Cancel** to cease the posting.

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

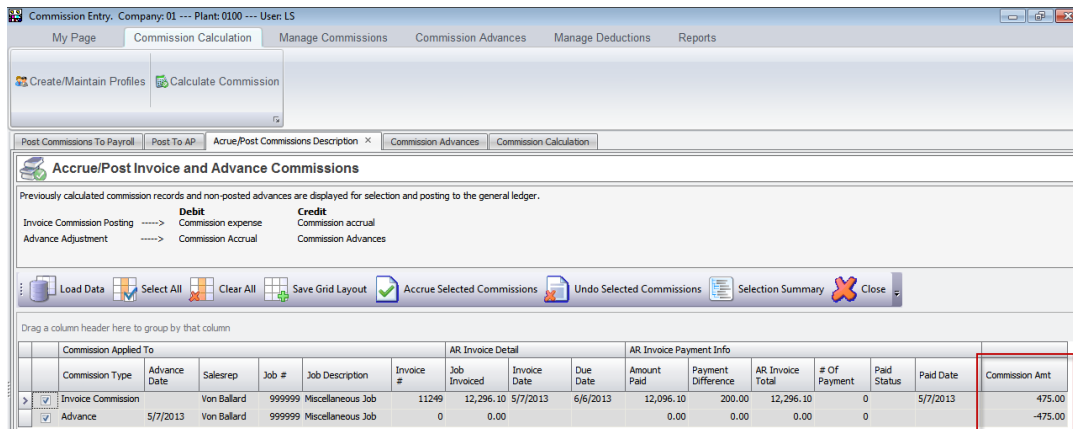


You may select the option to **Proceed with Posting**, which processes the negative commission amount.

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



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



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

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

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

Create/Maintain Profiles | Calculate Commission

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

### Accrue/Post Invoice and Advance Commissions

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

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

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

Drag a column header here to group by that column

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

Batch Posting Confirmation

GL Batch Posting Confirmation

Batch/Posting Date: 5/7/2013

Period: 8 Year: 2013

Cancel | Post Batch

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

GL Posting Confirmation

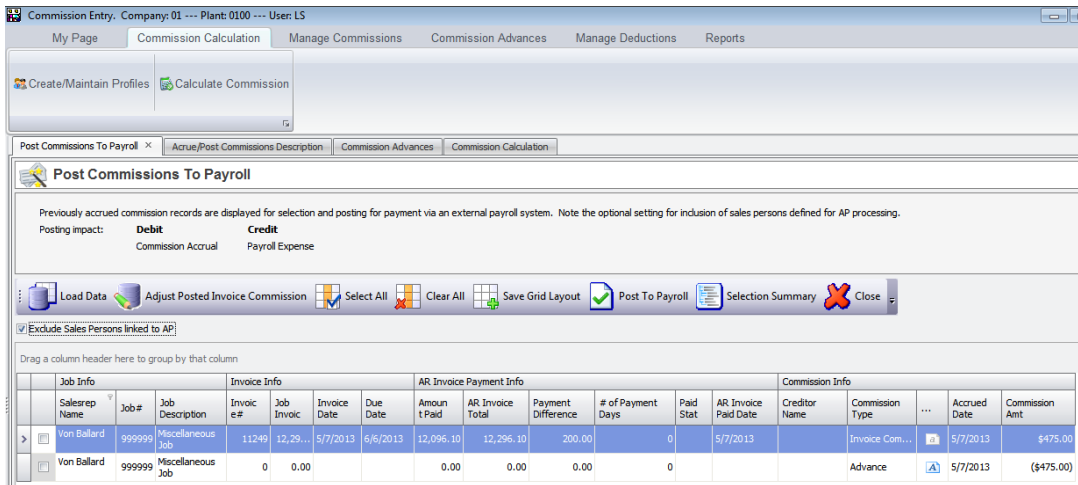
### Batch Posting Completed!

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

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

Close

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

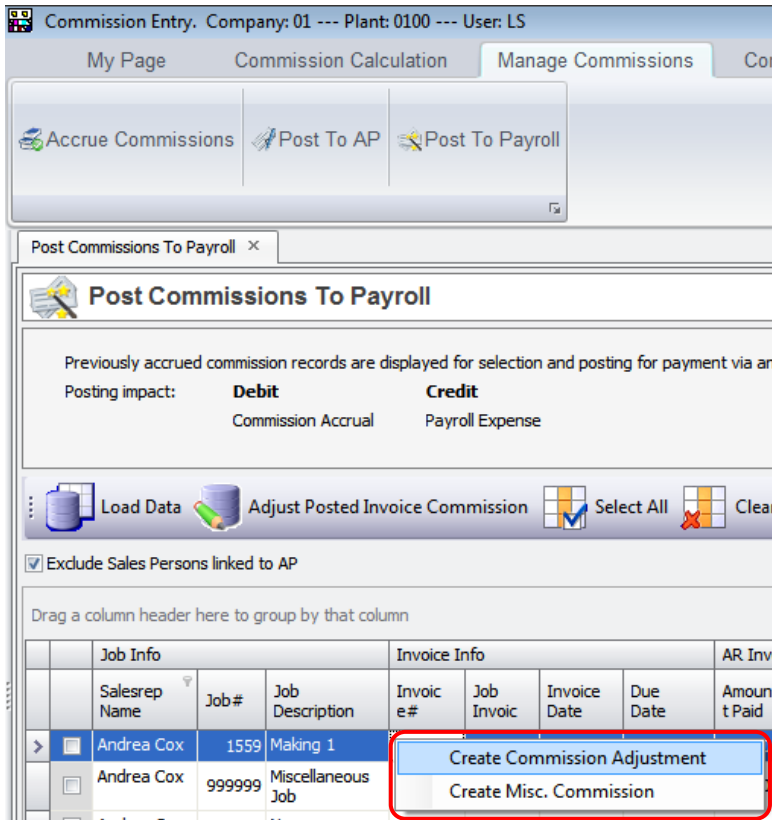


- 6. Process as you normally would for commissions in the **Post To AP** or **Post To Payroll** areas.

## Creating Commission Adjustments

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

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



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

**Create Commission Adjustment**

**Original Commission**

AR Invoice #: 11008 Job #: 1559

Salesrep: Andrea Cox Job Description: Making 1

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

**Adjustment**

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

Note: Commission reduced because customer was issued a credit.

Cancel Create Adjustment

A posting confirmation opens if the adjustment is created.

**GL Posting Confirmation**

**Batch Posting Completed!**

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

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

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

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

My PageCommission CalculationManage CommissionsCommission AdvancesManage DeductionsReports

Accrue CommissionsPost To APPost To Payroll

Post Commissions To Payroll

Post Commissions To Payroll

Previously accrued commission records are displayed for selection and posting for payment via an external payroll system. Note the optional setting for inclusion of sales persons defined for AP processing.  
Posting impact: **Debit**      **Credit**  
Commission Accrual      Payroll Expense

Load DataAdjust Posted Invoice CommissionSelect AllClear AllSave Grid LayoutPost To PayrollSelection SummaryClose

☒ Exclude Sales Persons linked to AP

Drag a column header here to group by that column

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

Reports

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

My PageCommission CalculationManage CommissionsCommission AdvancesManage DeductionsReports

Commissions ReportCommissions Grid

Commissions Report

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

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

My PageCommission CalculationManage CommissionsCommission AdvancesManage DeductionsReports

Commissions ReportCommissions Grid

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



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

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Commissions Report Commissions Grid

Commissions Report - Filter Options

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

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

End Date: 5/31/2013

Commissions Report

EFI Page 1 of 4

Commissions for: Andrea Cox

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

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

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

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

My Page Commission Calculation Manage Commissions Commission Advances Manage Deductions Reports

Commissions Report Commissions Grid

Commissions Report - Filter Options

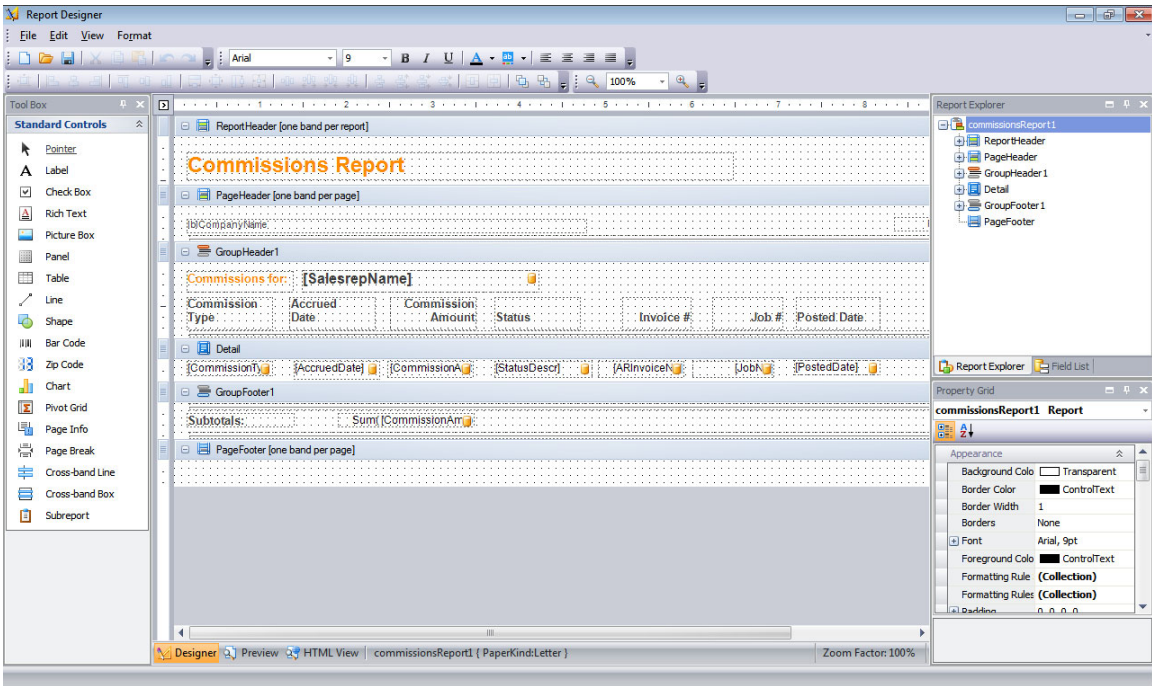
Date Filter By: (Select) Update Status: Saved, Accrued Commission Type: (Select) Clear

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

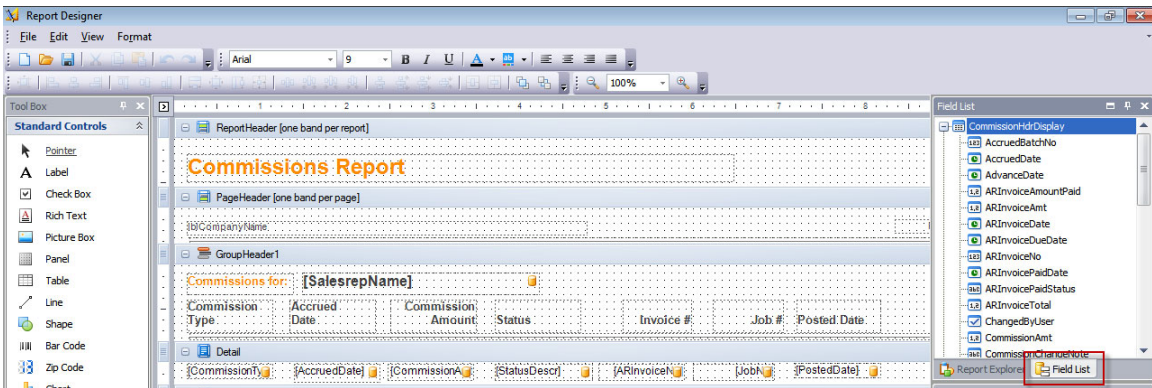
End Date: 5/31/2013

Edit Format

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

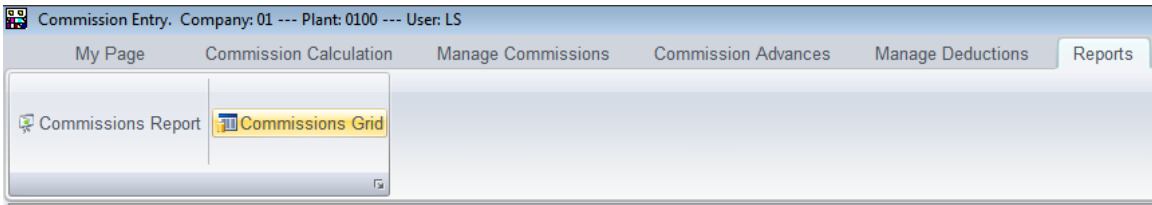


A list of fields available to add to the report may be found in the right section of the screen

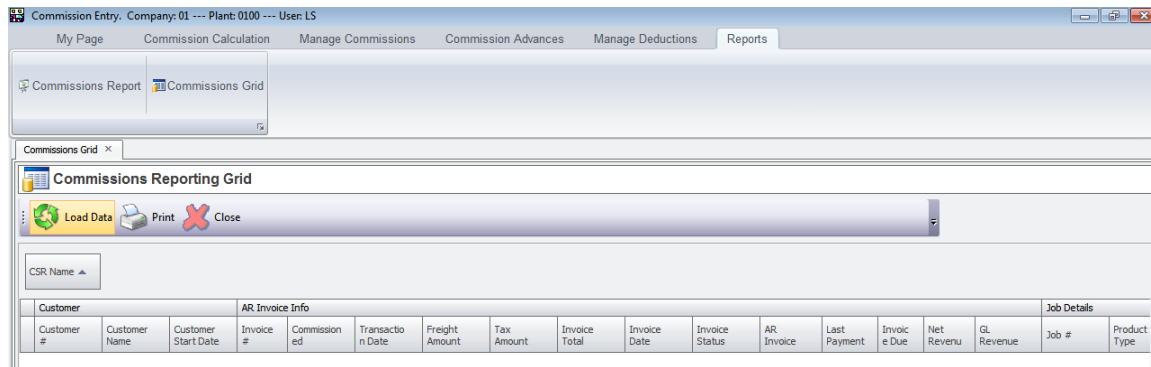


## Commissions Grid

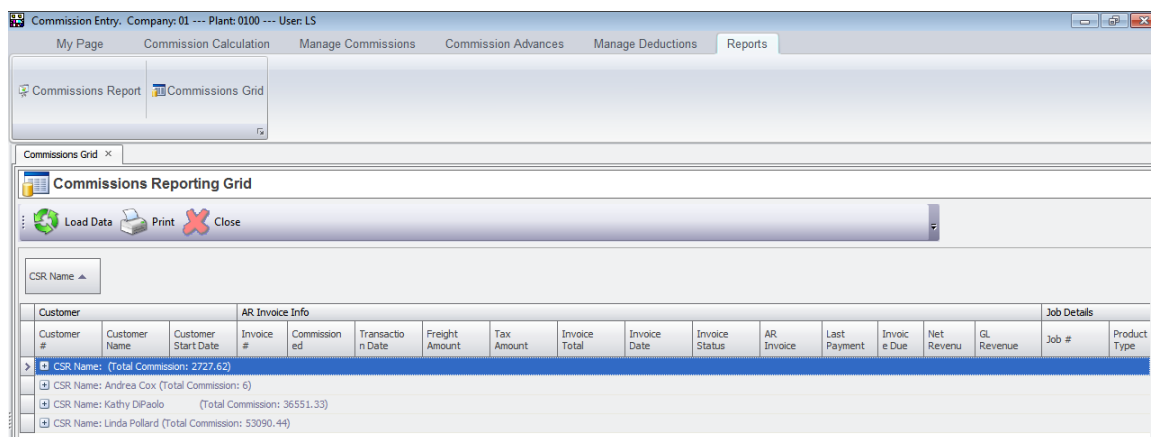
This option allows you to see, and work with, all commission related data.



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



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.

Data Selection for Commission Calculation

Invoice Salesrep Name

Customer			AR Invoice Info												Commission				
Customer Acct	Customer Name	Customer Start	Invoice #	Invoice Sales	Transacti on Date	Postage Adjustme	Freight Amount	Tax Amount	Invoice Total	Invoice Date	Invoice Status	Invoice Salesrep	AR Invoice	Last Payment	Invoice Due Date	Net Reven	CL Revenue	Commissi on Paid	Commissi on
Invoice Salesrep Name: Clarence Clemmons																			
<input type="checkbox"/>	100	The Perf...	2/27/2002	1268	Clarence ...	10/13/2008	0	0	0	0	10/13/2008	Final	0		10/28/2008	0	0	0	\$0.00
<input type="checkbox"/>	100	The Perf...	2/27/2002	1268	Clarence ...	10/13/2008	0	0	0	0	10/13/2008	Final	0		10/28/2008	0	0	0	\$0.00
Salesrep ...																			
<input type="checkbox"/> Invoice Salesrep Name: House Account																			
<input type="checkbox"/> Invoice Salesrep Name: Mark Knophler																			

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

**Data Selection for Commission Calculation**

Invoice Salesrep Name ↑

Customer Acct ↑

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.

Accounting, Finance, and Management Systems

## Data Selection for Commission Calculation

Invoice Salesrep Name =

Customer Acct =

Customer			AR Invoice Info												Commission				
Customer Acct	Customer Name	Customer Start	Invoice #	Invoice Salesrep	Transaction Date	Postage Adjustme	Freight Amount	Tax Amount	Invoice Total	Invoice Date	Invoice Status	Invoice Salesrep	AR Invoice	Last Payment	Invoice Due Date	Net Reven	CL Revenue	Commissi on Paid	Commissi on
Invoice Salesrep Name: Clarence Clemmons																			
<input type="checkbox"/> 100	The Perfe...	2/27/2002	1268	Clarence ...	10/13/2008	0	0	0	0	10/13/2008	Final	0			10/28/2008	0	0	0	\$0.00
<input type="checkbox"/> 100	The Perfe...	2/27/2002	1268	Clarence ...	10/13/2008	0	0	0	0	10/13/2008	Final	0			10/28/2008	0	0	0	\$0.00
Salesrep ...																			
Invoice Salesrep Name: House Account																			
Invoice Salesrep Name: Mark Knophler																			

Sort Ascending

Sort Descending

Clear Sorting

Group By This Column

Group By Box

Column Chooser

Best Fit

Clear Filter

Filter Editor

Best Fit (all columns)

Bands

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

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

Customization

Columns Bands

Job Details

Actual Job Cost

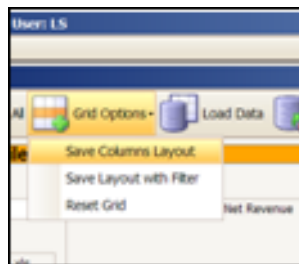
Estimate Sell Price

Estimated Cost

Salesreps to be Paid

## Reset the Grid

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



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

## Selecting Transactions

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

