

How do I enter Commission without effecting the Sales?

<u>Summary</u>	This applies to Commission Received sessions that are posted with incorrect commission amounts, or to wrong Mfg or Customer, or an incorrect Commission Received date.
Requirements	Knowledge of Commission Reconciliation
Module	Commission Reconciliation

Solution:

- 1. Start the Commission Reconciliation program from the Process menu or the toolbar. The Commission Reconciliation Session Information window appears.
- 2. Start a new session: Enter a description for the sessions being processed, Control Total or amount of the commission check, the Manufacturer, and the From and Thru dates, use the default Sort selection and the current Process Months.
- 3. Select Proceed to go into the main Commission Reconciliation screen.

🛲 Cor	nmission Recond	ciliation - Lee Jacob Mfg (LJM)					? ×
Fron	n: Thr	u: Sort By:	Process	Month: Applied \$: Bala	ance to Apply \$:	Auto-Apply
J01/0	01/01/00 07/31/04 Invoice Number		0	7/2004		0.00	<u>T</u> ransactions
Dote	Paid: Pos	at Month/Year					Add Invoice
01/0	01/01/03 M 12/03 M Proceed			Eind Invoice#:	Total	Comm.Bal\$	<u>E</u> dit
10110						2,394.32	<u>D</u> one
	Mfg Customer	Customer	Date	Invoice#	Sales Bal\$	Comm Bal\$ C	rig. Comm% Full
1	C100-10/WO	Advance Furniture	10/09/00	12345	1080.00	54.00	5.00 🗖
2	C100-10/WO	Babson Tooling	07/24/00	60913	5934.00	296.70	5.00 🗖
3	C300-10/AS	Babson Tooling	08/20/00	61113	1794.00	91.45	5.10 🗖
4	C200-10/AS	Abrasive Tool Co	09/20/00	61222	0.00	194.89	7.22 🗖
5	C900-00/AK	American Mfg Inc	09/20/00	61267	4087.00	306.54	7.50 🗖
6	C300-10/WO	Babson Tooling	09/20/00	61298	6780.00	339.00	5.00 🗖
7	T200-30/208	American Tooling Co	10/10/00	61594	3168.00	245.58	7.75 🗖
8	T300-30/208	Achin Welding Co	10/12/00	61606	0.00	400.05	7.92 🗖
9	T300-30/110	American Mfg Inc	10/17/00	61644	2530.00	203.33	8.04 🗖
10	C300-10/WO	Babson Tooling	10/20/00	61675	5070.00	262.78	5.18 🗖
Edit I	Edit Invoice Invoice Totals						
Sales Rep: 4 45 1/2 0 1/2 0 Total: 1,080.00 54.00 5.00 i						4.00 5.00 i	
P.O.#	:	Inv Post: 08/00	<u>S</u> ave <u>C</u> :	ancel Paid:	0.00		0.00
Enter	Enter commission amount and Press F12 key to apply Session: 1002 Control: 0.00						



- 4. Then enter Date Paid (Date of Commission Check) and Post Month/Year. The Post Month/Year automatically defaults to the month and year of the Date Paid, and can be overwritten, but should be the same period as the month and year you deposited the check in the bank. For the Date Paid you would use the date the Commissions Check was received for these Sales, i.e. a Commission Check for Oct 2007 would be entered as a Date Paid of 10/01/07.
- 5. Select the [Proceed] button, then the [Add Invoice] button to enter invoice(s) at the Sales Entry screen.
- 6. At the Sales Entry screen the manufacturer is already selected from the commission reconciliation session
- 7. Select the customer.
- 8. Enter the invoice number preceded by the at sign @. This will post commissions but <u>not</u> add to sales history.

🛲 Sales Entry	?
[Options	Tentry-
Add	Manufacturer: LJM MA 7.50% Lee Jacob Mfg LJM
<u>E</u> dit	Customer: ABCB00 M Repeat A B C Buying Group
<u>D</u> elete	Location: Auto-Repeat? 309 E Euclid Avenue
Print Entries	X-Reference: Arlington Heights IL 60004
<u>C</u> ustomize	Sales Rep: 2 (ph) 45 % (ph) % (ph) %
End Session	Jim Black
	P.O.Number: Invoice Number: Date: Post Month:
	@12345 06/01/04 06/04
Process Month:	
06/2004	Sales (\$): Non-Commission (\$): Total (\$): Commission \$ 🔽 Comm % 🗌
	1,000.00 1,000.00 75.00 7.50 M
	Last Customer Invoice Total
	Save Exit Scratch Pad Totals 0.00
Enter the total non-	commissionable amount for this invoice. This amount is [Session: 1002 [Control: 0.00

- 9. Print Commission report R181DA and keep for reference.
- 10. If any corrections are needed, go back into *Add Invoice* mode and enter the same information with negative values to reverse sales, commission, etc. Then re-key the invoice transaction correctly.

Note: all invoice numbers must be preceded by the at symbol @ in order to update the sales information without creating an Open Invoice and affecting Commissions.