How do I enter Commission without effecting the Sales?
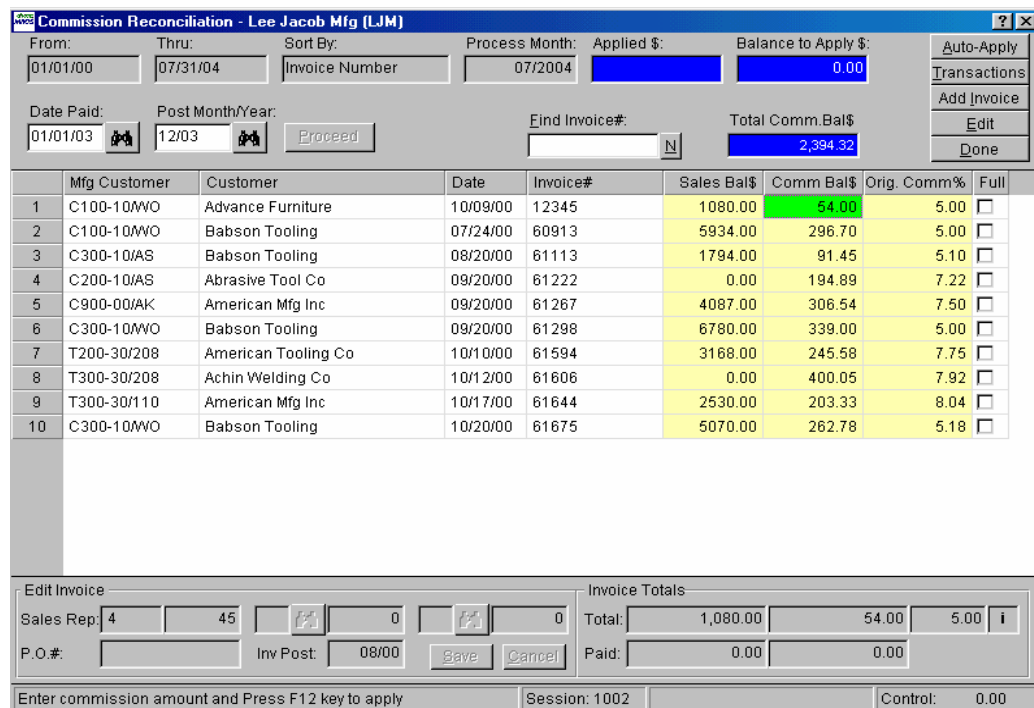
Summary   This applies to Commission Received sessions that are posted with incorrect commission amounts, or to wrong Mfg or Customer, or an incorrect Commission Received date.

Requirements   Knowledge of Commission Reconciliation

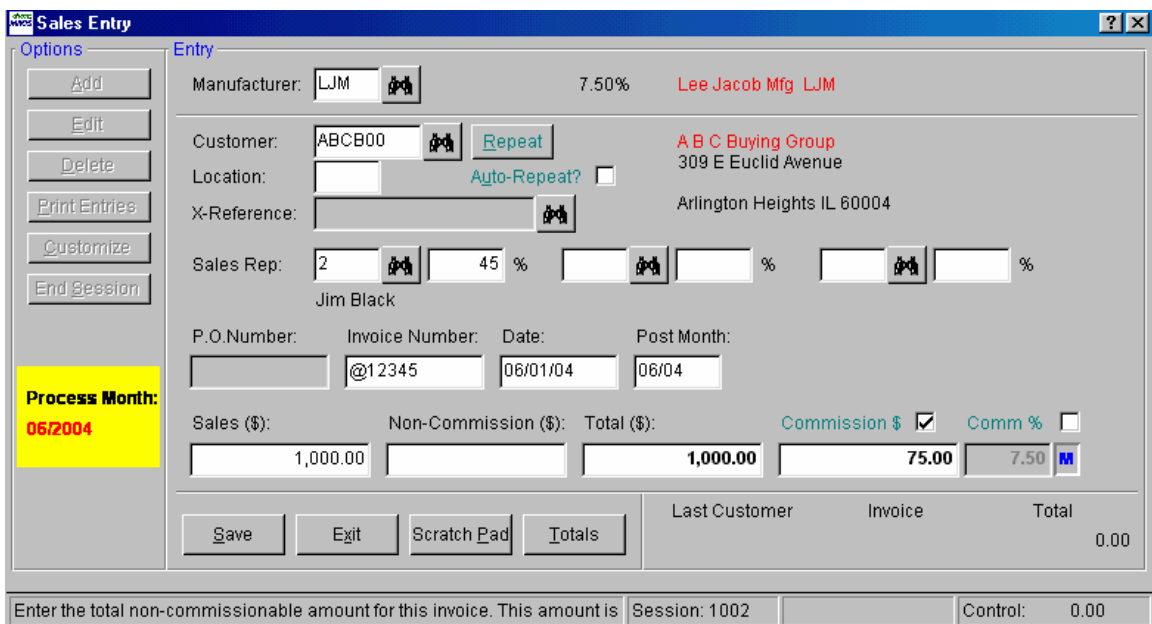**Module**   Commission Reconciliation

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.

	Mfg Customer	Customer	Date	Invoice#	Sales Bal$	Comm Bal$	Orig. 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	☐

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.

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.*