What dates should be used when entering Commissions?

Situation   This applies to dates used in a Commission Reconciliation sessions. (i.e. From and Thru dates for Open Invoice selection, Process Months for Sales Entry and Commission Reconciliation, Date Paid and Post Month).

Requirements   Knowledge of Commission Reconciliation and Sales Entry.

Module   Commission Reconciliation

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Summary

These instructions explain what each date in Commission Reconciliation are used for and how to enter them.

Note: Most agencies enter or pay invoices in the current calendar month, but there are times when the volume or other factors delay the entry and the process is backed up so they are still in a prior months entry called the current "accounting month", for our purposes.

- **From Date:** Enter the date of the oldest invoice on the statement or leave on default for the oldest unpaid invoice. The default is 01/01/00 (January 1, 2000) for any Open Invoices since that date.
- **Thru Date:** Enter the date of the most recent invoice shown on the statement or accept today's date. The date should default to the last day of the current month (or the month you are doing, if doing a specific prior month) so it selects Open Invoices up to the current month, for invoices getting paid on Jan 2007 the date would be 01/31/07.
- **Process Months – Sales Entry:** The date for Shipments (Sales Entry) should be either the current calendar or your accounting month. (This is the month you are entering shipment transactions, i.e. entering the sales in Jan 2007 or 01/07 for December 2006 invoices).
- **Process Months – Commission Reconciliation:** The date for Commissions Reconciliation should be either the current calendar or your accounting month (This should be the month the check arrived and you are paying commissions, i.e. 02/07 for commissions being paid in Feb 2007).
- **Date Paid:** This should be the date the Check was received and deposited in the bank (i.e. 02/15/07 for a check electronically deposited Feb15, 2007).
- **Post Month**: This date should be the same month as the Date Paid (i.e. 02/07 for a Feb 2007 deposit) unless the commissions are paid in the following month.

Solution

1. Start the Commission Reconciliation program from the Process menu or the toolbar. The Commission Reconciliation – Session Information window appears.

2. Choose Add to start a new session. The Commission Reconciliation Session screen has several entry boxes that are filled.

3. A description is optional but important to keeping this session separate from the Correcting session. (Hint: use Manufacturer's Code and the date of the check)

4. Enter the check amount in the Control Total as the statement total.

5. Under the Selection heading input the code for the Manufacturer into the Mfg field and leave the From and Thru dates set to the defaults

6. Then enter the Process Months: At Sales Entry Process Months select the correct Sales Entry Process month and year for when the sales occurred. This date will be used for the invoices added on the fly using Add Invoice. For Commission Reconciliation Process Months select the correct Commission Reconciliation month and year using current month you are processing when the commission check has been received. (Hint: Usually they are already at the correct month so leave at default as they are normally changed just once a month)

7. Select Proceed to go into the main Commission Reconciliation screen

8. Enter the date when the commission check was received into the Date Paid and Post Month or if you pay commissions the following month, enter in the Date Paid (Date of Commission Check) and Post Month (the month you want commissions to appear in Sales IQ, Sales Analysis and other reports).

9. Select the [Proceed] button and apply the check to the Open Invoices.

    Note: When you print the reports we suggest using the General report R186EA Comm Rec Statement by Rep / Mfg / Customer, with a pre-filter on Process Month, using the month for which you are paying.