

## How To Zero Out Commissions in Unpaid Invoices

### Summary

You have unpaid invoices (entered from Sales Entry or eSi) that you want to remove. Example: A manufacturer is in bankruptcy or has gone out of business and the agency will not receive payment.

### Requirements

Commission Reconciliation Module

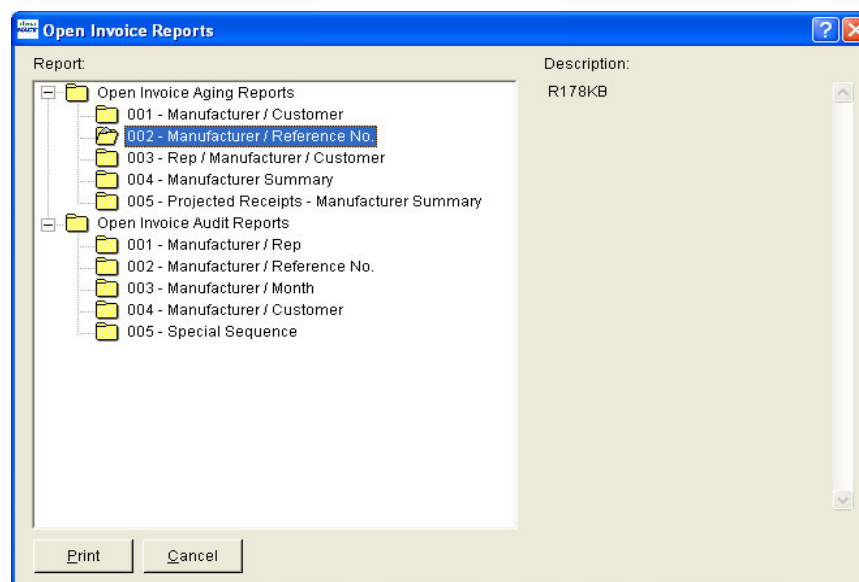
### Note

If the agency receives payment on this invoice, use commission reconciliation add invoice to enter the payment with zero sales. Remember: there may be tax implications for writing off the commissions on the unpaid invoice to a prior year, please consult your accountant.

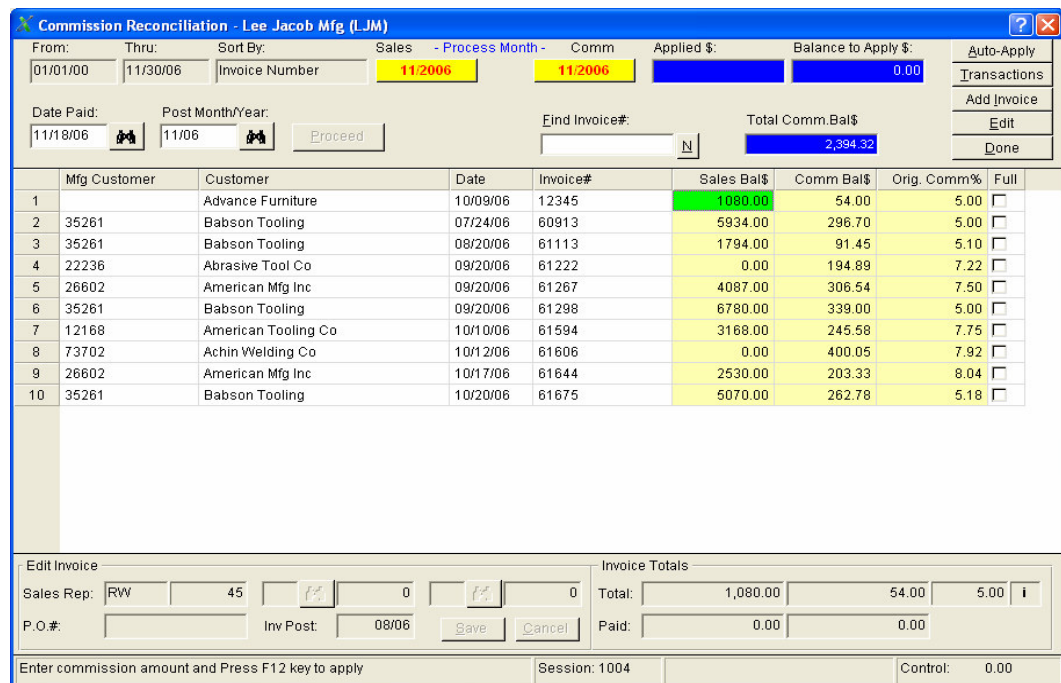
### Solution

Run a report to see what open invoices are pending for the Manufacturer in question. Do the following:

1. From the reports menu, select Open Invoice Reports then choose 002 – Manufacturer/Reference No. or R178KB report.



2. Use a filter for the Manufacturer in question with the unpaid invoices pending.
3. If there are unpaid invoices listed on this report, create a commission reconciliation session for the manufacturer that shows the invoices on the report and zero them out by doing the following:
  - a. You can choose a prior year and month (check with accountant on tax write off implications) or choose a paid date from the current month, (example: 10/01/05) and set the corresponding post month to be the current month. (example: 10/05).
  - b. Your invoice list on screen is sorted in the order of the invoice #.



Mfg Customer	Customer	Date	Invoice#	Sales Bal\$	Comm Bal\$	Orig. Comm%	Full
1	Advance Furniture	10/09/06	12345	1080.00	54.00	5.00	<input type="checkbox"/>
2	35261 Babson Tooling	07/24/06	60913	5934.00	296.70	5.00	<input type="checkbox"/>
3	35261 Babson Tooling	08/20/06	61113	1794.00	91.45	5.10	<input type="checkbox"/>
4	22236 Abrasive Tool Co	09/20/06	61222	0.00	194.89	7.22	<input type="checkbox"/>
5	26602 American Mfg Inc	09/20/06	61267	4087.00	306.54	7.50	<input type="checkbox"/>
6	35261 Babson Tooling	09/20/06	61298	6780.00	339.00	5.00	<input type="checkbox"/>
7	12168 American Tooling Co	10/10/06	61594	3168.00	245.58	7.75	<input type="checkbox"/>
8	73702 Achin Welding Co	10/12/06	61606	0.00	400.05	7.92	<input type="checkbox"/>
9	26602 American Mfg Inc	10/17/06	61644	2530.00	203.33	8.04	<input type="checkbox"/>
10	35261 Babson Tooling	10/20/06	61675	5070.00	262.78	5.18	<input type="checkbox"/>

- c. To clear out the commission on an unpaid invoice for an out of business Manufacturer, type zero in the commission balance column, press enter and press F12 to make it a final payment.

**Commission Reconciliation - Lee Jacob Mfg (LJM)**

From: 01/01/00 Thru: 11/30/06 Sort By: Invoice Number Sales: 11/2006 Comm: 11/2006 Applied \$: Balance to Apply \$: 0.00

Date Paid: 11/18/06 Post Month/Year: 11/06 Find Invoice#: Total Comm Bal\$ 2,394.32

	Mfg Customer	Customer	Date	Invoice#	Sales Bal\$	Comm Bal\$	Orig. Comm%	Full
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Enter commission amount and Press F12 key to apply

Session: 1005 Control: 0.00

- d. NOTE: *If you change ONLY the commission, it keeps the sales history intact and makes no adjustments to the original sales.*
- e. End session and print a session listing for a future audit trail.
- f. Post session