

Options for Import

Posted to Sales
Posted to Commissions
Auto-reconcile

Start at Data Management ...

	Process	What it accomplishes		Requirements, downsides or tradeoffs	Click path to get there
1	Import sales & commission (S&C) from Excel file	Sales and commissions posted according to invoice and check dates respectively. No other work required. Reports ready.	Y Y Y	Must have a digital file with all necessary fields on each row (or massage the data to fit the format). This may require Excel skills.	Import Transactions > New Import > S&C option
2	Import sales-only Excel file (with generate invoices triggered) matched by commissions-only import 30-60 days later	Sales are posted but not matched to commissions until the commissions file is imported. If the data can be aligned by account name, invoice date, invoice number and sales amount the system with autoreconcile it and leave the unmatched records to be manually reconciled.	Y Y N	The key is that the button "generate invoices" has to be selected. If not, the batch will have to be taken out and reimported. That's a lesson usually learned on the first shot! It does take significantly more time to match the unreconciled. Typical imports are 15 minutes. This half-complete process can take an hour or more.	Import Transactions > New Import > Sales-only option ... On the map you MUST SELECT GENERATE INVOICES. Then, when check arrives with statement choose Data Management > Import Transactions > New Import > commission-only option
3	Import sales-only from Excel file, deleted and reimported as S&C a month later	This allows management to read sales reports 30-60 days sooner, closer to real time. It also reduces time spent on reconciliation if there is a high-trust on commissions being paid to the rep firm accurately.	Y Y Y	If the manufacturer is not paying accurately the missing lines will not be caught. If they are paying accurately, the only tradeoff is the 5-10 minutes extra each month to post the sales-only file vs. waiting 60 days to just post S&C.	Import Transactions > New Import > sales-only option, delete batch next month and reimport with S&C option
4	Manual entry, sales only with bulk reconcile when commission statement arrives	Invoices created with manual entry can include PO references and line items details. It allows for partial shipments on a PO to be reconciled on a variety of invoices with complete accuracy for what has been paid and what is pending.	Y Y N	Because it requires manual entry, it can be time consuming and allow for errors on dates, amounts, invoice numbers etc.	Commissionable Transactions > New ... once all invoices are in, select bulk reconcile
5	Manual entry, sales only with line-by-line manual reconciliation when commission statement arrives	Since the invoices have PO and ship date fields, this creates a way to manually post to both sales and commission based on partial shipments.	Y Y N	While this gives accurate paid vs unpaid on down to the shipped quantity detail level, it is time consuming.	Commissionable Transactions > New ... look at the line item on the invoice, click the blue check mark then click manual post
6	Quick entry, posted to S&C	For manual entry, this is the fastest method for basic info on customer and S&C amounts only. It's ideal for one-off invoices that got missed on an import or companies who sell few items at high-ticket prices.	Y Y Y	The result is the same as the S&C import - everything is posted and ready in the reports, however, it requires manually selecting the customer, entering the invoice date, sales amount, commission amount and check date. There is no line-item detail.	Commissionable Transactions > Quick Entry, leave the default post to S&C
7	Quick entry, posted to sales	Allows a 30-second method to create a sales-only entry.	Y N N	Shows sales and has an unpaid invoice available on commissionable transactions, but has no commission tied to it.	Commissionable Transactions > Quick Entry, select post to sales
8	Quick entry, posted to commissions	Allows a 30-second method to create a commission-only entry. Helpful way to manage chargebacks or minor imbalances on statements.	N Y N	Monthly balance would be accurate but exact match to an invoice would not be.	Commissionable Transactions > Quick Entry, select post to commission