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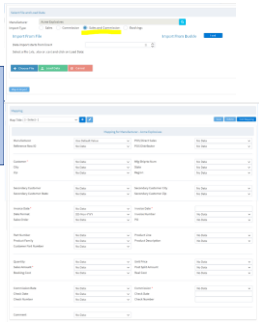
Sales Entry: Manual vs Import
Commission Entry: Manual vs Import

Most efficient process: sales & comm on 1 excel sheet

NO → Monthly Invoice Report or sales sheet

YES → Data Management > Import Transactions > New Import:
* Sales & Commission radio button
* Select File, Load Data > Map & Import
* Must include customer name, invoice date, invoice amount, comm amount on Excel sheet. Enter check date.
* Save & Test Map
* Click Import Sales & Commission Data

DONE !



Invoice Report in Excel?

NO → **Are line item details needed?**

NO → Data Management > Commissionable Transactions > Quick Entry:
* Select Post to Sales
Must include Manufacturer, Customer, Comm Amt, Invoice Date, Check Date, Inv. #
* Leave Commission amount ZERO

DONE !

YES → Data Management > Commissionable Transactions > New:
* Select Manufacturer, Customer
* Fill in header details available

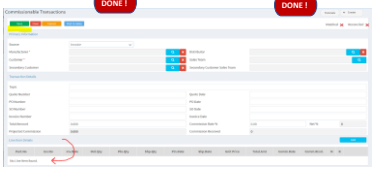
Is there more than one line item?

NO → * Include value and comm rate on header
* Hit save
* Edit the line item that appears at the bottom
* Shipped Qty multiplies times Retail price
* Click Post to Sales

DONE !

YES → * Hit save
* Edit the line item that appears at the bottom for the first part number
* Click add for each additional line item
* The header will total the sales and projected commission on the header
* Shipped Qty multiplies times Retail price
* Click Post to Sales when done

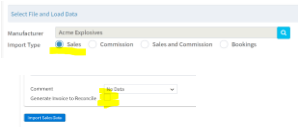
DONE !



YES → **1:1 line item comm to invoice match needed?**

NO → Data Management > Import Transactions > New:
* Click Sales radio button
* Select File, Load Data
* Map
* Click Import Sales Data

YES → Data Management > Import Transactions > New:
* Click Sales radio button
* Select File, Load Data
* Map
* Check Generate Invoice!!!
* Enter Comm % (average if not flat)
* Click Import Sales Data



Monthly Commission Report

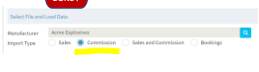
Comm Report in Excel ?

NO → Data Management > Commissionable Transactions > Quick Entry:
* Select Sales-Comm
Must include Manufacturer, Customer, Comm Amt, Invoice Date, Check Date, Inv. #
* Leave Sales amount ZERO

DONE !

YES → Data Management > Import Transactions> New:
*Commission radio button
* Must include Customer name, Inv #, Inv Amt, Comm Amt
* Map & Import
* Click Import Commission Data

DONE !



Monthly Commission Report

Comm Report in Excel ?

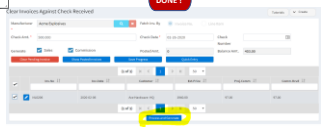
NO → **1:1 comm to invoice match needed?**

NO → Data Management > Commissionable Transactions > Quick Entry:
* Select Sales-Comm
Must include Manufacturer, Customer, Comm Amt, Invoice Date, Check Date, Inv. #
* Leave Sales amount ZERO

DONE !

YES → Data Management > Commissionable Transactions > Bulk Reconcile:
* Select Manufacturer
* Enter check date, check amount
* Click Fetch Pending Invoices
* Select invoices until balance is $0

DONE !

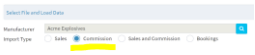


YES → **1:1 comm to invoice match needed?**

NO → Data Management > Import Transactions> New:
*Commission radio button
* Must include Customer name, Inv #, Inv Amt, Comm Amt
* Map & Import
* Click Import Commission Data

DONE !

YES → Data Management > Import Transactions> New:
*Commission radio button
* Must include Customer name, Inv #, Inv Amt, Comm Amt
* Map & Import
* Click Import Commission Data



Does projected comm = actual comm?

YES → DONE !

NO → **Does it matter ?**

NO → Data Management > Commissionable Transactions:
* Limit date range by check and dates you just imported
* Filter for manufacturer
* Review invoices not matched and reconciled
* Click reconcile

DONE !

YES → Data Management > Commissionable Transactions:
* Limit date range by check and dates you just imported
* Filter for manufacturer
* Review invoices not matched and reconciled
* Edit amounts if needed
* Click reconcile

DONE !