

Sales and Commissions

Import Transactions

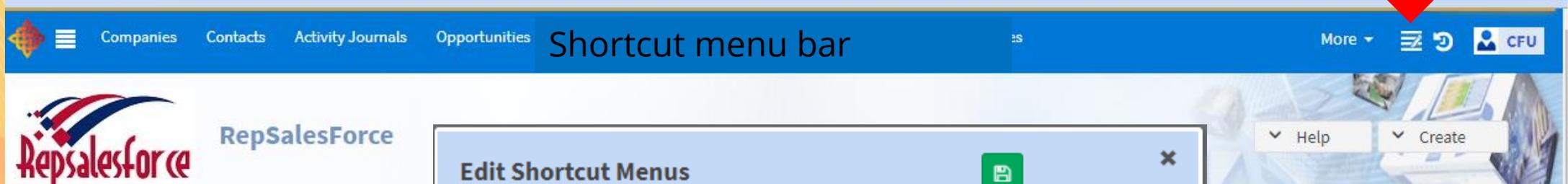


Preparation:

1. Locate a commission statement from your manufacturer and save to a location that you can find. Adopt a consistent file naming convention such as MfgName(space)YYYY.MM with the date MM as the check date for your import
2. If it is in .pdf format, convert to Excel
3. If it is in an older Excel format (prior to 2003) convert to latest version
4. Move the information that you want to import to the first tab (the one on the left) if it is not already set up that way
5. Make sure that it is a “flat” file
 1. There is a unique header in row 1 for each column (no blank headers, no commas in headers)
 2. Data starts at row 2
 3. Remove Subtotals, blank rows, and totals
 4. Check for the presence of the required fields (Customer name, sales amount, commission amount)
 5. If there is an Invoice date, make sure you know if it is in “Text” format or “Excel” format. Make sure that it is in every row and the same format in every row.
 6. Make sure that the data that you need is within the first 50 columns (through AX)

Customizing the “Shortcut Menu”

Edit shortcut menu here



- To edit your shortcut menu:
- Click the edit button on the shortcut menu
 - In the edit pop up box, choose the options you want from the left (Menus) and move them to the right (Selected Menus)
 - save by clicking green save button (above Selected Menus)
 - If you are doing this module, I recommend the selections circled in green.

Import Process:

Get to the [Import Transactions](#) page by clicking on “Import Transactions” in your shortcut menu or by following the menu path of clicking on main menu, hover on Data Management, click on Import Transactions.

The screenshot displays the Salesforce user interface. At the top, a blue navigation bar contains various menu items: Companies, Contacts, Activity Journals, Opportunities, Line Overview, Purchase Orders, Jobs, Quotes, Samples, Messages, Sales by Month, Sales Comparison, **Import Transac..** (circled in green), and Commissionable.. Below this bar, a left-hand sidebar menu is open, with 'Data Management' highlighted in yellow. A sub-menu is visible under 'Data Management', with 'Import Transactions' also highlighted in yellow. The main content area shows a list of tasks, including 'Opportunity Action Required(Call 3 - Fear)', 'Opportunity Action Required(Call 4 - Industry News)', and 'Hajoca'. On the right side, there are two panels: 'Events' showing 'No Events' and 'My Activity Journal' showing 'No Follow Ups'.

Transactions Import page

Start here. Click "New"

The screenshot shows the 'Transactions Import' page. The top navigation bar includes: Companies, Contacts, Activity Journals, Opportunities, Line Overview, Purchase Orders, Jobs, Quotes, Samples, Messages, Sales by Month, Sales Comparison, Import Transac., Commissionable., and Planner. On the right of the navigation bar are icons for Help, Create, and a user profile for CFU.

The main content area is titled 'Transactions Import' and contains a 'New' button. Below this is the 'Import Log' section, which displays a table of import records. The table has the following columns: Batch #, Filename, Mfg./Product Line, Type, Map Title, Processed on, User, Status, Processed, and Failed. There are three rows of data in the table.

Batch #	Filename	Mfg./Product Line	Type	Map Title	Processed on	User	Status	Processed	Failed
242	Customer number instead of customer name.xlsx	JSM Manufacturing	Sales & Commission	no customer name given	12-01-2022 02:37 PM	Chris Farley USER	Processed	26	0
241	2020 301A spreadsheet.xlsx	JSM Manufacturing	Sales & Commission	jm	11-22-2022 01:38 PM	Chris Farley USER	Processed	10	0
240	2020 301A spreadsheet.xlsx	JSM Manufacturing	Sales & Commission	jm	11-10-2022 12:18 PM	Chris Farley USER	Processed	10	0

Transactions Import

Import Process

Import Log

Load Data

Map & Import

Aliasing

Re-Aliasing

Error List

Reprocess Split

Import Company Aliases

Select File and Load Data

Mfg./Product Line [Not selected]

Import Type Sales Commission Sales and Commission Bookings

Import From File

Data import starts from line # 2

Select a file (.xls, .xlsx or .csv) and click on Load Data:

Choose File

Map & Import

Company Lookup

New

Name	Type	Sales Team	Phone	Region	Street	City	State	Postal Code
j								
DJ Bath Plus Gen Info	Mfg./Product Line							
JSM Manufacturing	Mfg./Product Line					Woodinville	WA	98072

1. Choose your Manufacturer/Principal by clicking on the magnifier. This brings up Company Lookup. Just typing in a couple of letters will shorten the list to choose from. When you see the one you want, click it.
2. Choose the type of import that you are doing. In this case we are doing a Sales and Commission import. Click on the blue "Choose File" button. This takes you to your computer to find the file that you are planning to import. When you find it, double click.
3. Click on the blue "Choose File" button. This takes you to your computer to find the file that you are planning to import. When you find it, double click.

Transactions Import

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Import Company Aliases

Select File and Load Data

Mfg./Product Line JSM Manufacturing

Import Type Sales Commission Sales and Commission Bookings

Import From File

Data import starts from line # 2

Select a file (.xls, .xlsx or .csv) and click on Load Data:

Choose File Load Data Cancel

Map & Import

Select File and Load Data

Mfg./Product Line

JSM Manufacturing

Import Type

Sales Commission Sales and Commission Booking

Import From File

Data import starts from line #

Select a file (.xls, .xlsx or .csv) and click on Load Data:

Sales-Comms Import Example.xlsx 22.9 KB

4. Click Green "Load Data" button
5. When it finishes loading, it will show you how many lines it loaded (including the header) and a Sample File Content
6. When you check the Sample File Content and are satisfied that it is the correct file, click the blue "Map & Import" button

Load Process Status

Total processed: 4 Total loaded : 4

Sample File Content

inv dt, Customer (Primary), City, State, Zip, ShipTo, Invoice Date, PN, Qty, price, Sales Amount, Comm %, Comm USD, factory,
12-Dec-2021, PinkPet Palaces, Portland, OR, 97024, Land of forgotten pets, 20211224, pet portraits, , , 5000, 7.0000000000000007E-2, 350.000000000000006, Peggy's Pins,
28-Nov-2021, Pricilla Party Places, Portland, OR, 97024, Party Everything, 20211225, pink popsicles, , , 400, 7.0000000000000007E-2, 28.000000000000004, Teleflex,
05-Aug-2022, Tim's Tiny Turtles, Tualatin, OR, 97063, , 20220805, 10 gallon glass, 350, 30, 3150.0, 7.0000000000000007E-2, 220.500000000000003, ,

Transactions Import

- Import Process
- Import Log
- Load Data
- Map & Import
- Aliasing
- Re-Aliasing
- Error List
- Reprocess Split
- Import Company Aliases

Mapping

Map Title: [--Select--] + ✎ 7. To name your map, click the blue "plus" sign Save Delete Test Mapping

Mapping for Mfg./Product Line - JSM Manufacturing

Mfg./Product Line	No Data	POS/Direct Sales	No Data
Reference Row ID	No Data	POS Distributor	No Data
Customer *	No Data	Mfg Ship-to Num	No Data
City	No		No Data
Postal Code	No		No Data
Secondary Customer	No		No Data
Secondary Customer State	No		No Data
Invoice Date *	No		
Date Format	DD		No Data
Sales Order	No		No Data
Part Number	No		No Data
Product Family	No		No Data
Customer Part Number	No		No Data
Quantity	No Data	Unit Price	No Data
Sales Amount *	No Data	Post Split Amount	No Data
Booking Cost	No Data	Real Cost	No Data
Commission Rate	No Data	Commission *	No Data
Check Date	No Data	Check Date	
Check Number	No Data	Check Number	
Comment	No Data		
Currency Conv. Rate	No Data	Currency Conv. Rate	1

No Data

City

Comm %

Comm USD

Customer (Primary)

factory

inv dt

Invoice Date

8. Name the map and click "Set Map Title"
9. Using the drop down boxes, choose the name of the column on your spreadsheet that contains the appropriate data
10. Minimum required fields are outlined
11. Date fields will be addressed in the next slide

11. (continued) Invoice Date can be imported if it is on your spreadsheet.

- You would use the dropdown box (see left side of yellow frame). If your date is an “Excel” format date, it will show up in the box on the right side of the yellow frame in this pattern – ***no matter how it looks on your spreadsheet*** - which matches exactly the pattern in the blue frame.
- If your date is in “text” format on your spreadsheet, you need to use the dropdown box in the blue frame to match the pattern exactly that is showing on the right side of the yellow frame.
- If you do not have an invoice date on your spreadsheet, you can choose a date from the date chooser which will pop up if you click on the box on the right side of the yellow frame, leaving the left side showing “No Data”.
- You must choose one of these options, as Invoice Date is a required field.

Secondary Customer State	No Data	Secondary Customer Postal Code	No Data
Invoice Date *	inv dt	*Invoice Date format	12-Dec-2021
Date Format	DD-Mon-YYYY	Invoice Number	No Data
Sales Order	No Data	PO Number	No Data
Part Number	PN	Product Line	No Data
Product Family	No Data	Product Description	No Data
Customer Part Number	No Data	Weight	No Data

12. Check date (green frame) can be imported (left side) if it is a column on your spreadsheet, or you can use the date chooser on the right side, same as above. If you have a check date column on your spreadsheet, it must be in the same format exactly as your invoice date column.

Commission Rate	No Data	Commission *	Comm USD
Check Date	No Data	Check Date	
Check Number	No Data	Check Number	

13. Your invoice date determines where the sales fall on the sales reports, the check date determines where the sales and the commissions fall on your commission reports. Pay attention: This page will be on the quiz!

14. Now test the map by clicking blue button in upper right corner. This map is going to fail, because I made a change when no one was looking. Can you find it?

Map Title: jsm s&C

Save Delete **Test Mapping**

Mapping for Mfg./Product Line - JSM Manufacturing

Mfg./Product Line	Use Default Value	POS/Direct Sales	No Data
Reference Row ID	No Data	POS Distributor	No Data
Customer *	Customer (Primary)	Mfg Ship-to Num	No Data
City	City	State	State
Postal Code	Zip	Region	No Data
Secondary Customer	No Data	Secondary Customer City	No Data
Secondary Customer State	No Data	Secondary Customer Postal Code	No Data
Invoice Date *	Invoice Date	*Invoice Date format	20211224
Date Format	DD-Mon-YYYY	Invoice Number	No Data
Sales Order	No Data	PO Number	No Data
Part Number	PN	Product Line	No Data
Product Family	No Data	Product Description	No Data
Customer Part Number	No Data	Weight	No Data
Quantity	Qty	Unit Price	No Data
Sales Amount *	Sales Amount	Post Split Amount	No Data
Booking Cost	No Data	Real Cost	No Data
Commission Rate	No Data	Commission *	Comm USD
Check Date	No Data	Check Date	12-01-2022
Check Number	No Data	Check Number	
Comment	No Data		
Currency Conv. Rate	No Data	Currency Conv. Rate	1

Mfg./Product Line	Use Default Value
Reference Row ID	No Data
Customer *	Customer (Primary)
City	City
Postal Code	Zip
Secondary Customer	No Data
Secondary Customer State	No Data
Invoice Date *	Invoice Date
Date Format	DD-Mon-YYYY
Sales Order	No Data
Part Number	PN
Product Family	No Data
Customer Part Number	No Data
Quantity	Qty
Sales Amount *	Sales Amount
Booking Cost	No Data
Commission Rate	No Data
Check Date	No Data
Check Number	No Data
Comment	No Data

Mapped Sample Record

FIELD	MAPPED COLUMN	DATA	ERROR
Invoice Date	Invoice Date	20211224	Invalid Date Format
Mfg./Product Line			
Mfg Ship-to Num			
POS/Direct Sales			
Reference Row ID			
POS Distributor			
Customer	Customer (Primary)	PinkPet Palaces	
Secondary Customer			
Commission Rate			
Region			
Product Line			
Product Family			
Part Number	PN	pet portraits	
Customer Part Number			
Product Description			
Weight			
Invoice Number			
Booking Cost			
Real Cost			
Unit Price			
Quantity	Qty		
Projected Revenue/Sales Amount	Sales Amount	5000.00	
Commission	Comm USD	350.01	
Check Date	Check Date	01-Dec-2022	
Check Number	Data not available	Data not available	
PO Number			
City	City	Portland	
State	State	OR	
Postal Code	Zip	97024	
Sales Order			
Secondary Customer City			
Secondary Customer State			
Secondary Customer Postal Code			
Post Split Amount			
Currency Conv. Rate	Currency Conv. Rate	1.00	

No Data
20211224
No Data
Comm USD
12-01-2022

- In the Mapped Sample Record, the 1st column shows the name of the box in the Repfabric map, the 2nd column shows the name of the column in the spreadsheet, the 3rd column shows the first line of data from the spreadsheet, and the 4th column shows any errors that are detected. This date format error happened when the column was changed from the Excel date to the column containing a text date.
- Close the box, fix any errors that you found, and move on to "Import Sales & Commission Data"

Map Title: jsm s&C



Save

Delete

Test Mapping

Mapping for Mfg./Product Line - JSM Manufacturing

Mfg./Product Line	Use Default Value	POS/Direct Sales	No Data
Reference Row ID	No Data	POS Distributor	No Data
Customer *	Customer (Primary)	Mfg Ship-to Num	No Data
City	City	State	State
Postal Code	Zip	Region	No Data
Secondary Customer	No Data	Secondary Customer City	No Data
Secondary Customer State	No Data	Secondary Customer Postal Code	No Data
Invoice Date *	inv dt	*Invoice Date format	12-Dec-2021
Date Format	DD-Mon-YYYY	Invoice Number	No Data
Sales Order	No Data	PO Number	No Data
Part Number	PN	Product Line	No Data
Product Family	No Data	Product Description	No Data
Customer Part Number	No Data	Weight	No Data
Quantity	Qty	Unit Price	No Data
Sales Amount *	Sales Amount	Post Split Amount	No Data
Booking Cost	No Data	Real Cost	No Data
Commission Rate	No Data	Commission *	Comm USD
Check Date	No Data	Check Date	12-01-2022
Check Number	No Data	Check Number	
Comment	No Data		
Currency Conv. Rate	No Data	Currency Conv. Rate	1

Quantity	▼	Entry type	No Data
Sales Amount *	Sales Amount	Post Split Amount	No Data
Booking Cost	No Data	Real Cost	No Data
Commission Rate	No Data	Commission *	Comm US
Check Date	No Data	Check Date	12-01-2022
Check Number	No Data	Check Number	
Comment	No Data	Currency Conv. Rate	1
Currency Conv. Rate	No Data		

Import Data

Import Process Status
 Records Imported: 3 Records Failed: 0
 Batch No. : 243 Imported On : 12-01-2022 11:11 PM

Aliasing

Error List

#	Error List	Record
No failed records		

18. Check the Import Process Status. Make sure there are no failed records. Then click the next blue button "Aliasing"

Aliasing: Teaching Repfabric Your Customers

The screenshot displays the 'Aliasing Process' interface. On the left, a navigation menu is highlighted with a red box, showing options like 'Import Process', 'Import Log', 'Load Data', 'Map & Import', 'Aliasing', 'Re-Aliasing', 'Error List', 'Reprocess Split', and 'Import Company Aliases'. The main workspace features a summary table (yellow box) with columns for 'Summary', 'Cleared Amt.', 'Unresolved Amt.', and 'Total Amt.'. Below this is a pagination control (light green box) showing '(1 of 1)' and a page number '1'. The data table (dark green box) has columns for '#', 'Mfg./Product Line', 'Customer', 'City', 'State', 'Postal Code', 'Distributor', 'Region', 'Secondary Customer', 'Inv.No', 'PO.No', 'Part Number', 'Sales Amt.', and 'Comm Amt.'. The data table contains three rows of information for batch 243, with red 'X' marks in the first column of each row.

Summary	Cleared Amt.	Unresolved Amt.	Total Amt.
Sales:	0	8,550	8,550
Commission:	0	598.5	598.5

#	Mfg./Product Line	Customer	City	State	Postal Code	Distributor	Region	Secondary Customer	Inv.No	PO.No	Part Number	Sales Amt.	Comm Amt.
243	JSM Manufacturing	Tim's Tiny Turtles	Tualatin	OR	97063						10 gallon glass	3150.00	220.50
243	JSM Manufacturing	Pricilla Party Places	Portland	OR	97024						pink popsicles	400.00	28.00
243	JSM Manufacturing	PinkPet Palaces	Portland	OR	97024						pet portraits	5000.00	350.00

19. Aliasing is the process by which you teach Repfabric all the ways that your Manufacturers spell your customers' names in their sales and/or commission reports. There's a lot of information in this Aliasing screen, so here's a bit about some of the parts.
- Red: Import process menu. It has been keeping track of each stage in the process. The aliasing stage can be accessed at any time by navigating to "Import Transactions" and clicking on "Aliasing". The only stage that cannot be accessed by itself is the "Map and Import" stage. The only way to get there is to import something.
 - The aliasing stage always defaults to your most recent batch that has not been posted. The batch number for what is currently showing is circled orange. You can choose from any unaliased batch or view all batches by clicking the blue look up tool that has been circled light orange.
 - Yellow frame is the summary box. It shows the total sales and commissions amounts for the batch that is being viewed. It also shows how much is aliased and how much more you have left.
 - Light green frame shows how many pages of 50 record there are and which page you are on. There is the option to change that 50 to 100 if you want.
 - Dark green frame is where the action takes place. We will focus on this in the next slide

243



Export

Summary
Sales: 0
Commission: 0

Cleared Amt.
0
0

Unresolved Amt.
8,550
598.5

Total Amt.
8,550
598.5

Post Cleared Data

Alias Multiple Customer

Note: There are still 55 batches to process

(1 of 1) < 1 > 50

#	Mfg./Product Line	Customer	City	State	Postal Code	Distributor	Region	Secondary Customer	Inv.No	PO.No	Part Number	Sales Amt.	Comm Amt.
243	JSM Manufacturing	Tim's Tiny Turtles	Tualatin	OR	97063						10 gallon glass	3150.00	220.50
243	JSM Manufacturing	Pricilla Party Places	Portland	OR	97024						pink popsicles	400.00	28.00
243	JSM Manufacturing	PinkPet Palaces	Portland	OR	97024						pet portraits	5000.00	350.00

(1 of 1) < 1 > 50

20. Begin by clicking on one of the names that are red.

The "Alias Primary by Name" box comes up.

- The top part of the box shows what came in on the report that you imported. The city and the Postal Code are blue and clickable to help narrow a long list down. This only helps if your customers have city and zip in the company record in the city and zip boxes.
- The middle part is what Repfabric found in your Companies record that are potential matches based on the first few characters (letters, spaces, numbers, punctuation) of the name imported as Customer Name. If one of these is a match, you can click it.
- The last part is where you can create a customer if none exists in your Companies list. The "Create With Details" button allows you to edit what you have, add detail, see if Google can find more details for you.
- Or you can click "Quick Create" and it will create a customer for you with just the details that were imported. You do need to assign a Sales Team or it will not process.

Alias Primary by Name

For: Tim's Tiny Turtles

City: Tualatin

Comm.Amt: 220.50

State: OR

Invoice No:

Postal Code: 97063

Part.No: 10 gallon glass

Alias by Part Number: Do not save Alias:

Split

(1 of 1) < 1 > 5

Name	Type	Sales Team	Phone	Region	City	State	Postal Code
Tim's							
Tim's Turtles	Customer	Team House					
Tiny Tim's Turtles	Customer	Team House					

Create Customer

Company Name: Tim's Tiny Turtles

Company Type: Customer

Sales Team: Select Sales Team

 Split commission on Part Number Alias on primary and Secondary Customer combined

Quick Create

Create With Details

Alias Primary by Name

New Company

Company Name: Tim's Tiny Turtles

Company Type: Customer

Sales Team: Select Sales Team

Private Team: Select Private Team

Street: [Empty]

PO Box: [Empty]

City: Tualatin

State: OR

Country: [Empty]

Postal Code: 97063

Category: Select Category

Visit Frequency: [Empty]

Get Details from: **Google Places**

Split commission on Part Number

Alias on primary and Secondary Customer combined

Forecast Enabled

Phone 1: [Empty]

Phone 2: [Empty]

Fax: [Empty]

Website: [Empty]

Region: Select Region

Call Pattern: Select Call Pattern

Rank: Select Rank

Parent Company: [Empty]

Save **Cancel**

- Here's the "Create with Details" box.
- You can click the "Google Places" button and it will look the company up for you. Keep an eye on the Company Name. Sometimes Google finds things that are not the same as what you are looking for. In that case, you would just hit Cancel and either Quick Create or Create with Details but without consulting Google.
- You will need to select a Sales Team, and if you need to change the Company Type, you should do that first. You can fill in any details that you have whether Google found them or not.
- When you have finished creating the customer, click "Save"

Aliasing Process [--Browse Alias--]

Setup Auto Reconciliation

Show data for batch:

Summary	Cleared Amt.	Unresolved Amt.	Total Amt.
Sales:	8,550	0	8,550
Commission:	598.5	0	598.5

Note: There are still 55 batches to process

(1 of 1)

	#	Mfg./Product Line	Customer	City	State	Postal Code	Distributor	Region	Secondary Customer	Inv.No	PO.No	Part Number	Sales Amt.	Comm Amt.
<input type="checkbox"/>	✓	243	JSM Manufacturing	Tim's Tiny Turtles	Tualatin	OR	97063					10 gallon glass	3150.00	220.50
<input type="checkbox"/>	✓	243	JSM Manufacturing	Pricilla Party Places	Portland	OR	97024					pink popsicles	400.00	28.00
<input type="checkbox"/>	✓	243	JSM Manufacturing	PinkPet Palaces	Portland	OR	97024					pet portraits	5000.00	350.00

(1 of 1)

21. When all the records have been aliased and you have green checkmarks, click "Post Cleared Data" to send it into the Sales Table and the Commissions Table and to populate the reports. Hooray!
- If you have a large batches with a lot of aliasing done, it is good to Post Cleared Data when you need to get up and stretch or get another cup of coffee.