End-to-end order process

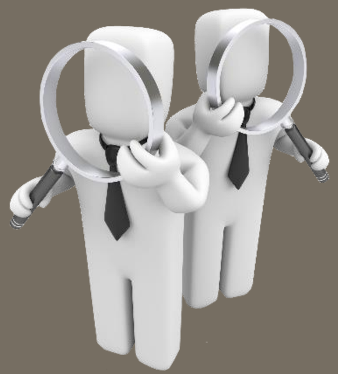
How an opportunity grows up to be a commission check.

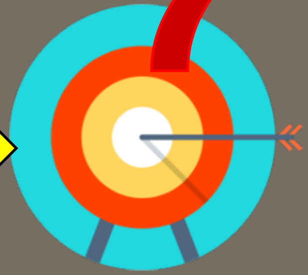
You can start the process at any stage, and you can do different processes for different manufacturers if you need to. You may track some lines in more detail than others, and you may get different paperwork from different manufacturers (ex. orders, acknowledgements, POs, Quotes, Invoices, etc.) at different times.

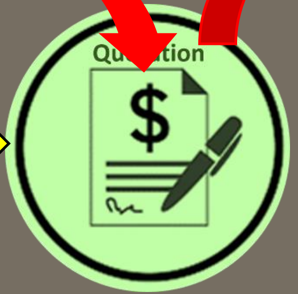
End to End Overview

The end goal is to enter commissions received and match them against a PO or Invoice (or opp) to make sure you are getting paid for all the business you are generating. The following slides will give a detailed view of the document trail that can be created in Repfabric. The process can change by Manufacturer if necessary.

CRM







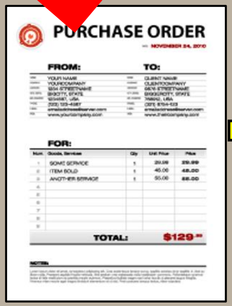
- Activity Journal
- Opportunities
- Jobs / Projects
- Quotes
- Samples

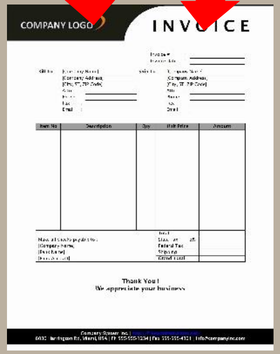
- Web
- Mobile
- Outlook

- Web
- Mobile
- Outlook

- Web
- Mobile (inside the Opp)

Sales and Commissions





- PO Module
- Commissionable Transactions
- Check

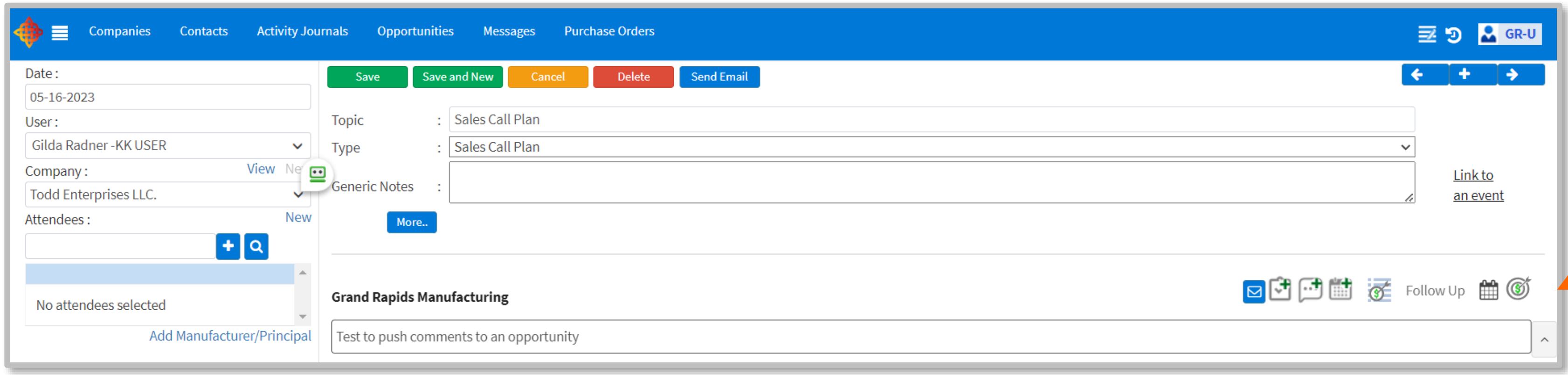
- Web
- Mobile (inside the Opp)

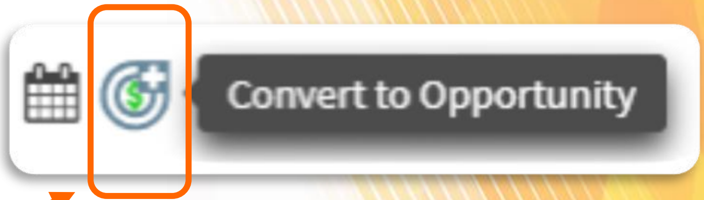
- Web
- Mobile (inside the Opp)

- Web only

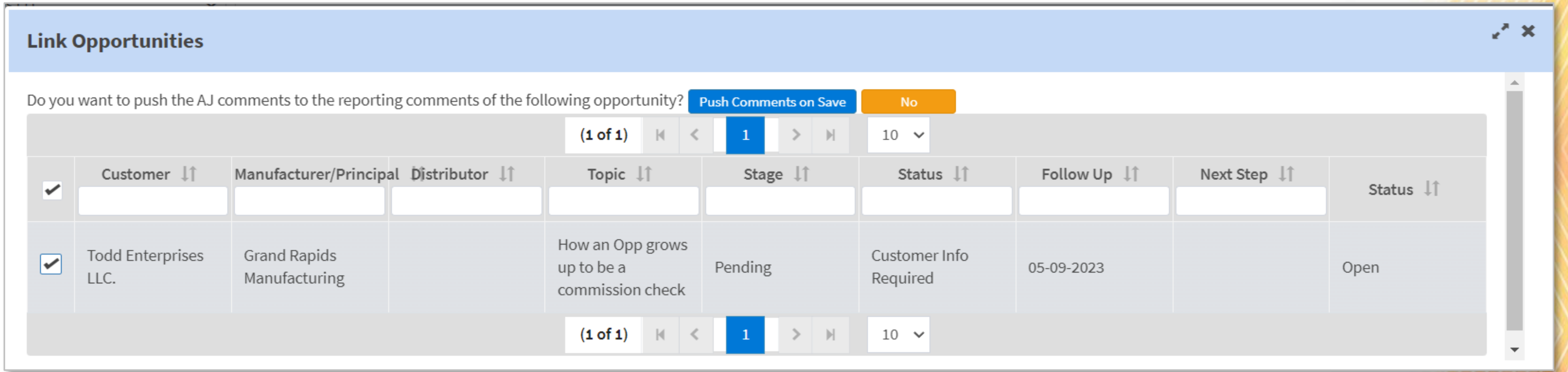
Create an AJ – convert to Opportunity

You can start the process before you create an Opportunity. If you've created an Activity Journal to document communication with the customer, you can convert it to an Opportunity with one click.





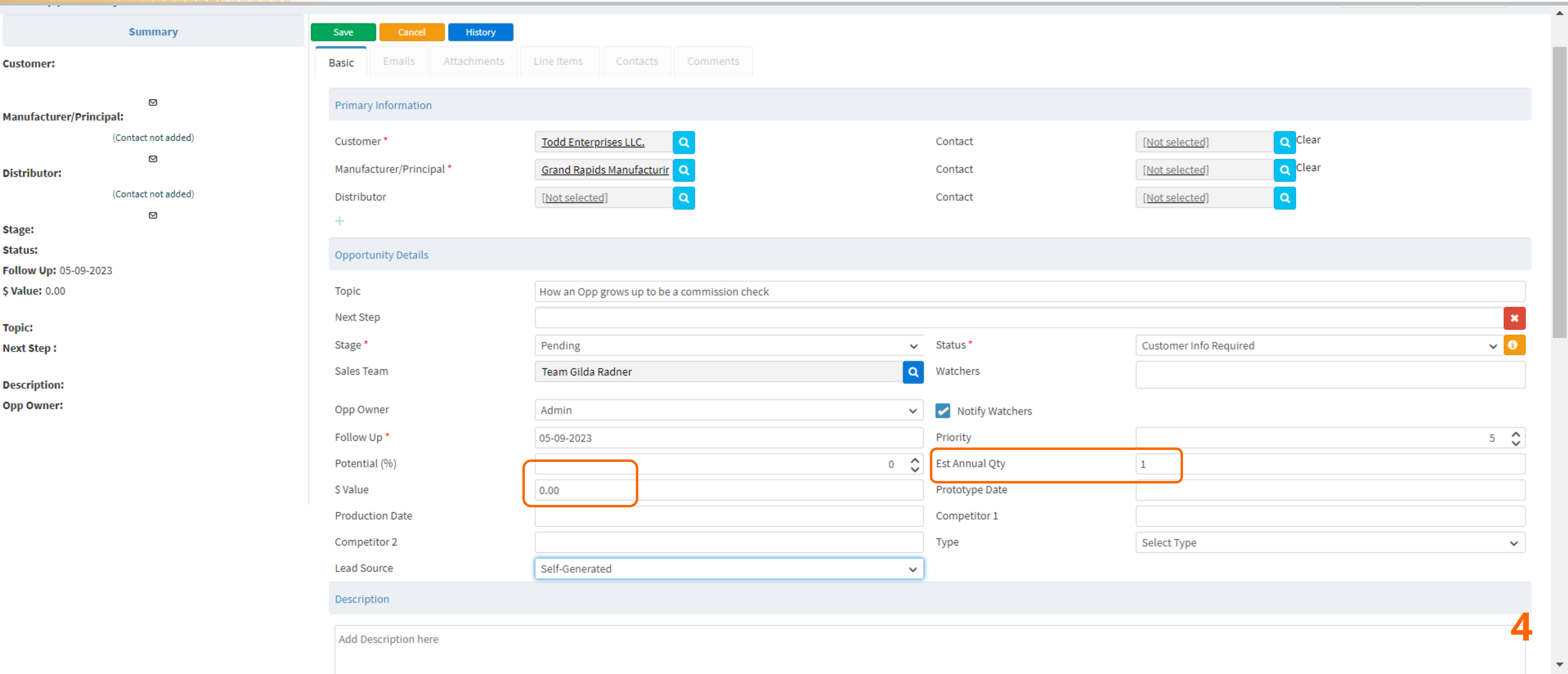
❖ *You must "Save" the AJ for the "Convert to Opportunity" button to be available.*



❖ *When you create an AJ, and Repfabric finds an open Opportunity for the same Manufacturer/customer combination, this pop-up message will ask if you'd like to "Push AJ comments into the 'Reporting Comments' of Opportunity?"*

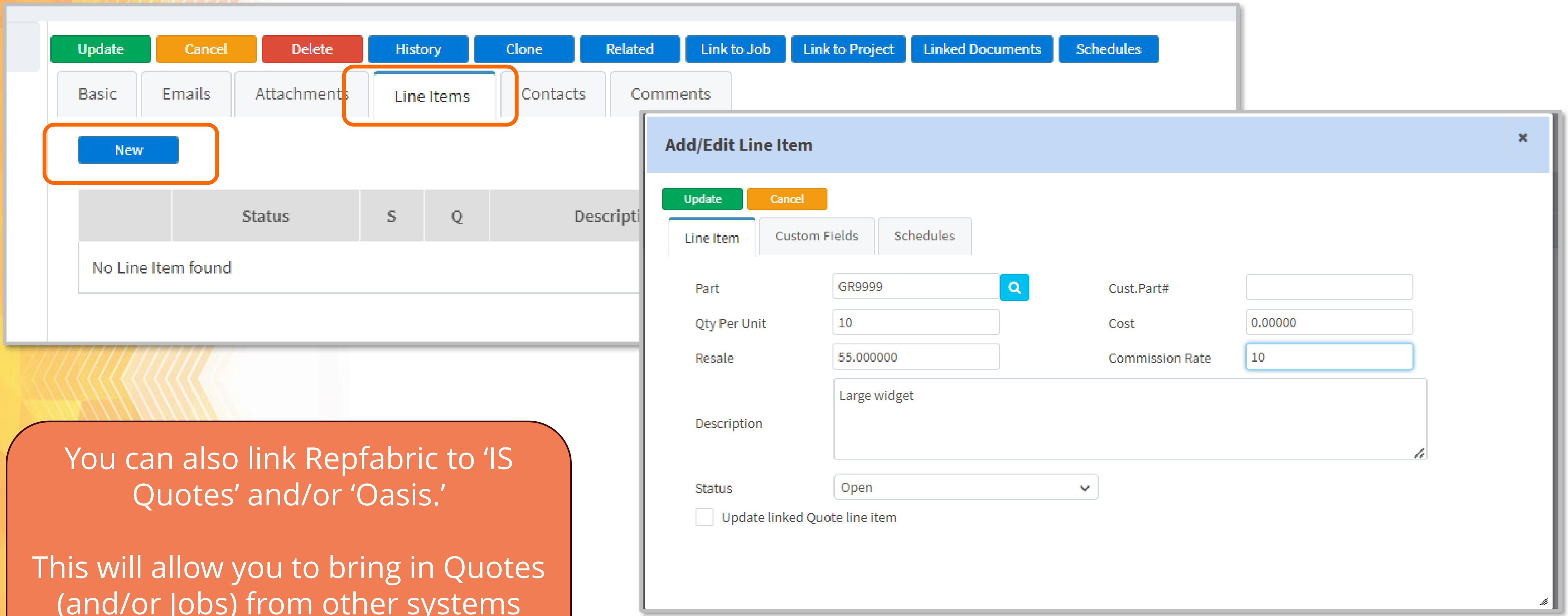
Create an Opportunity

1. Enter info into the header page (“Basic” tab) of an opportunity and save it. Leave the “$ Value” blank and “Est. Annual Qty” as “1”. Add **at least one line item (see next page).** Line-item details will populate the “Value” field. Pricing multiplied by quantity will equal (and populate automatically) in the “$ Value” on the “Basic” page of the opportunity.



Add line items to Opportunity

2. Add one or more-line items. Enter as much detail as you know. You do NOT have to have a part number at this stage. “Commission Rate” is not set in stone until commission is received.

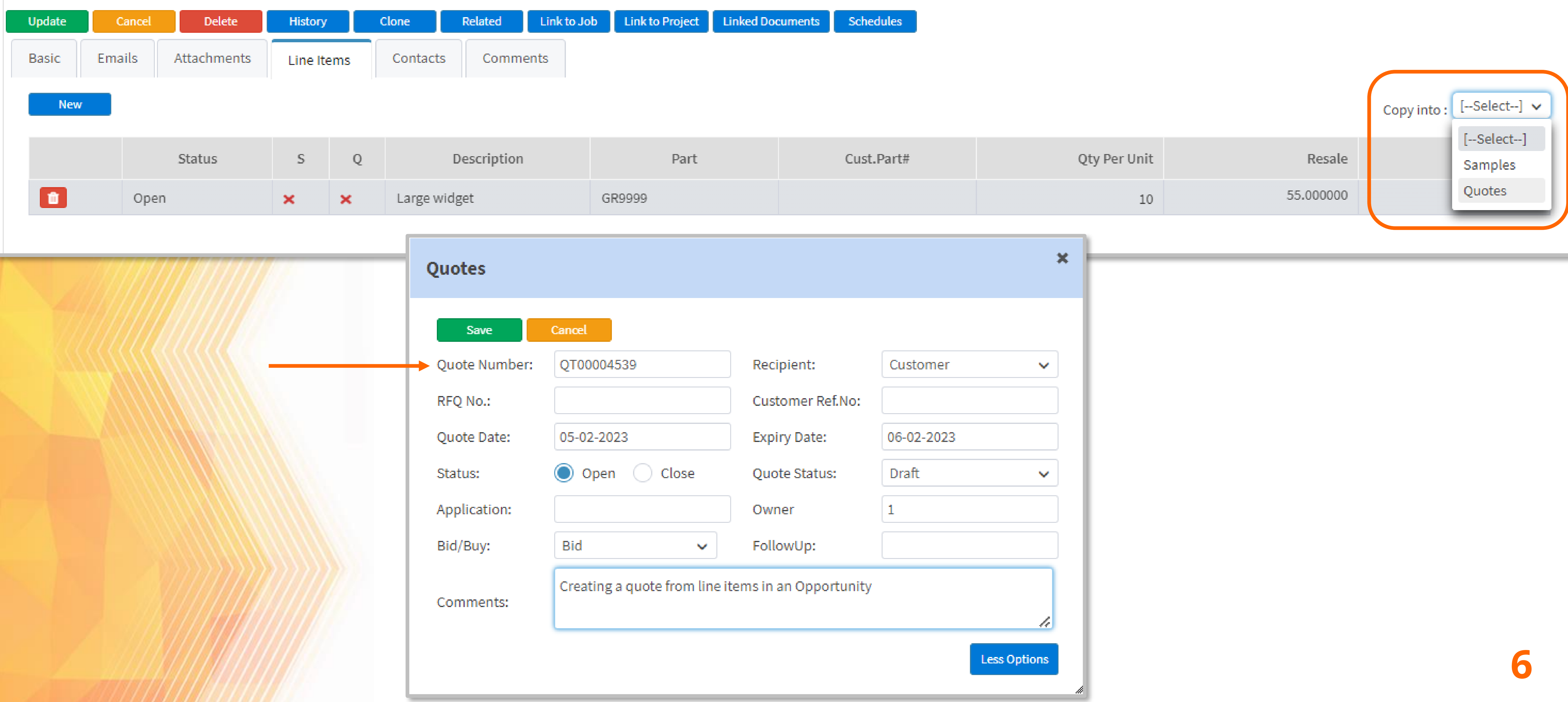


You can also link Repfabric to ‘IS Quotes’ and/or ‘Oasis.’

This will allow you to bring in Quotes (and/or Jobs) from other systems you may use.

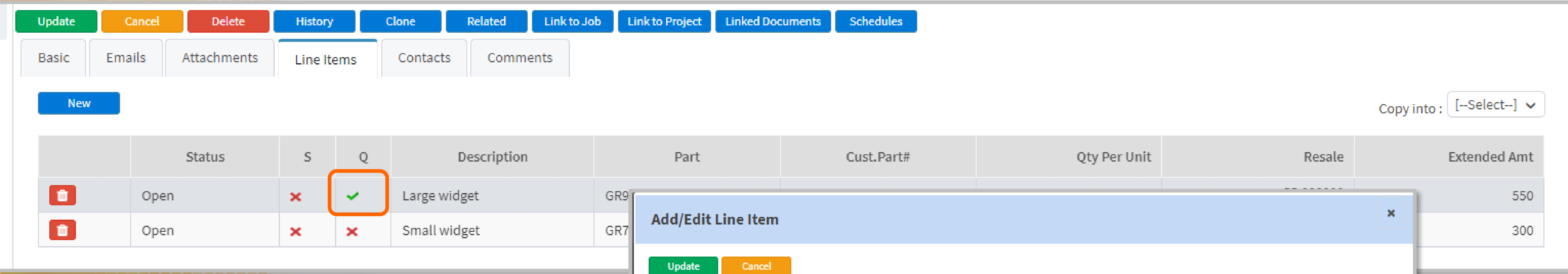
Create a Quote from Opportunity

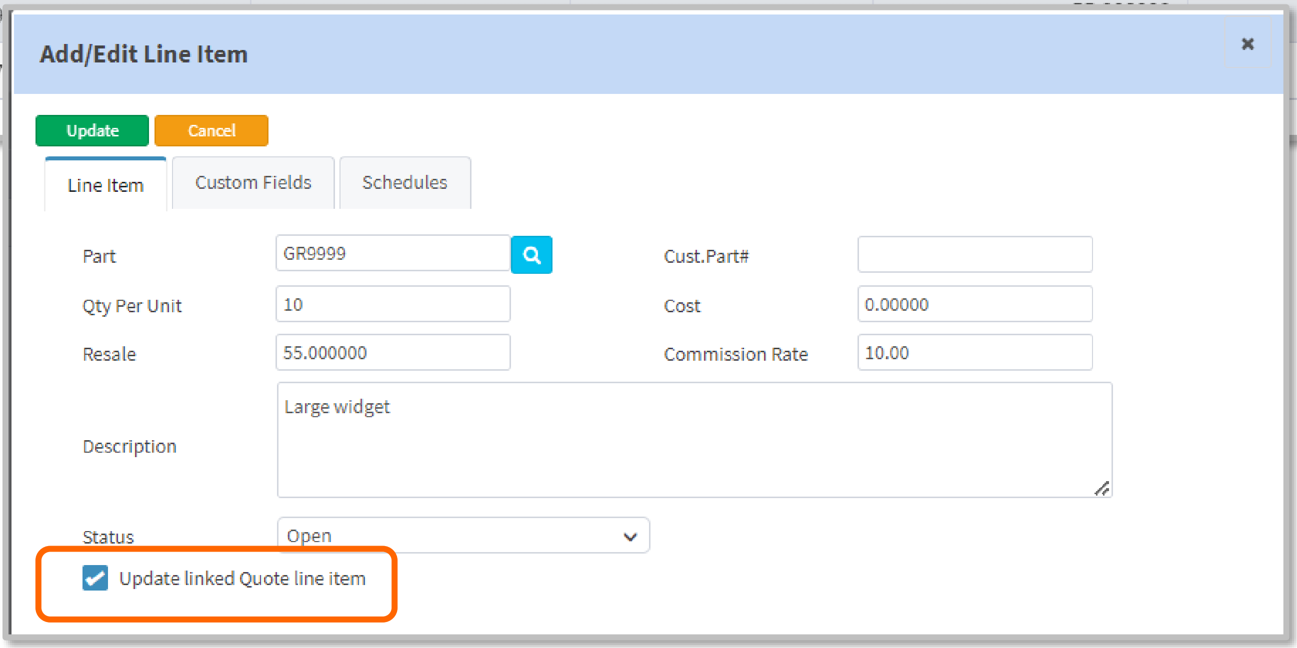
Optional: You can create a Quote using one or more of the opp line items. You can use the quote number generated by the system or enter a quote number manually.



Editing line item- include Quote line item in update

✓ Once you have created a Quote, a green check mark will show in the line item.

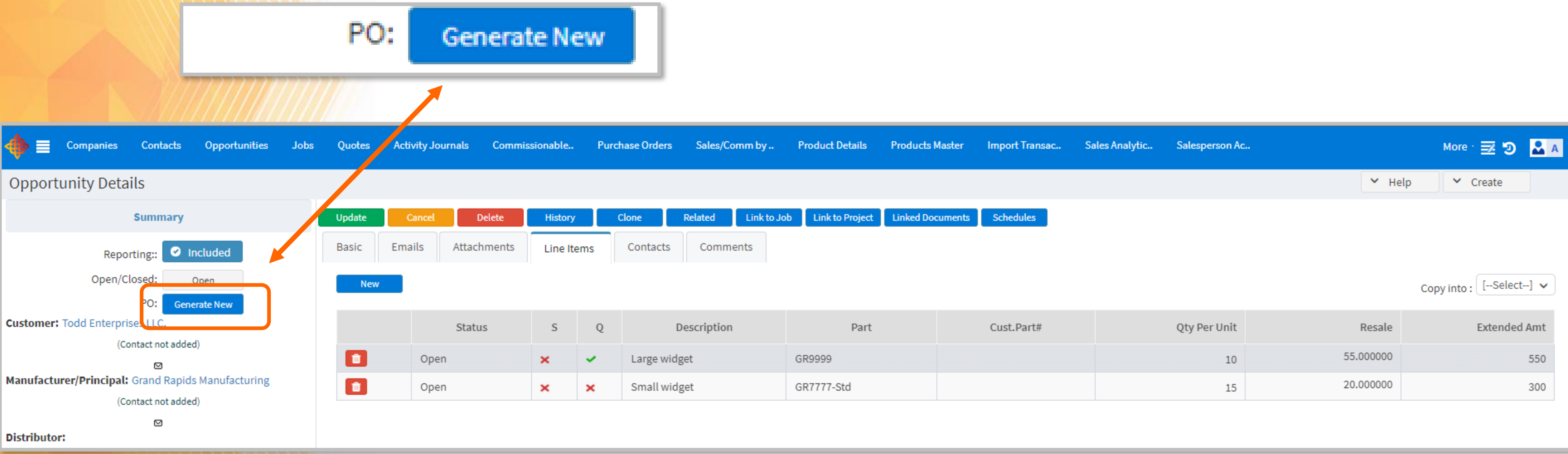




*If you need to update the line item, **do it in the Opportunity** and check the box to "Update linked quote line item."*

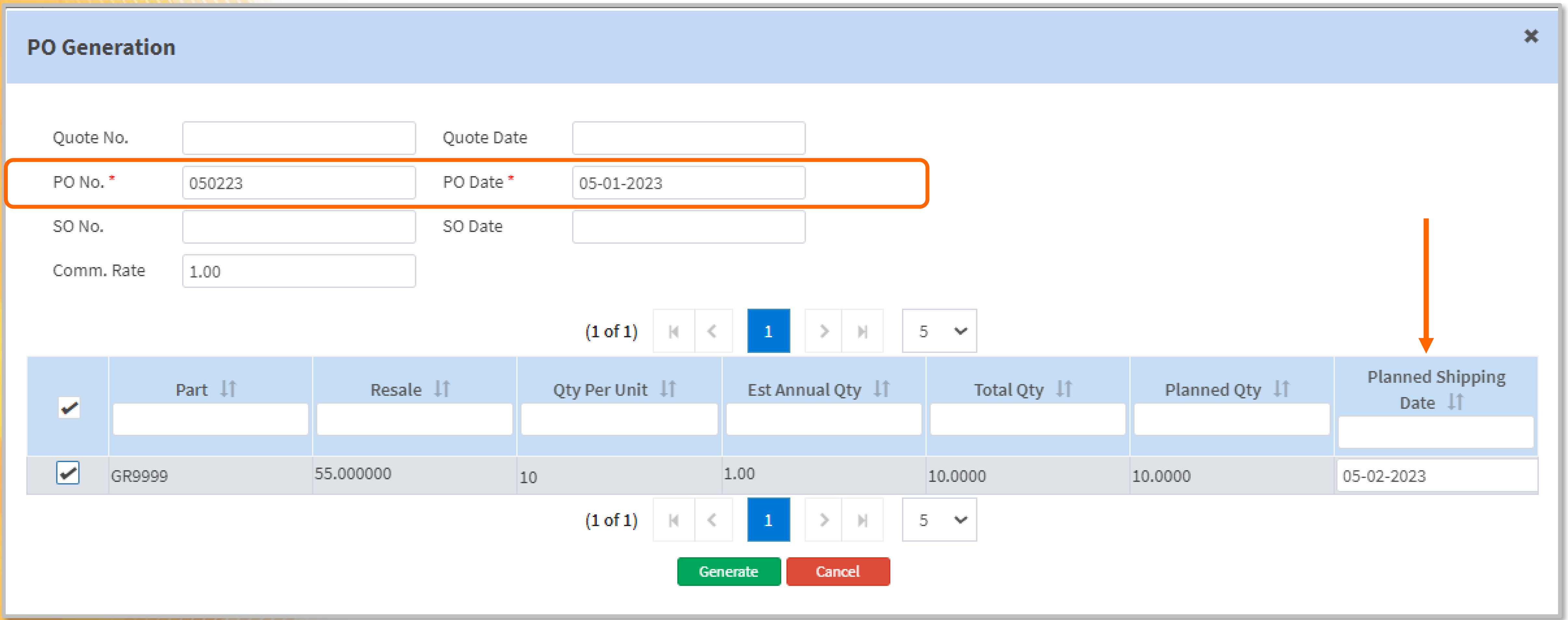
Create a PO from Opportunity line items

Optional: You can create a Purchase Order (a.k.a. order acknowledgement) using one or more-line items from the Opportunity.



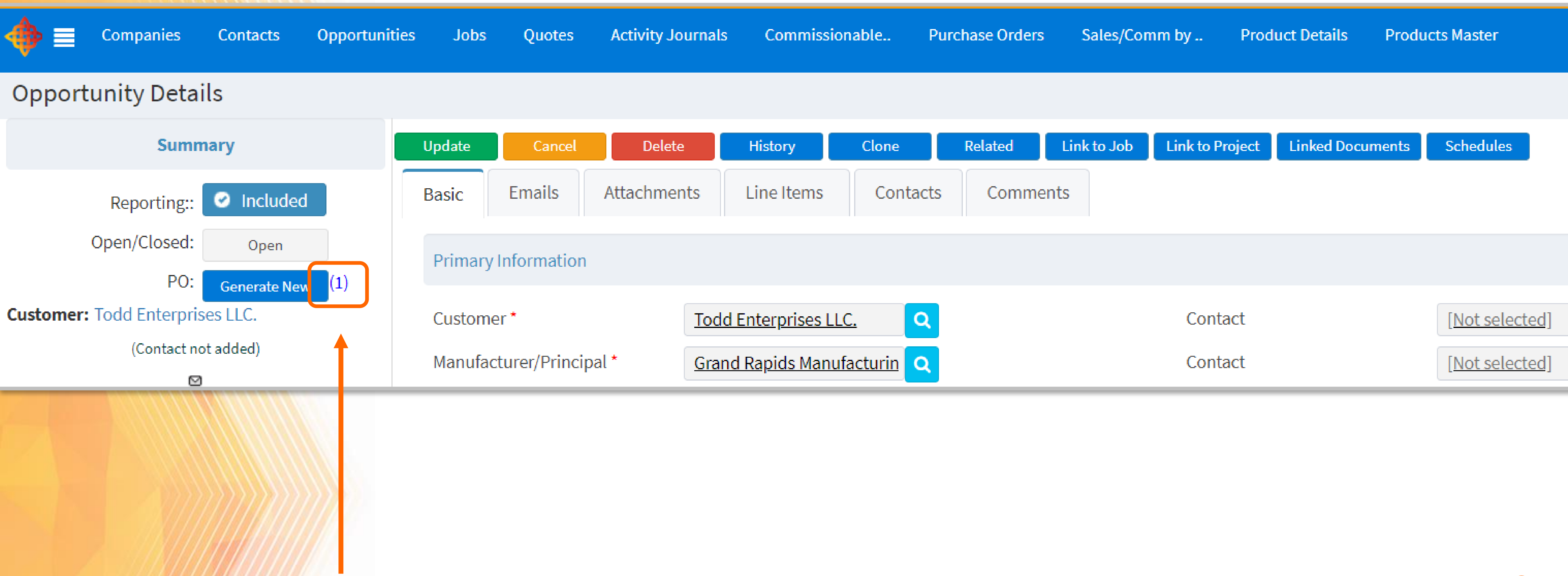
Create a PO continued..

"PO No." and "PO Date" are required. Make sure to change the "Planned shipping date" if you know it. This may come in handy when running an export or "Backlog Report." You can enter the "Comm Rate" here, but it is not official until the commission check is received.



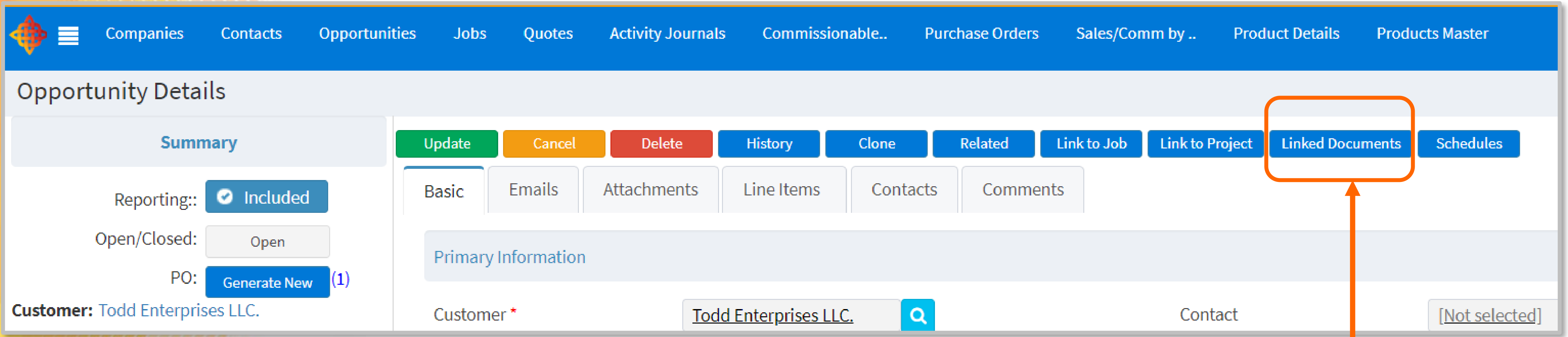
Create a PO continued..

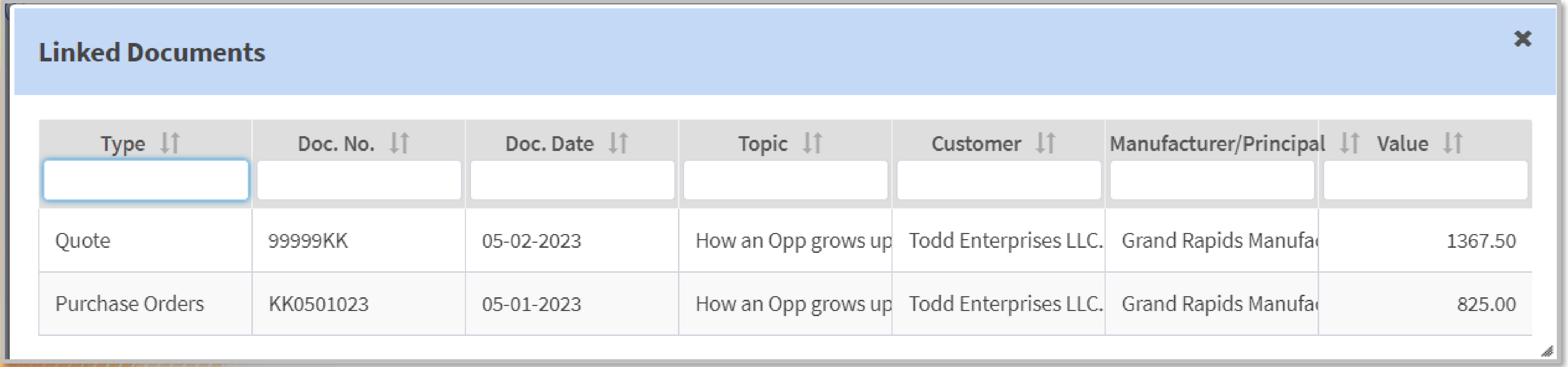
Once you have created a PO from the opp, a number will appear in brackets next to the "Generate New" button. This will let you know how many POs are linked to this opp.



“Linked Documents” button

The “Linked Documents” button will show you all the items that are linked to each other. In the image below you can see the PO and the Quote created from this opp.




Linked Documents

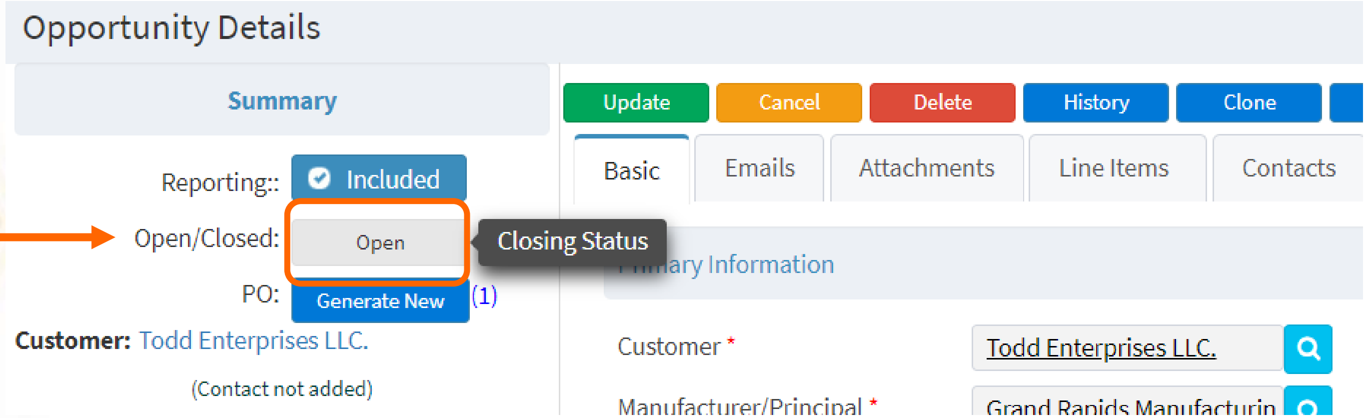
Type	Doc. No.	Doc. Date	Topic	Customer	Manufacturer/Principal	Value
Quote	99999KK	05-02-2023	How an Opp grows up	Todd Enterprises LLC.	Grand Rapids Manufa	1367.50
Purchase Orders	KK0501023	05-01-2023	How an Opp grows up	Todd Enterprises LLC.	Grand Rapids Manufa	825.00

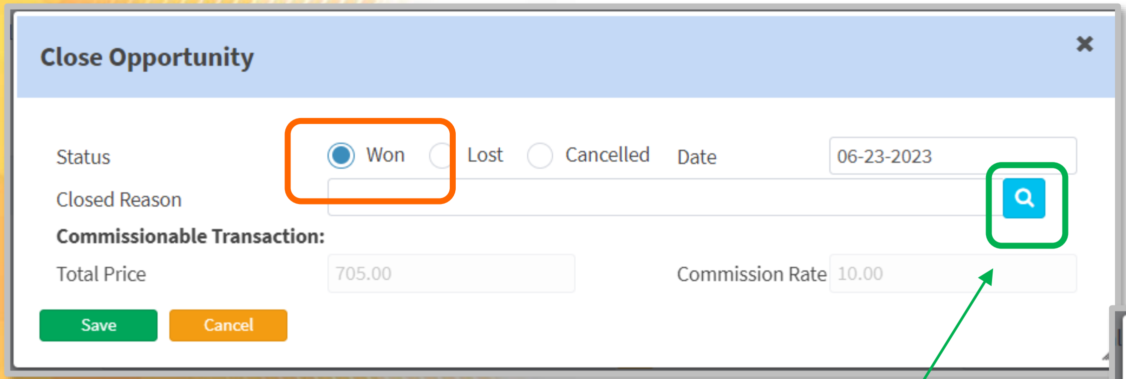
Important notes for updating line items:

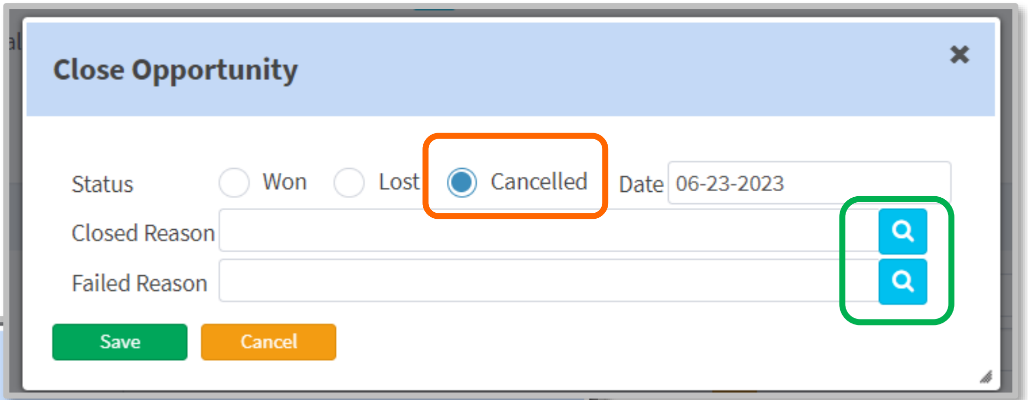
- *When you update the Quote line item, it will NOT update the same line item in the Opp or PO.*
- *When you update a line item in the Opp, you can check the box to update Quote line items as well but it will not update the PO line items.*
- *When you update the PO line items, it will NOT update the same line item in the Opp or Quote.*
- *When you update the Opp line items, it will NOT update the same line item in the PO.*

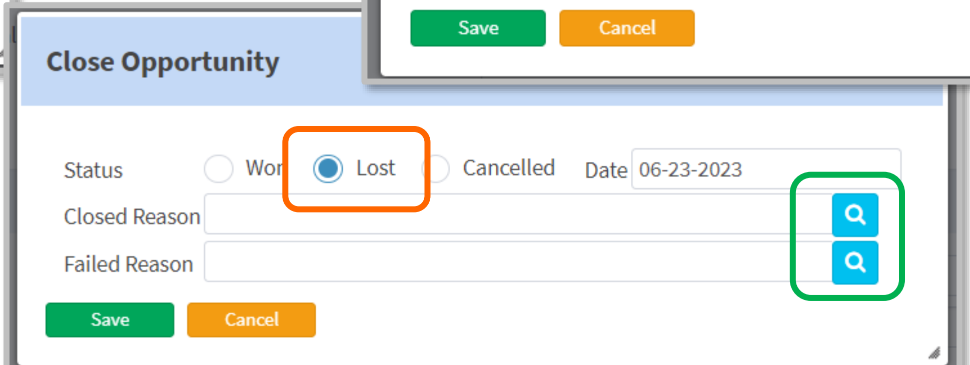
Closing an Opportunity

When there is no more follow-up required on an Opportunity, you can close it “Won,” “Lost,” or “Cancelled. In each case, you can add details “Closed Reason” and “Failed Reason” if lost/cancelled. *These options can also be created as a drop-down in “Subtables” menu.*





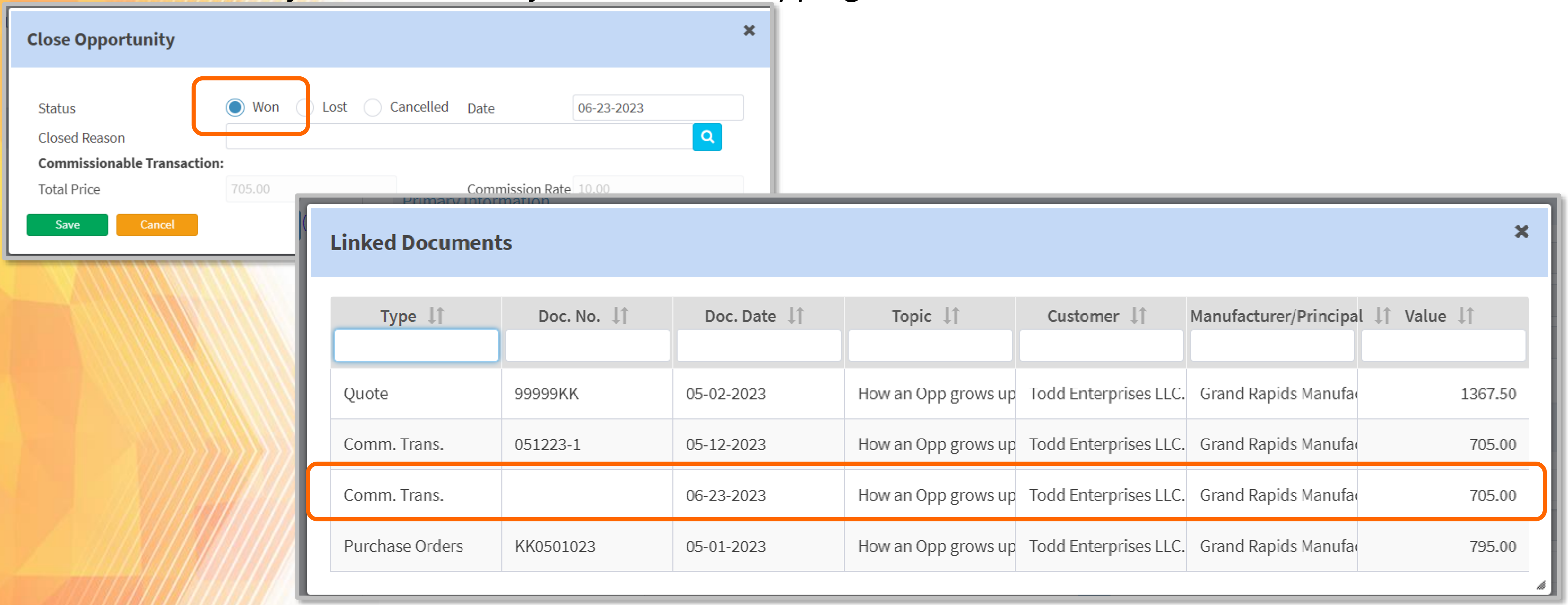




Create a “Subtable” to create a drop-down list that can be used when closing opportunities.

When you close an Opportunity “Won,” it creates a **copy** of the closed opp in “Commissionable Transactions.” This will be the linked document with **NO** document number. For most manufacturers' rep agencies, this opportunity in “Commissionable Transactions” **will not be used for anything.**

**Electronics rep agencies often use this transaction to check off the list when they have been paid. This will allow them to see what is still “open” in “Won” opportunities. They may not see any other documentation from their manufacturers (PO, shipping notice or invoice number).*

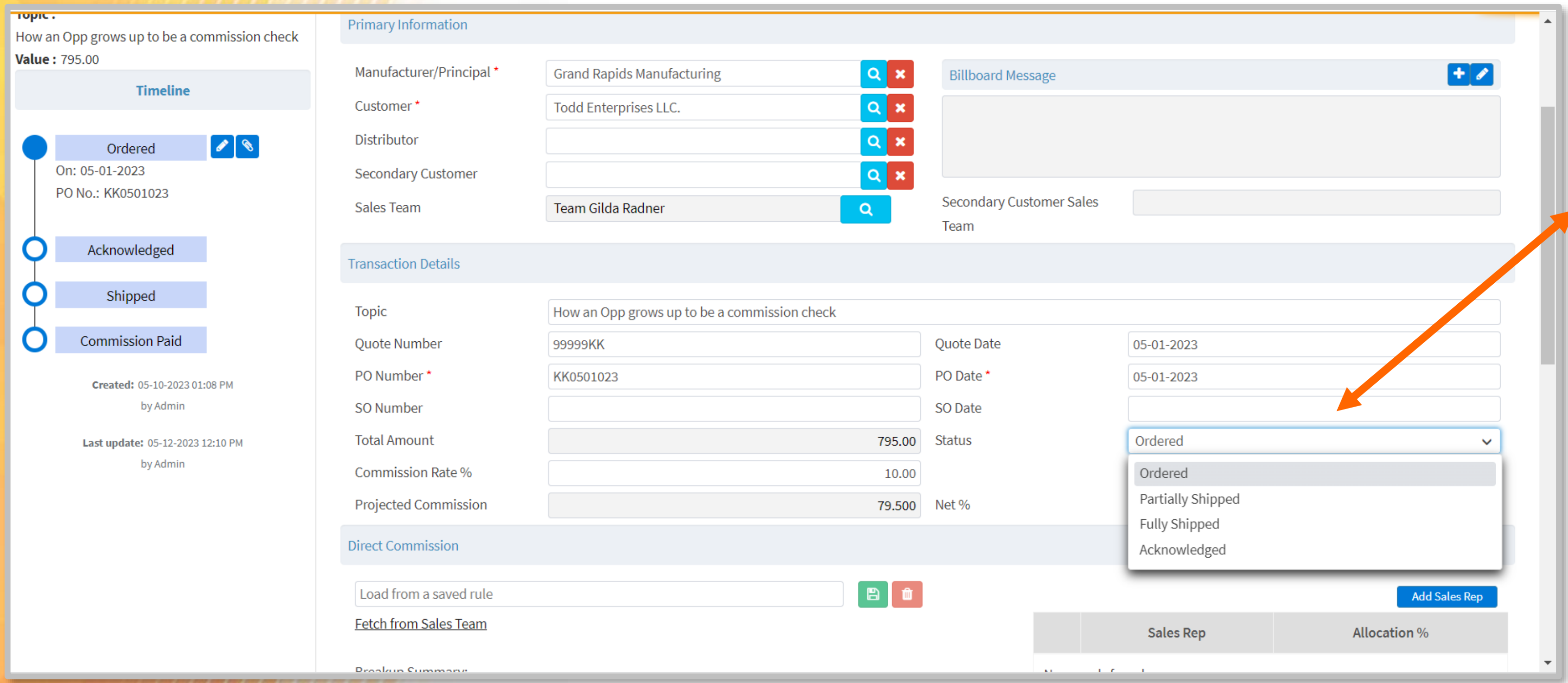


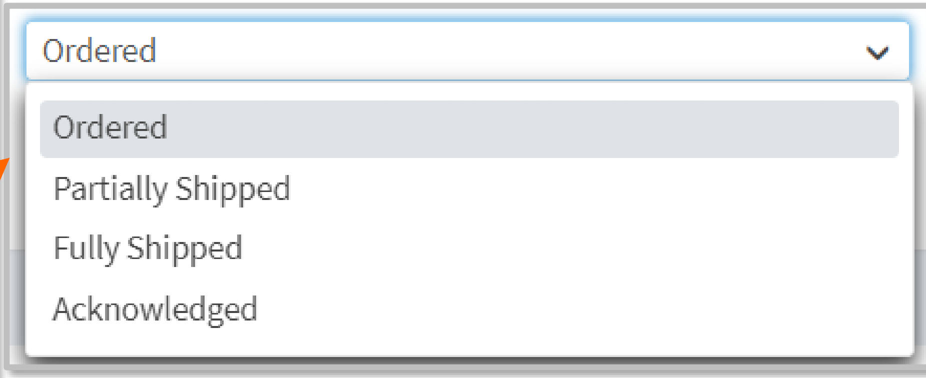
Type	Doc. No.	Doc. Date	Topic	Customer	Manufacturer/Principal	Value
Quote	99999KK	05-02-2023	How an Opp grows up	Todd Enterprises LLC.	Grand Rapids Manufa	1367.50
Comm. Trans.	051223-1	05-12-2023	How an Opp grows up	Todd Enterprises LLC.	Grand Rapids Manufa	705.00
Comm. Trans.		06-23-2023	How an Opp grows up	Todd Enterprises LLC.	Grand Rapids Manufa	705.00
Purchase Orders	KK0501023	05-01-2023	How an Opp grows up	Todd Enterprises LLC.	Grand Rapids Manufa	795.00

PO Module

A. You can use the PO Module to keep track of all PO details (ship date, invoice #, invoice date):

- Recommended: Use the "Line Item" tab to "Ship" the line items and enter shipping details (Qty, date shipped, invoice number, invoice date. See next slide). This will create an "Invoice" in "Commissionable Transactions" that can be matched & reconciled against commissions imports (or "Bulk Reconcile" if you enter commission check info manually).
- **OR** Change "Basic" page "Status" from "Ordered" to "Acknowledged." Or "Partially Shipped" or "Fully Shipped" *(changing the status on the "Basic" tab of the PO will NOT create an "Invoice" in "Commissionable Transactions" to match and reconcile against sales & commissions import (or "Bulk Reconcile").*

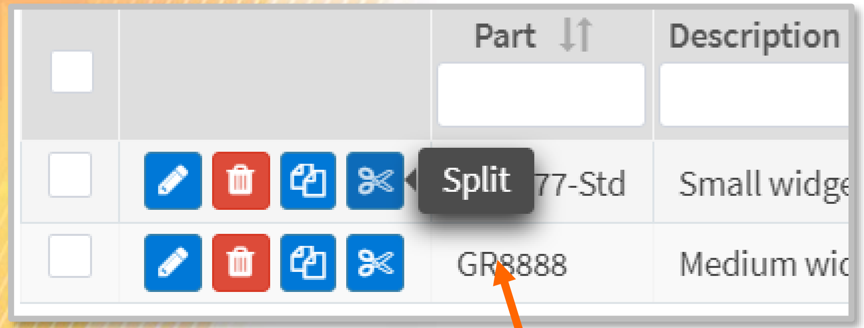


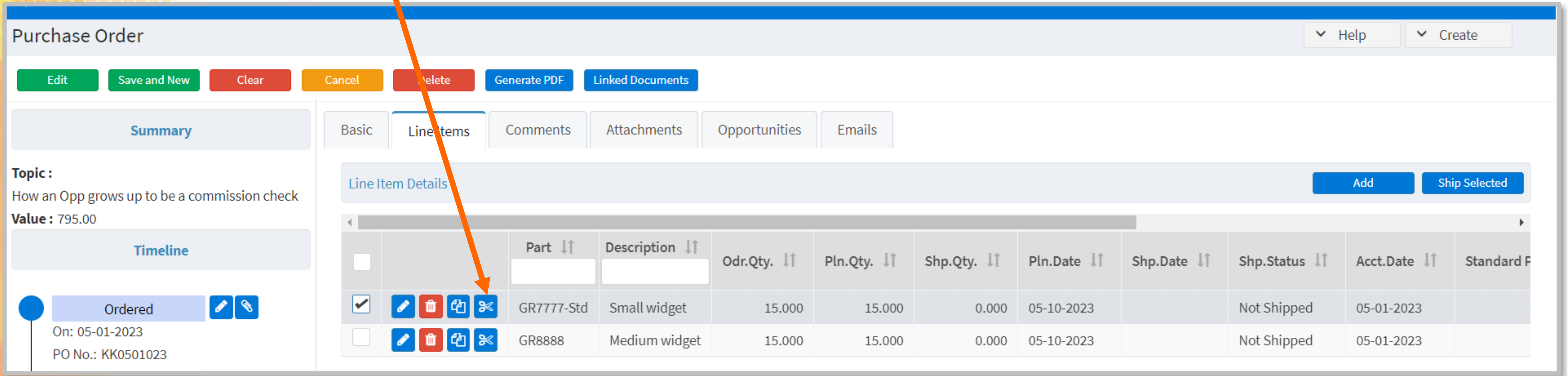


Split Shipment of PO line items

As you receive information on products shipping, you can "Ship" the line items (you can ship line items individually or together).

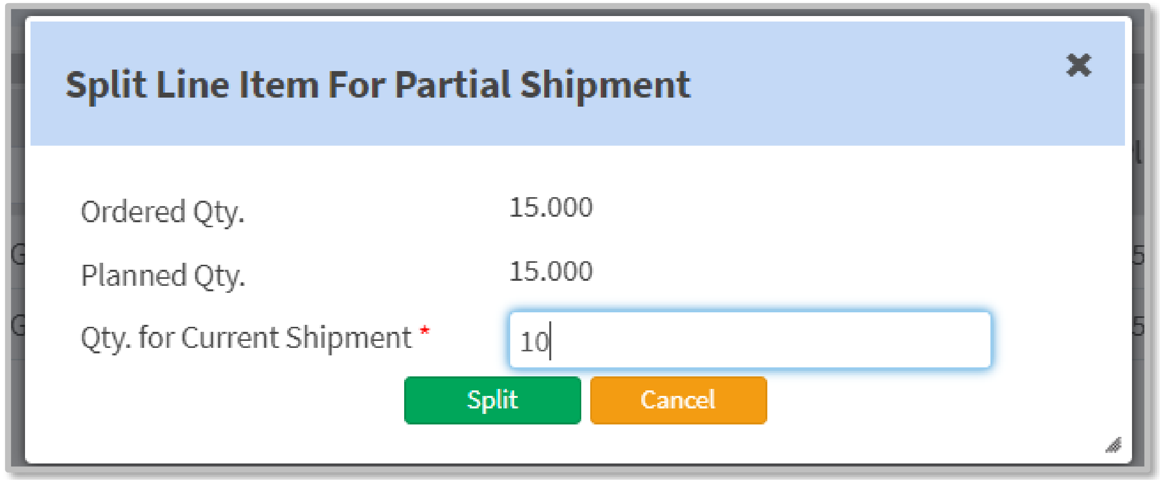
1. If it is a partial shipment, use the "Split" button (scissors icon). To create one line item with quantity that is shipping and a second line item to show the remaining items to ship.

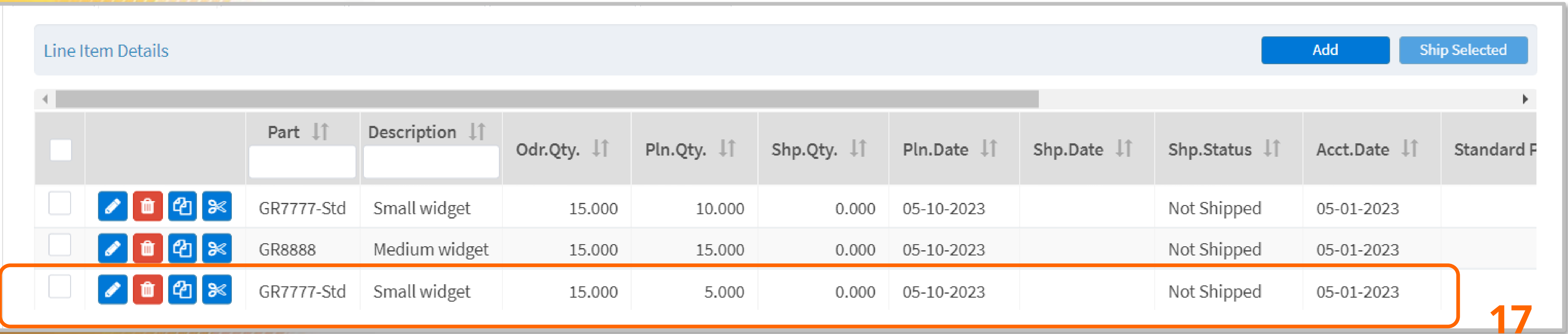




Split Shipment of PO line items

2. Enter the quantity that is shipping now, and it will create a second line items showing un-shipped quantity.



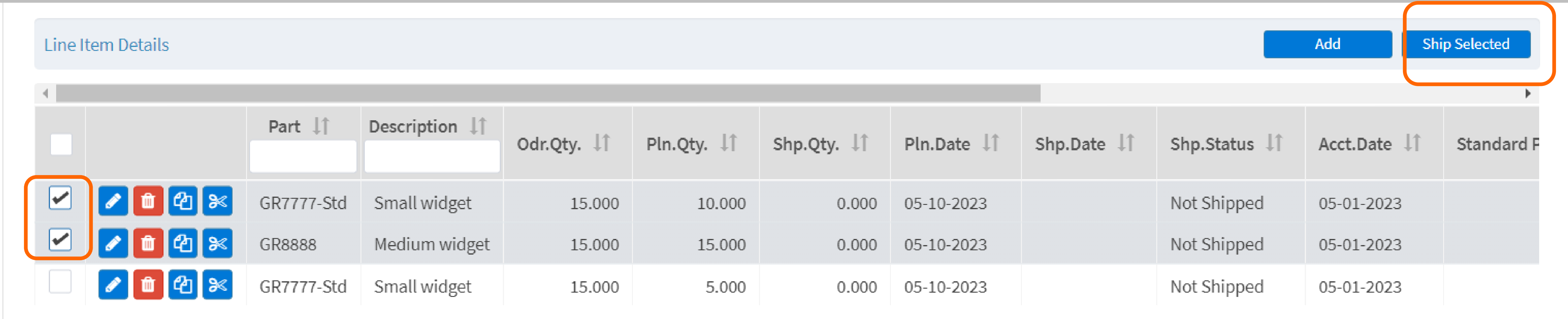


		Part	Description	Odr.Qty.	Pln.Qty.	Shp.Qty.	Pln.Date	Shp.Date	Shp.Status	Acct.Date	Standard P
		GR7777-Std	Small widget	15.000	10.000	0.000	05-10-2023		Not Shipped	05-01-2023	
		GR8888	Medium widget	15.000	15.000	0.000	05-10-2023		Not Shipped	05-01-2023	
		GR7777-Std	Small widget	15.000	5.000	0.000	05-10-2023		Not Shipped	05-01-2023	

Ship PO line items

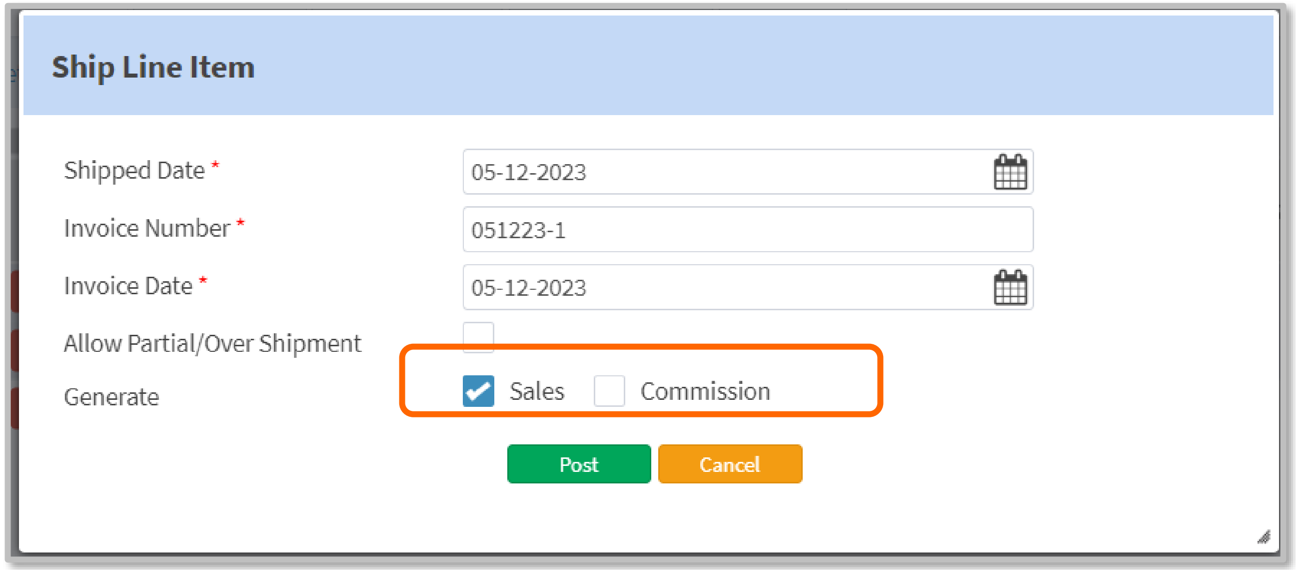
**if you don't need to ship line items, skip to slide 20*

3. Check off the line items that are shipping. Click the "Ship Selected" button.
4. Enter the "Shipped Date," "Invoice Number," and "Invoice Date." Click "Post."



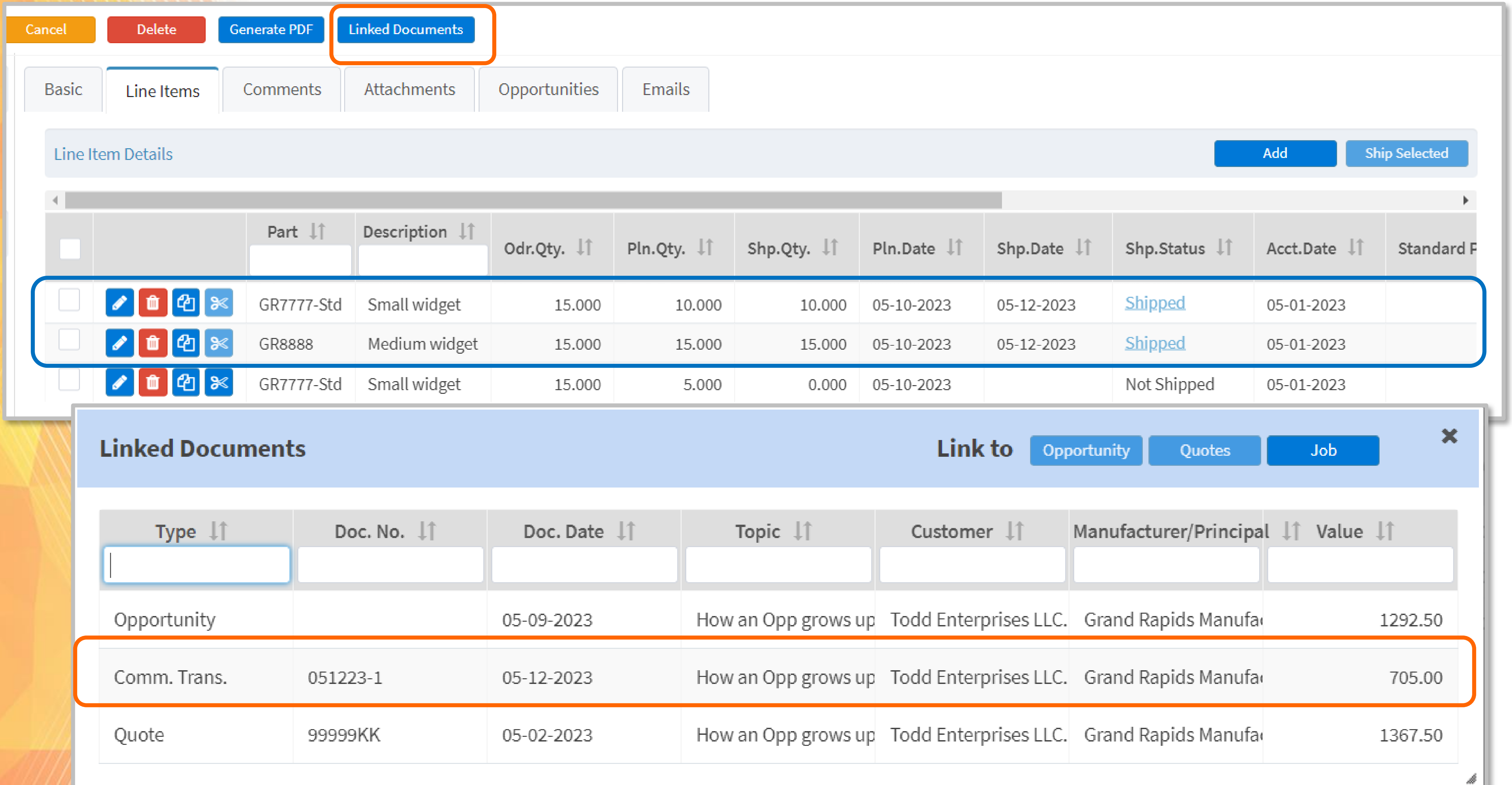
If you want to be able to see this invoice on all "Sales" reports as soon as you "Post," check the "Sales" box.

If you want to be able to see the invoice on all "Commission" reports as well, as soon as you "Post," click the "Commissions" box. *This is NOT recommended. It will show up on "Commissions" reports when you import "Commissions" or use "Bulk Reconcile" to record your commissions payments that match up with this transaction*.

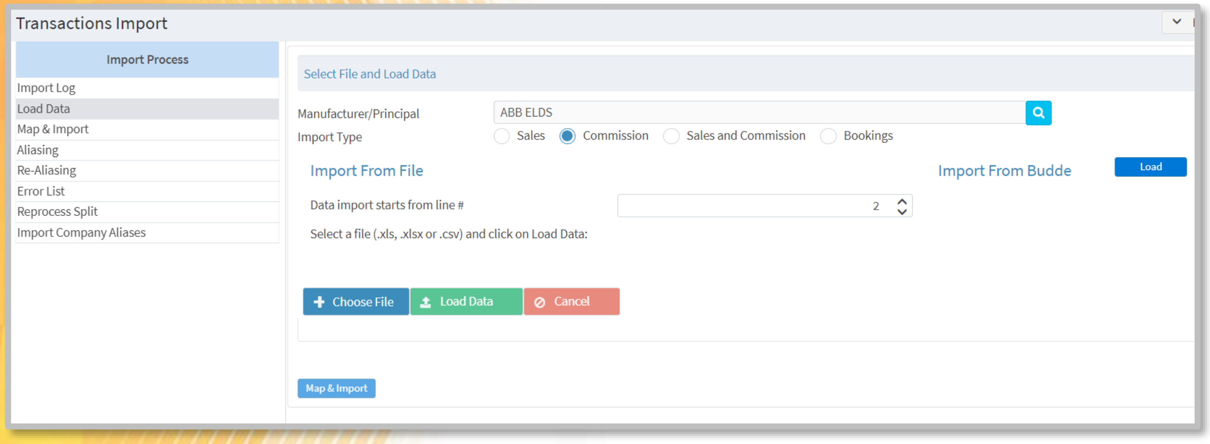


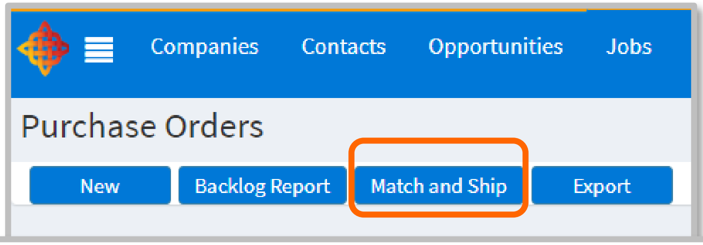
Shipping status and “Linked Documents” button

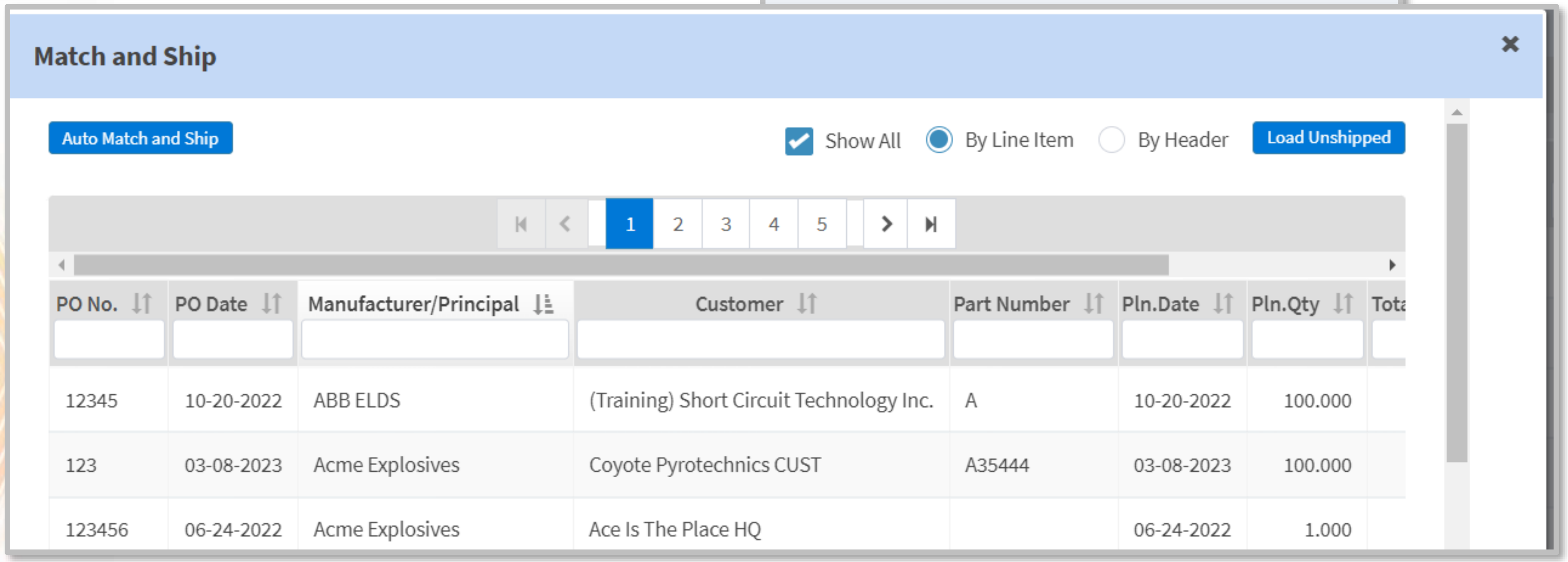
The line items will now show as “Shipped,” and the “Linked Documents” button will show the invoice that was created in “Comm. Trans (Commissionable Transactions).”



B. If you do NOT receive a notice of shipment and an invoice number, you can import sales & commissions from an Excel sheet.
1. “Data Management” > “Import Transaction” > “Load Data” > choose “Sales & Commissions.”
2. Use “Match & Ship” in PO screen to check off POs against the recently imported sales & commissions numbers. *See separate tutorial on “How to use ‘Match & Ship’ in PO Module.”*







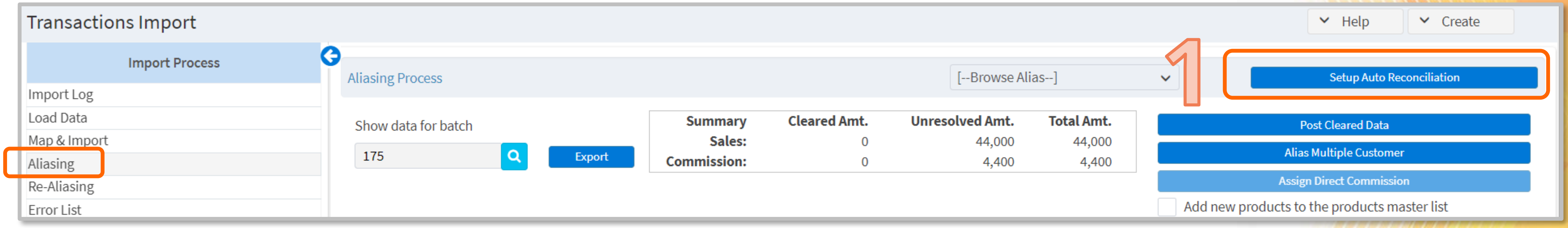
There are 2 ways to get commission numbers into Repfabric so you can match them against “POs” in PO Module or against “Invoices” in Commissionable Transactions:

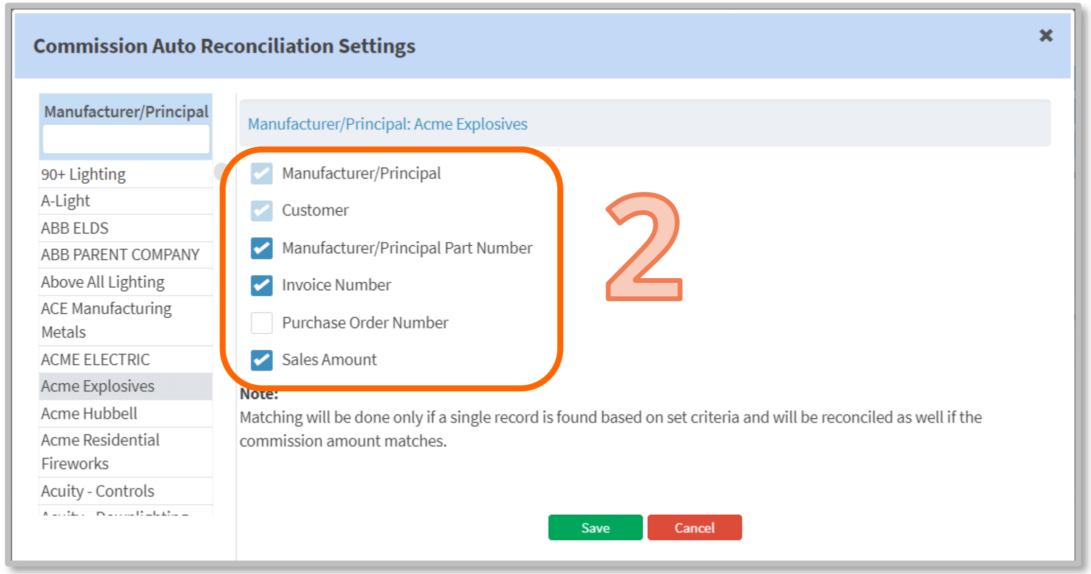
1. Import “Commissions” (or “Sales & Commissions”) in “Import Transactions” screen. You can set up the criteria Repfabric uses to “auto-match & reconcile” (see next slide) invoices you have in “Commissionable Transactions.” This can be set up separately for each manufacturer.

2. Use “Bulk Reconcile” in “Commissionable Transactions” to record a check and “match & reconcile” the paid invoices by hand.

❖ *You can do different options for different manufacturers if you need to.*

If you are going to “Import Commissions” and you have “Invoices” in “Commissionable Transactions,” you can set up criteria to “Auto Reconcile” for each manufacturer.





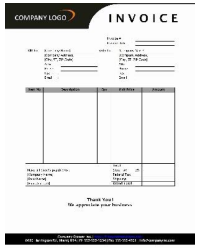
Different Flow options starting w/Opportunity:

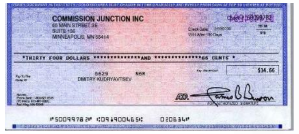
1. Generate PO from Opp
2. Import Sales & Comm
3. Use "Match & Ship"

Import Sales & Commissions

Match & Ship (PO Module)

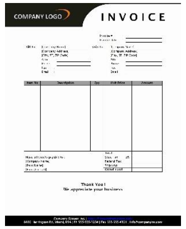
1. Generate PO from Opp
2. Ship line items in PO Module
   (Creates "Invoice" in "Commissionable Transactions")
3. Use "Bulk Reconcile" in "Commissionable Transactions."





Bulk Reconcile Commissions

1. Generate PO from Opp
2. Ship line items in PO Module
   (Creates "Invoice" in "Commissionable Transactions")
   Import Sales & Comms and set up Auto Match & Reconcile.



Import Commissions

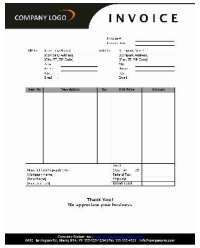
Different Flow options starting w/Purchase Order:

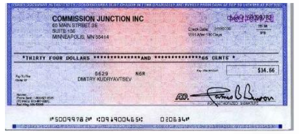
1. Create PO in PO Module
2. Import Sales & Commissions
3. Use "Match & Ship" in PO Module

Import Sales & Commissions

Match & Ship (PO Module)

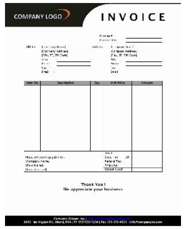
1. Create PO in PO Module
2. Ship line items in PO Module
   (Creates "Invoice" in "Commissionable Transactions")
3. Use "Bulk Reconcile" in "Commissionable Transactions"





Bulk Reconcile Commissions

1. Create PO in PO Module
2. Ship line items in PO Module
   (Creates "Invoice" in "Commissionable Transactions")
3. Import Sales & Commissions use Auto Match & Rec

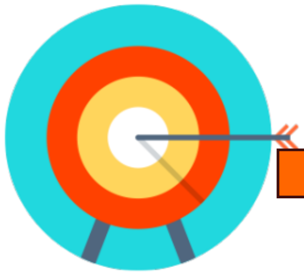


Import Sales & Commissions

Choose the path your company will use for each manufacturer. *You may need to change the order of the icons to make your exact path.*

You can create a Quote from an opp, but it has no connection to sales or commission numbers.

AJ

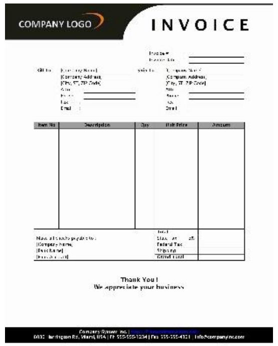


Opp

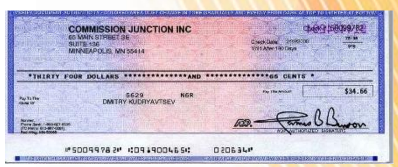
Quote

PO/SO

Job



Invoice



Bulk Reconcile Commissions

OR

Import Commissions

You can group opps together with a Job, but it has no connection to sales or commission numbers.