1. Commission Management Overview

Commission Matrix

The core of the app where rules are defined based on various criteria such as salesperson, customer group, state/country, dimensions, item categories/posting groups and more. This matrix determines the who/what/when of commissions. You can have unlimited rules applied to each sales document line, allowing you unlimited combinations of commissions in each line. Each rule contains:

- **Business Fields:** Fields on the sales document header such as salesperson, state/country, customer/bus. posting group can be defined.
- **Product Fields:** Fields on the sales document line such as No., item category, prod. posting group can be defined.
- **Calculation:** Fields on the rule can define start and end dates for the rule, as well as min/max amounts for tiered commissions. Rules can also be grouped to include in the min/max amount calculation. Also, each rule you can define basis of commissions (revenue, adjusted revenue, profit, adjusted profit)

- **Pay To/When:** This allows you to indicate if the pay to will be an employee or vendor, and if the commission is payable on invoicing or payment receipt from the customer.
- **Sales Teams:** The ability to split commissions on a single document between multiple people on a team with user defined percentage splits.
- **Sales Groups:** The ability to help with creating Commission Tiers without having to have a single rule for each salesperson. Each salesperson can be assigned to one sales group.
- **Manual Commission Entries:** The ability to create one off commissions entries that are not generated from a rule above.

Commission Journals

For each sales document line, the app can create unlimited commission journals based on the commission matrix rules. Those commission journals are dynamically created/updated as data on the sales document/line are updated. Commission Journals can then be manually added/overridden with permissions. They then become the basis for our Pending Commission reports and analytics.

Commission Ledgers

Upon posting a sales document, the app generates commission ledger entries for each commission journal, similar to other ledger entries in Business Central. This includes remaining amount on the ledger (to be paid).

Auto Calculation

As sales document details are updated, the app automatically recalculates the pending (or expected) commission amount on the working/open document.

Commission Payment Journal

Like other ledger entries in Business Central, each commission ledger uses remaining amount to track what has been paid. The Commission Payment Journal (like vendor payment journals) allows you to pay employees or vendors for commissions. Commission Payment Journals are generated, reviewed/updated, and then posted like you would for vendor Payments. Pay-to an employee will generate employee ledger entry (for payroll processing) and pay-to a vendor will generate a vendor invoice to be processed through normal AP.

Line Level Calculations

In order to expand the Commissions functionality, we have brought the Salesperson Code field down to the line level. This field will default from the header, but is able to be edited at the line level in order to have different salespeople tagged within a single Sales Order or Sales Invoice and can be defined at the line level.

2. Configuration Checklist

This configuration checklist is a quick spot check to ensure you have gone through all necessary configuration steps. For step-by-step instructions on each configuration checklist, please reference the full setup guide below.

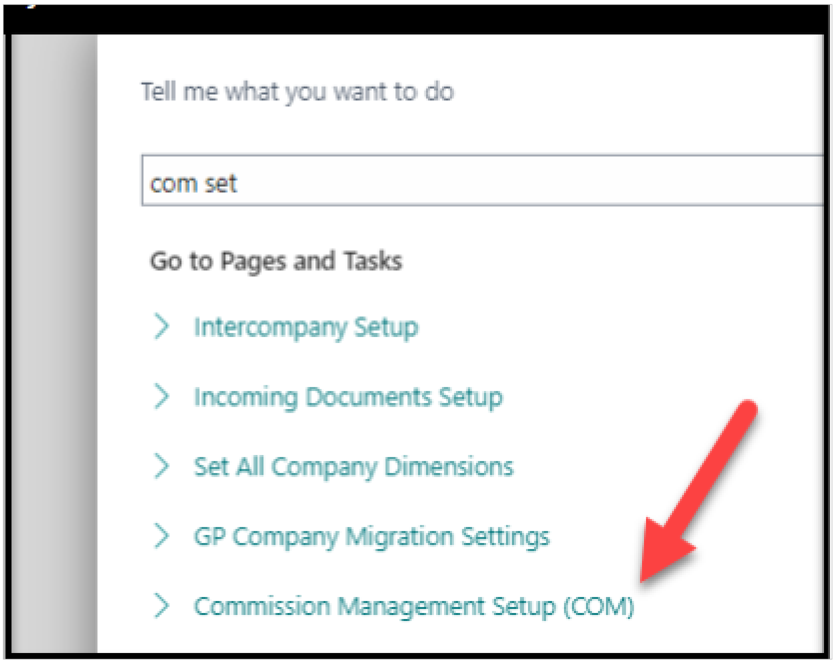
- Generate Demo Key or Enter Activation Key
  - Video with instructions: How to Activate Extension

- Setup User Permissions
  - Video with instructions: How to Setup User Permissions

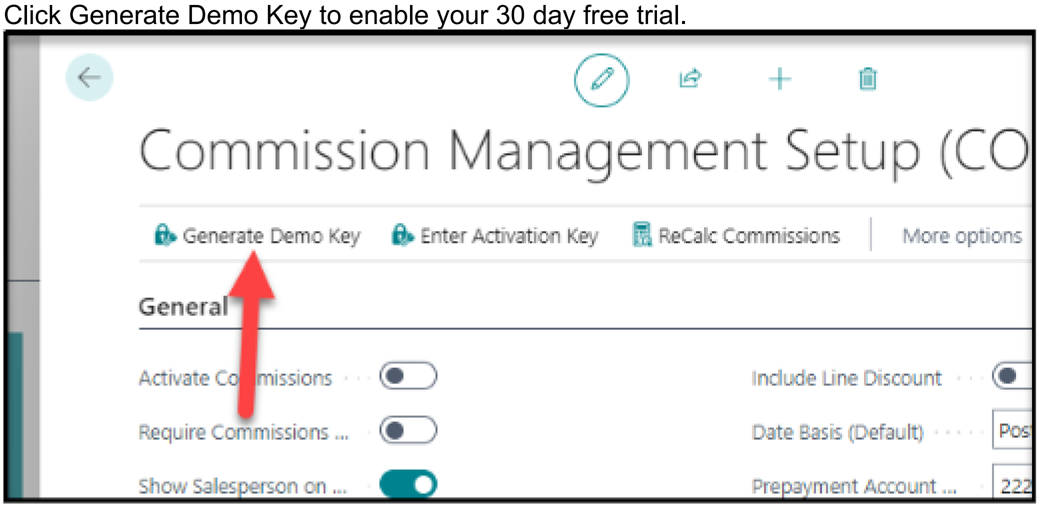
- Setup Commission Management
  - General Setup

3. Licensing Setup

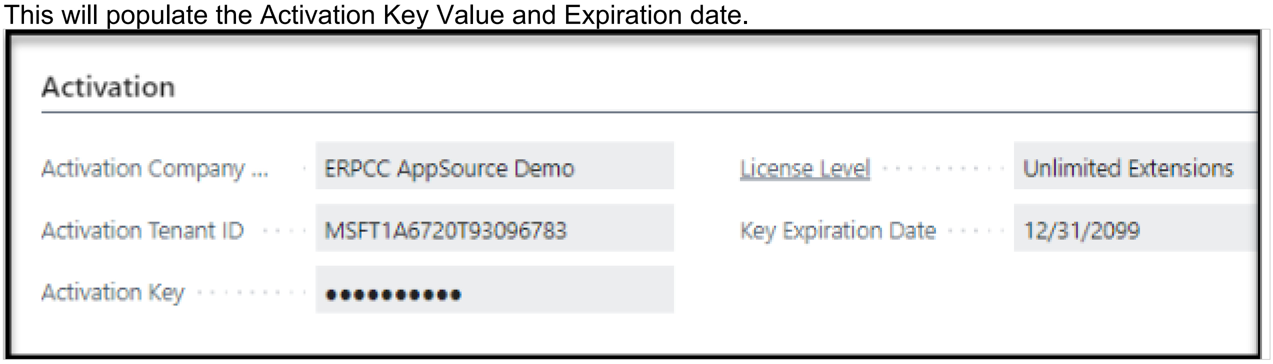
Search for Commission Management Setup.



Click Generate Demo Key to enable your 30 day free trial.



This will populate the Activation Key Value and Expiration date.



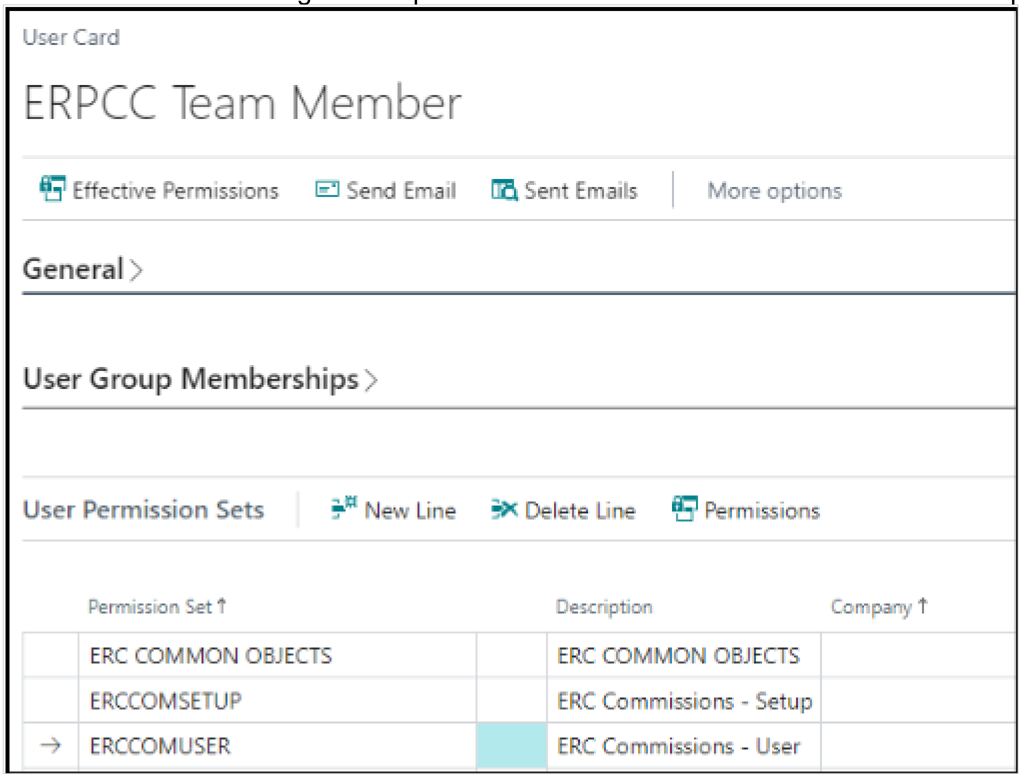
After the 30 day trial has concluded, reach out to ERP Connect Consulting for your Activation Key.

You are now ready to setup the Commission Management extension.

4. Permissions

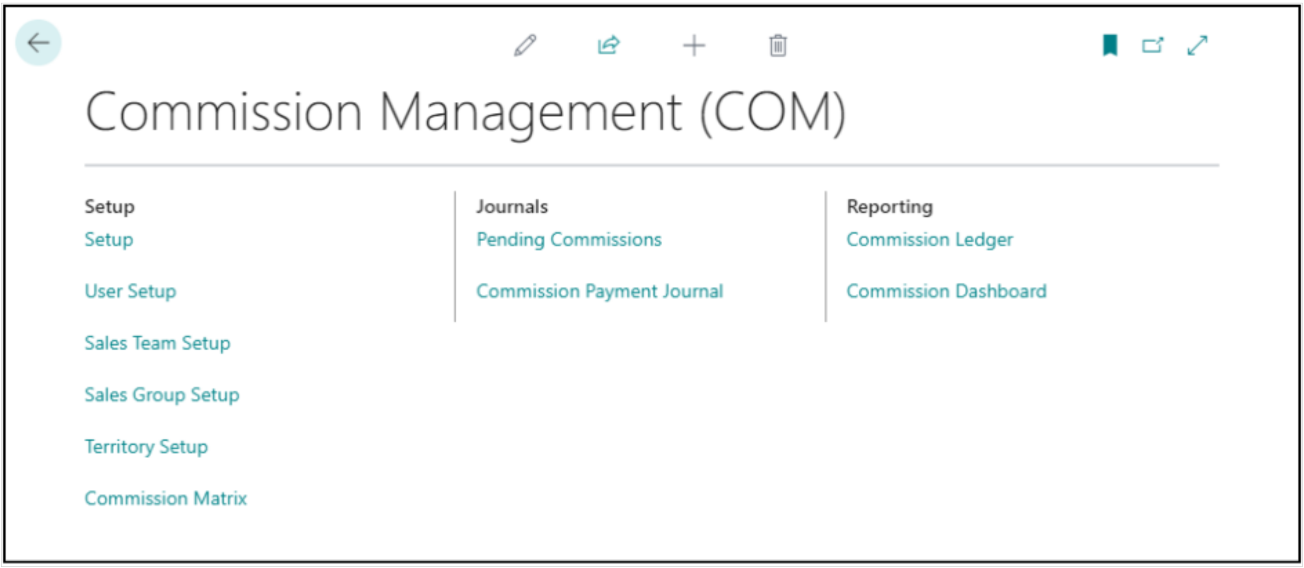
The following permission sets are associated with this extension:

- ERC COMMON OBJECTS
  - ALL system users must be assigned this permission set.
- ERC COM USER
  - ALL system users must be assigned this permission set. This is a read only permission for the extension.
- ERC COM SETUP
  - This provides access to the COM setup tables. Users who should have access to the setup tables must be assigned this permission set in addition to the ERC COM USER permission set.



5. Commission Management Setup

To View all pages related to Commission Management, search “Commission Management (COM)”. This will open up the Commission Management Menu.



To complete the following setup, select ‘Setup’ or search for “Commission Management Setup (COM)”.

1. Commission Management Setup (COM)

- General
  - Activate Commissions – Turning this on will activate all commissions management related fields in Business Central.
  - Require Commissions Approval – Turning this on will require approval of all commissions journals before posting and paying.
  - Show Salesperson on Line – Turning this on will allow for the Salesperson to be shown on the line of Sales Documents. Keeping it off will keep the Salesperson at the header level of Sales Documents.
  - Include Invoice Discount – Turning this on will deduct the invoice on the sales document header from the commission base amount.
  - Include line discount – Turning this on will deduct the invoice on the sales document line(s) from the commission base amount.
  - Date basis (default) – Indicates whether the commission ledger will be based on the Posting Date or the Document Date. Posting Date is the default but can be changed on each commission rule.
  - Check Paid Date on Pay Journal – Specifies if the Paid Date on the Invoice will be checked prior to Generating Payment Journals. This will only pull in Commission Payments that have been Paid before the Thru Date.
  - Prepayment Account No. – Commissions will be ignored on G/L lines with this Account No.
  - Do Not Auto Calculate – Specifies if you want to prevent Commissions from being calculated as sales document fields are updated.
  - Calculate on Release – Specifies if you want to calculate Commissions when the document is released.
    - You should turn this on if the Do Not Auto Calculate toggle is turned on.

- Delete Comm Ledger on Document Delete – Specifies if Commission Ledger Entries will be deleted when the Document is deleted.
    - Do No Delete
    - Prompt For Delete
    - Always Delete

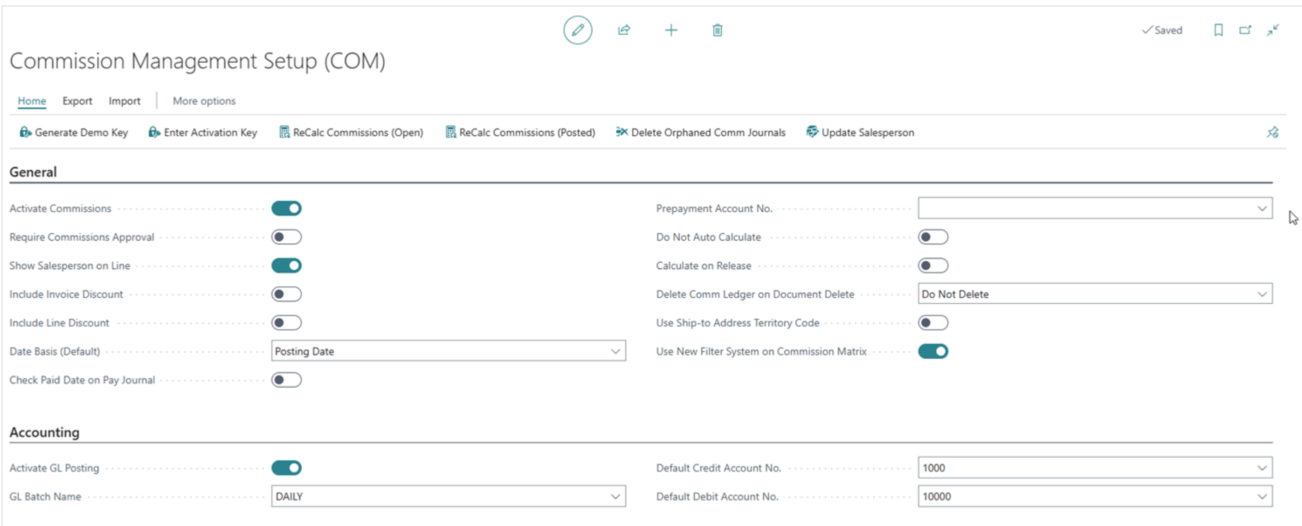
- Use Ship-to Address Territory Code – Specifies if Commissions will be calculated based on the Ship-to Address Territory Code instead of the Customer Territory Code.

- Use New Filter System on Commission Matrix – Allows users to apply Flat Rate Commission rules. It works similarly to percentage commissions in terms of filtering and application, but the calculation for Flat Rate Commissions is based on the quantity invoiced.

- Accounting

    - Activate GL Posting – Turning this on will automate posting of General Ledger entries at the time that Commission Ledgers are created. This will occur on both initial entry and on payment of commissions.
    - GL Batch Name – This is the batch used for posting General Ledger entries.

    - Default Credit Account No. – This is the default GL Account that the Credit transaction will post to, it is normally a Commissions Payable Account.
    - Default Debit Account No. – This is the default GL Account that the Debit transaction will post to, it is normally a Commissions Expense Account.

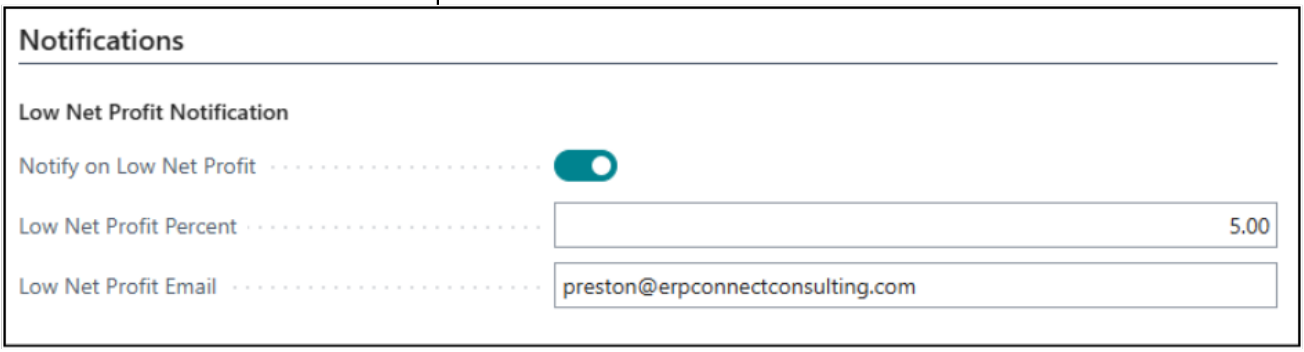


- Notifications

    - Notify on Low Net Profit – Specifies if you would like to receive notification emails for Low Net Profit.

- Low Net Profit Percent – Specifies the percent threshold at which the notification emails would get generated.
    - Example: If Net Profit Percent is set to 5.00, then it will send a notification email when the Net Profit Percent is within 5%.

- Low Net Profit Email – Specifies the email address to which the notification will be sent to.

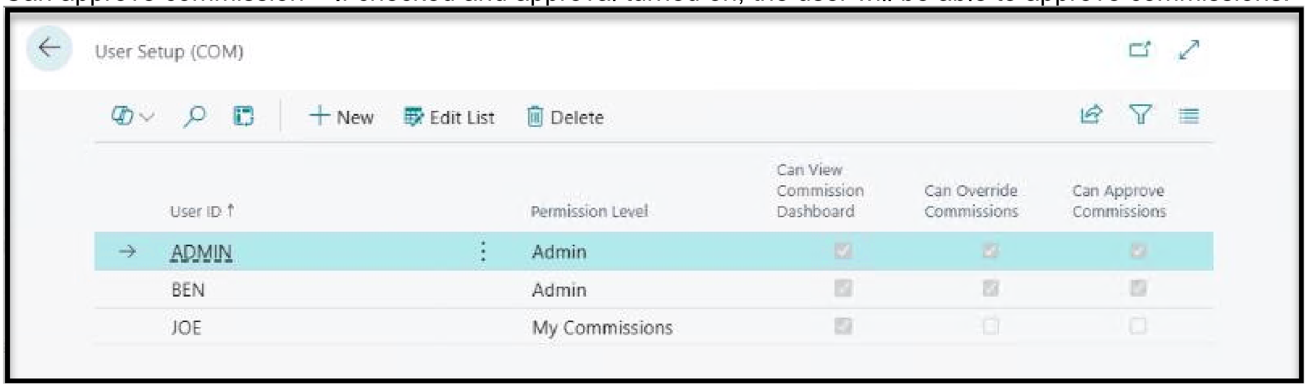


2. Search for Commission Management (COM) and select the related link. Click on User Setup

- User ID – Specifies User ID in Business Central.
- Permission level – Specifies the permission level of the user.
    - None – No access
    - My Commissions – commissions for that user only
    - All Commissions – commissions for everyone
    - Admin – All access

- Can view commission dashboard – If checked, the user will be able to view the commission dashboard.
- Can override commission – If checked, the user will be able to override commissions.

Can approve commission – If checked and approval turned on, the user will be able to approve commissions.



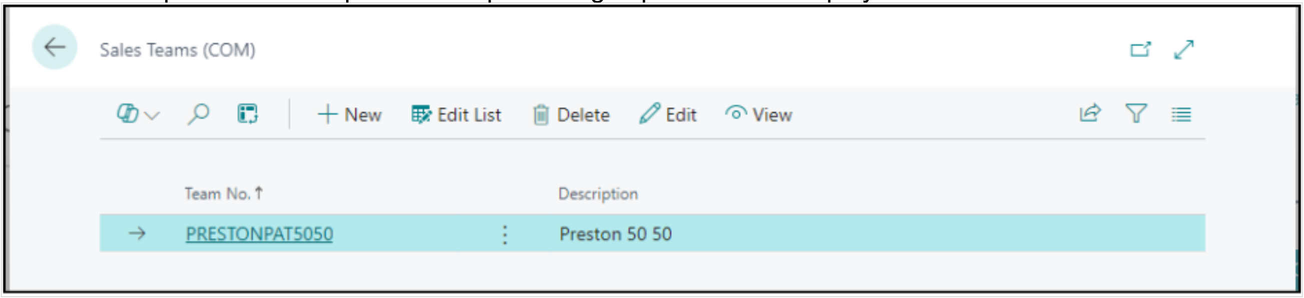
3. Sales Team – If commissions are split between team members, create a Sales Team for them. Screenshot example below: Preston and Pat each receive 50% of the commission amount.

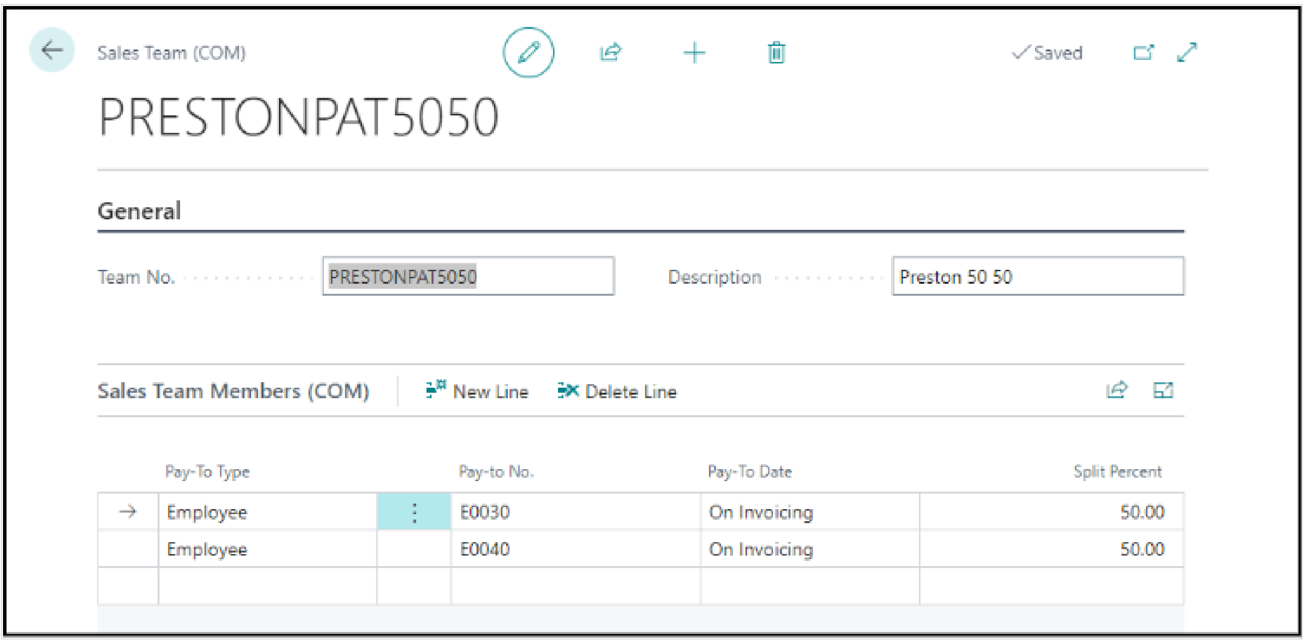
- Setup

    - Team No. – Specifies the unique name of the Sales Team for Commission splits.
    - Description – Specifies the description of the Sales Team for reference.

- Pay-To Type – Employee or Vendor.

- Pay-To No. – Employee or Vendor No. that will be paid.
- Pay-To Date – Specifies if the commission will be paid out On Invoicing or On Payment Receipt.
- Split Percent – Specifies the percentage split for each Employee/Vendor in the Sales Team.

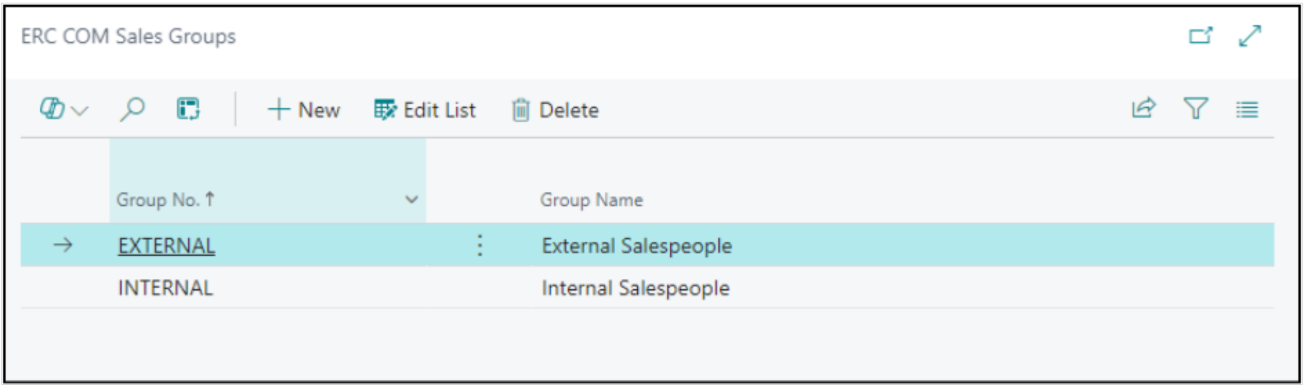




4. Sales Group: If a group of employees have the same commission percentages/amounts, create a Sales Group for them. Screenshot example below: External Salespeople receive 50% commission whereas Internal Salespeople receive 25% commission.

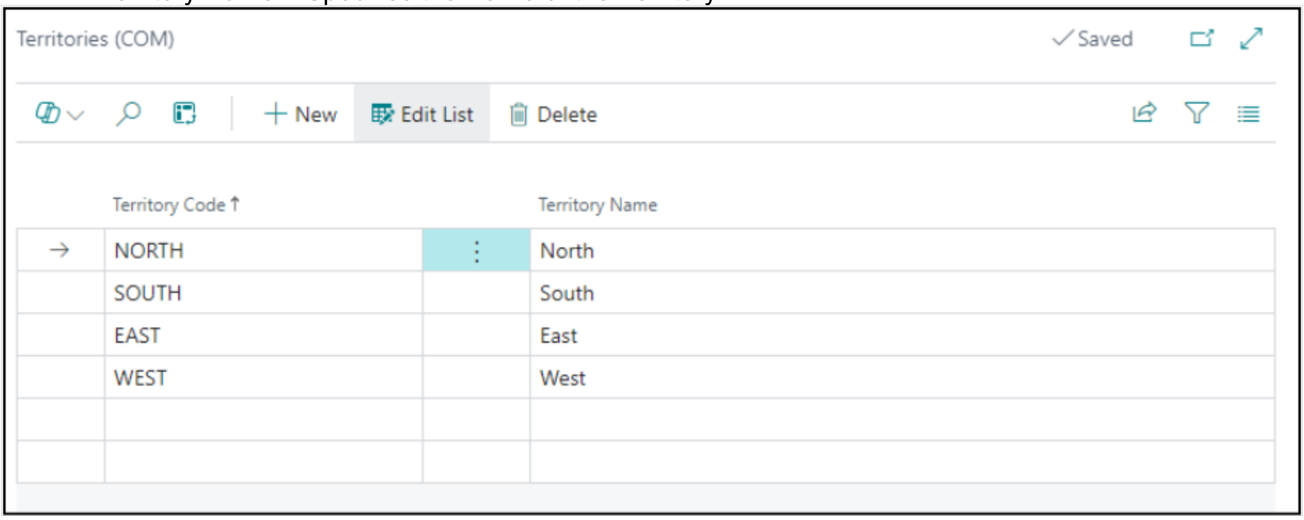
- Setup

  - Group No. – Specifies the unique code of the Sales Group that will be assigned on the Salesperson card.
  - Group Name – Specifies the Name of the Sales Group.



5. Territory Setup: If your Salespeople or Vendors have commissions based on Territory, create Territories for them. Screenshot example below: Salespeople commissions are based on whether the Customer is from North, South, East, or West territories.

- Territory Code – Specifies the unique code of the Territory that will be assigned to the Customer card.
- Territory Name – Specifies the Name of the Territory.



6. Commission Matrix

- Entry No. – Unique rule number that will be tagged in the Commission Journal.
- Description – Description for the specific type of commission, this will pull into the Commission Journal for visibility.
- Include on quote order/invoice/return order/credit memo – If checked, each of these documents will use commissions. Note: Quote commissions are estimated commission predictions.

<ul style="list-style-type:disc"><li value="1" class="li_4B8E7B84">The following filters indicate the commission will ONLY be calculated if it has the following filters. NO filter means everything will be included. Filters now support exclusions and ranges. Use ".." to allow for a range of values and "<>" to exclude values.

- Salesperson filter
- Sales Group filter
- Customer filter
- Customer Posting Group filter
- Gen. Bus. Posting Group filter

  - Customer State Filter
  - Customer Country Filter
  - Territory Filter

  - Type Filter
  - Item No. Filter
  - Item Category Filter
  - Gen. Prod. Posting Group Filter
  - Dimension Filters

- Rule Group No. – Specifies the Group No. for Rules which are used to group rules together for the totaling of Monthly, Quarterly, or Yearly Commissions.
- Apply Sales Team – Indicates if the commission matrix rule can be split based on the sales team specified on the sales document.
- Start Date – Starting date for the commission rule to take effect.

- End Date – Ending date for the commission rule to end.
- Recurring Expire Data Formula – If you are using ERP Connect Recurring Invoicing, and you want to have commissions expire at some point, this is the date formula used to do that calculation.
  - The commission rule will continue until that date formula has been reached.

- Commission Period Basis – 4 options

  - Document – Defaulted option and most used. Commissions are based on the document alone.
  - Monthly – Accrues for the month based on posting date for the calendar month and uses a minimum revenue amount to generate commissions. If it is over the minimum amount then commissions will be paid out, otherwise it will be ignored.

  - Quarterly – Accrues for the quarter based on posting date for calendar months and uses a minimum revenue amount to generate commissions. If it is over the minimum amount then commissions will be paid out, otherwise it will be ignored.

  - Yearly – Accrues for the year based on posting date for the calendar year and uses a minimum revenue amount to generate commissions. If it is over the minimum amount then commissions will be paid out, otherwise it will be ignored.

- Minimum Amount – Specifies the minimum amount for the value of the document to be to use the rule. If document value is below the minimum amount, the rule will be ignored. If above, the rule will be used.
  - Example: Minimum Amount is set to $1,000 for the rule and a Sales Order comes in for $999. The rule will be ignored.

- Maximum Amount – Specifies the maximum amount for the value of the document to be to use the rule. If the document value is above the maximum amount, the rule will be ignored. If below, the rule will be used.
  - Example: Maximum Amount is set to $10,000 for the rule and a Sales Order comes in for $8,000. The rule will be used.

- Percent Commission - % to pay the Employee/Vendor.
- Commission Amount Basis – 5 options

  - Revenue – Commission based on the Amount of the document line.
  - Adjusted Revenue – Commission based on the Amount of the document line multiplied by a percentage. (i.e. if you have a fee from a service for selling an item that you want to adjust the revenue for).

  - Example: Microsoft takes 10% of revenue for all apps sold, so Commission Amount Basis would be set to Adjusted Revenue and Adjusted Revenue Multiplier would be 0.90.

  - Profit – Commission based on the Amount of the document line minus the unit cost times quantity on the document line.
  - Adjusted Profit – Commission based on the Amount of the document line minus the adjusted unit cost on the item card times quantity on document line. Useful to account for costs not included in inventory cost, as a fixed amount per quantity.

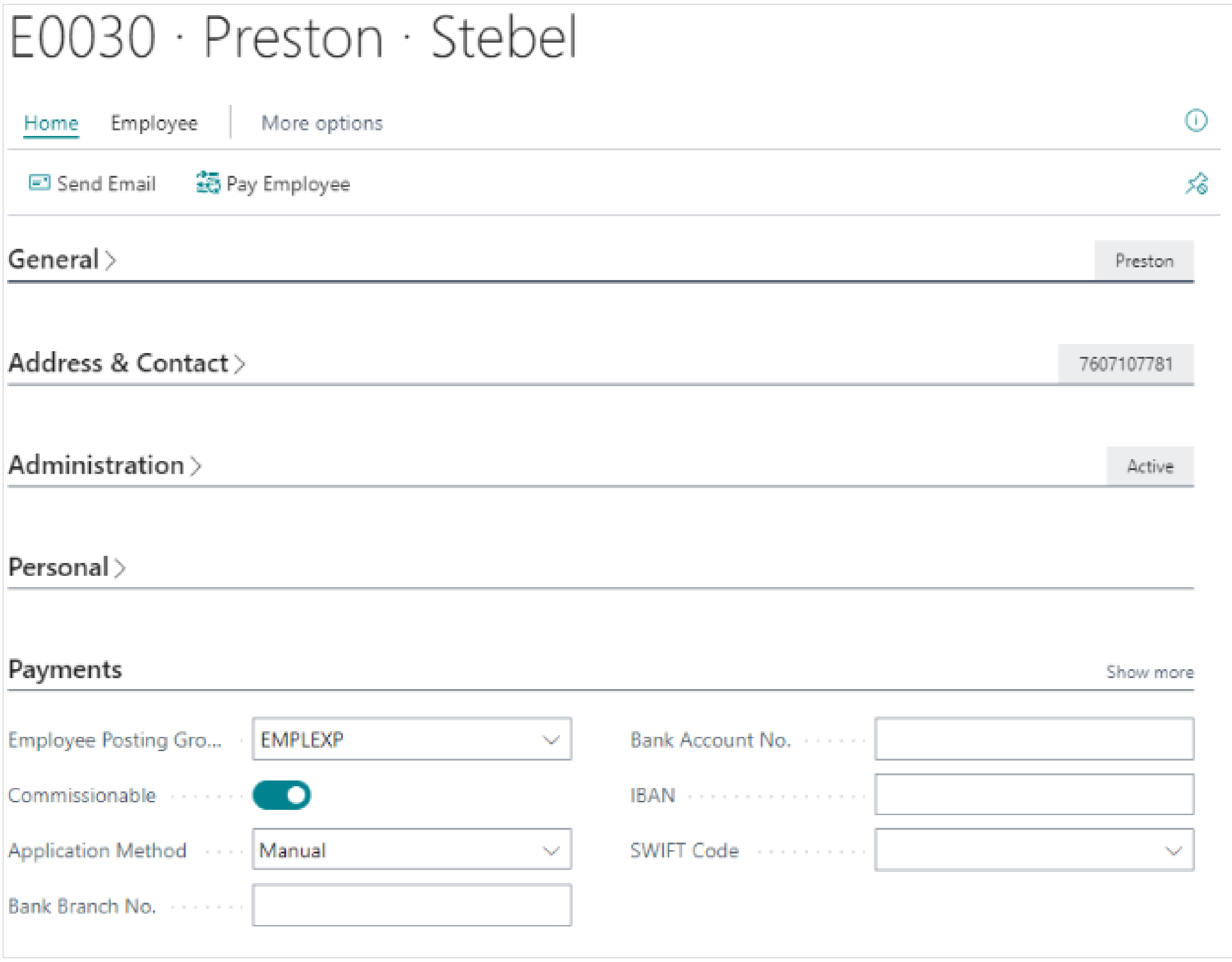
  - Profit (Cost Plus) - Commission based on the Amount of the document line minus the unit cost times quantity on the document line plus a percent of the cost. Useful to account for costs not included in inventory cost, as a percent of cost.

  - Profit (Actual Cost) - Commission based on the Amount of the document line minus the ACTUAL inventory cost for that document line. Useful when you have special order items or purchases linked to the sales document.
  - Custom – Custom code to do the commission amount calculation.

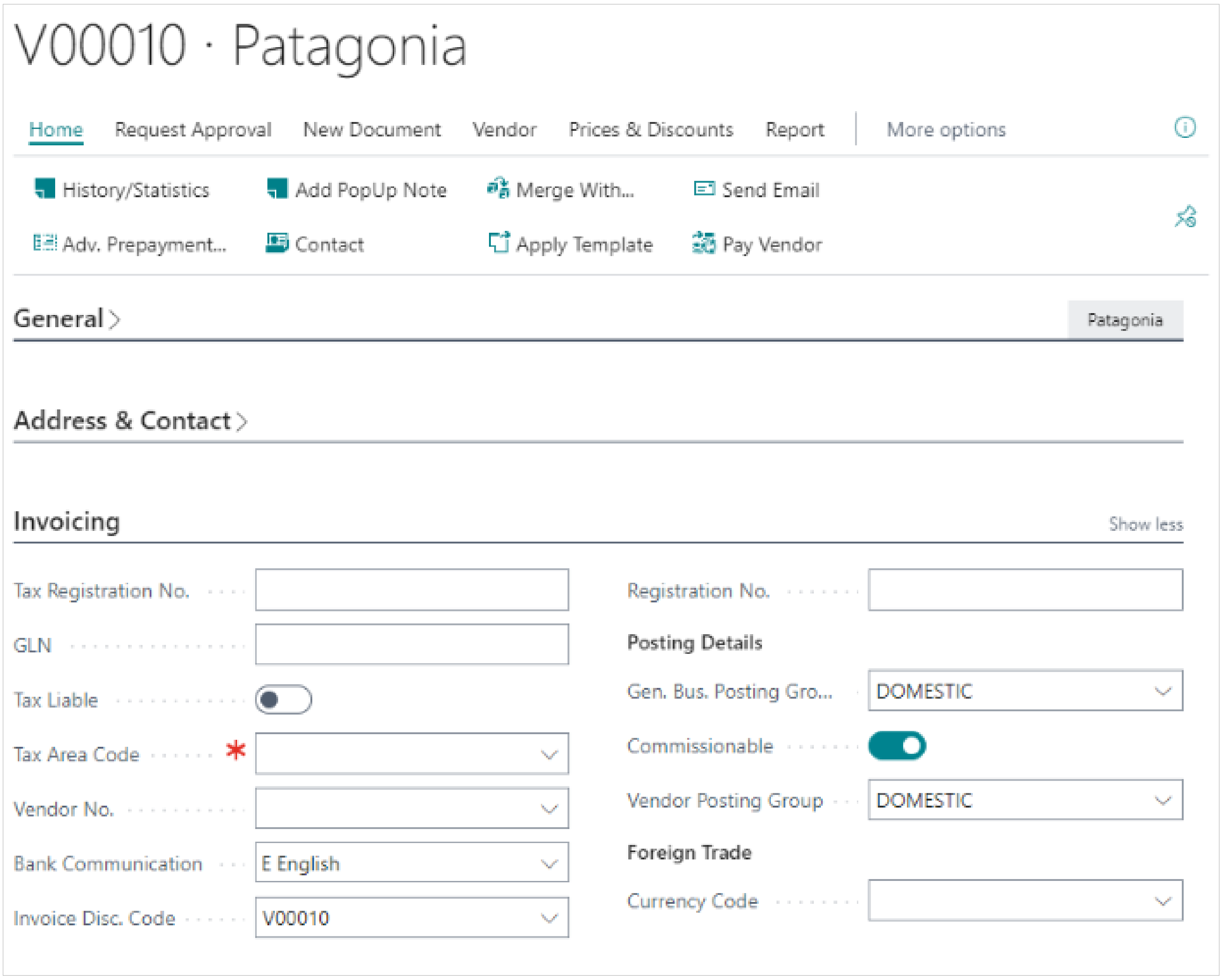
  - Adjusted Revenue Multiplier – If the Commission Amount Basis is Adjusted Revenue, then this multiplier is used to determine actual amount from the amount on the sales line.
    - Example: Microsoft takes 10% of revenue for all apps sold, so Commission Amount Basis would be set to Adjusted Revenue and Adjusted Revenue Multiplier would be 0.90.

  - Cost Plus Multiplier – If Commission Amount Basis is Profit (Cost Plus), then this multiplier is used to determine actual basis amount from the unit cost plus percentage on the sales line.
  - Get Pay-to from – Indicates to get the Pay-to information from the salesperson code on the document rather than from the rule.

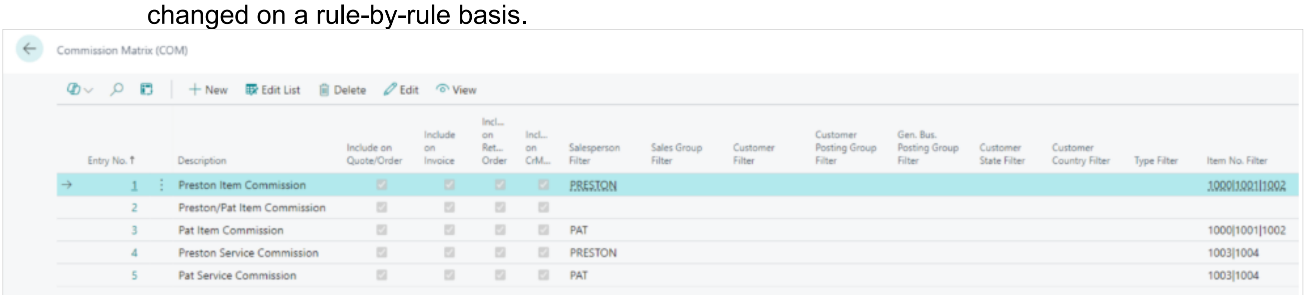
  - Pay-to Type – Specifies whether you will pay an Employee or Vendor.
  - Pay-to No. – Specifies the exact Employee or Vendor No. you will pay.
    - Note: You will need to turn on the ‘Commissionable’ toggle on each Employee and Vendor that requires commissions. This can be found under the Payments FastTab for Employees and Invoicing FastTab for Vendors.



E0030 · Preston · Stebel
Home
Employee
More options
Send Email
Pay Employee
General
Preston
Address & Contact
7607107781
Administration
Active
Personal
Payments
Show more
Employee Posting Gro...
EMPLEXP
Commissionable
Application Method
Manual
Bank Branch No.
Bank Account No.
IBAN
SWIFT Code



- Pay-To Date – Specifies whether to pay the Employee or Vendor On Invoicing or On Payment Receipt.
    - On Invoicing is the default.
- Default Credit Account No. – Defaults from the Commissions Management Setup page but can be changed on a rule-by-rule basis.
- Default Debit Account No. – Defaults from the Commissions Management Setup page but can be changed on a rule-by-rule basis.

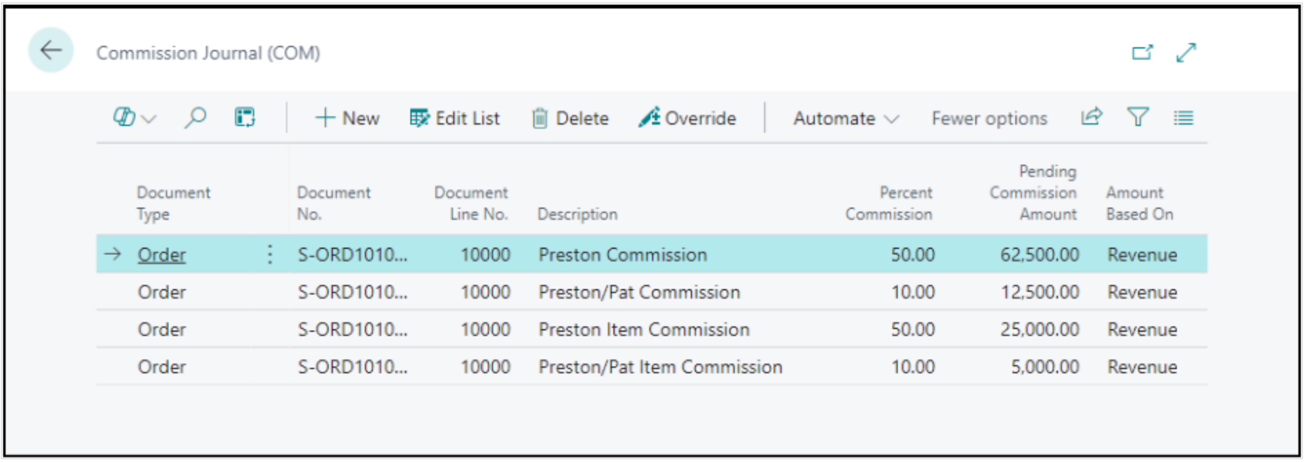


6. Journals and Reporting Review

1. Pending Commissions – Drills down to the Commission Journal which contains all open commission lines

from open Sales Orders. This will only show you pending commissions that have not been posted yet.

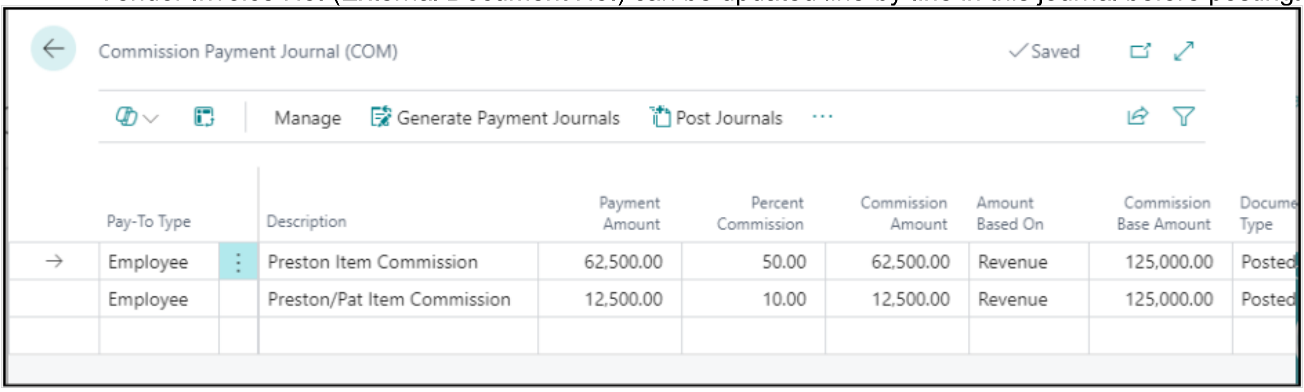
- Override in the top ribbon allows for the user to change values and quantities for an individual commission line.



Document Type	Document No.	Document Line No.	Description	Percent Commission	Pending Commission Amount	Amount Based On
Order	S-ORD1010...	10000	Preston Commission	50.00	62,500.00	Revenue
Order	S-ORD1010...	10000	Preston/Pat Commission	10.00	12,500.00	Revenue
Order	S-ORD1010...	10000	Preston Item Commission	50.00	25,000.00	Revenue
Order	S-ORD1010...	10000	Preston/Pat Item Commission	10.00	5,000.00	Revenue

2. Commission Payment Journal – Opens up the Commission Payment Journal so the user can Generate Payment Journals to bring in all commission lines. After posting the payment journal, it will generate an Employee Ledger if Pay-to is an employee and Vendor Invoice if Pay-to is a vendor.

- If Pay-to Type is Vendor, users will need to post the purchase invoice.
- Vendor Invoice No. (External Document No.) can be updated line-by-line in this journal before posting.



Pay-To Type	Description	Payment Amount	Percent Commission	Commission Amount	Amount Based On	Commission Base Amount	Docume Type
Employee	Preston Item Commission	62,500.00	50.00	62,500.00	Revenue	125,000.00	Posted
Employee	Preston/Pat Item Commission	12,500.00	10.00	12,500.00	Revenue	125,000.00	Posted

3. Commission Ledger – Drills down to the Commission Ledger which contains all posted commission lines from Sales Orders. All commission lines will appear here after the Sales Order has been shipped and invoiced or after the Sales Invoice has been posted. After payment has been posted, the payment will be applied to the commission line in the Commission Ledger.

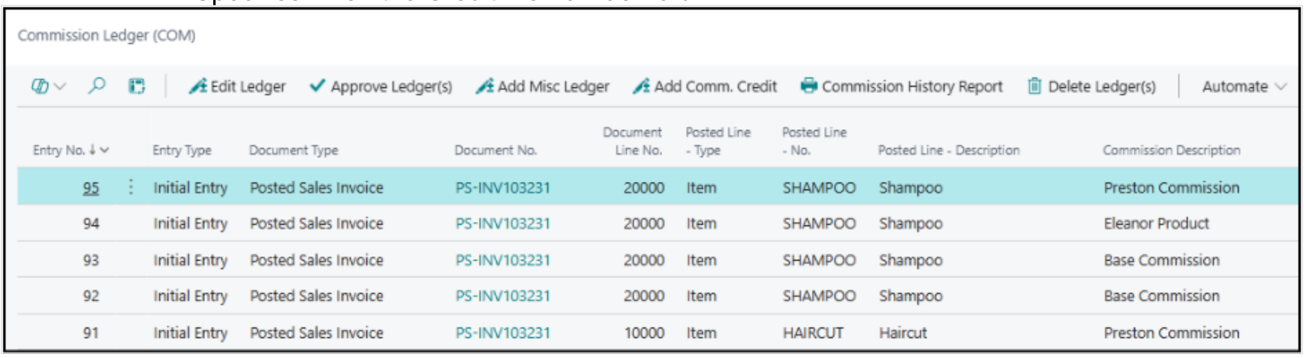
- Edit Ledger
  - Allows the user to edit the selected ledger entry
- Approve Ledger
  - Allows the users with approval access to approve individual or multiple entries
- Add Misc Ledger
  - Allows for random commissions to be added to the ledger

- Add Comm. Credit
  - Allows for commissions to be offset by an amount
    - Example: A company wants to credit the commission amount by the fixed salary for an employee. If salary is $75,000 and commission is $150,000, the user can Add Comm. Credit

for $75,000.

- Commission History Report
  - Shows all posted commissions for each employee
    - Includes Document No., Customer No., and Customer Name for easy filtering
- Delete Ledger
  - Allows users to delete individual or multiple entries from the Commission Ledger

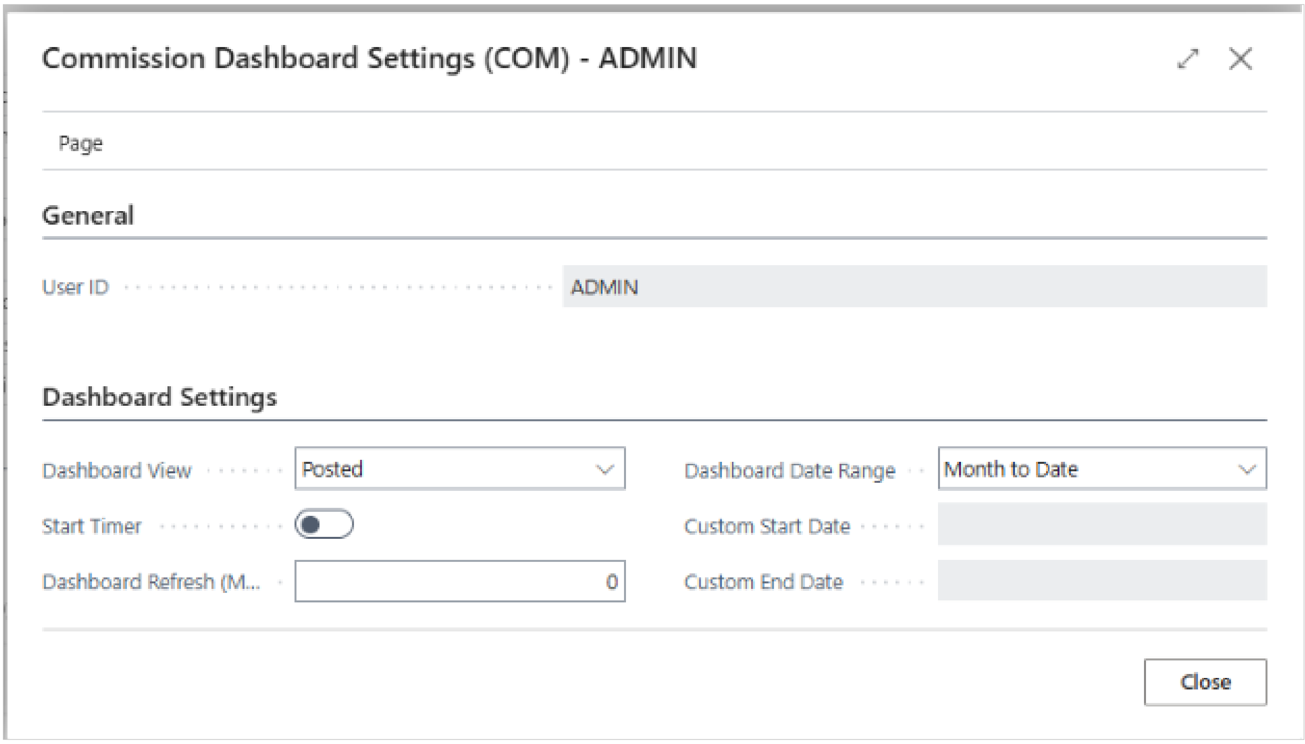
- Commission Ledger Columns
  - Invoice Paid
    - Specifies if the Invoice has been Paid
  - Invoice Paid Date
    - Specific when the Invoice was Paid
  - Cr. Memo Paid
    - Specifies if the Credit Memo has been Paid
  - Cr. Memo Paid Date
    - Specifies when the Credit Memo was Paid



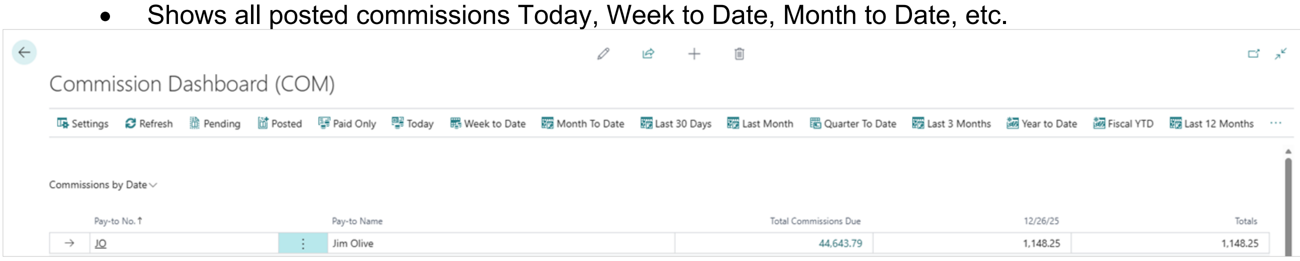
Entry No.	Entry Type	Document Type	Document No.	Document Line No.	Posted Line - Type	Posted Line - No.	Posted Line - Description	Commission Description
95	Initial Entry	Posted Sales Invoice	PS-INV103231	20000	Item	SHAMPOO	Shampoo	Preston Commission
94	Initial Entry	Posted Sales Invoice	PS-INV103231	20000	Item	SHAMPOO	Shampoo	Eleanor Product
93	Initial Entry	Posted Sales Invoice	PS-INV103231	20000	Item	SHAMPOO	Shampoo	Base Commission
92	Initial Entry	Posted Sales Invoice	PS-INV103231	20000	Item	SHAMPOO	Shampoo	Base Commission
91	Initial Entry	Posted Sales Invoice	PS-INV103231	10000	Item	HAIRCUT	Haircut	Preston Commission

4. Commission Dashboard – Opens up the dashboard to display commissions by Employee or Vendor. The Pay-to No. can be filtered for Pending and Posted commissions for easy visibility and sorting.

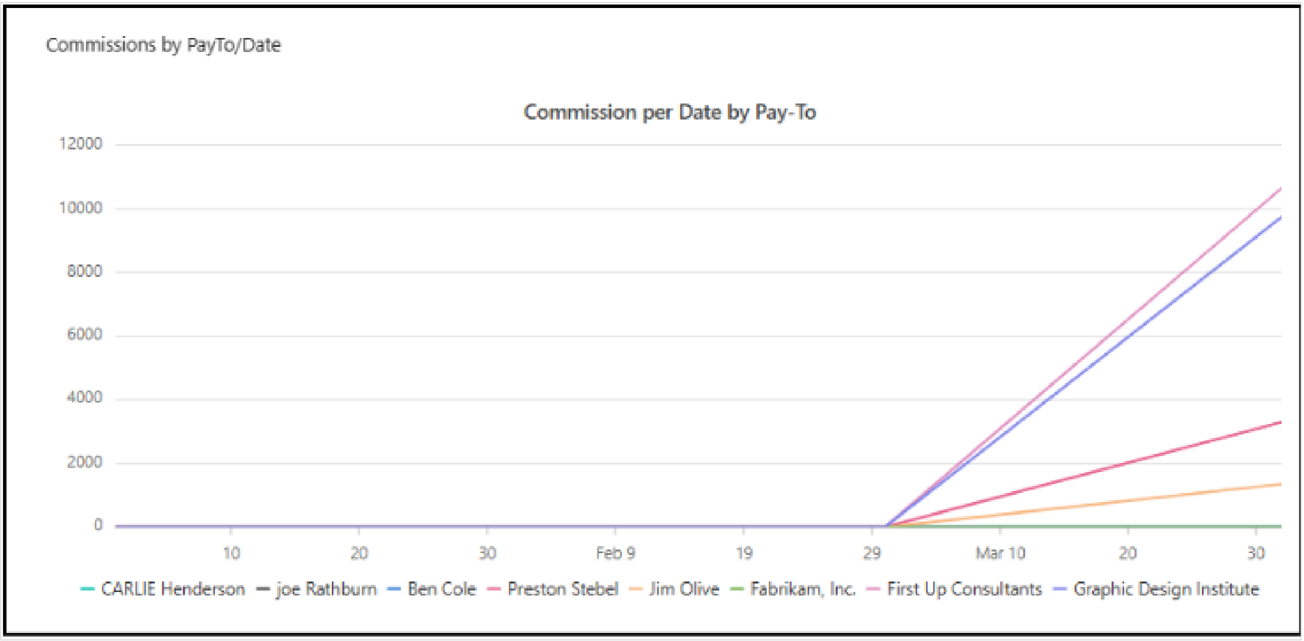
- Settings – Commission Dashboard Settings



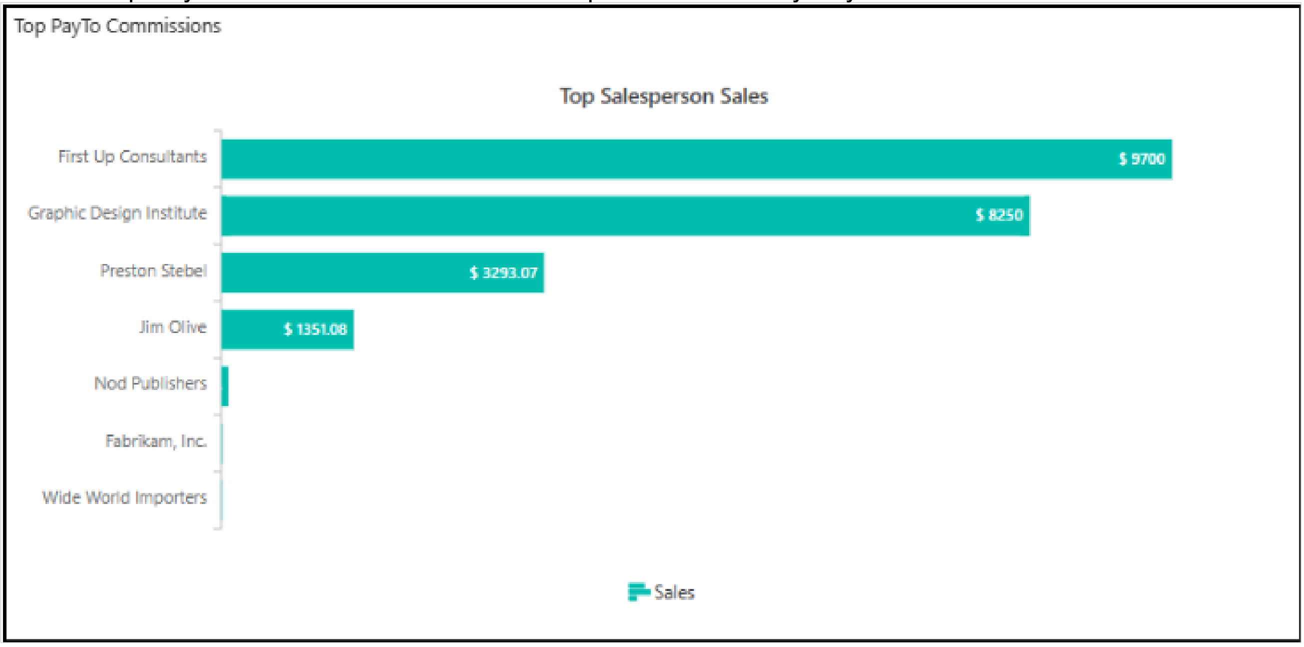
- Refresh – Refreshes the data in the dashboard
- Pending
  - Shows all open commissions by Employee or Vendor
- Posted
  - Shows all posted commissions by Employee or Vendor
- Paid Only
  - Enables users to filter records to show only Paid Posted Invoices
- Date Filters
  - Shows all posted commissions Today, Week to Date, Month to Date, etc.



- Commissions by Pay-to/Date – Shows all Posted Commissions by the Pay-to No. and the Date.



- Top Pay-to Commissions – Shows the Top Commissions by Pay-to No.



- Posted Sales with Commissions – Shows all Posted Sales Documents with Commissions attached.

Posted Sales with Commissions

Document Type ↑	No. ↑	Bill-to Customer No.	Sell-to Customer Name	Posting Date	Gen. Bus. Posting Group	Department Code	Customergro... Code	Fulfillment Days	Pre... Invo...	Amount	Amount Including VAT	Product Sales	Product Cost	Product Gross Margin	Product Gross Margin Percent	Non-Product Sales	Gro
Invoice	PS-INV103223	20000	Trey Research	4/1/2024	DOMESTIC	SALES	MEDIUM	0		1,000.00	1,000.00	1,000.00	0.00	1,000.00	100.00	0.00	
Invoice	PS-INV103224	20000	Trey Research	4/1/2024	DOMESTIC	SALES	MEDIUM	0		100.00	100.00	100.00	50.00	50.00	50.00	0.00	
Invoice	PS-INV103225	20000	Trey Research	4/1/2024	DOMESTIC	SALES	MEDIUM	0		100.00	100.00	100.00	100.00	0.00	0.00	0.00	
Invoice	PS-INV103226	40000	Alpine Ski House	4/1/2024	DOMESTIC	SALES	SMALL	0		1,000.80	1,070.86	1,000.80	780.70	220.10	21.99	0.00	
Invoice	PS-INV103227	20000	Trey Research	4/1/2024	DOMESTIC	SALES	MEDIUM	0		1,000.00	1,000.00	1,000.00	0.00	1,000.00	100.00	0.00	
Invoice	PS-INV103228	20000	Trey Research	4/1/2024	DOMESTIC	SALES	MEDIUM	0		2,000.00	2,100.00	2,000.00	780.70	1,219.30	60.97	0.00	
Invoice	PS-INV103229	40000	Alpine Ski House	4/1/2024	DOMESTIC	SALES	SMALL	0		200.00	200.00	200.00	100.00	100.00	50.00	0.00	
Invoice	PS-INV103230	20000	Trey Research	4/1/2024	DOMESTIC	SALES	MEDIUM	0		1,000.00	1,000.00	1,000.00	100.00	900.00	90.00	0.00	
Invoice	PS-INV103231	20000	Trey Research	4/1/2024	DOMESTIC	SALES	MEDIUM	0		10,000.00	10,000.00	10,000.00	5,000.00	5,000.00	50.00	0.00	
Credit Me...	PS-CR104001	20000	Trey Research	4/1/2024	DOMESTIC	SALES	MEDIUM	0		-2,001.60	-2,101.68	-2,001.60	1,561.40	-440.20	21.99	0.00	

7. Commission Matrix Rule Creation

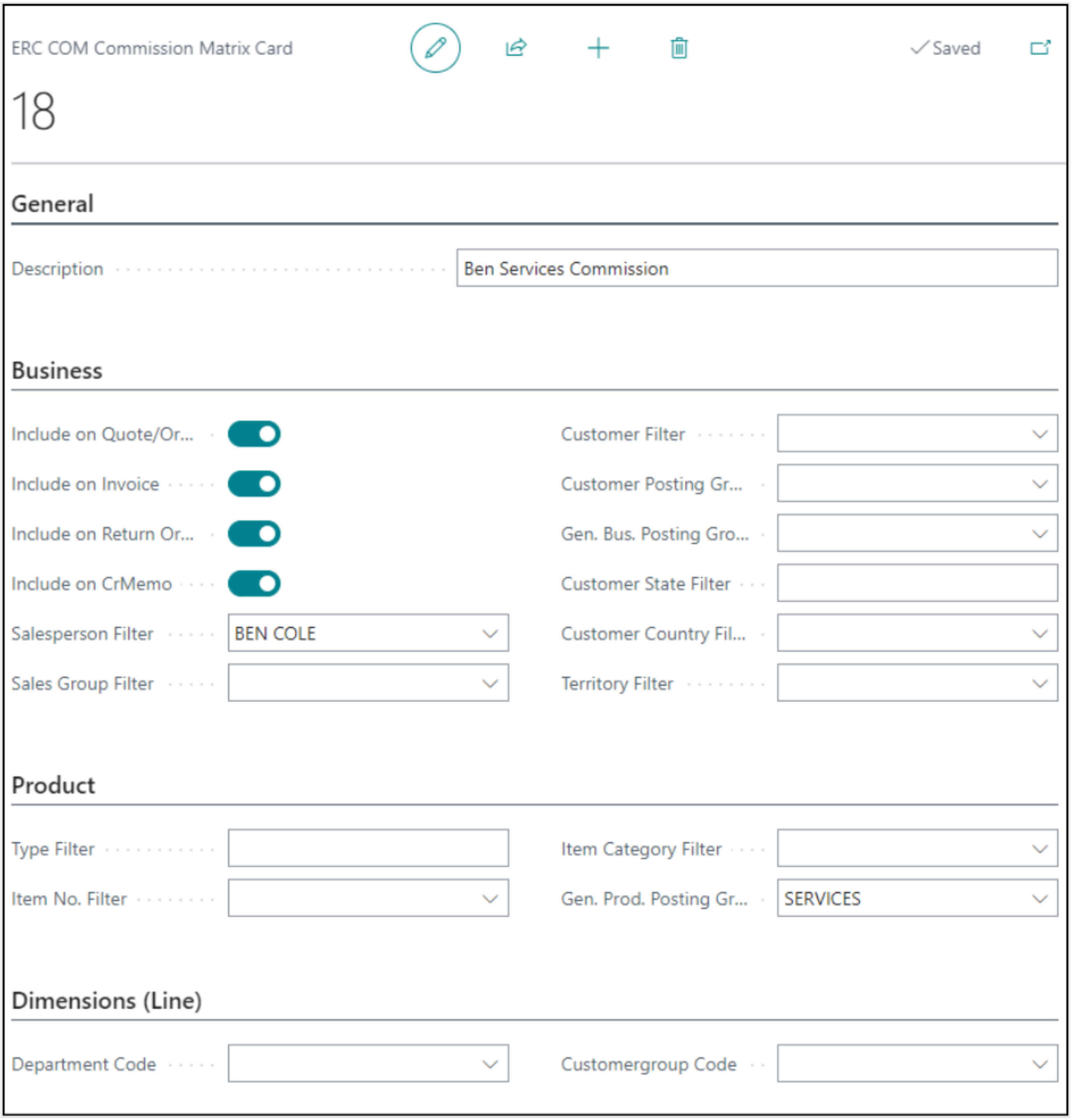
1. Search for Commission Management (COM).
2. Select Commission Matrix under the Setup section.

3. Click +New to create a new rule.
4. Enter a Description to describe the commission rule.
   - Example: If an employee named Ben were to get commission for all services, you could enter a description as “Ben Services Commission”.

5 Under the Business FastTab, turn on all toggles for the documents that your company requires commissions to be calculated for.
   - Quotes/Orders, Invoices, Return Orders, and Credit Memos.

6. Select any of the filters for this commission rule to take effect.
   - Example: If Ben only gets commission on orders he is the Salesperson for, you would select Ben as the Salesperson Filter. That way if he is not the Salesperson on an order, he will not get commission.

7. Under the Product FastTab, specify any item filters for this commission rule to take effect.
8. Under the Dimensions FastTab, specify the Global Dimension filters (if any) for this commission rule to take effect.

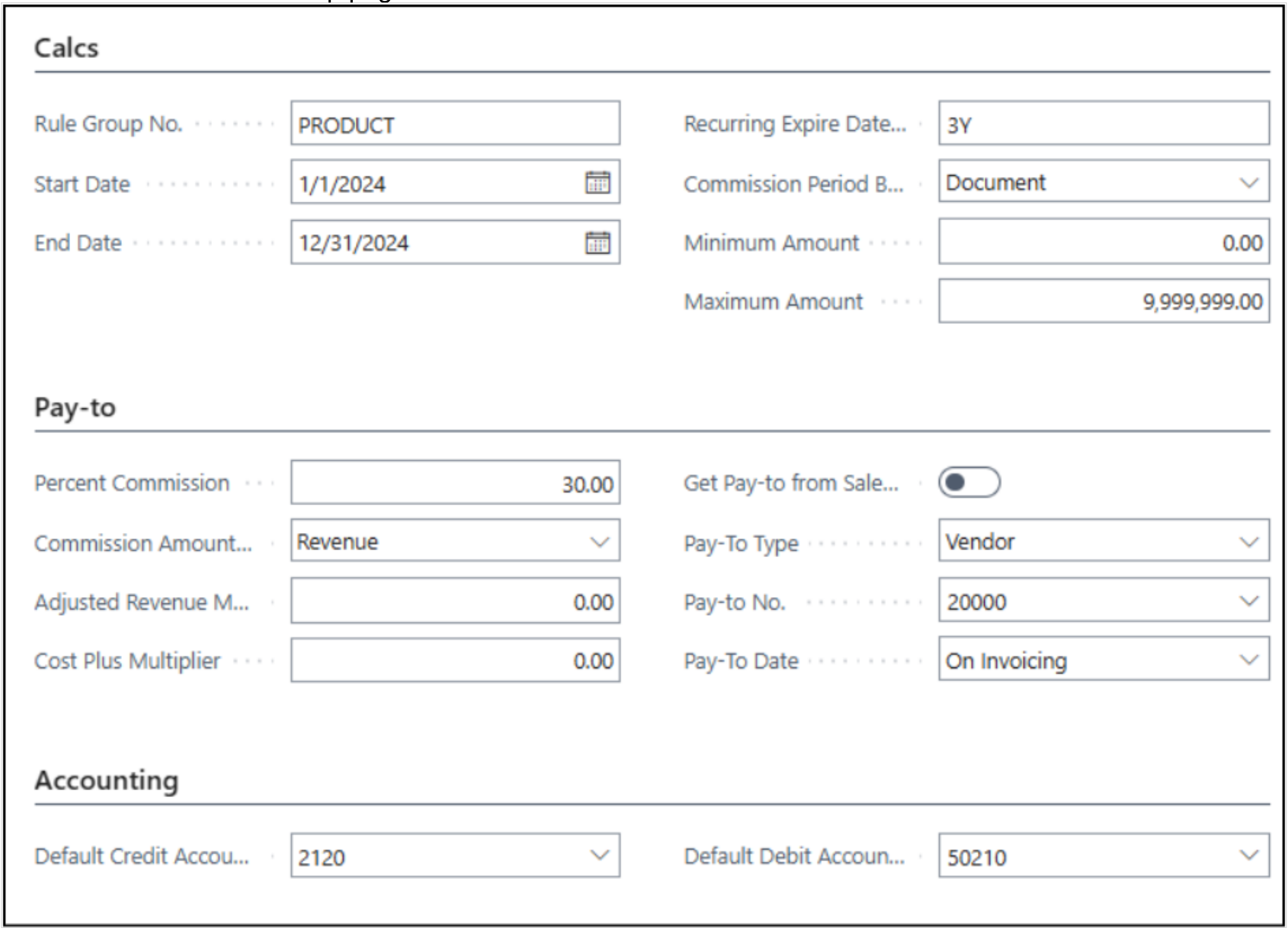


9. Under the Calcs FastTab, enter/change any of the fields for this commission rule to take effect. Each field is described in the documentation above.
10. Under the Pay-to FastTab, enter the Percent Commission and Pay-to information for the Employee or Vendor.

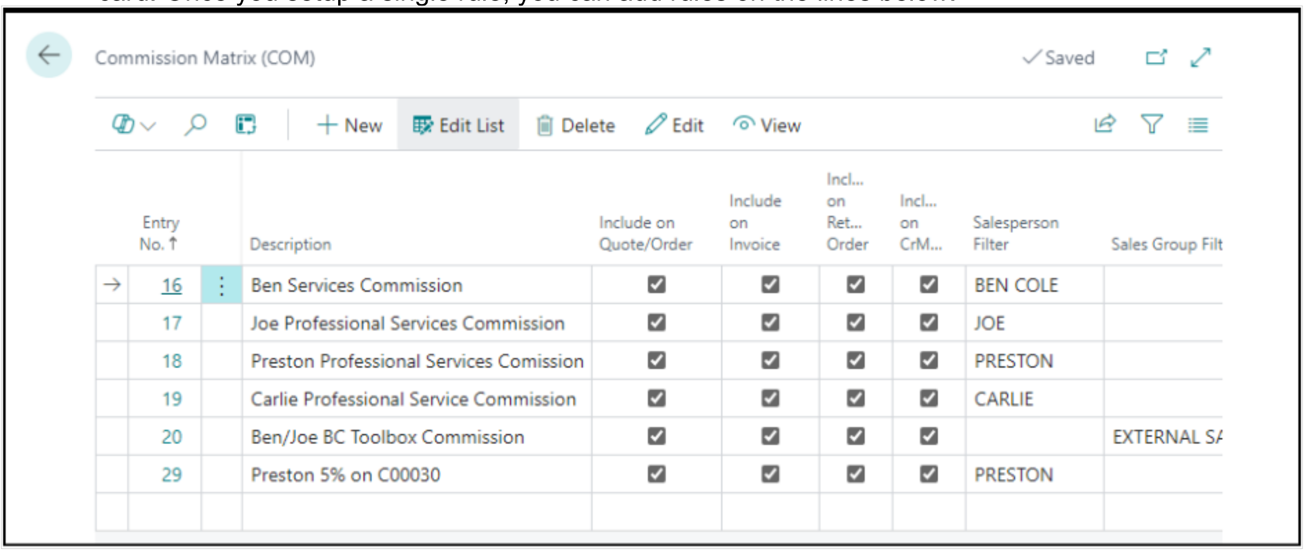
- If the Commission Amount Basis is Adjusted Revenue, enter an Adjusted Revenue Multiplier.
- Turn on the Get Pay-to from Salesperson if you want the Pay-to information to be taken from the Salesperson instead of the Commission Rule.
- Pay-to Date defaults to On Invoicing, but you can change this to On Payment Receipt if that's the case.

11. Under the Accounting FastTab, confirm the Default Credit and Debit accounts are correct.

These default from the Setup page.



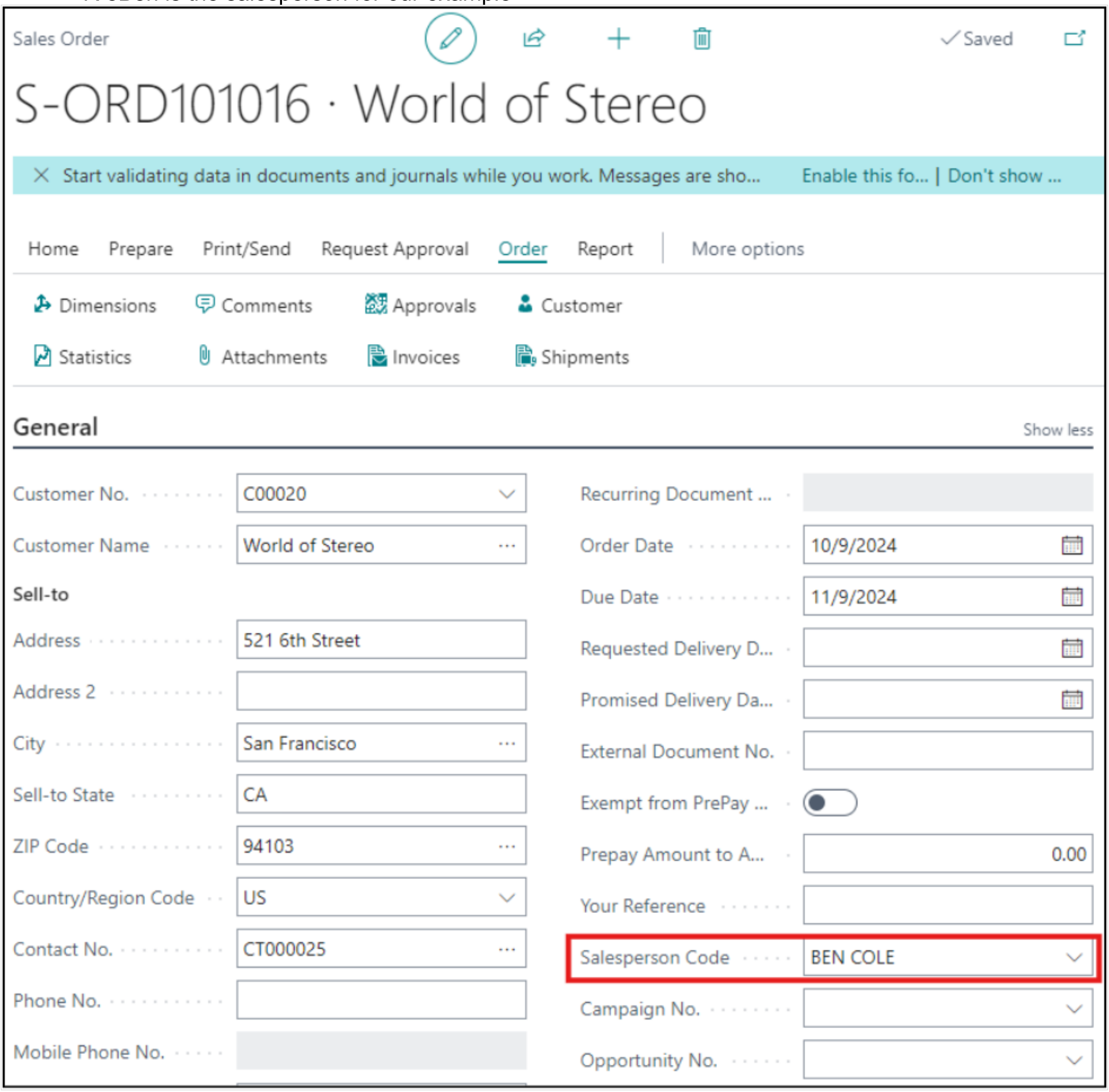
12. Repeat these steps for all commission rules.
    - Note: You can also enter the commission rules in the Matrix directly, without having to go through each card. Once you setup a single rule, you can add rules on the lines below.



Entry No.	Description	Include on Quote/Order	Include on Invoice	Incl... on Ret... Order	Incl... on CrM...	Salesperson Filter	Sales Group Filt
16	Ben Services Commission	☑	☑	☑	☑	BEN COLE	
17	Joe Professional Services Commission	☑	☑	☑	☑	JOE	
18	Preston Professional Services Comission	☑	☑	☑	☑	PRESTON	
19	Carlie Professional Service Commission	☑	☑	☑	☑	CARLIE	
20	Ben/Joe BC Toolbox Commission	☑	☑	☑	☑		EXTERNAL S/
29	Preston 5% on C00030	☑	☑	☑	☑	PRESTON	

8. Commissions Sales Order Creation

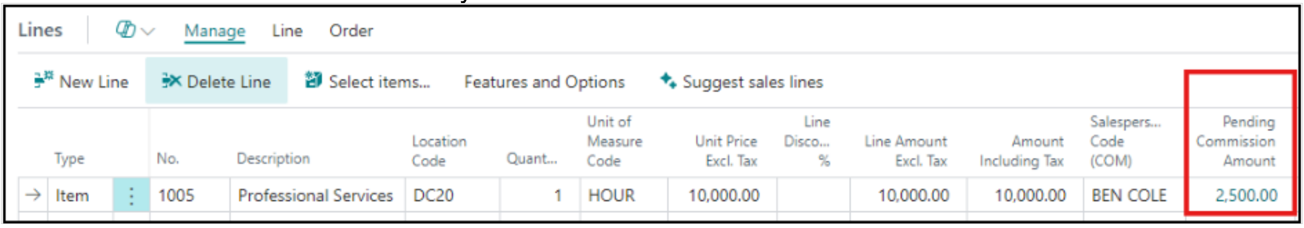
1. Search for Sales Orders
2. Click '+New'
3. Enter in a Customer for which commissions would be paid out for
   - In the example below, no customer filters are specified so any customer can be selected
4. Specify the Salesperson in the Header
   - R eBen is the salesperson for our example



5. Enter in items for which commissions would be paid out for
   - If it is a specific item, it will need to be added to the Item No. Filter in the Commission Matrix.
   - For our example, we will select an item with Gen Prod. Posting Group = SERVICES.

   - Enter the No., Quantity, and Price (if it doesn't pull in).

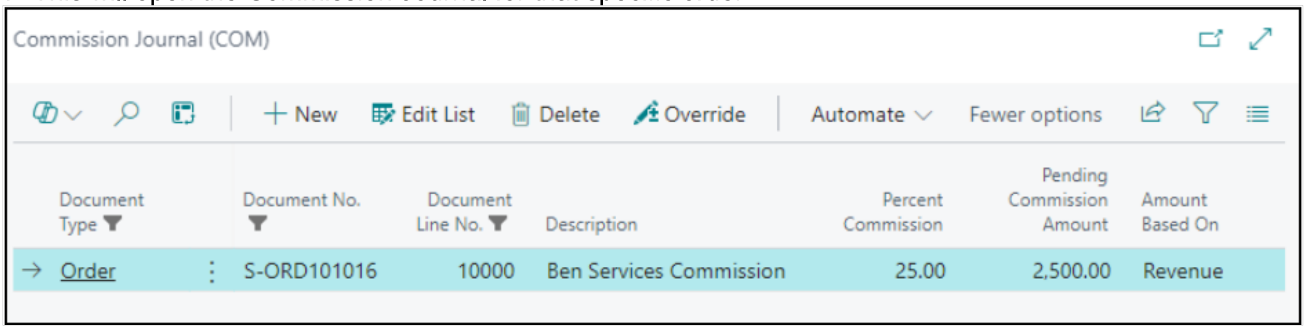
- After you do this, the new field called 'Pending Commission Amount' should populate with the correct commission amount based on your rules from the Commission Matrix.



6. Drill down into the Amount by clicking the blue underlined value
    - In the example above, you would click 2,500.00.

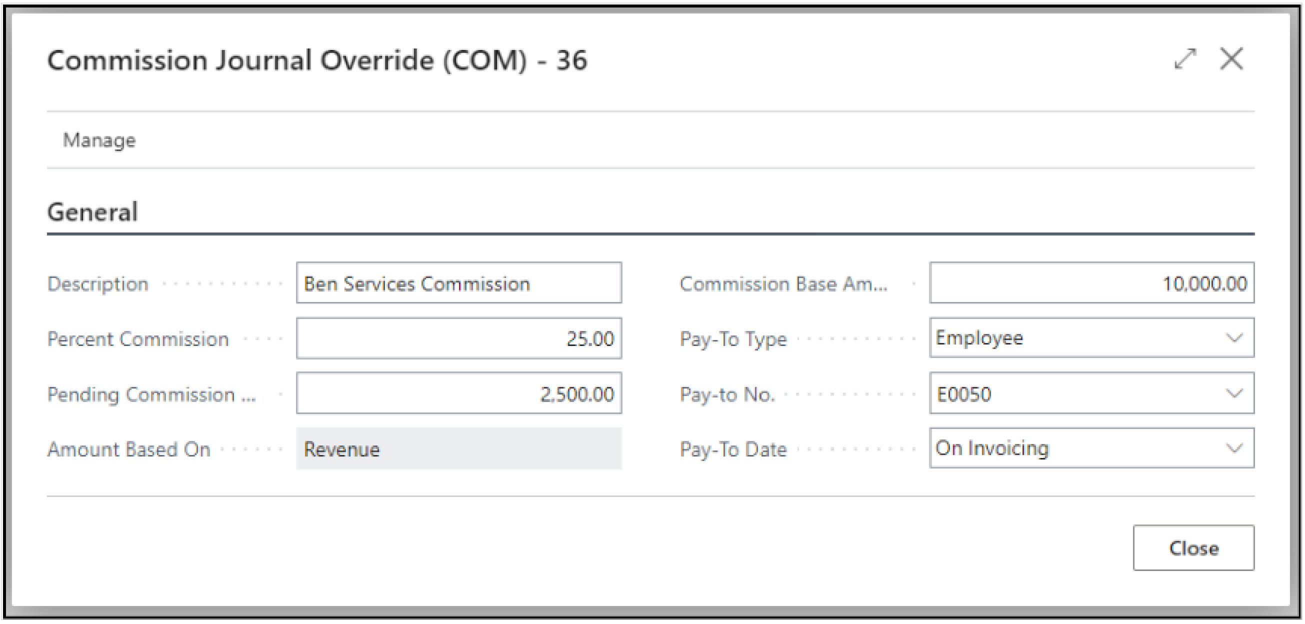
    - Note: If the Salesperson on the line needs to be different than the Salesperson on the header, you can change it in the 'Salesperson Code (COM)' field on the line. If there are multiple sales lines, you can change it for each individual line assuming that the 'Show Salesperson on Line' field is turned on in the setup page.

7. This will open the Commission Journal for that specific order

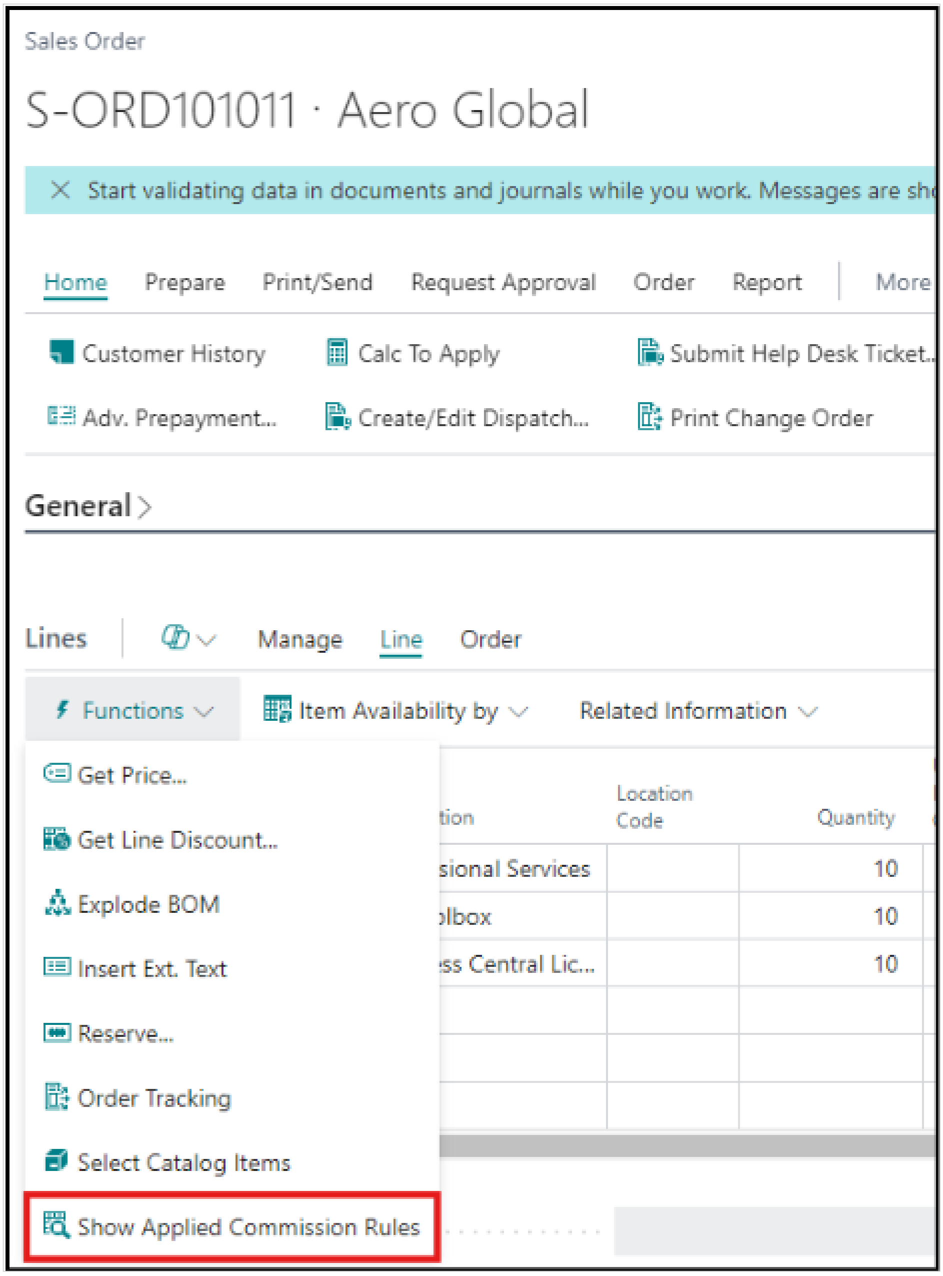


8. The Commission Journal will display all the rules that are being used to calculate the commission
    - Note: There is an unlimited number of rules that can be applied to a single order. All rules on the commission matrix are additive and will automatically calculate if all the rules are met.

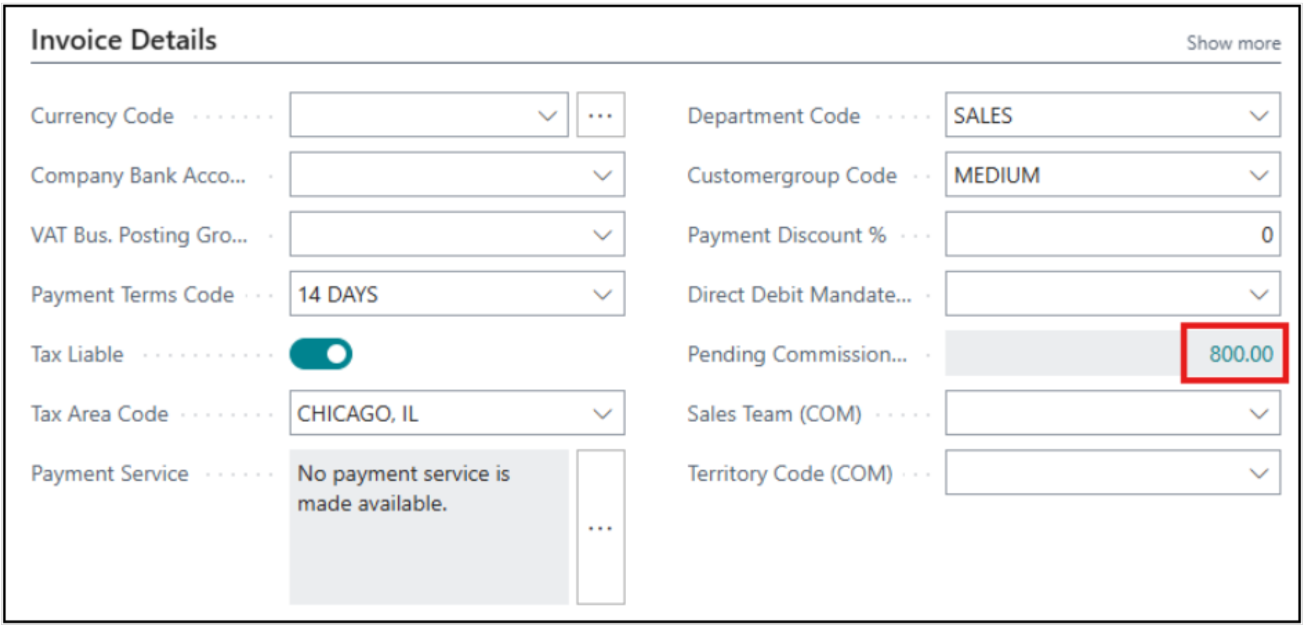
9. If the commission amount is incorrect, you can override by selecting the 'Override' button on the top ribbon. This will pop up a screen for you to adjust the Percent Commission, Base Amount, and Pay-to information.



10. After confirming the commission amount is correct, go back to the Sales Order.
11. If you want to view the specific Commission Rules in the matrix for this order, scroll down to the lines and click Line > Functions > Show Applied Commission Rules



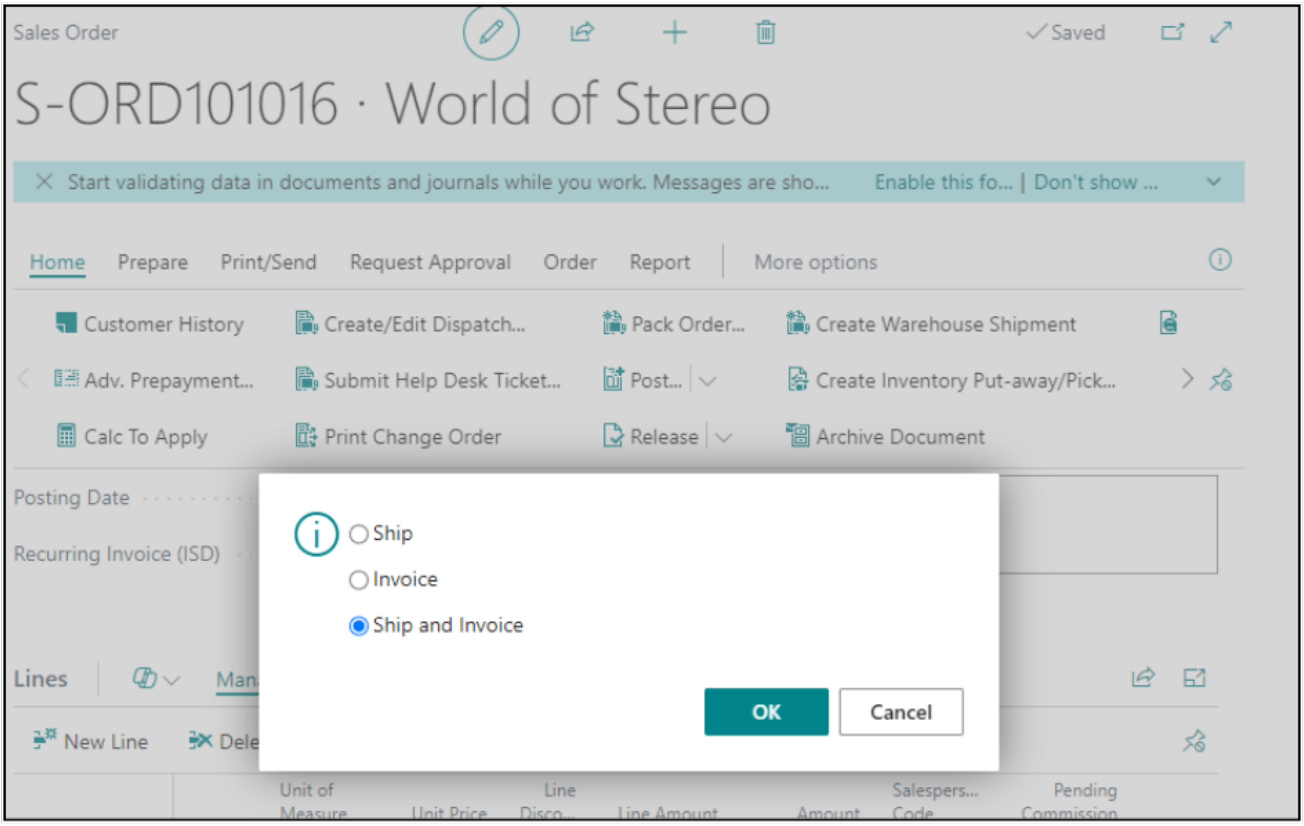
12. This will only show you the commission rules used for that specific line on the Sales Order.
13. If you would like to analyze how commissions are affecting your net profit of each sale, you can use our new analysis tool for each Sales Document (Open and Posted). Scroll down to the Invoice Details FastTab and drill down on the Pending Commission Amount.



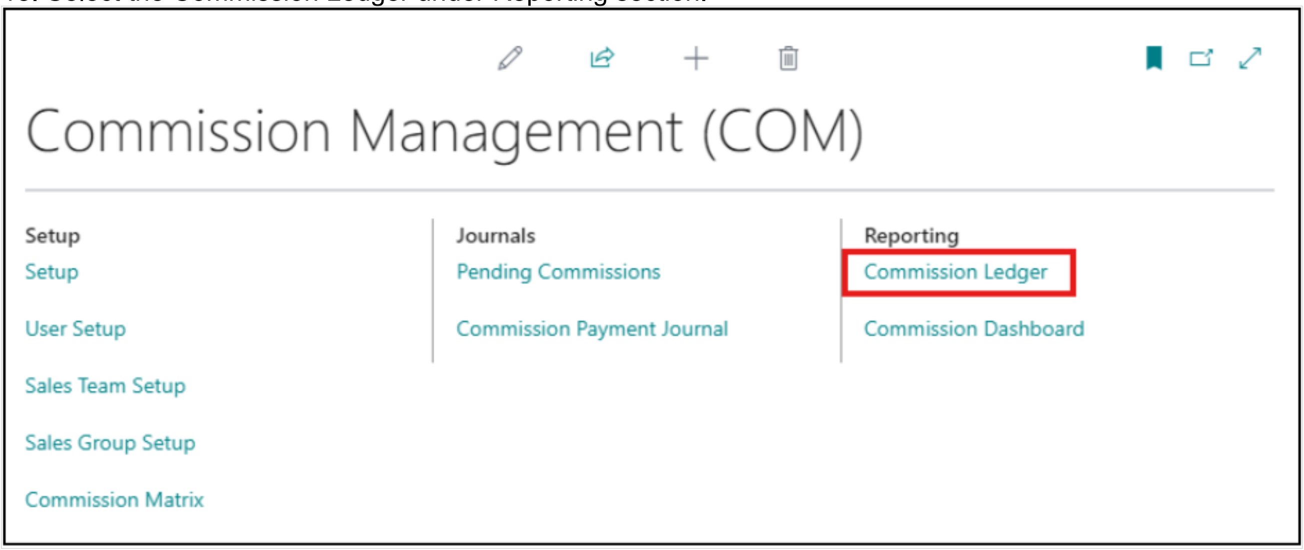
14. This will open a Sales Document Commission Summary to show you who is getting commission for this document, along with the details of each rule being used. You can also see the Gross Profit and the Net Profit of this Sales Document, including commissions.

- Note: This can be found on Sales Orders, Sales Invoices, and Posted Sales Invoices under the Invoice Details FastTab.

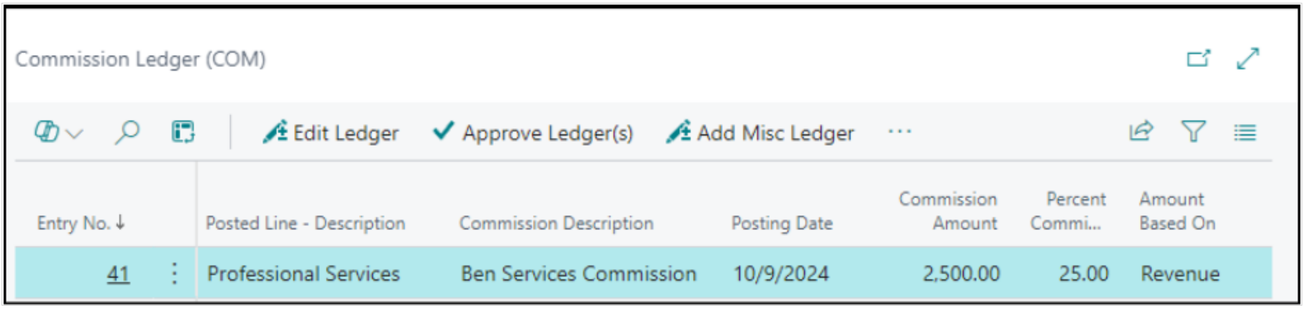
15. After confirming the correct rules and commission amounts are being used, we can post the order. In this example, we are going to Ship and Invoice in one step.
16. Select Home > Post > Ship and Invoice



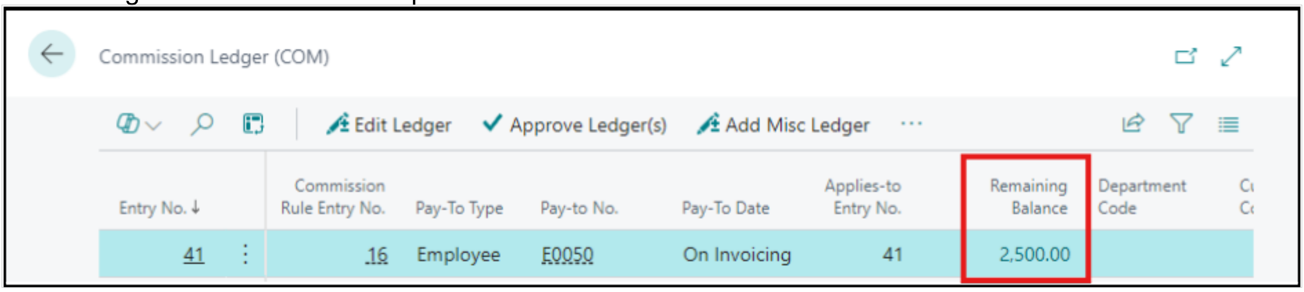
17. Once the Sales Order has been shipped and invoiced, navigate back to the Commission Management Menu.
18. Select the Commission Ledger under Reporting section.



19. This will open a ledger of all posted commissions. Filter the Entry No. in descending order to display the most recent commissions at the top.



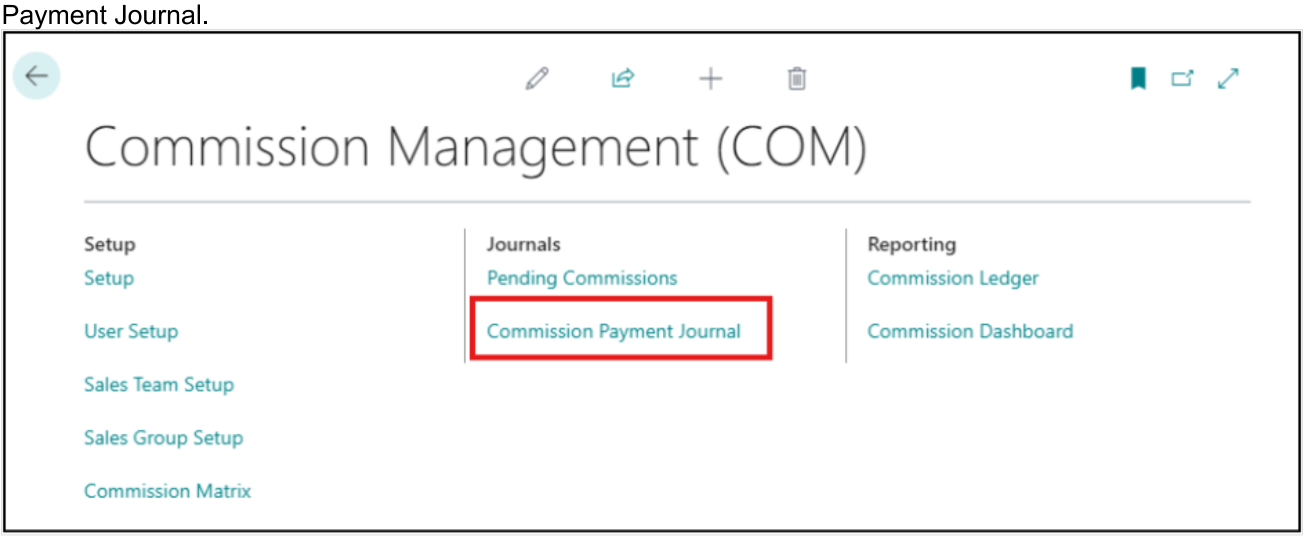
20. The screenshot above shows the commissions we just posted, however, it is still remaining to be paid. If you scroll to the right on the ledger, you will see a ‘Remaining Balance’ column, this will always show the outstanding balance needed to be paid.



21. In the next section we will go over how to generate payment journals.

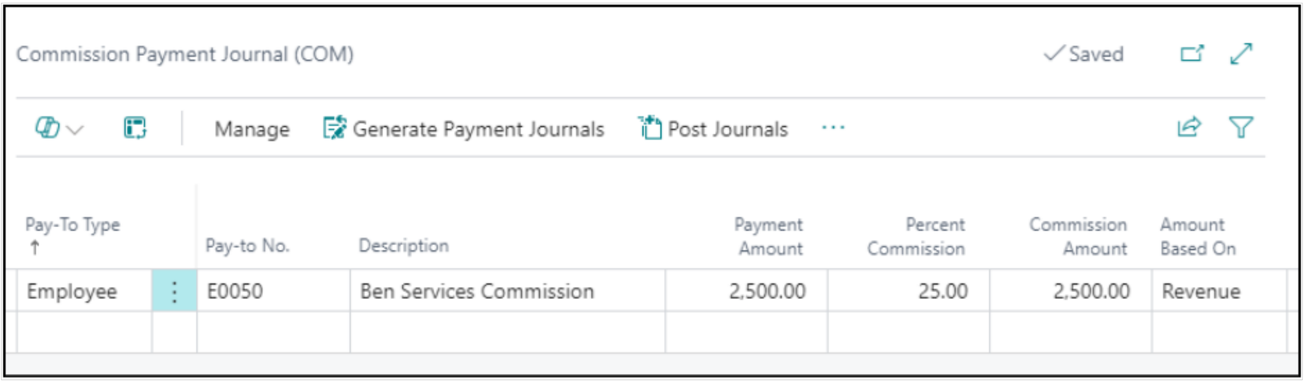
9. Commission Payments

1. Search for Commission Management to open the Commission Management Menu and select Commission Payment Journal.

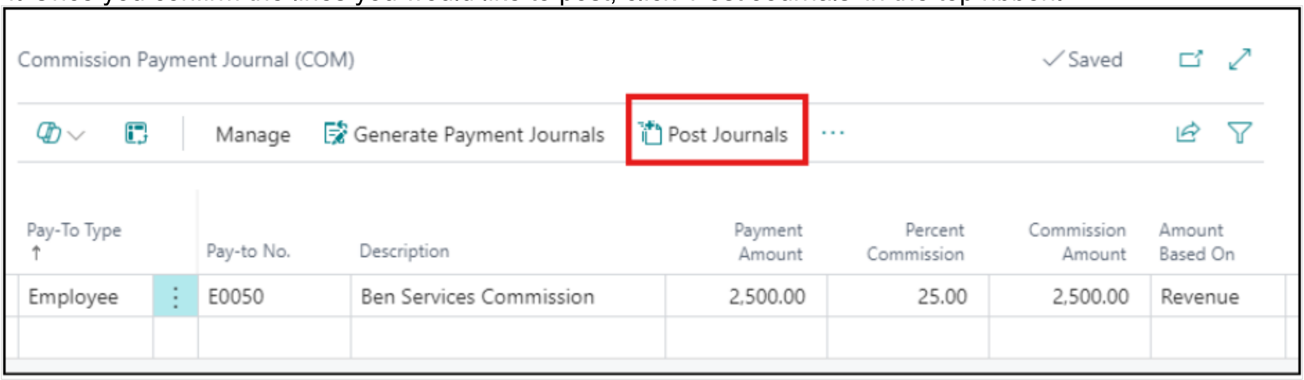


2. Once opened, click ‘Generate Payment Journals’ in the top ribbon and put in today’s date to generate all entries up to this point.
   - This will generate payments lines for all Employees and Vendors that have a remaining balance greater than 0 in the Commission Ledger.

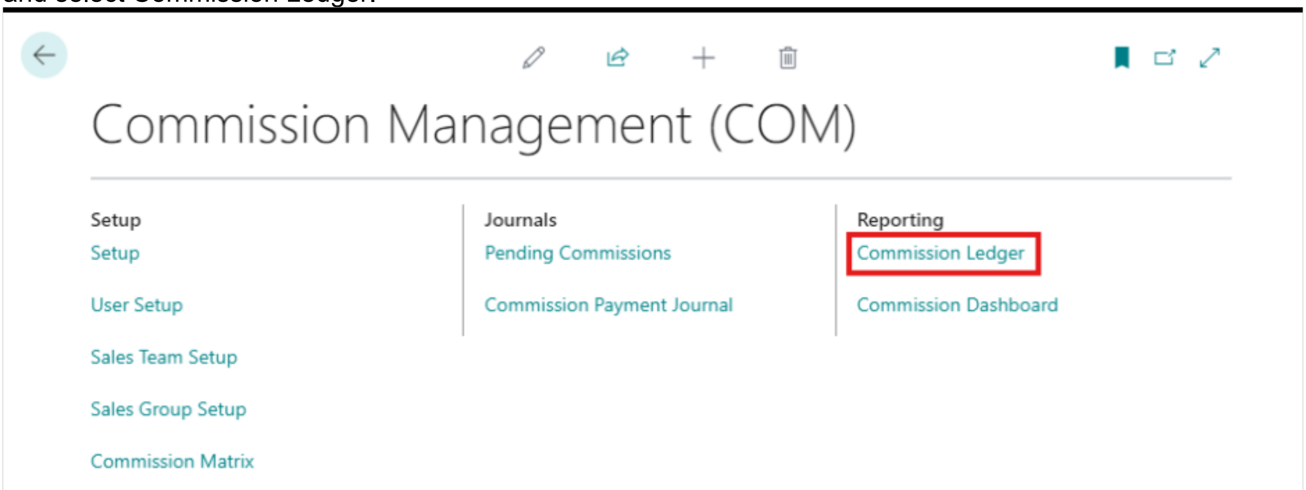
3. After the lines are pulled in, confirm you would like to post payments for all of them. Delete any lines where payments should not be made.



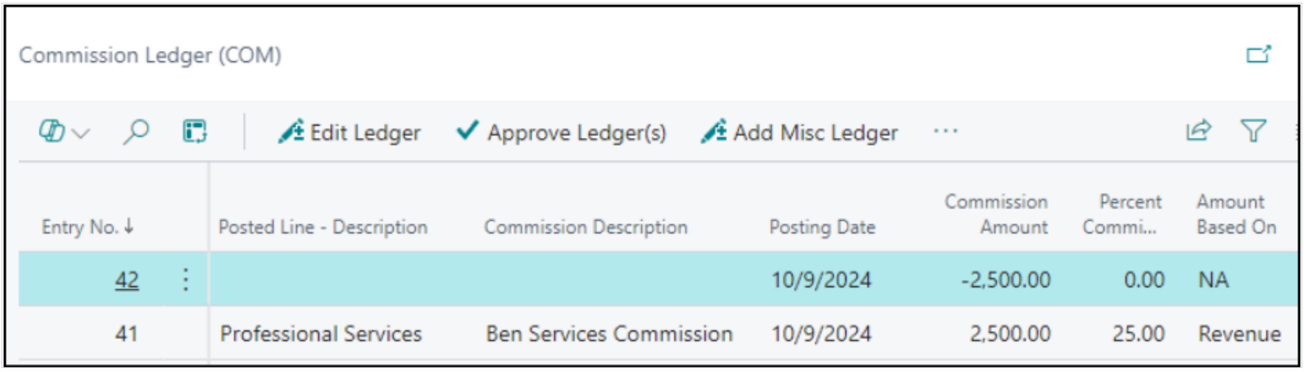
4. Once you confirm the lines you would like to post, click ‘Post Journals’ in the top ribbon.



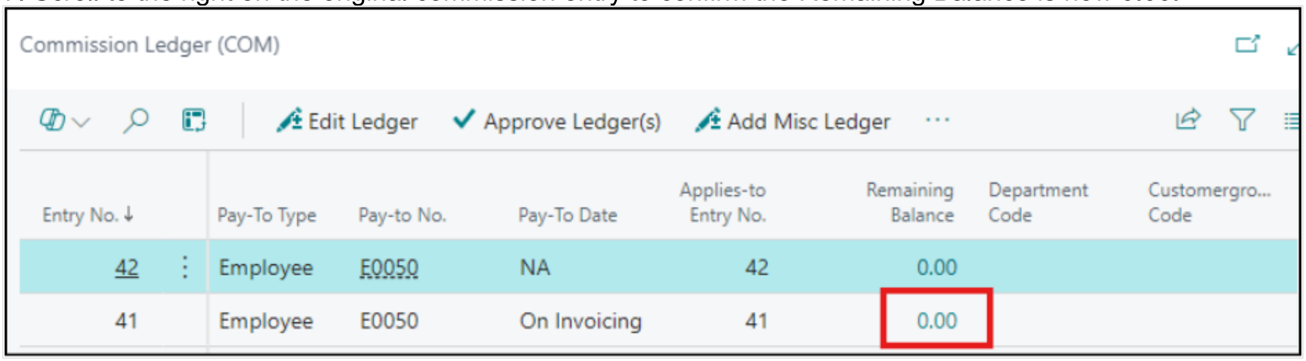
5. The Commission Payment Journal should be empty. Navigate back to the Commission Management Menu and select Commission Ledger.



6. Once open, filter the list by Entry No. in descending order. A new line for Commission Payment has appeared to display the payment of the commission.



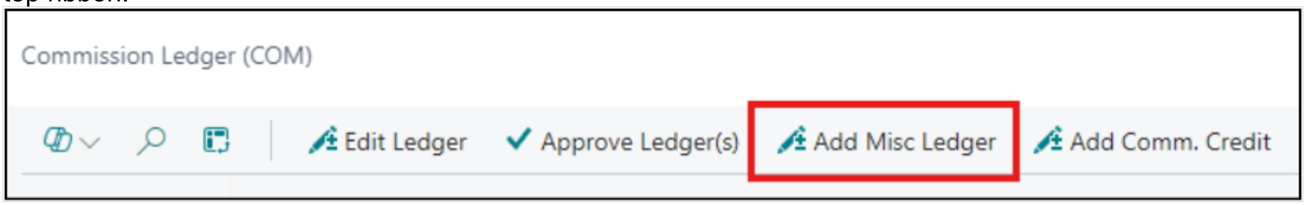
7. Scroll to the right on the original commission entry to confirm the Remaining Balance is now 0.00.



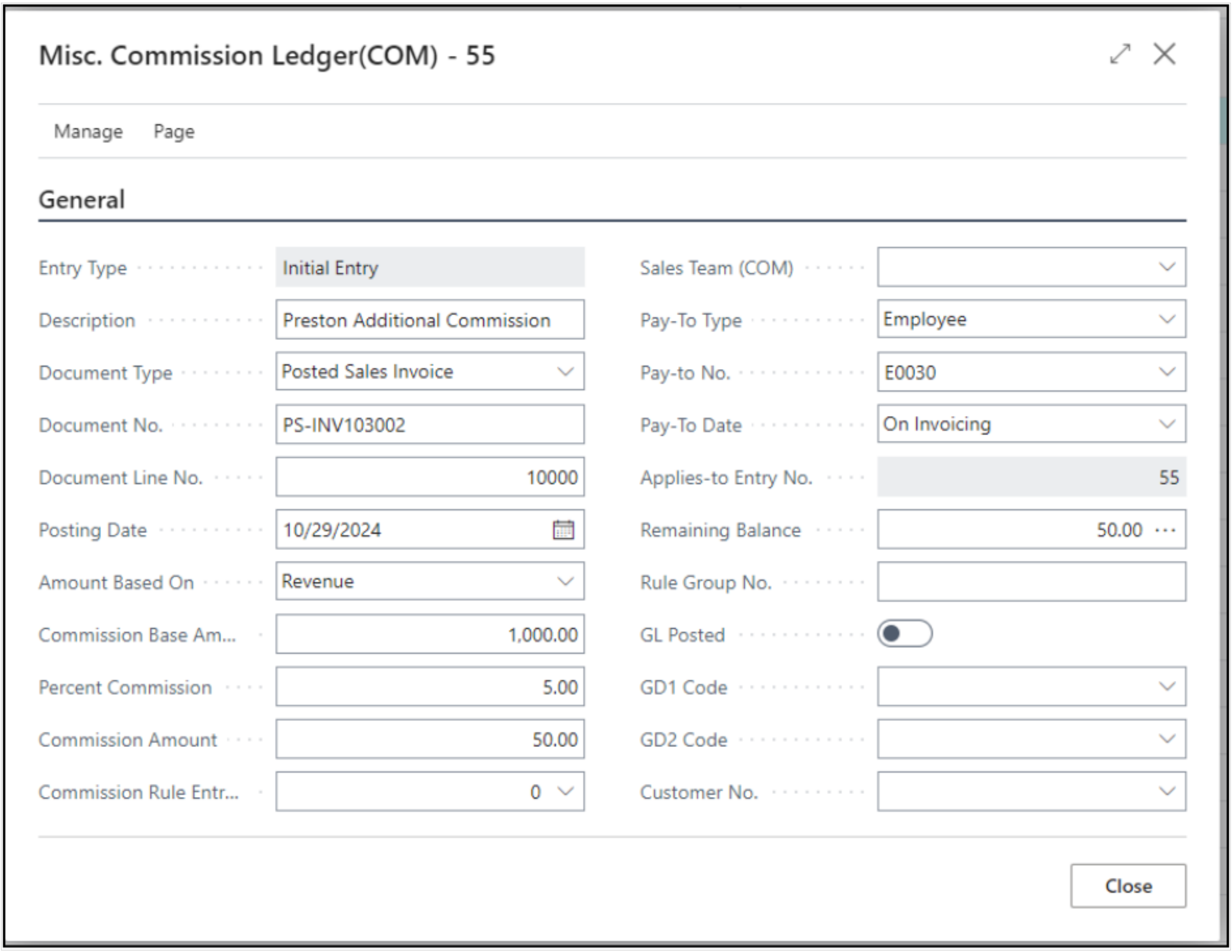
8. Repeat these steps to generate and post payments for all posted commissions.

10. Add Misc. Ledger & Comm. Credit

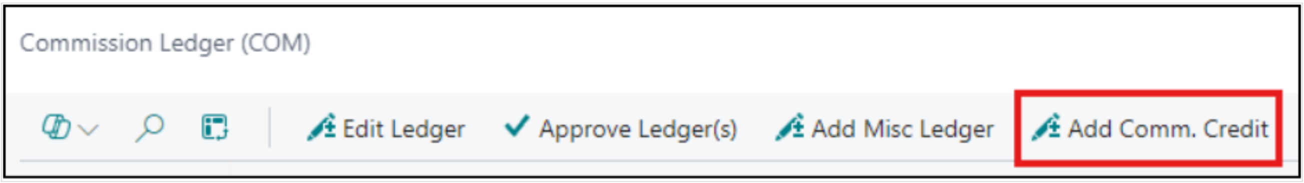
1. Search for ‘Commission Management (COM)’ and select Commission Ledger.
2. If there is a commission that was missed and you need to add it, go ahead and click ‘Add Misc Ledger’ in the top ribbon.



3. Enter the Posted Sales Invoice # this commission relates to and the line it should be added to.
4. Continue to manually fill out all the fields for this misc. commission ledger and click close to save. This commission is now added to the bottom of the ledger.



5. If there is a commission that was over-paid and you need to credit it, click ‘Add Comm. Credit’ in the top ribbon.



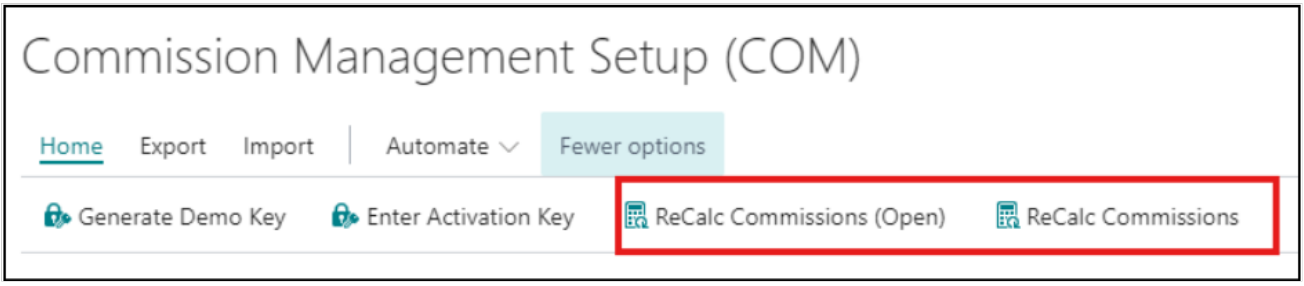
6. Same as above, manually fill out all the fields for this commission credit and clock closer to save. This is now added to the bottom of the ledger.

11. Recalc for Open & Posted Docs

1. Search for ‘Commission Management (COM)’ and open the Setup table.

2. If you want to calculate or update commissions all open documents with the commission rules in the matrix, select ReCalc Commissions (Open). This will update the pending commission amount for documents where the rules have been changed since it was last calculated.

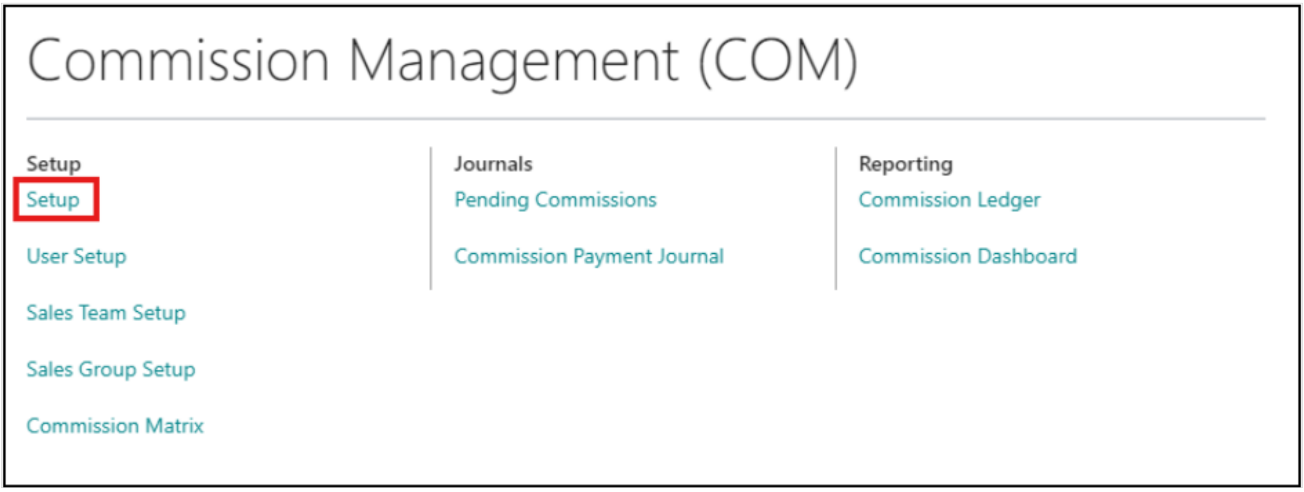
3. If you want to calculate or update commissions on all posted documents with the commission rules in the matrix, select ReCalc Commissions. This will update the commission amount for all posted documents within the last work year where the rules have been changed or blank since it was last calculated.



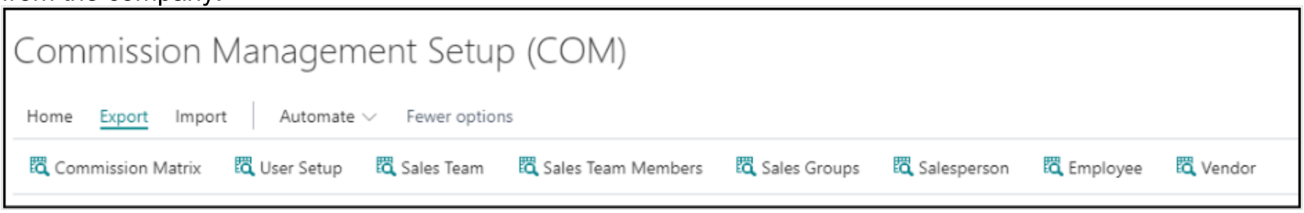
12. Export & Import Comm Setup

After all your commission rules and setups have been tested and confirmed in Sandbox, follow the steps below to bring them over to Production.

1. Open the Commission Management Menu and select ‘Setup’ or search for Commission Management Setup and click the related link.



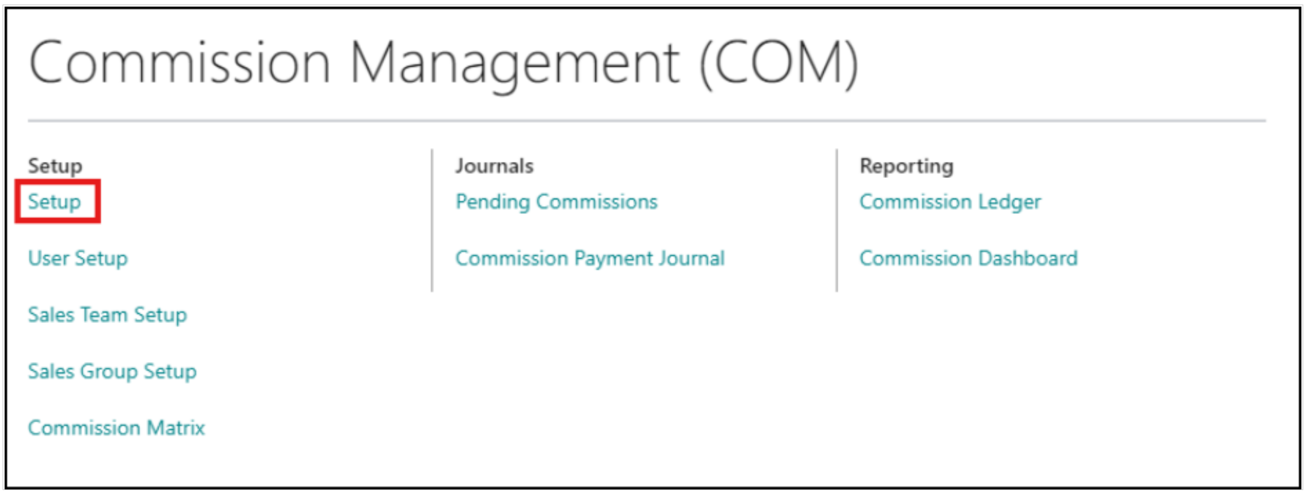
2. Once it opens, click the ‘Export’ button in the top ribbon. This will display all the setup tables you can export from the company.



3. From left to right, you will want to export each of the following tables from your current company:
- Commission Matrix
- User Setup
- Sales Team
- Sales Team Members
- Sales Groups
- Salesperson
- Employee
- Vendor

4. After exporting each of these, they will appear in your downloads as a .xml file.

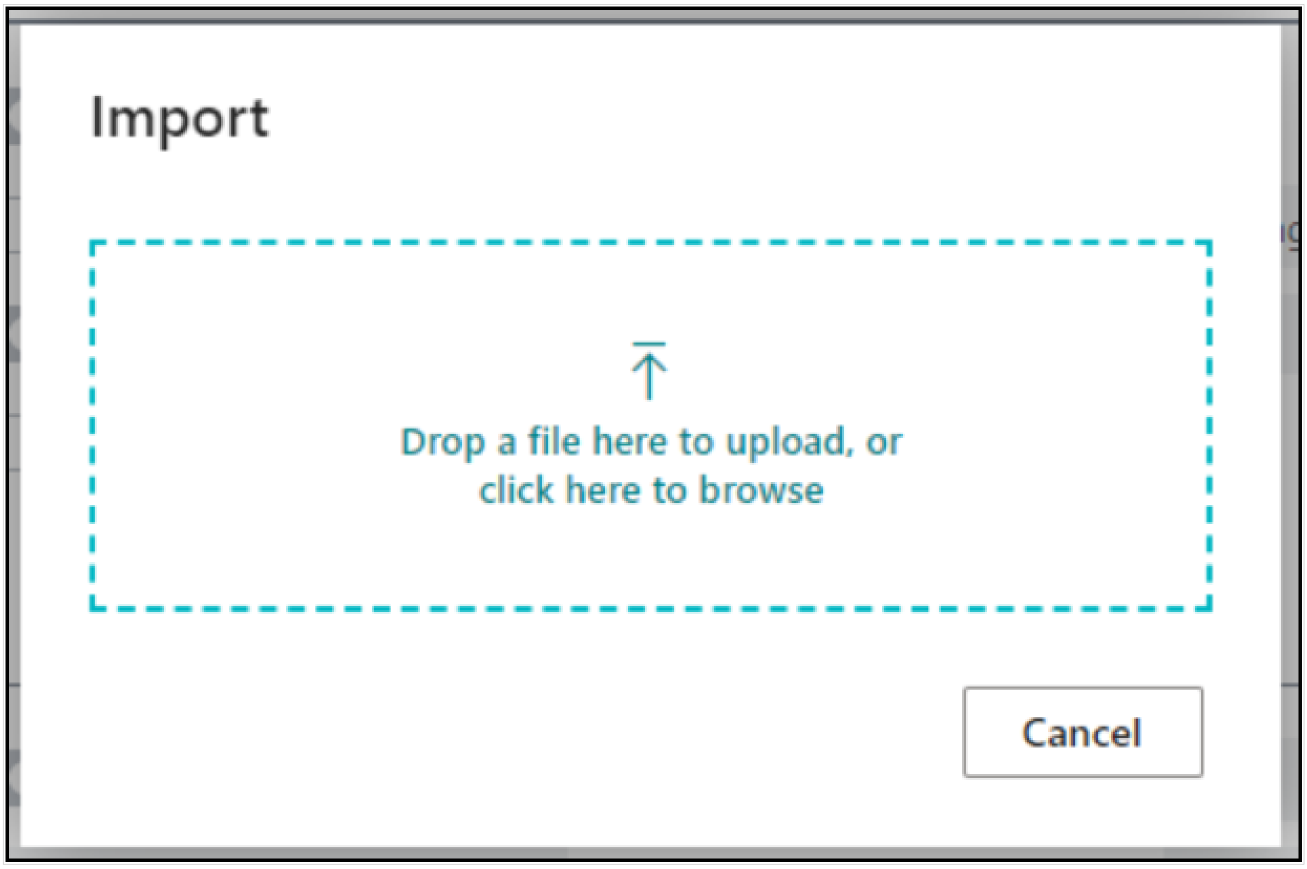
5. Navigate to the company you want to import these setups (Production or another Sandbox).
6. Open the Commission Management Menu and select 'Setup' or search for Commission Management Setup and click the related link.



7. Once it opens, click the 'Import' button in the top ribbon. This will display all the setup tables you just exported from the other company.

8. In the following order, import the .xml files for each table by selecting them one by one and dragging and dropping the respective file into the import box for each setup table (screenshot below):

- Commission Matrix
- User Group
- Sales Team
- Sales Team Members
- Sales Groups
- Salesperson
- Employee
- Vendor



9. After importing each of the .xml files above, the new company will be setup exactly like the other company and you can proceed with commissioning as usual.

13. Test Scripts

Populating Commissions On Sales Order

- Navigate to Commissions Management (COM)
- Click into Commissions Matrix and confirm rules have been entered
- Search for Sales Orders and click the related link
- Enter a Customer and Salesperson for the rule being tested
- Navigate down to the lines and enter in an item that fits the rule
- Enter in Quantity and Unit Price (if blank)

- Scroll to the right and confirm Pending Commission Amount is not 0.00
  - If Pending Commission Amount = 0.00, then either the rule has a Percent Commission = 0 or the rule did not get triggered
  - Please confirm all filters on the Commission Matrix rule have been met on the Sales Order

- To check applied commissions rules, click Line > Functions > Show Applied Commissions Rules
- Ship and Invoice the Sales Order

Emailing On Low Net Profit

- Navigate to Commissions Management Setup (COM)
- Ensure Notify on Low Net Profit is turned on under the Notifications tab
- Ensure Low Net Profit Percent and Email are populated

- Create and post a Sales Order where Net Profit is below the threshold
  - Net Profit is Amount minus Unit Cost minus Commissions
- Confirm an email is sent after the Invoice has been posted notifying the user of Low Net Profit

Approving Commissions

- Navigate to Commissions Management Setup (COM)
- Ensure Require Commissions Approval is turned on under the General tab
- Create and post a Sales Order with a Commission Amount
- Navigate to the Commission Ledger and find the corresponding entry

- Highlight the entry and clock ‘Approve Ledger’ in the top ribbon
- Scroll to the right and confirm the approval fields are populated
  - Approved = Yes
  - Approved By = [User ID]
  - Approved At = Date/Time

Paying Commissions

- Navigate to Commission Management (COM)
- Drill into Commission Payment Journal
- Click Generate Payment Journals
- Enter a Thru Date and click OK

- Confirm the correct entries are populated in the journal
- Click Post Journal
  - For Employees, these payments will be posted in the General Ledger and can be added to Payroll
  - For Vendors, open Purchase Invoices will be created and normal purchasing processes should be followed