



Commission Training Guide

Notes:



Commission Basis

Commission Basis

The first decision to make is your salesman commission based on sales dollars or gross profit. Next you need to determine are you paying your commissions based on sales or on paid accounts receivable. Then should actual freight be subtracted from the commissionable amount.

You also have to determine your commission calculation.

Notes:



Commission Parameters

- >COMM
- >COMM.FRT
- >COMM.FLAG
- >COMM.PD.AR

Commission Parameters

15. COMM – Commission Basis

S or Null = Sales\$ Based

G = Based on Gross Profit

16. COMM.FRT – Should actual Freight be subtracted from Commissionable Amount

Y = Subtract actual freight

N or Null = Do not subtract

64. COMM.FLAG – Commission Calculation Basis

1 = Comm% from CUST.DET(50)

2 = Comm% from SALESMAN(11)

3 = Comm% from PRODUCT(14)

4 = Comm% from SALESMAN P/C

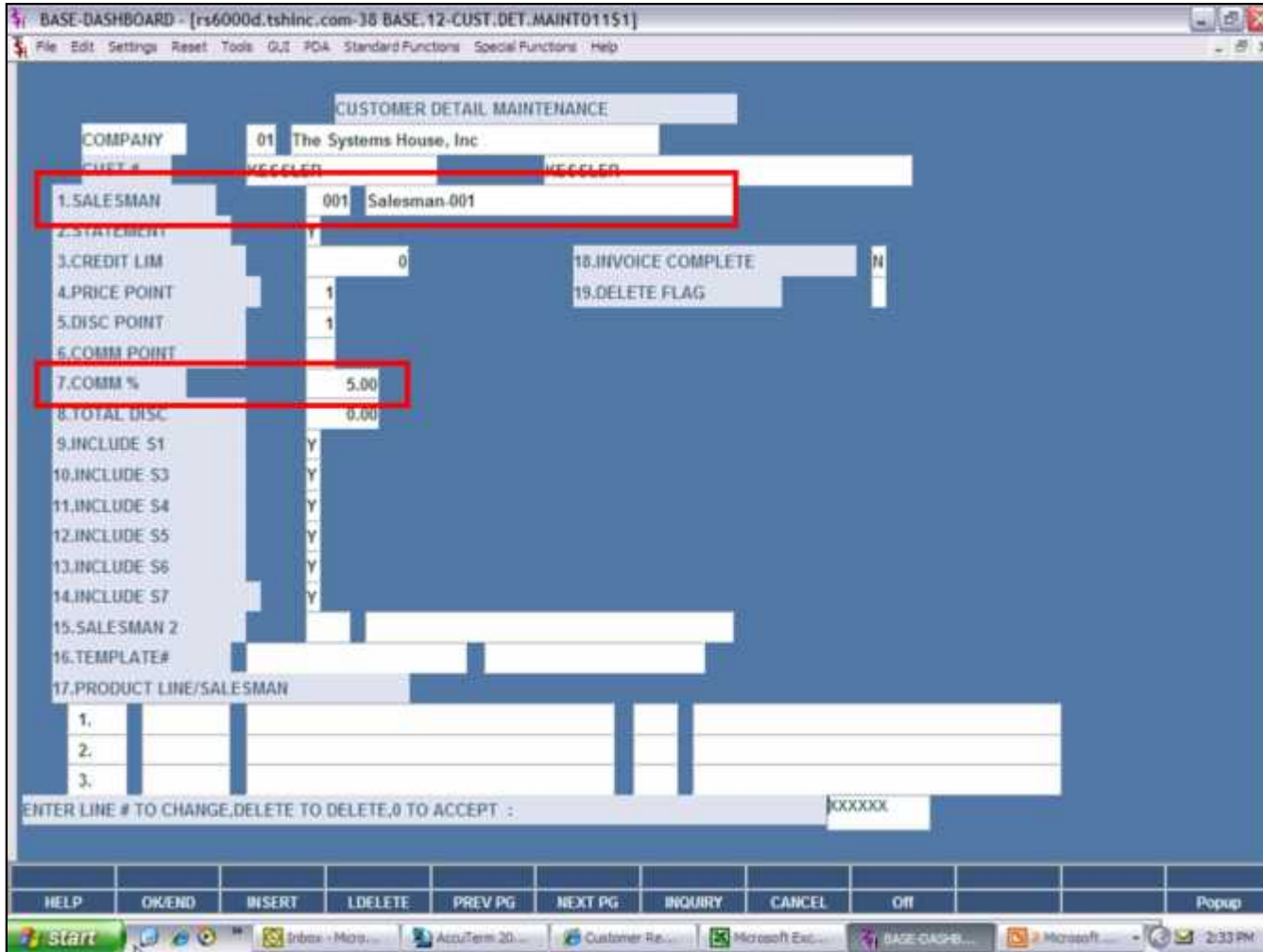
5 = Use GP% Comm Table based on Commission Type

107. COMM.PD.AR – Paid Commissions Option

0 or Null = Commission Paid on Sales

1 = Commissions based on Paid AR

Notes:



Commission Percent from Customer Detail

If you choose '1' Commission Percent from CUST.DET(50) the user needs to enter the salesman number and commission percent in customer detail maintenance.

SALESMAN – Enter the primary salesman number for this customer, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available salesman.

COMM% - Enter the commission percentage for this customer. This field is used in conjunction with the salesman.

Notes:

BASE-DASHBOARD - [rs6000d.tshinc.com-38 BASE,12-SALESMAN-MAINT00851]

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SALESMAN MAINTENANCE

Salesman # 001 Salesman-001

17.Laptop Y

18.Goal 0

19.Comm Type 01

Sample Commission

1.Warehouse 001 WAREHOUSE

2.Territory 02 NORTH EAST

3.Name Salesman-001

4.Address 1 344 Main Street

5.Address 2 Suite 2505A

6.Address 3

7.City SaddleBrook

8.State NJ

9.Zip Code 07760

10.Phone Number 973-777-8050

11.Email Address connie@tshinc.com

12.Commission % 12.00

13.Sales Quota

14.Commissionable Y

15.Vendor

16.PLine 1.

GL#

2.

20.PIC Description Comm%

1.	001	ROOM DEODORIZERS	17.00
2.	002	CARPET CLEANERS	15.00
3.	003	SWEATERS	15.00
4.	004	SKI BOOTS	15.00
5.	005	TUBING AND VALVES	5.00

21.Load Percentage 7.5

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

XXXXXXXX

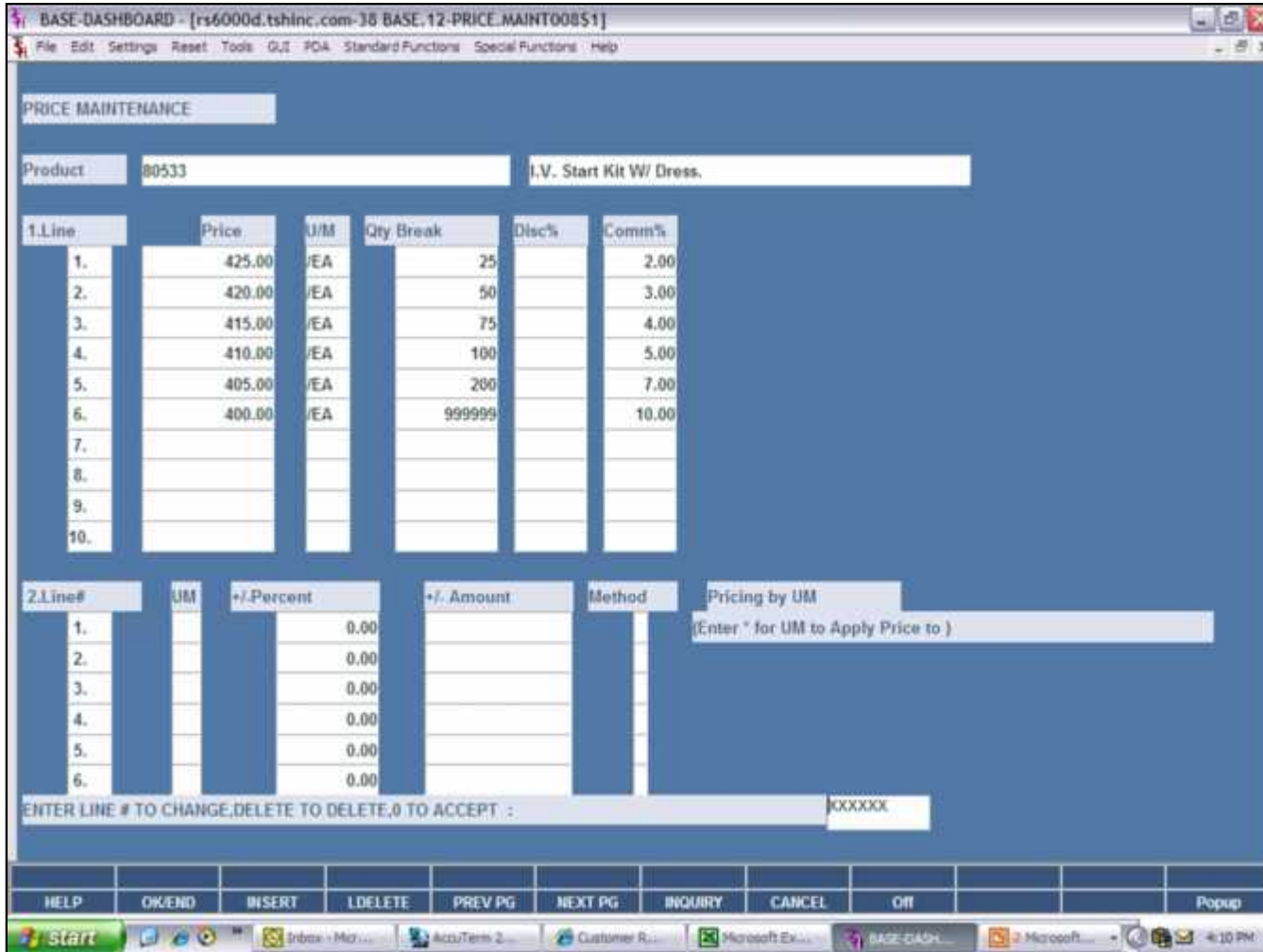
HELP OKEND INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL OFF Popup

Start Inbox - Mail... Alt+Term 20... Customer Re... Microsoft Exc... BASE-DASH... Microsoft ... 2:58 PM

Commission Percent from Salesman
 If you choose '2' Commission Percent from SALESMAN(11) the user needs to enter the commission percent in salesman maintenance.

Commission % - Enter the commission percentage for this salesman.

Notes:



Commission Percent from Product

If you choose '3' Commission Percent from PRODUCT(14) the user needs to enter the commission percent for each quantity break in product master price maintenance.

There is a Parameter to determine display of price.

66. QB.PRC.METH – Qty Break Pricing Method

- 1 = Highest Qty displays with Price
- 2 = Lowest Qty displays with Price

Product - You can enter the beginning product number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the product.

Price – Enter the price for the item. The U/M field will automatically appear.

Qty Break – Enter a quantity break from 0 to 9999999.

Disc% - Enter the discount percent. This should be the discount percent for this product and price break.

Comm% - Enter the commission percent for this product and price break.

Notes:

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SALESMAN MAINTENANCE

Salesman # 001 Salesman-001

17.Laptop Y

18.Goal 0

19.Comm Type 01

Sample Commission

20.PIC	Description	Comm%
1. 001	ROOM DEODORIZERS	17.00
2. 002	CARPET CLEANERS	15.00
3. 003	SWEATERS	15.00
4. 004	SKI BOOTS	15.00
5. 005	TUBING AND VALVES	5.00

21.Load Percentage 0.0

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX

HELP OKEND INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL OFF Popup

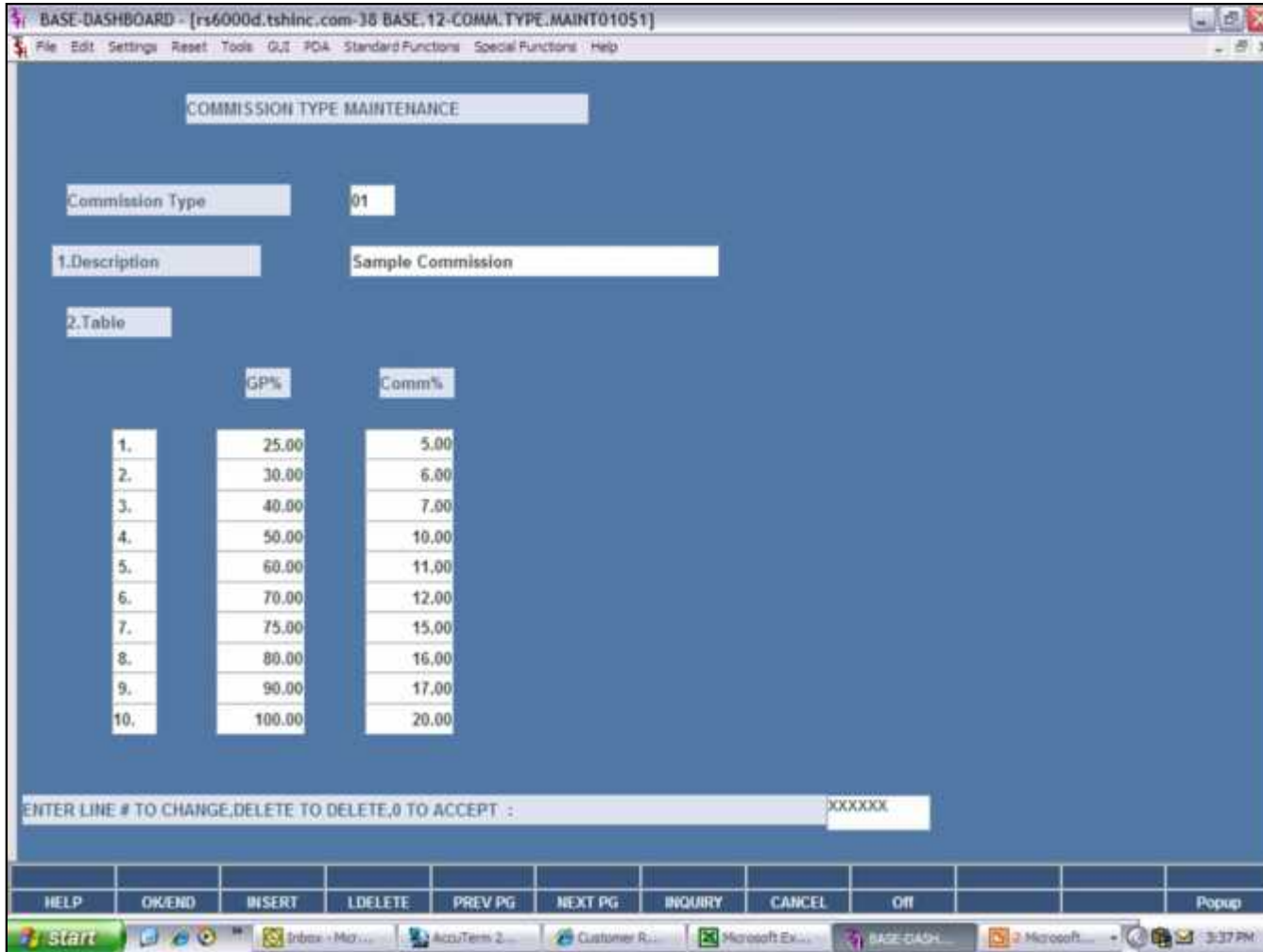
Commission Percent from Salesman Product Class

If you choose '4' Commission Percent from Salesman P/C the user needs to enter the commission percent for each product class in salesman maintenance.

P/C – Enter the product class, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available product class.

Comm% - Enter the commission percentage for the specific product class.

Notes:



Use Gross Profit% Commission Table based on Commission Type
 If you choose '5' Use GP% Comm Table based on Commission Type the user first has to setup a commission type and then tie it to the salesman in salesman maintenance.

This maintenance contains gross profit ranges and associated commission percentages for each range.

Commission Type – Create a commission type code. The commission type codes are used to store information for calculating salesman commissions.

Description – Enter a commission type description.

GP% - Enter the gross profit percentage. Each preceding GP% must be greater than the pervious GP%.

Comm% - Enter the commission percentage. This field contains the commission percent to be used if the gross profit falls between the corresponding percentages.

ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired commission percentage changes.

Enter 'ABORT', press 'F8' function key or click

Notes:

on the 'CANCEL' icon to cancel out.

Notes:

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SALESMAN MAINTENANCE

Salesman # 001 Salesman-001

17.Laptop Y

18.Goal 0

19.Comm Type 01
Sample Commission

1.Warehouse 001 WAREHOUSE

2.Territory 02 NORTH EAST

3.Name Salesman-001

4.Address 1 344 Main Street

5.Address 2 Suite 2505A

6.Address 3

7.City SaddleBrook

8.State NJ

9.Zip Code 07760

10.Phone Number 973-777-8050

11.Email Address connie@tshinc.com

12.Commission % 12.00

13.Sales Quota

14.Commissionable Y

15.Vendor

16.PLine 1.

GL#

2.

20.PIC Description Comm%

1.	001	ROOM DEODORIZERS	17.00
2.	002	CARPET CLEANERS	15.00
3.	003	SWEATERS	15.00
4.	004	SKI BOOTS	15.00
5.	005	TUBING AND VALVES	5.00

21.Load Percentage 0.0

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX

HELP OKEND INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL OFF Popup

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Use Gross Profit% Commission Table based on Commission Type

If you choose '5' Use GP% Comm Table based on Commission Type the user needs to enter the commission type in the salesman maintenance after creating the commission type.

Comm Type – The commission type field will be used to determine the table used when calculating the salesman's commission. This will be validated against the Commission Type file.

Notes:

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SALESMAN MAINTENANCE

Salesman # 156 TOM

17.Laptop N

18.Goal 0

19.Comm Type 01

1.Warehouse 001 WAREHOUSE

2.Territory

3.Name TOM

4.Address 1 123 MAIN STREET

5.Address 2

6.Address 3

7.City ANYWHERE

8.State NJ

9.Zip Code 07000

10.Phone Number

11.Email Address

12.Commission % 12.00

13.Sales Quota

14.Commissionable Y

15.Vendor

16.PLine 1.

GL#

2.

20.PIC Description Comm%

20.PIC	Description	Comm%
1.		
2.		
3.		
4.		
5.		

21.Load Percentage 6.5

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX

HELP OKEND INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL OFF Popup

Start | Inbox - Microsoft | AccuTerm 2000 | Customer Report | BASE-DASH-BOARD | Commissions.ppt | 10:19 AM

Commission Report – Load Percentage

If you choose to use load percentage on your commission report the user needs to enter the load percentage in salesman maintenance.

Load Percentage – Enter the salesman load percentage. The commission report will use this field in the calculation of the commission amount. Depending on the commission basis set in the Parameter record determines the calculation.

Based on Gross Profit - $GP \text{ amt} - Load \% = A$ then $A \times Comm\%$

Based on Sales\$ - $Sales \text{ amt} - Load \% = A$ then $A \times Comm\%$

Notes:

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CO 01 The System House, Inc DATE 02/21/00 PAGE 10
 938 001 Salesman:901 Load% 7.5 TIME 15:28:58

MONTHLY STANDARD COMMISSION REPORT

LINE #	CUSTOMER NAME	YRS	INVR	C/W NO	DATE	INV TOTAL	SALE AMT	COMM	AMT	CUST	DOL	GP AMT	GP %	CD	WH
101088	Grace Customer	INV	501183		08/10	29.20	31.90	1800	1.57	14.00	17.00	54.6	01	081	
101088	Grace Customer	INV	501184		08/10	49.14	52.80	1800	2.98	29.50	22.50	43.3	01	081	
101088	Grace Customer	INV	501185		08/10	34.49	36.50	1800	1.30	22.50	16.00	38.4	01	081	
101088	Grace Customer	INV	501186		08/10	14.45	15.50	1800	0.79	7.00	8.50	54.9	01	081	
101088	Grace Customer	INV	501187		08/10	34.49	36.50	1800	1.30	22.50	16.00	38.4	01	081	
101088	Grace Customer	INV	501192		08/10	37.78	36.50	1800	1.30	22.50	16.00	38.4	02	081	
101088	Grace Customer	INV	501197		08/18	34.49	36.50	1800	1.30	22.50	16.00	38.4	01	081	
101088	Grace Customer	C/W	131918	501198	08/24	-21.83	-32.83	1800	-3.94	0.00	-12.83	100.0	NA	081	
101088	Grace Customer	INV	501198		08/24	108.78	105.10	0798	5.94	50.50	54.40	52.0	01	081	
101088	Grace Customer	INV	501199		08/25	47.95	59.99	1800	2.74	29.50	29.50	50.1	01	081	
101088	Grace Customer	INV	502200		08/25	41.14	59.99	1800	2.97	27.00	32.09	54.3	01	081	
101088	Grace Customer	INV	502201		08/25	93.95	89.90	1800	4.29	47.50	46.40	51.4	01	081	
101088	Grace Customer	INV	502202		08/25	32.93	31.82	8999	1.55	15.00	16.82	52.8	01	081	
101088	Grace Customer	INV	502204		08/28	284.34	303.90	1800	14.40	125.75	177.25	58.5	01	081	
101088	Grace Customer	INV	502207		08/28	283.14	297.95	1800	14.90	125.00	172.95	58.0	01	081	

Commission Report

This report will show the transactions that commissions are based on during a fiscal period. It also displays Gross Profit amount and Gross Profit % along with the sale amount and commission % per transaction. If you are utilizing Load Percentage it will also display on this report.

Invoice Date

In this field the operator has the option of selecting 'All Invoice Dates', 'Invoice Date Range' or 'Specific Invoice Dates'.

Salesman

In this field the operator has the option of selecting 'All Salesmen', 'Salesman Range' or 'Specific Salesman'.

Customer#

In this field the operator has the option of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

Fiscal Period

Enter the fiscal period as 'YYMM'

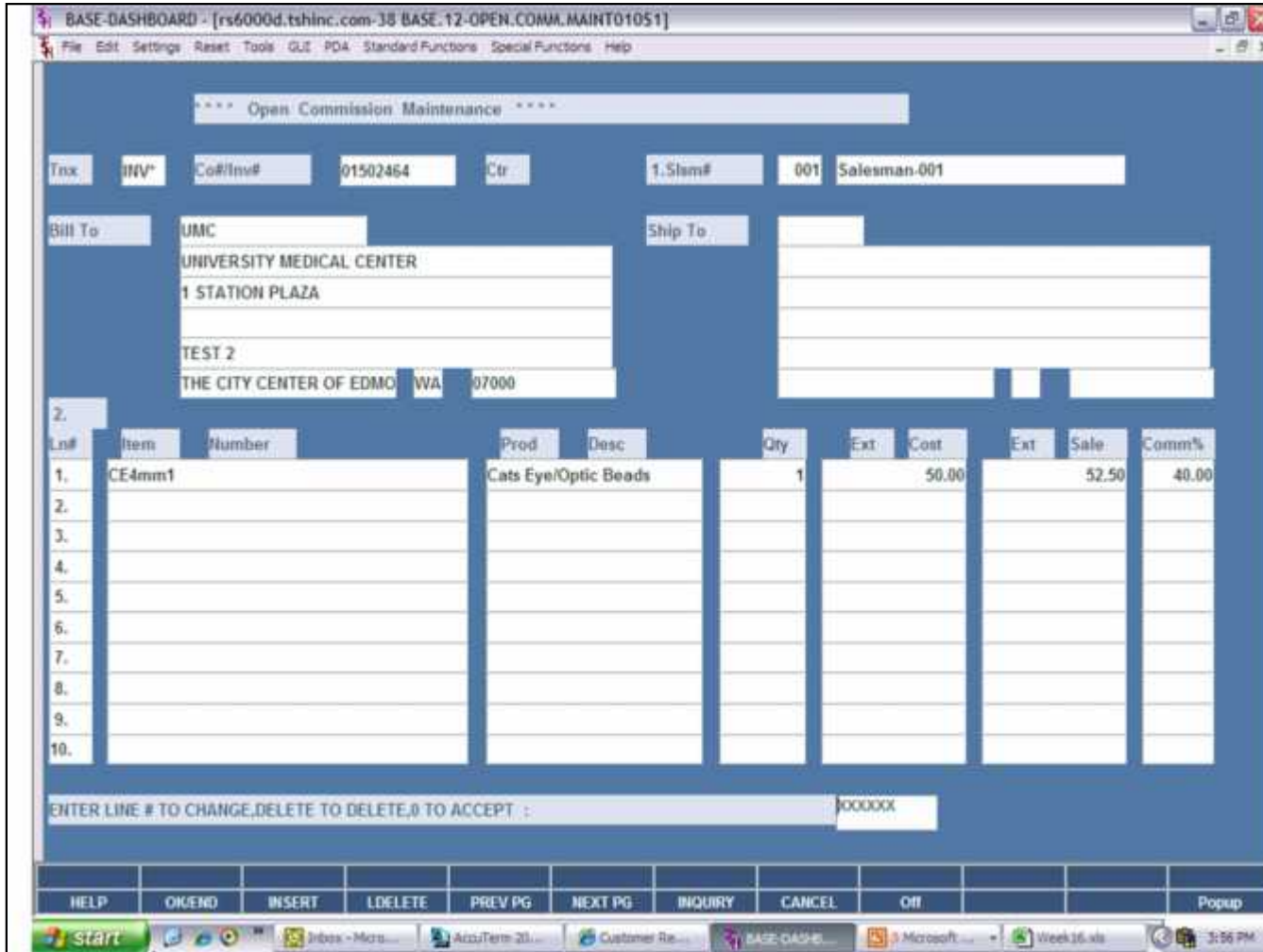
Press <RETURN> to Process Report, Line# to Change, or Abort:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:



Open Commission File Maintenance

This program allows manual adjustment to commission percentage on a transaction basis, for example you can pull up one invoice and change the commission amount for one of the items on that invoice or multiple items.

Trx - Enter a transaction 'INV' for Invoice or 'C/M' for Credit Memo, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available transactions.

Co#/Inv# - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Ctr - Press 'ENTER' through this field it will assign a sequential number in the system so that adjustments to commissions are not overwritten.

Slsm# - Enter the Salesman number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available salesman.

The Invoice or Credit Memo line item information will be displayed. The user can also enter or click on Line Number to make desired changes to the commission percentage.

Notes:

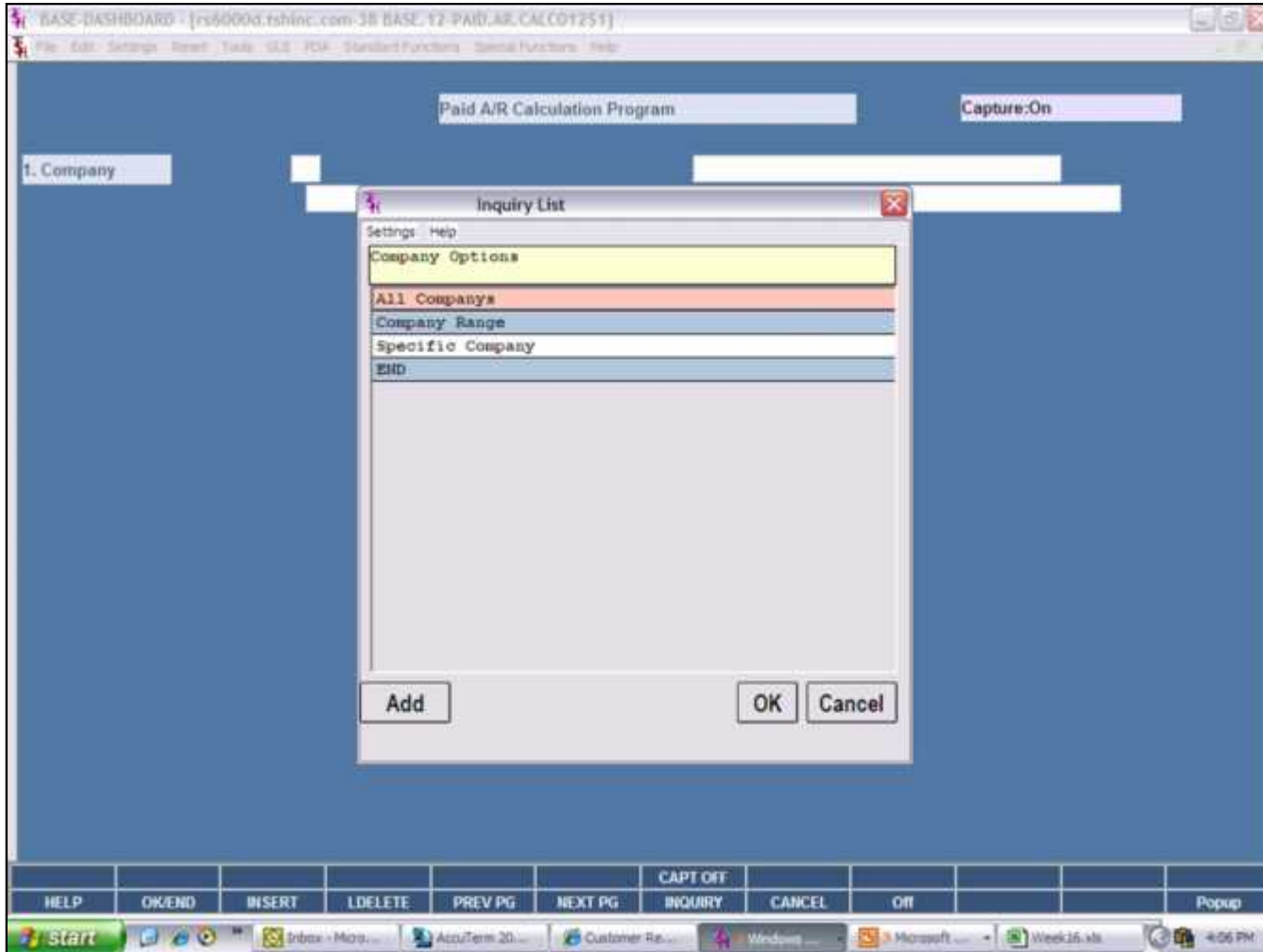
ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to

accept this entry.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Notes:



Paid A/R Calculation Program

This program updates Open Commissions to Paid Commissions. If you are using this for of Commissions update you would follow these steps:

1. Run Open Commissions report and review
2. Run Paid A/R Calculation Program
3. Run Paid Commissions report and review

Please note you would want to run the Paid A/R Calculation Program prior to A/R end of month. A/R end of month moves paid AR records to AR.HIST and will not display on the Paid Commission Report.

Company

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Press <RETURN> to Process Report, Line# to Change, or Abort:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Notes:

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

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 COM 01 The System House, Inc

SALSMAN OPEN COMMISSION REPORT PAGE 2

INVOICE	THE INV DATE	QTY	EST COST	EST SALES	COMM AMT	COMM%
001 01501435	INV 12/09/04	1	1.00	3.00	0.34	17.00
001 01501441	INV 01/11/05	1	100.00	120.00	75.00	60.00
001 01501443	INV 01/11/05	1	7500.00	7500.00	0.00	40.00
001 01501444	INV 01/17/05	1	50.00	52.50	1.00	40.00
001 01501444	INV 01/18/05	1	1001.00	2.00	-799.20	40.00
001 01501444	INV 01/18/05	1	2500.00	2425.00	50.00	40.00
001 01501444	INV 01/18/05	1	1.00	1.00	0.02	40.00
001 01501444	INV 01/18/05	0	0.00	0.00	0.00	40.00
001 01130025	C/M 01/18/05	-1	-100.00	-100.00	-50.00	50.00
001 01501447	INV 01/18/05	10	190.00	250.00	24.00	40.00
001 01501473	INV 01/27/05	1	2500.00	3500.00	500.00	50.00
001 01501474	INV 01/28/05	1	2500.00	3500.00	500.00	50.00
001 01501475	INV 02/04/05	1	1.00	100.00	99.00	60.00
001 01501474	INV 02/04/05	2	2.00	200.00	198.00	60.00
001 01501477	INV 02/10/05	1	40.00	100.00	34.00	60.00
001 01501479	INV 02/22/05	2	44.00	200.00	134.80	60.00
001 01501479	INV 02/22/05	2	0.00	20.00	20.00	60.00
001 01501479	INV 02/22/05	1	50.00	100.00	25.00	50.00
001 01501480	INV 02/22/05	1	0.00	10.00	10.00	60.00
001 01501480	INV 02/22/05	1	32.00	100.00	62.40	60.00
444 01501481	INV 02/23/05	350	2455.71	5383.50	13127.79	60.00
444 01501481	INV 02/23/05	200	1278.00	3058.00	4101.10	60.00
444 01501481	INV 02/23/05	350	4227.00	61394.00	58164.10	60.00
001 01501485	INV 02/28/05	1	2500.00	3500.00	500.00	50.00
001 01501484	INV 02/28/05	1	1000.00	1000.00	0.00	40.00
001 01501487	INV 02/28/05	20	400.00	400.00	0.00	40.00
001 01501488	INV 02/28/05	25	500.00	500.00	0.00	40.00
001 01501489	INV 02/28/05	2	2.00	2.50	0.10	40.00
001 01501490	INV 02/28/05	2	2.00	4.00	1.00	50.00
001 01501491	INV 03/09/05	1	50.00	100.00	25.00	50.00
001 01501490	INV 03/16/05	1	50.00	100.00	25.00	50.00
001 01501503	INV 03/22/05	10	500.00	1000.00	150.00	50.00
001 01501504	INV 03/22/05	10	500.00	1000.00	150.00	50.00
001 01501505	INV 03/22/05	1	50.00	40.00	-4.00	40.00
001 01501505	INV 03/22/05	1	0.50	2.00	1.20	60.00
001 01501504	INV 03/22/05	1	50.00	40.00	-4.00	40.00
001 01501504	INV 03/22/05	1	0.00	80.00	30.00	60.00
001 01501507	INV 03/23/05	12	50.00	0.50	-20.10	40.00
001 01501507	INV 03/23/05	12	50.00	0.50	-20.10	40.00
001 01501508	INV 03/23/05	4	20.00	4.54	-5.90	40.00
001 01501508	INV 03/23/05	12	50.00	0.47	-20.21	40.00
001 01501508	INV 03/28/05	144	3024.00	3479.20	162.00	40.00
001 01501514	INV 03/28/05	144	3024.00	3479.20	162.00	40.00
001 01130038	C/M 04/17/05	-1	-50.00	-100.00	-5.00	10.00
001 01501573	INV 04/05/05	12	4195.00	1977.20	195.55	25.00
001 01501575	INV 04/10/05	1	50.00	100.00	0.00	10.00
001 01501574	INV 04/10/05	0	0.00	0.00	0.00	10.00
001 01501551	INV 04/15/05	1	21.00	25.55	0.00	0.00
001 01501577	INV 04/17/05	1	50.00	100.00	0.00	10.00

Open Commission Report

This purpose of this report is to show Open Commissions by salesman and product the extended cost, extended sales, commission dollar amount and commission%.

Company

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Salesman

In this field the operator has the option of selecting 'All Salesmen', 'Salesman Range' or 'Specific Salesman'.

Invoice Date

In this field the operator has the option of selecting 'All Invoice Dates', 'Invoice Date Range' or 'Specific Invoice Dates'.

Fiscal Period

Enter the fiscal period as 'YMMM'

Press <RETURN> to Process Report, Line# to Change, or Abort:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Notes:

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04:11:19pm, 28 Aug 2008
 COM 01 The Systems House, Inc

SALESMAN PAID COMMISSION REPORT PAGE 2

LINE	INVOICE	TYPE	PAID DATE	INV DATE	QTY	EST COST	NET SALES	COMM AMT	COMM%
016	0161931	INV	01/02/03	05/02/03	1	10.00	20.00	9.50	5.00
017	0161792	INV	12/30/03	12/31/03	1	25.00	43.00	4.50	25.00
018	0161264	INV	03/10/04	03/10/04	8	0.00	0.00	8.00	8.10
019	0160241	INV	04/24/04	04/24/04	1	5.00	0.00	-2.00	40.00
020	0160242	INV	04/24/04	04/24/04	1	12095.00	0.00	-4902.00	40.00
021	0161426	INV	11/05/04	11/05/04	29	250.00	400.00	34.00	17.00
022	0160243	INV	11/16/04	11/16/04	-1	-1.00	-10.00	-9.50	17.00
023	0160247	INV	11/16/04	11/16/04	1	7.00	10.00	4.50	17.00
024	0112002	C/M	12/09/04	12/09/04	-1	-1.00	-3.00	-0.24	17.00
025	0110002	C/M	12/09/04	12/09/04	-1	-1.00	-3.00	-0.24	17.00
026	0113002	C/M	01/13/05	01/13/05	0.00	0.00	0.00	0.00	0.00
027	0160290	INV	01/17/05	03/25/04	1	321.00	170.00	22.00	40.00
028	0160293	INV	01/17/05	03/25/04	1	114.00	200.00	42.00	50.00
029	0160294	INV	01/17/05	03/25/04	1	114.00	200.00	42.00	50.00
030	0160295	INV	01/17/05	03/25/04	1	114.00	200.00	42.00	50.00
031	0160296	INV	01/17/05	04/12/04	1	120.00	200.00	8.00	8.10
032	0160210	INV	01/17/05	04/15/04	5	570.00	45.00	-202.00	40.00
033	0160211	INV	01/17/05	04/25/04	2	210.00	400.00	95.00	50.00
034	0160219	INV	01/17/05	04/20/04	2	440.00	720.00	32.00	40.00
035	0160220	INV	01/17/05	04/20/04	2	230.00	400.00	85.00	50.00
036	0160221	INV	01/17/05	04/20/04	4	440.00	800.00	170.00	50.00
037	0160222	INV	01/17/05	04/21/04	3	345.00	400.00	127.50	50.00
038	0160237	INV	01/17/05	04/10/04	1	895.00	210.00	-124.00	40.00
039	0160238	INV	01/17/05	04/12/04	1	5.00	10.00	2.50	50.00
040	0160235	INV	01/17/05	04/30/04	4	430.00	1350.00	8.75	6.10
041	0160237	INV	01/17/05	04/30/04	2	440.00	745.00	9.12	6.10
042	0160238	INV	01/17/05	04/30/04	2	440.00	745.00	32.50	10.00
043	0160234	INV	01/17/05	07/01/04	1	1.00	1.25	9.00	10.00
044	0160234	INV	01/17/05	07/01/04	200	1094.00	1250.00	15.50	10.00
045	0160234	INV	01/17/05	07/04/04	5	1440.00	1933.50	31.25	10.00
046	0160237	INV	01/17/05	09/12/04	10	1090.00	1750.00	75.00	10.00
047	0160238	INV	01/17/05	09/12/04	10	1090.00	1750.00	75.00	10.00
048	0160245	INV	01/18/05	01/18/05	8	0.00	0.00	8.00	40.00
049	0113002	C/M	02/10/05	02/10/05	-1	-40.00	-100.00	-34.00	60.00
050	0160278	INV	02/10/05	02/10/05	-1	-40.00	-100.00	-34.00	60.00
051	0160278	INV	02/10/05	02/10/05	1	40.00	100.00	34.00	60.00
052	0113002	C/M	02/28/05	02/28/05	-1	-1.00	-1.25	-0.14	40.00
053	0113002	C/M	02/28/05	02/28/05	-1	-1.00	-1.25	-0.14	40.00
054	0160244	INV	02/28/05	02/28/05	2	2.00	0.00	-0.80	40.00
055	0160240	INV	03/28/05	03/28/05	8	0.00	0.00	8.00	40.00
056	0160251	INV	03/28/05	03/28/05	8	0.00	0.00	8.00	40.00
057	0160251	INV	03/28/05	03/28/05	8	0.00	0.00	8.00	40.00
058	0160251	INV	03/28/05	03/28/05	8	0.00	0.00	8.00	40.00
059	0160251	INV	03/28/05	03/28/05	8	0.00	0.00	8.00	40.00
060	0160259	INV	04/24/05	04/24/05	8	0.00	0.00	8.00	10.00
061	0113119	C/M	08/15/08	08/14/08	-1	-5.00	-12.00	-0.78	10.00
062	0113119	C/M	08/15/08	08/15/08	1	5.00	12.00	0.78	10.00
063	0160409	INV	08/15/08	08/15/08	-2	-10.00	-24.00	-1.49	10.00

Paid Commission Report

This purpose of this report is to show Paid Commissions by salesman and product the extended cost, extended sales, commission dollar amount and commission%. The report also displays the paid date.

Company

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Salesman

In this field the operator has the option of selecting 'All Salesmen', 'Salesman Range' or 'Specific Salesman'.

Date

In this field the operator has the option of selecting 'All Dates', 'Date Range' or 'Specific Dates'.

Fiscal Period

Enter the fiscal period as 'YMMM'

Press <RETURN> to Process Report, Line# to Change, or Abort:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:
