



Managing Rebates and Commissions

Release 8.6.5 (Eterm)

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Activant® Eclipse™ 8.6.5 (Eterm) Online Help System

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Pricing Overview

Eclipse Pricing Management helps you maintain consistent costing and pricing information. From updating price sheets to reporting on sales outcomes and commissions earned, Pricing Management provides a reliable and accurate way of costing and pricing merchandise.

Price Updates

Vendors supply their price information to you through price sheets or price update files. You can then update your pricing information manually or automatically. The system can also automatically add product records for new products during a price update.

Price Lines

When new products are added to the product file they are assigned to price lines. Price lines are groups of products used for sales performance reporting, unit of measure descriptors, and commission groups. Price lines provide default information for the products within a price line.

Price Sheet Entry

Vendors provide basis names associated with a dollar amount on the vendor's price sheet. Each vendor may use different basis names to define their pricing, so cross-reference vendor basis names with Eclipse basis names to create a standard pricing scheme for each price line.

Pricing Matrix

The system prices items using a pricing matrix. A sell matrix defines the pricing rules for your sales, branch transfers, and adjustments. A buy matrix defines pricing rules involving the costs for products on purchase orders.

Within each matrix cell, a formula and a basis name calculation defines the cost or price on an order. You can include the following price- or cost-determining factors in matrix cells:

- Buy and sell groups that share the same pricing rules.
- Quantity break pricing that offer discounts for buying quantity.
- Combination groups that offer quantity break discounts on the combined total of items.
- Rebate pricing that offers customers discounts directly from your vendors.

Commissions

Set up your salespeople with commission plans that regulate how the system calculates commissions for each salesperson. Set up commission plans to calculate commissions based on one of the following:

- Gross profit dollars.
- Sales dollars.

- Net sales dollars.
- Items sold as members of a product commission group.

Quotes

Use Quote Maintenance to offer special pricing to customers during limited periods.

Pricing Rebate Overview

When a vendor offers a subset of your customers a rebate promotion on a product or price line, your company, the vendor, and the customer partake in a three-way transaction. You can set up matrix cells with pricing and costing information to ensure accurate payment of vendor rebates.

The rebate process involves the following setup:

- Vendors label rebate offers with the following information on the price sheet:
 - A contract number.
 - An effective date.
 - An expiration date.
 - A rebated or adjusted cost per item or per groups of items.
 - A defined sell price to specific customers.
- Price lines containing rebate products must have a local basis name assigned to the REBAT-COST global basis name.
- Customers entitled to rebates require the following set up:
 - Identify products that qualify for a rebate, the contract number, the rebate vendor, and rebate expiration date using the customer record or sell matrix.
 - Define the sell matrix to set the selling price based on a rebated or override cost.
 - Set up a cost override in the sell matrix for the rebate final cost of the product. Do this before selling the product to ensure rebate reporting is accurate.

The following rebate procedure applies after setup:

1. Sell the product to customers.

When a customer orders a rebate item, the sell price and rebated cost are applied to the item from the sell matrix cells you defined in the setup.
2. Print a rebate report. The report documents what rebate products you have sold, and calculates the rebate amount the vendor owes you.
3. Submit the report to the vendor as a request for payment of the rebate amount.
4. Process the rebate payments from the vendor by rebate check from the vendor or applied credit to the vendor.

Assigning a Basis Name for Rebates

In Price Line Maintenance, cross-reference the vendor's local basis name with the global basis name defined for rebate pricing. This reference ensures that the amount the vendor owes you for the rebate is billed to the vendor.

► **To assign a basis name for rebates:**

1. From the **Files > Pricing Maintenance** menu, select **Price Line** to display the Price Line Maintenance screen.
2. Enter a price line ID to display the price line record.
3. In the **Basis** field, enter the rebate local basis name adjacent to the rebate global basis name in the **Global** field, as shown below. In this example, use REP-COST (replacement cost) as the local basis and REBAT-COST as the global basis.

Price Line Maintenance											
ID:	Description: AQUAGLASS										
UoM	S	P	T	A	I	Basis Names	UoM	Curr	UoM	Global	Basis
ea	*	*	*	*	*	DFLT-LIS	ea		1	DFLT-LIST.....	DFLT-LIS
										DFLT-COST	INS-COST
										REP-COST.....	P-COST
						REP-COST	ea		6	REBAT-COST....	REP-COST
						AUG-COST	ea		6	PURC-BREAK....	REP-COST
						LASTCOST	ea		6	DISP-COST.....	SIM-COST
									6	PURCH-CST.....	SIM-COST

Recall	Delete	Notes	Branch Data	Tax Exceptn Grps	Ranking	GP%
Return Policy Message	Points	Prod Xrefs	Budget Group	Duty Code		
Branch Access	Product Zones	Excl NonStock	POW	Inv Acct		

4. Press **Esc** to return to a blank Price Line Maintenance screen.

Applying Rebate Information to Matrix Cells

Enter rebate information in a matrix cell to ensure that you are accurately reimbursed by the vendor for rebates offered to your customers. The matrix cells used to derive costs or pricing for contract or rebated items depend on how you defined the customer-specific matrix cells.

► To apply rebate information to a matrix cell:

1. From the **Files > Price Maintenance** menu, select **Sell Matrix** or **Quick Sell Matrix** to display the Sell Matrix Maintenance screen or Quick Sell Matrix Maintenance screen.
2. Create a new sell matrix cell or enter the necessary information to display the matrix cell for which to add rebate information.
3. In the **Matrix Type** or **Typ** field, define a matrix type. The matrix cells the system uses for assigning costs or pricing for contract or rebated items depend upon how you defined the customer-specific matrix sells. Enter one of the following matrix types:

- **O (Override Cost Only)** – Sets the override cost for the product if multiple customers who are entitled to rebates for the same item on the same contract use the matrix cell, but the contracts have different pricing. Then, define the sell prices on additional sell matrix cells for the customers.
- **N (No Qty Break)** – Sets both sell price and cost override if multiple customers use the same products in the contract that get the same pricing, or if the matrix cell is not used to point to other customers.

If customer-specific pricing is not in effect and if an N type matrix has a basis defined for pricing in addition to the override cost, the system derives the sell price from the N type matrix along with the override cost.

4. Use the **Rebate** hot key to display the Matrix Cell Rebate Maintenance screen and complete the following fields as needed:

In the field...	Description
Contract #	Enter the contract number for the rebate offer. The vendor supplies this number, and it appears on the Customer Sales Rebates Report. You can sort the report by contract number. Note: For product sales information from this matrix cell to display on the rebates report, entry is required in this field or in the Contract # field on the Customer Rebate Maintenance screen (Files > Customer > Rebate hot key).
Rebate Vendor	Enter the vendor's name for which the Customer Sales Rebates Report for this item is submitted. By defining the rebate vendor, you can create a report for that vendor. Note: For product sales information from this matrix cell to display on the rebates report, entry is required in this field or in the Rebate Vendor field on the Customer Rebate Maintenance screen (Files > Customer > Rebate hot key).

In the field...	Description
Prc Eff Date Ovrđ	Do one of the following if the vendor accepts a rebate based on a specific date. The date you enter here overrides the order ship date when applying a rebate. <ul style="list-style-type: none"> • Enter the price sheet effective date specified by the vendor, if that vendor accepts a rebate claim for a specific price date. • Leave the field blank, and the system uses the ship date of the order to determine the rebate amount.
Expire Date	If you entered a rebate override date in the Prc Eff Date Ovrđ field, enter the date in this field that reflects when the override date is no longer valid. If this field is blank, the system uses the matrix cell's expiration date for the rebate information.
Check Sell Group Rebates	Enter Y for the system to check for sell group rebates when a customer orders products in this sell group. Otherwise, the system does not check for sell group rebates, but prices the item using the matrix set up.

5. Use the hot keys in the following table as needed:

Hot Key	Description
Mode	Enter one of the following: <ul style="list-style-type: none"> • Direct – Assigns a rebate formula to all direct sales of products included in the matrix cell. • Default – Assigns a rebate formula to all transactions other than direct sales of products included in the matrix cell, including normal sales and credits.
Copy	Copy rebate information from one matrix cell in Quick Sell Matrix to any number of matrix cells listed.

6. Press **Esc** to save the rebate information and return to the Sell Matrix Maintenance or Quick Sell Matrix Maintenance screen.

Defining Sell Group Rebates

When a customer orders a product, the price is typically derived from the item's price sheet and the active sell matrix. Alternately, you can set up rebate tables at the sell group level to apply rebates to products in a sell group.

If you have defined sell group rebates, activate the **Apply Rebates From Sell Group Rebate Table** control maintenance record.

The system checks the sell matrix for active sell group rebates, then checks for defined rebate tables for the product's sell group:

- If the product's sell group has defined rebate tables, the system uses the most recent table relative to the order's pricing date to apply the rebate.
- If the product's sell group has no rebate tables with a date less than or equal to the order's pricing date, no rebate applies.

If the system finds an active rebate table, it checks the table from the lowest to highest selling price to apply a rebate as follows:

- If the product's selling price is more than the highest selling price listed in the table, no rebate applies.
- If the product's selling price falls between two selling prices listed in the table, the smaller rebate applies.
- If the product's selling price falls below the lowest selling price in the table, the rebate for the lowest selling price applies.

When a rebate applies, the system performs the following:

- Subtracts the rebate amount from the item's cost of goods sold (COGS) and commission cost (COMM).
- Displays **R** as a suffix to any costs in order entry modified by a sell group rebate.
- Adds a line to the Order Change Log stating a sell group rebate was applied to the product and the order generation affected.

If the rebate amount causes the item's COGS or COMM Cost to fall to zero or below, the system sets the appropriate cost to zero and adds a line to the Order Change Log stating which product on which generation had which cost forced negative.

This page contains the following procedures:

- Setting up rebate tables for sell groups.
- Activating sell group rebates.

►To set up a sell group rebate table:

1. From the **Files > Price Maintenance** menu, select **Buy/Sell Group** to display the Buy/Sell Group Maintenance screen.
2. In the **Group ID** field, enter the sell group ID for which to set up a rebate table.
3. Use the **Rebate** hot key to display the Sell Group Rebate Maintenance screen.

The **Sell Group** field displays the name of the sell group from the Buy/Sell Group Maintenance screen.

4. In the **Branch** field, enter the branch where the rebate applies.

The Effective Dates screen displays, where you can enter a new effective date or select an existing date.

Note: You must be assigned the SELL.GROUP.REBATE.MAINT authorization key at level 2 to use this option.

5. Enter the date the rebate becomes active.
6. Press **Esc** and select this date from the Effective Dates screen to display the Sell Group Rebate Maintenance screen.
7. In the **Selling Price** field, enter a reference selling price for items in the sell group. For example, for all items priced at \$100, enter 100 in this field.
8. In the **Rebate Amount** field, enter the amount of rebate offered for products priced at the associated selling price. For example, enter **5** in the rebate field to give the customer a \$5 rebate for buying products at the price listed in the **Selling Price** field.
9. Repeat steps 8 and 9 for as many selling prices as necessary.
10. Press **Esc** to save the rebate table and return to the Buy/Sell Group Maintenance screen.

►To activate sell group rebates:

1. From the **Files > Price Maintenance** menu, select **Sell Matrix** to display the Sell Matrix Maintenance screen.
2. Enter the necessary information to display the matrix cell.
3. Use the **Rebate** hot key to display the Matrix Cell Rebate Maintenance screen.
4. In the **Check Sell Group Rebates** field, enter one of the following:
 - **Y** – Checks for sell group rebates when a customer orders products in this sell group.
 - **N** – Does not check for sell group rebates when a customer orders products in this sell group, and prices the item using the matrix set up.
5. Press **Esc** to save the changes and return to the Sell Matrix maintenance screen.

Copying Matrix Rebate Information

If you enter matrix rebate information for one sell matrix cell in Quick Matrix Maintenance, you can copy the rebate information to the following matrix cells. This prevents having to re-enter the information for those matrix cells that need to contain the rebate information.

►To copy matrix rebate information:

1. From the **Files > Pricing Maintenance** menu, select **Quick Sell Matrix** to display the Quick Sell Matrix Maintenance screen.
2. Enter the necessary information to display the list of matrix cells you want.
3. Scroll to the first matrix cell to which you want to add rebate information.
4. Use the **Rebate** hot key to display the Matrix Cell Rebate Maintenance screen.
5. Enter the rebate information for this matrix cell.
6. Use the **Copy** hot key and at the prompt, enter the line number of the last matrix cell to include the rebate information. The line the cursor is on is the first matrix cell to receive the copied information.
7. The system prompts to confirm the operation. Answer **Y** to continue copying, or **N** to cancel.

The system copies the rebate information to the Matrix Cell Rebate Maintenance screen for the selected matrix cells.

8. Press **Esc** to save the information and return to the Quick Sell Matrix Maintenance screen.

Running the Customer Sales Rebate Report

Use the Customer Sales Rebate Report to view rebate contracts you have passed along from vendors to your customers. This report lists product sales eligible for vendor rebates, and you can also list the rebate amount due from the vendor for each branch.

You can determine the selection criteria, sort order, and detail level of the report. All detail levels of the report show the total quantity shipped and corresponding rebate amount due. You can create a rebate purchase order for the amount due and send it with the report to the vendor.

The detailed version of the report lists each transaction line item for which you are entitled to a rebate. The summary version of the report displays totals for each product. Regardless of which form you choose, the data for each contract prints on a separate page, with the last page displaying Grand Totals for the quantity shipped and rebate extension columns. The system rounds totals to three decimal places to ensure as much accuracy as possible.

Additionally, if you sort by branch, a separate page prints showing the quantity shipped and rebate extension totals for each branch that shipped product subject to a rebate.

Note: After you run the report once, the system saves the selections you made and associates them with your user ID. When you run this report again, the system displays the selections you made the last time. A "Save" message at the top of the screen indicates that your previous selections are being used. If there is no default or saved setting, the field is blank.

Booking Letters of Credit

When you run the Rebate Report and choose to book the letters of credit, the system creates a negative received purchase order to the rebate vendor. The quantity on the order is "-1" and the product added to the purchase order is the miscellaneous charge product, such as "Rebate Request" in the **Rebate Detail Setup Information** control maintenance record. The amount of the purchase order is the total rebate amount the vendor owes you.

You can post the letters of credit to either one branch, usually the parent branch, or to individual branches based on your company policies.

After you create a rebate purchase order from the Customer Sales Rebates Report, the purchase order status is set to **Received** and the system creates a journal entry, if required. The system records these events in the change log.

Note: The system creates the journal entry only if you use Landed Cost or Average Cost as your COGS basis, and you are capitalizing freight to inventory.

To transmit this purchase order to the vendor enter the letter **E** for EDI into the **Prt** field on the Purchase Order Entry Status screen. Select an EDI transaction type, such as EDI 844 Rebate Request when prompted. Upon escaping from the purchase order, the system sends the EDI 844 Rebate Request to the vendor. The rebate request can also be faxed or e-mailed.

The Customer Sales Rebate Report populates the Rebate Detail File, which you can access through the Rebate Detail Maintenance screen, and is sent with the EDI 844 Rebate Request to the vendor.

Running the Report

To run the report, you need to:

- Select the information for the report.
- Change the Include, Exclude, and Print Options defaults, as needed.
- Book letters of credit, as needed.

▶ To select the information for the Customer Sales Rebate Report:

1. From the **Reports > End of Month Reports > Customer Reports** menu, select **Customer Sales Rebates** to display the Customer Sales Rebate Report screen.
2. In the **Br/Tr/All** field, enter the branch, branches, or territories to include in the report. Enter **All** to include all branches and territories.
3. In the **Start Date** and **End Date** fields, enter the date range of invoices to include in the report. The system populates the **End Date** field with the date entered in the **Start Date** field. You can enter a calendar date or variable date in these fields.
4. Complete the fields as needed.

Field	Description
Customer	Enter the end bill-to customer's name for which to run the report. You will not get correct results if you enter a contract rebate customer. Note: If you run the report for a customer with a ship-from only account, the system retrieves the pay-to and ship-from information from Vendor Maintenance.
Vendor	Do one of the following: <ul style="list-style-type: none"> • Enter the vendor's name for which to run the report. • Leave the field blank to include all vendors. • Use the Multi hot key to include multiple vendors. Note: This field must display a pay-to or ship-to entity if booking letters of credit. you cannot run this report and book letters of credit for all vendors (a blank field). If booking letters of credit for multiple vendors, the system creates one negative purchase order for each vendor for the amounts due. If not booking letters of credit, your entry in this field can be for a single vendor or for all vendors.
Price Line	Enter the price line ID to limit the report to one price line. Use the Multi hot key to include multiple price lines. If left blank, the report includes all price lines.
Buy Line	Enter the buy line ID to limit the report to one buy line. Use the Multi hot key to include multiple buy lines. If left blank, the report includes all buy lines.

Field	Description
Product	Enter the product ID to limit the report to one product. Leave this field blank to run the report for all products.
Select by	<p>Enter one of the following to determine from which type of branch the system selects invoices:</p> <ul style="list-style-type: none"> • Shipping Branch – Selects invoices for the report by shipping branch. This is the default. • Pricing Branch – Selects invoices for the report by pricing branch. • GL Branch – Selects invoices for the report by general ledger branch. • Home Branch – When sorting by customer, the report selects invoices for the report by the customer's home branch. The selection hierarchy is ship-to home branch, bill-to home branch, and price branch. <p>The system saves this field setting for the next time you run the report.</p>
Sort by	<p>Press F10 and select a sort order for the report.</p> <p>For booking letters of credit:</p> <ul style="list-style-type: none"> • If no vendor is selected in the Vendor field, you cannot access the Book Letters of Credit hot key. • If one vendor is entered in the Vendor field, you must specify a Sort by option that begins with Br/. • If you select multiple vendors, the Sort by option must begin with Vendor/Br/.
Subtotal on Products	<p>Enter one of the following to determine whether to include product subtotals:</p> <ul style="list-style-type: none"> • Y – Includes subtotals for each product. • N – Does not include subtotals. This is the default. <p>Note: This field only displays when you enter a product-related option in the Sort by field.</p>
Page Break on	<p>Press F10 and select how to separate the report, for example, by branch or customer. The default is * No Page Breaks *.</p> <p>For booking letters of credit, this field must be set to either No Page Break or Vendor.</p>

Field	Description																														
<p>Detail/Summary</p>	<p>Enter one of the following to define what items display on the report:</p> <ul style="list-style-type: none"> <p>Detail – Prints a line on the report for each invoice showing the customer, invoice number, warehouse, ship date, product, UPC/NAED #, quantity shipped, actual cost, rebate cost, difference amount, rebate amount, unit of measure, product type, and contract number. Column descriptions:</p> <table border="1" data-bbox="573 432 1341 1682"> <thead> <tr> <th data-bbox="573 432 773 531">The column...</th> <th data-bbox="773 432 1341 531">displays...</th> </tr> </thead> <tbody> <tr> <td data-bbox="573 531 773 609">Customer Name</td> <td data-bbox="773 531 1341 609">the name of the customer to whom the rebate-qualifying product was sold.</td> </tr> <tr> <td data-bbox="573 609 773 686">Invoice #</td> <td data-bbox="773 609 1341 686">the invoice number of the sales transaction on which the product was sold.</td> </tr> <tr> <td data-bbox="573 686 773 764">Whs</td> <td data-bbox="773 686 1341 764">the branch (warehouse) from which the product was sold.</td> </tr> <tr> <td data-bbox="573 764 773 808">ShipDate</td> <td data-bbox="773 764 1341 808">the ship date for the product.</td> </tr> <tr> <td data-bbox="573 808 773 852">Product</td> <td data-bbox="773 808 1341 852">the product description.</td> </tr> <tr> <td data-bbox="573 852 773 930">UPC/NAED#</td> <td data-bbox="773 852 1341 930">the Universal Product Code or NAED number assigned to the product.</td> </tr> <tr> <td data-bbox="573 930 773 974">Qty Shpd</td> <td data-bbox="773 930 1341 974">the quantity of the product shipped.</td> </tr> <tr> <td data-bbox="573 974 773 1148">Actual Cost</td> <td data-bbox="773 974 1341 1148">the actual cost of the product, as shown on the sales order. When the cost on an order is overridden at the sales level, the report places an asterisk (*) next to the overridden cost in this column.</td> </tr> <tr> <td data-bbox="573 1148 773 1192">Rebate Cost</td> <td data-bbox="773 1148 1341 1192">the rebate cost of the product.</td> </tr> <tr> <td data-bbox="573 1192 773 1333">Diff Amt</td> <td data-bbox="773 1192 1341 1333">the rebate amount for a single unit of the designated item. The difference between the Actual Cost and Rebate Cost equals the rebate amount for each item.</td> </tr> <tr> <td data-bbox="573 1333 773 1539">Rebate Ext</td> <td data-bbox="773 1333 1341 1539">the extended rebate amount for the total quantity sold of the product. The rebate amount for each item (Diff Amt) multiplied by the number of items sold (Qty Shpd) equals the total rebate amount for these items.</td> </tr> <tr> <td data-bbox="573 1539 773 1583">UM</td> <td data-bbox="773 1539 1341 1583">the sales default unit of measure.</td> </tr> <tr> <td data-bbox="573 1583 773 1627">Typ</td> <td data-bbox="773 1583 1341 1627">the product type.</td> </tr> <tr> <td data-bbox="573 1627 773 1671">Contract No</td> <td data-bbox="773 1627 1341 1671">the contract number.</td> </tr> </tbody> </table> <p>Summary – Prints a line on the report for each subtotal of the invoices according to the selected sort by option, and shows the total quantity shipped and the rebate extension, which is the total rebate amount due for the product.</p> 	The column...	displays...	Customer Name	the name of the customer to whom the rebate-qualifying product was sold.	Invoice #	the invoice number of the sales transaction on which the product was sold.	Whs	the branch (warehouse) from which the product was sold.	ShipDate	the ship date for the product.	Product	the product description.	UPC/NAED#	the Universal Product Code or NAED number assigned to the product.	Qty Shpd	the quantity of the product shipped.	Actual Cost	the actual cost of the product, as shown on the sales order. When the cost on an order is overridden at the sales level, the report places an asterisk (*) next to the overridden cost in this column.	Rebate Cost	the rebate cost of the product.	Diff Amt	the rebate amount for a single unit of the designated item. The difference between the Actual Cost and Rebate Cost equals the rebate amount for each item.	Rebate Ext	the extended rebate amount for the total quantity sold of the product. The rebate amount for each item (Diff Amt) multiplied by the number of items sold (Qty Shpd) equals the total rebate amount for these items.	UM	the sales default unit of measure.	Typ	the product type.	Contract No	the contract number.
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Field	Description
Rebate Detail	Press F10 and select one of the following to determine how to print the rebate for each ship-to within a bill-to: <ul style="list-style-type: none"> • Breakdown by Ship-To – Breaks down the report by printing the rebate for each ship-to within a bill-to. This is the default. • Consolidate by Bill-To – Consolidates the report by printing only the total rebate for all the ship-tos within bill-tos.
Use COGS or Comm Cost for Rebate Cost	Enter one of the following to define which cost the system uses for rebate cost: <ul style="list-style-type: none"> • COGS – Uses cost of goods sold for rebate cost. • Comm Cost – Uses commission cost for the rebate cost.
If Rebate Cost > Actual Cost, use	Enter one of the following to calculate cost: <ul style="list-style-type: none"> • Rebate Cost – Uses the rebate cost when the rebate cost is greater than the actual in-stock cost. • Actual Cost – Uses the actual cost when the rebate cost is greater than the actual in-stock cost. <p>Note: The system remembers the setting in this field for your user ID the next time you run the report.</p>
Select Contracts Based On	Enter one of the following to calculate cost: <ul style="list-style-type: none"> • Ship Date – Selects contracts based on shipping date. • Price Date – Selects contracts based on pricing date.
Actual Cost Override Branch	Run the report twice as follows, after completing the rest of the report fields: <ol style="list-style-type: none"> 1. Leave this field blank to calculate how much the distributing branch owes each branch. 2. Enter the distributing branch to calculate the actual cost amount relative to the distributing branch, as opposed to each invoice's pricing branch. The distributing branch name displays in the report header.

5. Use the **Column** hot key to display the Column Setup for Customer Sales Rebates Report screen and edit the column layout. See What the Report Shows, below, for column descriptions.
6. Use the **Cost Ovrld Codes** hot key, to select multiple cost override codes for your report. See Including Cost Override Codes for a Report for more information.

A date entered using the **Eff Date Ovrld** hot key on the Customer Rebate Maintenance screen replaces the price sheet cost value, usually REP-COST, on this report. The **Prc Eff Date Ovrld** field on the Matrix Cell Rebate Maintenance screen also overrides the actual cost value on this report.

Note: The **Download Options** hot key is activated if you have the Hubbell Electronic Withheld Cost (EWC) companion product, which handles customer rebate requests electronically.

7. Set options, if needed, and generate the report.

► **To change the include, exclude, and print options defaults:**

1. Complete the steps above.

2. Use the **Include/Exclude/Print Opts** hot key to display the Include/Exclude/Print Options screen.
3. Define the report print options by populating the fields.

Field	Description
Include Credits	Enter Y to Include credits in the report, otherwise, enter N . The default is Y .
Directs (Inc/Exc/Only)	Enter one of the following: <ul style="list-style-type: none"> • Include – Includes direct orders in the report. • Exclude – Excludes direct orders. This is the default. • Only – Includes only direct orders.
Print \$0 Rebate Items	Enter Y to print items with a \$0 rebate where the Actual Cost is the same as the Rebate Cost. Otherwise, enter N . The default is N . Note: This option is for the detail version of the report only.
Print Kit Components	Enter Y to print individual kit components, otherwise enter N . The default is Y . Note: If this field is set to Y and the Include Rebates for Contracts Removed from Customers field is set to Y , the system ignores any kit components in rebates on contracts removed from customers.
Print Work Order Components	Enter Y to print individual work order components, otherwise enter N . The default is Y .
Create & Queue EDI Document	Enter Y to create an EDI 844 document from this report and adds it to the EDI Queue, otherwise, enter N . The default is N . Note: If booking letters of credit, ignore this setting because the EDI 844 transmits directly from the rebate purchase order.
Items w/ Rebate Greater Than Actual Cost (Inc/Exc/Only)	Enter one of the following to determine how the report handles rebates greater than actual cost: <ul style="list-style-type: none"> • Include – Includes items with rebates greater than the actual cost. • Exclude – Excludes items with rebates greater than the actual cost. This is the default. • Only – Prints only items with rebates greater than the actual cost.
Include Rebates for Pricing Contracts Removed from Customer	Enter Y for the system to first look at the sales order for a rebate matrix. If it does not find a rebate matrix, the system then checks the pricing rebate matrix. Enter N for the system to look to the pricing matrix cell to find the matrix. This is the default. Note: This selection requires an entry in the Vendor field to either report on the items that match the criteria or book letters of credit.

Field	Description
Rebate Issued (Include/Exclude/Only)	<p>Enter one of the following to define how to run the report for items that have been issued a rebate:</p> <ul style="list-style-type: none"> • Include – All items whose rebate amount has been claimed on a prior letter of credit plus all items that have not been claimed are included on the new credit purchase order created. In this case, the system overrides the existing purchase order number in the ledger detail record with the new purchase order number created. • Exclude – All items whose rebate amount has been claimed on a prior letter of credit are not included on the new credit purchase order created. • Only – Only items that have been claimed on a prior letter of credit are included on the new credit purchase order created. In this case, the system overrides the existing purchase order number in the ledger detail record with the new purchase order number created. This option reruns the report for items already claimed. • Leave the field blank – The system behaves as if Include had been selected. <p>When determining if the item should be included on the report and/or on the new credit purchase order created when booking letters of credit is selected, the system checks the status of the purchase order. If a purchase order exists in the ledger detail record and if it has been cancelled for any reason, the system assumes no rebate has been issued.</p>
Display Only Rebate Cost Not = Recalculated Rebate Cost	<p>Enter Y to include only the orders where the rebate cost is different from the recalculated rebate cost. If you set this option to Y, the Book Letters of Credit option for the report is not active.</p>

Note: The system remembers these settings for your user ID the next time you run the report.

4. Press **Esc** to exit this screen and return to the Customer Sales Rebates Report screen.

▶ **To book letters of credit:**

1. Complete the steps above.
2. From the **Reprts > End of Month Reports** menu, select **Customer Sales Rebates**
3. In the **Branch/Territory** field, enter the branch or territory to include in the report. Enter **All** to include all branches and territories.
4. In the **Vendor** field, you must enter the vendor.
5. In the **Sort by** field, you must enter a branch selection, such as Br/Contract/Customer.

6. Use the **Book Letter of Credit** hot key to display the Book Letters of Credit screen.



7. Complete the fields as needed.

Field	Description
<p>Preview Letter of Credit J/E</p>	<p>Enter one of the following:</p> <ul style="list-style-type: none"> • Y – Runs the JE Explanation Review Report, which lists the products and their amounts that contributed to the journal entry amount used to offset inventory for discrepancies due to rebates taken. If you use landed average cost or average cost as your COGS (cost of goods sold) basis, a journal entry is created along with the claim purchase order for the rebate. The journal entry reconciles the inventory valuation because the inventory was credited at the rebate cost, rather than the average cost, because of the sell matrix COGS override. • N – Does not run the JE Explanation Review Report when the Customer Sales Rebate Report runs. <p>Note: If no journal entry is created, no journal entry preview report is created, regardless of the setting in the Preview Letter of Credit J/E field.</p>
<p>Book Letters of Credit</p>	<p>Indicate whether to create a negative purchase order along with the rebate report:</p> <ul style="list-style-type: none"> • N– Produces a rebate report without creating the negative purchase order. Running the report using this option lets you review the report before creating the purchase order. This is the default. • Y– Use after reviewing and approving the report internally. Upon completion of the report, the Phantom messages the user with the purchase order numbers that were created. <p>Note: Review the rebate request before booking letter of credit.</p>
<p>P/O Creation</p>	<p>Indicate whether the purchase order created is single or split when the letter of credit is booked:</p> <ul style="list-style-type: none"> • Split – Creates a separate purchase order for each branch in which rebates are issued. • Single – Creates only one letter of credit as a collective total of rebate due from the vendor for your entire company, and the general ledger activity is posted at the branch level. You must then specify a general ledger posting branch for the order. <p>In Vendor Maintenance, if you set this field to Single and set the Create A/P Invoice When Booking Rebate Letter of Credit field on the Miscellaneous Vendor Information I screen to Y, the system creates a credit accounts payable invoice for the amount of the rebate, automatically reconciles the letter of credit, and creates one credit purchase order for the branch entered in the Posting Branch field on the Booking Letter of Credit screen. If the Create A/P Invoice When Booking Rebate Letter of Credit field is set to N, the system generates a purchase order and a general ledger entry, but no A/P invoice entry.</p> <p>Note: This field is only accessible if Book Letters of Credit is set to Y.</p>

Field	Description
Posting Branch	If Book Letters of Credit is set to Y and P/O Creation is set to Single , enter the G/L branch where the rebate credit is received. Note: If P/O Creation is set to Split , this field is inactive.

8. Press **Esc** to return to the Customer Sales Rebate Report screen.

What the Report Shows

The Customer Sales Rebate Report shows the following information.

Column	Description
Customer ID	Numeric customer identification from the customer record. The customer ID displays next to each rebate item.
Address 1	The customer's street address from the first Address field in the customer record.
Address 2	The customer's street address from the second Address field in the customer record.
City/State/Zip	City, state and ZIP code of the customer.
Rebate Ext	Rebate extension, calculated as follows: (actual cost - rebate cost) x quantity shipped.
Invoice #	The invoice number from the sales order.
Branch (Whs)	The selling branch for the rebate items.
Qty Shpd	The quantity of the product shipped.
Actual Cost	Price sheet basis pointing to the REBATE-COST in the price line. Note: The results in this column respect the settings in the Display 2 Decimals in Rebate Detail field on the EDI Add'l Doc Info screen. For more information, see Entering Additional EDI Document Information.
Rebate Cost	Cost from the sales order. Note: The results in this column respect the settings in the Display 2 Decimals in Rebate Detail field on the EDI Add'l Doc Info screen. For more information, see Entering Additional EDI Document Information.
Product	The product sold with rebate pricing.
ShipDate	Ship date of the item from the shipping ticket.
UPC/NAED#	The UPC code from the product file, known as the SKU.
Typ	The type of item as related to inventory. The report displays one of the following: <ul style="list-style-type: none"> • S – Stock item. • D – Direct item.
Contract NO	Rebate contract number from the rebate matrix.

Column	Description
Diff Amt	The difference amount, or the actual cost minus the rebate cost. Note: The results in this column respect the settings in the Display 2 Decimals in Rebate Detail field on the EDI Add'l Doc Info screen. For more information, see Entering Additional EDI Document Information.
UM	The unit of measure of the product sold.
Price	Sell price from the sales order.
Offset Cost	The difference between inventory cost and the cost on the sales order.
Offset Basis	Displays one of the following numbers, depending on cost used: <ul style="list-style-type: none"> • 8 – charge cost • 9 – landed average cost • 21 – last cost • 22 – landed cost
JE Ship Branch	Displays the following information, depending on the entry in the P/O Creation (Single/Split) field on the Book Letters of Credit screen: <ul style="list-style-type: none"> • If set to split – Split posting branch. • If not set to split – Sales order branch.
Catalog Number	The product reference number on the order.

Note: To set up your report as you did in Eclipse Release 7, use the **Column** hot key, and complete the following fields in this order:

- Customer ID
- Address 1
- Address 2
- City/State/Zip
- Rebate Ext
- Invoice #
- Branch (Whs)
- Qty Shpd
- Actual Cost
- Rebate Cost
- Product
- ShipDate
- UPC/NAED#
- Diff Amt
- UM

Including Cost Override Codes in Rebate Reports

You may want to include a list of cost override codes on your Customer Sales Rebate Report as a way of tracking rebates on line items in sales order entry.

For example, you can create a rebate for a line item on a sales order by assigning the cost override code "Rebate" to that item. When you run the Rebate Report, you can specify that the report includes the Rebate cost override code.

Define cost override codes in the **Valid Cost Override Codes** control maintenance record, and apply them to matrix cells from any Matrix Maintenance screen. You can also manually enter cost override codes in sales order entry, if the **Prompt For Cost Code on Cost Override in SOE** control maintenance record is activated.

▶To include cost override codes in a Customer Sales Rebate Report:

1. From the **Other > Reports > End Of Month Reports > Customer Reports** menu, select **Customer Sales Rebates** to display the Customer Sales Rebates Report screen.
2. Set up the report information as described in Customer Sales Rebates Report.
3. Use the **Cost Ovrld Codes** hot key to display the Cost Override Code Selection screen.
4. Enter the cost code, or press **F10** and select the cost override codes to include in the report.

To create a list of cost override codes to exclude from the report, enter a pound sign (#) and then press **F10** to select a cost override code, or enter the code, for example #REBATE, Repeat this step, as needed, to create your list.

5. Press **Esc** to return to the rebate report screen.

Tracking Rebate Amounts

The way you process rebates depends on differences in the purchase order cost and rebate cost, and how the vendor pays the rebate amount.

Process rebates using either the suggested or alternate method described below:

Suggested Method for Rebate Tracking

This method tracks rebate amounts when the purchase order cost is the same as the rebated cost at which inventory is being relieved when selling to customers. This process keeps the inventory account from being inflated for the rebate costs and the Rebates Receivable account reflects the rebate amount.

1. Create a balance sheet account named "Rebates Receivable" in the General Ledger.
2. Define rebate information for customers in Customer Maintenance, and set up sell and cost overrides in Sell Matrix Maintenance. The following guidelines apply to selling and buying rebate products:
 - When purchasing items, enter the purchase orders using the rebate cost (not normal cost).
 - When receiving purchase orders, receive them using the rebate cost (not normal cost).
 - When selling items, use the rebate cost, which is linked to the cost overrides defined in Sell Matrix Maintenance.
3. Post the difference between the normal and rebate cost to the Rebate Receivable G/L account. The debit amount is the difference between the normal cost and the rebated cost of the items.

For example, if a widget's normal cost and vendor invoice cost is \$100.00 and the rebate cost is \$80.00, the difference of \$20.00 is the adjustment to the Rebates Receivable account.

4. Run the Customer Sales Rebates Report, and submit it to the vendor as a request for rebate payment. We recommend scheduling the report to run once a month.
5. Process the rebate payment from the vendor as follows:
 - If you receive a check for the rebate amount, post a Miscellaneous Cash Receipt. The amount is credited to the Rebates Receivable G/L account. The cash account is debited for the amount.
 - If you receive a credit memo for the rebate amount, enter a payable record in A/P Entry for the amount.

The Rebates Receivable account displays the pending or outstanding amount of rebates. The sum of the debits is the total rebate amount processed to date.

Alternate Method for Rebate Tracking

This method tracks rebate amounts if the purchase order cost is different from the rebated cost at which inventory is being relieved when selling to customers. Regardless of how rebates are set up and submitted to the vendor, inventory has been overstated by the difference between the rebated cost and the normal inventory cost. You must adjust inventory for this difference.

1. Create a balance sheet account named "Rebates Receivable" in the General Ledger.
2. Define rebate information for customers in Customer Maintenance, and set up sell and cost overrides in Sell Matrix Maintenance. The following guidelines apply to selling and buying rebate products:
 - When purchasing items, enter the purchase orders using the purchase order cost.
 - When receiving purchase orders, receive them using the normal purchase order cost.
 - When selling items, use the rebate cost, which is linked to the cost overrides defined in Sell Matrix Maintenance.
3. Run the Customer Sales Rebates Report, and submit it to the vendor as a request for rebate payment. We recommend scheduling the report to run once a month.
4. Create a journal entry to adjust the General Ledger and reconcile the difference between the normal and rebated cost in the Inventory G/L account as follows:
 - Debit the Rebates Receivable G/L account.
 - Credit the Inventory G/L account. This account is defined in Inventory Management.
5. Process the rebate payment from the vendor.
 - If you receive a check for the rebate amount, post a Miscellaneous Cash Receipt. The amount is credited to the Rebates Receivable G/L account. The cash account is debited for the amount.
 - If you receive a credit memo for the rebate amount, enter a payable record in A/P Entry for the amount.

The Rebates Receivable account shows the pending or outstanding amount of rebates. The sum of the debits is the total rebate amount processed to date.

Note: If the vendor rebate payment received is for less than the original amount that was posted as a debit to Rebates Receivable, a G/L Journal Entry is required to correct the Inventory-COGS. (Debit Inventory-COGS and Credit Rebates Receivable) This entry clears the open rebate amount and reconciles the Inventory account for costs that were never rebated.

Commission Plan Overview

Commission is a fee paid to salespeople based on the amount of merchandise they sell. Use Commission Plan Maintenance to create and edit commission plans that determine the amount of commissions paid to each salesperson. Create plans for different salespeople, such as showroom sales, inside sales, outside sales, and counter sales. Commission payments are based on the way the system totals prices on sales orders:

- Gross profit dollars
- Sales dollars
- Net sales dollars

Run the Commission Report to see how much your sales force has earned on commissions. You can include items in the report such as, product weights, miscellaneous charges, and freight charges.

Assigning Commission Plans to Users

After you define commission plans, assign the plans to one of the following:

- A sales order on the Additional Header Data screen from the Sales Order Entry Header screen. For more information, see Commissions Report Guidelines.
- A customer set up in Miscellaneous Customer Information in Customer Maintenance.
- A salesperson set up in User Maintenance.

A commission plan assigned to a sales order overrides a commission plan assigned to a customer, which overrides a commission plan assigned to a salesperson.

If a sales order, customer, or salesperson has an assigned commission plan, the system uses it when you run the Commissions Report to determine the sales commission. If the Commissions Report includes someone who is not assigned a commission plan, the report displays that person's sales totals, but no commission dollar amount or commission percentage is listed.

▶ To assign a commission plan to a user:

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, enter the user ID to display the user's record.
3. In the **Commission Plan** field, do one of the following:
 - Press **F10** to and select a commission plan for this user.
 - Use the **Plan** hot key to assign multiple commission plans to the user on the Commission Plans Selection screen. Press **F10** to select from a list of commission plans, and press **Enter**. Repeat this step to add more commission plans to the user.

When you assign multiple plans to the user, *Multi* displays in the **Commission Plan** field. When this user is selected on the Commissions Report, commissions for the user are calculated on each plan separately.

4. Press **Esc** to save the list and return to the User Maintenance screen. Press **F12** to return to the User Maintenance screen without saving the list.

Assigning Products to Commission Groups

Commission groups organize products into categories used to determine commissions on sales. These groups help you customize the commission plans for your products and salespeople. For example, you may want to encourage your salespeople to push a certain set of products, so you set up a commission group that pays higher commissions on those products. You may want to pay commission on only selected products, so you set up commission groups only for those products; all other products do not contribute to a commission plan.

Set up commission groups in the **Valid Product Commission Groups** control maintenance record.

For more information, see Product Commission Group Details.

►To assign a product to a commission group:

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.
2. In the **Product ID** field, enter a product ID to display the product record.
3. Use the **Prices** hot key to display the Product Price Maintenance screen.
4. Use the **Hierarchy** hot key to view the settings for a specific branch and where those settings came from. All territories that contain that branch display in the **Br/Terr** column below the branch, and in territory priority order. For more information, see Branch Hierarchy Details.
5. In the **Comm Group** field for the first branch, press **F10** to select a commission group.
If this field is blank for a branch, the system uses DEFAULT as its commission group. Therefore, if a commission plan is set up to calculate the sales commission on the sales order total, or if a product that is not assigned a commission group is sold, the system calculates commission using the default commission group.
6. Repeat step 5 as needed for the other branches.
7. Press **Esc** to exit the screen and return to the Product Maintenance screen.

Product Commission Group Details

You may categorize products into any kind of commission group, such as a commission group for the following:

- Every item in the product file.
- Each item in the product file.
- Each product rank.
- All products in a price line.

Commission groups are not required if you base commission sales on gross profit, sales, or net profit, but you can use commission groups for these options.

When you create a commission group, the system creates a second group by the same name with the suffix "~Direct." This group allows you to set up a different commission plan that the system uses to calculate commissions on direct orders.

The system also creates the DEFAULT and DEFAULT~Direct product commission groups. The system often uses these groups if you calculate commissions on the order total or for products not assigned to a commission group.

Define commission groups in the **Valid Product Commission Groups** control maintenance record before assigning products to commission groups in the product record.

Assign only one plan for each salesperson per branch, but that plan can include product commission groups that distinguish between the types of products that person sells. For example, for your salesperson named terry, create the commission plan "TERRY." Terry sells the following products at the listed commission rates:

- Lighting fixtures at 2%.
- Hardware at 3%.
- Plumbing supplies at 4%.

Within the TERRY commission plan, set up three product commission groups called Lighting, Hardware, and Plumbing.

For products that do not have a commission group, set up the system-defined DEFAULT and DEFAULT~Direct product commission groups commission plans.

When you create a commission group, such as PIPE, the system creates a commission group with the same ID using "~Direct" as a suffix, in this case PIPE~Direct. The system uses the Direct product commission groups to calculate commissions on direct sales.

For example, create the commission plan PLUMBING for your plumbing products. This plan contains eight product commission group IDs, three you create, five system-defined that include the DEFAULT and all the "~Direct" commission plans. You define each commission group's GP%, Order Weight, Weight, Sales \$ or GP \$ ranges, and the commission percent paid on those ranges. The following table shows the commission groups for the PLUMBING commission plan:

Commission Groups for the PLUMBING Commission Plan	
User-defined Commission Groups:	System-defined Commission Groups:
No group	DEFAULT and DEFAULT~Direct
FITTINGS	FITTINGS~Direct
PIPE	PIPE~Direct
ELECTRICAL	ELECTRICAL~Direct

Commission plans, commission groups, products, and salespeople are connected in the system shown in the Commission Group Workflow.

Creating Commission Plans

Use Commission Plan Maintenance to create and edit commission plans to pay your salespeople. You can set up sales areas for commission plans, such as:

- Showroom sales
- Inside sales
- Outside sales
- Counter sales

Commission plans, commission groups, products, and salespeople are connected in the system as shown in the Commission Plan Workflow.

You must be assigned the COMM.PLAN. MAINT authorization key to view or edit the Commission Plan Maintenance screen.

► **To create a commission plan:**

1. From the **Files > Price Maintenance** menu, select **Commission Plan** to display the Commission Plan Maintenance screen.
2. In the **Comm Plan ID** field, do one of the following:
 - Enter the commission plan ID. Press **Enter** at the prompt to continue setting up the commission plan.
 - Enter **new** and enter the commission plan ID at the prompt.

A plan ID is a user-defined free-form alphanumeric name, up to 10 characters long. For example, Showroom, Counter, Inside, or Outside.

Note: To display an existing commission plan, enter the commission plan ID, or press **F10** to select from a list. You can use one commission plan ID to create many commission plans that are based on different product commission groups, the system-defined Default group, or an order.

3. Complete or change the following fields as needed:

Field	Description
Comm Base	Enter the commission base dollar value to use with the range's commission percent to calculate the commission: <ul style="list-style-type: none"> • GP \$ – Gross profit dollars. The gross profit dollars depend on cost or cost of goods sold cost (COGS) when you run the Commissions Report. • Sales \$ – Sales dollars. • Net Sales \$ – Sales dollars less cash discount allowed. This selection does not work when the Pay Commissions On field is set to Line Item or Group.

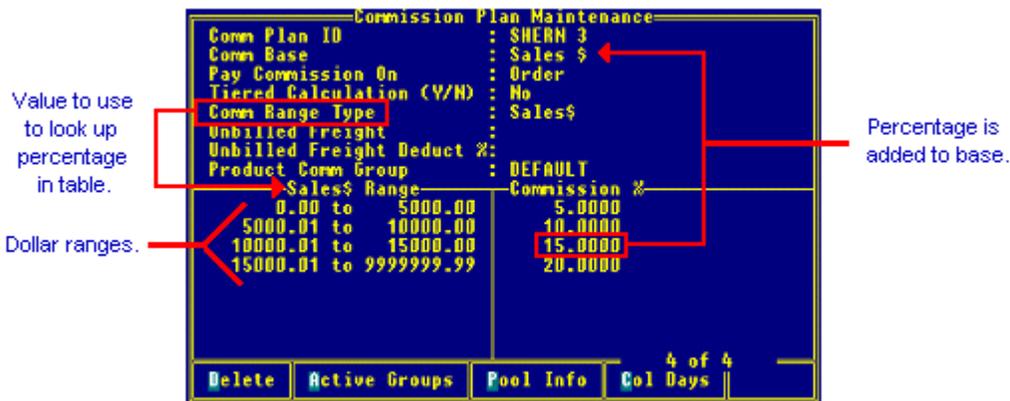
Field	Description
Pay Commissions On	Enter which portion of an order is considered when calculating commissions: <ul style="list-style-type: none"> • Order – All items are totaled on the order. • Group – Items are totaled by product commission group, and commission is calculated for each commission group. This selection activates the Product Comm Group field. Use the Display Active Groups hot key from any place on this screen to display the list of product commission groups for this plan. • Line Item – Items are totaled by line item according to the commission group to which the item belongs. This selection activates the Product Comm Group field. Use the Display Active Groups hot key from any place on this screen to display the list of product commission groups for this plan. • All – Commission dollars are calculated on the total of all orders for the inside/outside salesperson, writer, or group. <p>Note: To run the Commissions Report for tier date by commission plan, set this field to All.</p>
Product Comm Group	This field is available only when Line Item, Group, or All are selected in the Pay Commissions On field. Do one of the following: <ul style="list-style-type: none"> • Enter a product commission group ID. • Press F10 to select from a list of product commission group IDs. • Use the Display Active Groups hot key to display the list of product commission groups for this plan. Select the product commission group to view, and press Enter.
Comm Range Type	Enter one of the following to determine the range type for the commission percentages: <ul style="list-style-type: none"> • GP% – Gross profit percent. • Sales\$ – Sales dollars. • GP\$ – Gross profit dollars.
Unbilled Freight	Select one of the following to determine how to handle unbilled freight on commissions: <ul style="list-style-type: none"> • Leave it blank – No unbilled freight is deducted from the commission pay out. • Adjust GP – The amount of unbilled freight on commission orders is subtracted from the gross profit dollars. This option displays when All is selected in the Pay Commissions On field. Selecting this option deters salespeople from giving away freight. • Deduct % – The system calculates commissions earned and then deducts the percentage of freight specified in the Unbilled Freight Deduct % field.
Unbilled Freight Deduct %	Enter the amount of unbilled freight to deduct from the commission pay out. This field is active when Deduct % is selected in the Unbilled Freight field.

Field	Description
Tiered Calculation	<p>Enter one of the following:</p> <ul style="list-style-type: none"> • Y – Calculates commission at the defined rates for each range reached. • N – Calculates commission at the defined rate for the final range reached. <p>For example, if a salesperson sold \$14,000, he would receive the following commission if set up as tiered:</p> <ul style="list-style-type: none"> • 5% on the first \$5000. • 10% on the next \$4999. • 15% on the final \$3,999. <p>If not tiered, the salesperson would receive 15 percent of 14, 000.</p> <p>For more information, see Tiered Commission Plan Details.</p>

4. In the **Range** field, enter the ranges for which to determine percentages, such as one of the following:
- 0.00 to 499.00
 - 500.00 to 999.00
 - 1000.00 to 1499.00

This field name changes to match the entry in the **Comm Range Type** field: **GP% Range**, **Sales\$ Range**, and **GP\$ Range**.

In the following diagram, because Sales\$ was selected in the **Comm Range Type** field, the range field displays Sales\$ Range. Screen Example:



The sales total of the defined ranges is the amount applied toward commissions. The commission percent is then used with the commission base to determine the dollar sales commission, as shown in the diagram above.

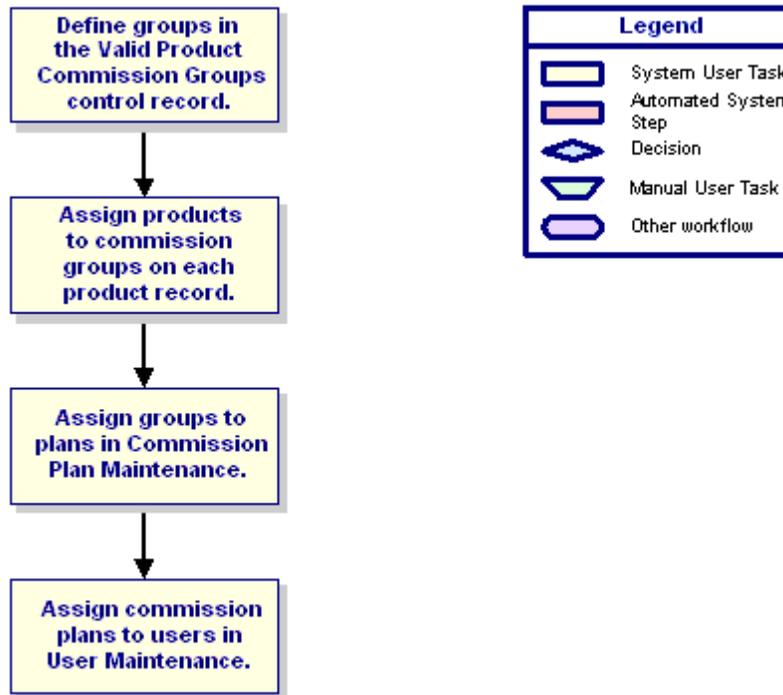
5. In the **Commission %** field, enter the sales commission percentage for each range.

6. Use the following hot keys as needed.

Hot Key	Description
Delete	Deletes the commission plan ID and all associated plans for commission group. The system prompts for confirmation. For example, if the commission plan PLUMBING contains eight commission groups, this action deletes the PLUMBING commission plan including the eight commission group setups under PLUMBING. The commission groups still exist to use with other plans.
Active Groups	Displays the list of commission groups for this commission plan. Select a commission plan and press Enter to display the commission plan for the group.
Pool Info	Calculates commissions for a group of salespeople. Each salesperson can earn a different percentage.
Col Days	Base the commission percentage on the max collection days.

7. Press **Esc** to save the commission plan and return to a blank Commission Plan Maintenance screen.

Commission Group Workflow



Tiered Commission Plan Details

Tiered commission plans calculate a commission on all the rates for the defined sales ranges. Tiered commission plans calculate a commission on all the rates for the defined sales ranges. You can use tiered commissions to distribute commissions earned through the defined ranges.

The following example describes a commission earned from gross profit dollar (GP\$) and calculated on GP\$ for tiered calculations.



For this commission plan:

- The commission base is **GP\$**. This base is used to determine the commission amount.
- The **Comm Range Type** field is set to **GP\$**, so the **Range** field displays **GP\$ Range**. The salesperson earns the commission rate defined in each range.

In this example, the sales earned a gross profit dollar amount of \$1200.00, which reached the highest percentage in the GP\$ range. This amount qualifies the salesperson to commissions defined at each range, as described in the table below.

GP\$ Range defined for salesperson	GP\$ amounts sold at each range. Total GP\$ = \$1200.00	Commission percent calculated at GP\$	Commission dollars earned at each range
\$0.00 to \$ 200.00	\$200.00	2%	\$4.00
\$200.01 to \$500.00	\$300.00	3%	\$9.00
\$500.01 to \$1000.00	\$500.00	4%	\$20.00
\$1000.01 to \$9999999.99	\$200.00	5.5%	\$11.00
Total commission:			\$44.00

This salesperson earned a total commission of \$44.00. If the commission plan were set up without tiered commission calculations, the salesperson would earn a commission of 5.5 percent on \$1200, which equals \$66.00.

Calculating Commissions for Sales Pools

A sales pool is a group of salespeople who divide commissions on total sales for the group. Sales pools encourage people to work together for higher profits.

Set up a commission plan that includes the pool of salespeople with the percentages they earn from the total commission. Commission percentages for the salespeople in the pool must equal 100 percent. The commission plan lists the commission ranges, the commission percentage for each range, and the detail necessary to calculate commissions on sales.

For example, the following screen shows a commission plan that includes a sales pool. The pool of five salespeople sold a total of \$12,500 for the month. Commission on that amount is 15 percent, so the total commission amount is \$1,875. In this example, each member of the pool earns 20 percent of the total commission amount, so each salesperson in the pool earns \$375 commission.

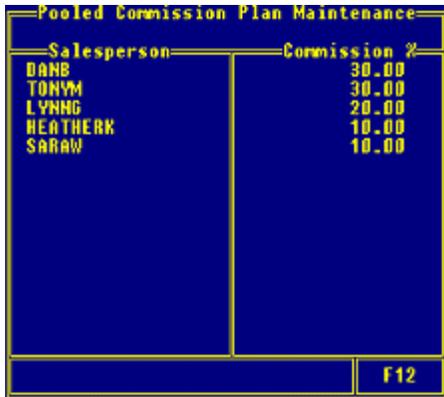
Commission Plan Maintenance

Comm Plan ID : SCOTT8POOL
 Comm Base : Sales \$
 Pay Commission On : Order
 Tiered Calculation (Y/N) : No
 Comm Range Type : Sales\$
 Unbilled Freight :
 Unbilled Freight Deduct %:
 Product Comm Group : DEFAULT

Sales\$ Range	Commission %
0.00 to 5000.00	5.0000
5000.01 to 10000.00	10.0000
10000.01 to 15000.00	15.0000
15000.01 to 9999999.99	20.0000

Buttons: Delete | Active Groups | **Pool Info** | Col Days | 4 of 4

Pooled commission percentages can vary for different salespeople. For example, senior salespeople earn 30 percent, journey salespeople earn 20 percent, and trainees earn 10 percent. If the total commission amount is \$1,875, and your sales pool is set up as shown in the screen below, commissions would be paid as shown in the following table:



Salesperson	Commission %	Dollar amount paid
DANB	30	\$562.50
TONYM	30	\$562.50
LYNGG	20	\$375.00
HEATHERK	10	\$187.50
SARAW	10	\$187.50

► **To calculate commissions for a sales pool:**

1. From the Files / Pricing Maintenance menu, select **Commission Plan** to display the Commission Plan Maintenance screen.
2. Set up the commission plan for the pool as described in Creating Commission Plans.
3. Use the **Pool Info** hot key to display the Pooled Commission Plan Maintenance screen.
4. In the **Salesperson** field, enter the user IDs of each member of the sales pool. Press **F10** to select from a list.
5. In the **Commission %** field, enter the percentage of the total commission that each salesperson earns. The total for all salespeople must equal 100 percent.
6. Press **Esc** to save the list and return to the Commission Plan Maintenance screen.

Note: To report on pooled commissions, use the Pooled Commission report, not the Commissions Report.

Basing Commission Percentages on Collection Days

Define the number of days you will allow a customer to go without paying on an invoice before it affects the salesperson's commission. To encourage your salespeople to collect payment quickly, you can base commission percentages on the number of days it takes to collect payment. The longer the customer takes to pay, the more the salesperson's commission is reduced.

You can set up this feature in Sales Order Entry, Customer Maintenance, or Commission Plan Maintenance. When running the Unpaid Commissions Report, the system checks this setup in the following order: Sales Order Entry, the ship-to customer, the bill-to customer, the commission plan, and finally, if commission by collection days data is found in any of these areas, the system pays full commission anytime before and including the maximum collection days defined on the order header, and pays 0 percent commission for anything over the maximum collection days. If no commission by collection days data, commission is paid as usual. When running the Unpaid Commissions Report the system uses the current date as payment date.

Run the Commissions Report for paid invoices or run the Unpaid Commissions Report to calculate partial commissions based on the number of days to collect. Running the Commissions Report for invoiced commissions is not affected by this operation.

► To base commission percentages on maximum collection days:

1. Display the Commission % by Collection Days screen from one of the following areas:
 - Customer Maintenance – **Files > Customer > Credit > Add'l Credit Data > Comm % by Collection Days** hot key.
 - Commission Plan Maintenance – **Files > Price Maintenance > Commission Plan > Col Days** hot key.
 - Sales Order Entry – (**Orders > Sales Order Entry > Header > Add'l > Comm % by Coll Days** hot key.
2. In the **Day Range** column, enter the range of days for which the commission is not affected. For example, from 0 to 30 days, the salesperson receives full commission.
3. In the **Commission %** column, enter **100**. For example, if the customer pays within 0 to 30 days, the salesperson receives 100 percent commission.
4. On additional lines in the **Day Range** column, list the ranges of days for which unpaid invoices affect the percentage of commission earned. For example, your second range might be from 31 to 50 days.
5. On additional lines in the **Commission %** column, list the commission percentages the salesperson earns for each range. For example, from 31 to 50 days, the salesperson earns 80 percent of the commission.

Note: The **Over Max Collection Days** field on the Commissions Report screen must be set to **Exclude** to respect entries on this screen.

6. To analyze the potential commission payment liabilities for your salespeople, run the Unpaid Commissions report.
7. Press **Esc** to save your changes and exit the screen.

Commission Plan Calculation Variables

You can set up commissions to calculate commission plans based on the following:

- Product commission groups
- Line items on sales orders
- Sales order totals
- Writer totals.

How you set up the commission plan affects the calculated commission on the report.

The following examples explain how calculating commissions can differ depending on how you set up the commission plan.

- Example 1: Calculating Commissions on each Line Item
- Example 2: Calculating Commissions on Commission Groups
- Example 3: Calculating Commissions on writer totals

Commissions that are calculated on sales order totals are not included on this page because they are calculated the same as commissions based on groups, but use the default product commission group. Those based on product commission groups use a user-defined product commission group.

Example 1: Calculating Commissions on Each Line Item

This example is calculated on line items for Stephen Jones Plbg & Heating, based on the following settings on the Commission Plan Maintenance screen. Screen Example:

Commission Plan Maintenance

Comm Plan ID : BASE
 Comm Base : Sales \$
 Pay Commission On : Line Item
 Tiered Calculation (Y/N) : No
 Comm Range Type : GP%
 Unbilled Freight :
 Unbilled Freight Deduct % :
 Product Comm Group : MOEN

GP% Range	Commission %
0.00 to 15.00	2.0000
15.01 to 30.00	5.0000
30.01 to 45.00	10.0000
45.01 to 60.00	15.0000
60.01 to 75.00	25.0000
75.01 to 100.00	50.0000

Delete Active Groups Pool Info Col Days 1 of 6

- The **Product Comm Group** field displays that commission is paid on MOEN items for this commission plan.
- The **GP% Range** field displays that commission is paid based on the gross profit of the MOEN line item.
- The **Pay Commissions On** field displays that commission is calculated on line items for this commission plan.

Total sale for the two MOEN items equals \$443.80, shown in the **Net Amt** column of the report. The total sales amount for the first item is \$274.50.

- This amount has a GP% of 27, which falls within the **GP% Range** of 15.01 to 30.00, on the Commission Plan screen. A 5.00 percent commission is applied
- The commission equals \$13.73, shown in the **Comm \$'s** column of the report.

The total sales amount for the second item on the report is \$169.30.

- This amount has a GP% of 35.0, which falls within the **GP% Range** of 30.01 to 45.00, on the Commission Plan screen. A 10.00 percent commission is applied.
- The commission equals \$16.93, shown in the **Comm \$'s** column of the report. Screen Example:

The first MOEN line item earned 27% GP.
The second MOEN line item earned 35% GP.

This salesperson earns commission on each line item sold in the MOEN commission group.

GP% Range	Commission %
0.00 to 15.00	2.0000
15.01 to 30.00	5.0000
30.01 to 45.00	10.0000
45.01 to 60.00	15.0000
60.01 to 75.00	25.0000
75.01 to 100.00	50.0000

The following Commissions report displays details for this commission plan:

Commissions Report on a Line Item Basis										
Completed : 08/19/2001 - 11:13am										
Sold Commission Detail Report for Writer - 08/19/2001 to 08/19/2001 - COGS										
Over Max Collection Days :										
Comm by Plan Comm Base Branches : 1										
Slsperson Customer Name..... Invoice #... Inv Date										
			Net Amt	Cost	GP \$	GP %	Comm \$'s	Comm %	Net-CshDsc	
JASONS	STEPHEN JONES PLBG & HTC	\$1012374.001	08/19/01	274.50	200.00	74.50	27.1	13.73	5.00%	274.50 LN:1 MOEN
				169.30	110.00	59.30	35.0	16.93	10.00%	169.30 LN:2 MOEN
Totals for Cust : STEPHEN JONES PLBG & HTC			--	443.80	310.00	133.80	31.1	30.66		443.80
Totals for Salesperson : Jason Simms x106			--	443.80	310.00	133.80	31.1	30.66		443.80
Commission Plan : BASE										

Example 2: Calculating Commissions on Commission Groups

This example is calculated on commission groups for Stephen Jones Plbg & Heating based on the following settings on the Commission Plan Maintenance screen below. How you set up the commission plan affects the calculated commission. View the commission plan on the screen and the report results, below.

- The **Pay Commission On** field displays that commission is calculated on a product commission group for this commission plan. Total sale for the MOEN items equals \$443.80, shown in the **Net Amt** column on the report.

- The **Product Comm Group** field displays that commission is paid on items in the MOEN commission group for this commission plan. The report shows a GP% of 30.1 for the MOEN Group.
- The **GP% Range** field displays commission is paid based on the gross profit of the MOEN line item. A 10.00 percent commission is applied to the total sales amount (\$443.80) to produce a commission of \$44.38. That is \$13.72 more than the commission earned for line items in the previous example.

This salesperson earns commission on the MOEN commission group.

GP% range for MOEN items on sales order.

GP% Range	Commission %
0.00 to 15.00	2.0000
15.01 to 30.00	5.0000
30.01 to 45.00	10.0000
45.01 to 60.00	15.0000
60.01 to 75.00	25.0000
75.01 to 100.00	50.0000

The following Commissions Report displays details for this commission plan:

Commissions Report on a Commission Groups Basis

Completed : 08/19/2001 - 11:29am

Sold Commission Detail Report for Writer - 08/19/2001 to 08/19/2001 - COGS Page : 1

Over Max Collection Days :

Comm by Plan Comm Base Branches : 1

Slsperson	Customer	Nmae	Invoice #	Inv Date	Net Amt	Cost	GP \$	GP %	Comm \$'s	Comm %	Net-CshDsc
JASONS	STEPHEN JONES	PLBG & HTC	81012374.001	08/19/01	1434.01	957.80	476.21	33.2	215.10	15.00%	1434.01 AOS
					<u>443.80</u>	310.00	133.80	<u>30.1</u>	<u>44.38</u>	<u>10.00%</u>	<u>443.80 MOEN</u>
Totals for Cust : STEPHEN JONES PLBG & HTC					--	1877.81	1267.80	610.01	32.5	259.48	1877.81
Totals for Salesperson : Jason Simms x106					--	1877.81	1267.80	610.01	32.5	259.48	1877.81

Commission Plan : BASE

Example 3: Calculating Commissions on Writer Totals

This example is calculated on order writer totals for AGARZA based on the following settings on the Commission Plan Maintenance screen below. View the commission plan on the screen and the report results, below.

Invoiced Commission Detail Report for Writer - 06/02/2005 to 06/23/2005 - Generic Cost										Page: ^#####
Over Max Collection Days: Include										
Shipping Branch(es): ALG										
Comm by Plan Comm Base - Directs Included - Rentals Excluded										
Include Misc Charges - Include Zero Comm Sales										
Sls person	Customer Name	Invoice #	Inv Date	Adjusted Cost	GP \$	GP \$	Comm \$'s	Comm Range	Comm %	
AGARZA	AGARZA	Jokey Smarf Jokeshop	S1445463.001 06/20/05	180.00	-80.00	-80.00	0.60	0.00%-30.00%	2.0000%	
							0.90	30.01%-60.00%	3.0000%	
							-5.60	60.01%-100.00%	4.0000%	
Totals for Group : DEFAULT -----				180.00	-80.00	-80.00	-4.10			
Totals for Commission Plan : ALCFREIGHT -----				180.00	-80.00	-80.00	-4.10			
Totals for Customer : Jokey Smarf Jokeshop -----				180.00	-80.00	-80.00	-4.10			
Totals for Branch : ALG -----				180.00	-80.00	-80.00	-4.10			
AGARZA	Totals for Salesperson : Amanda Garza xl077 -----			180.00	-80.00	-80.00	-4.10			

Commissions Report Guidelines

Run the Commissions report to calculate the sales commissions for all or part of your company's sales force. Totals and grand totals are calculated for each salesperson.

Running the Report for Other Users

By default you can only run this report for your own user ID. To run the report for other users, you must be assigned the COMMISSIONS.USER.AUTH authorization key.

The transactions selected for a salesperson or writer are based on the salesperson or writer entered in the header of the sales order.

Setting Up Sales Commissions

You can calculate commissions for the following:

- Sales orders
- Customers
- Salespeople
- Writers' totals

A commission plan assigned to a sales order overrides a commission plan assigned to a customer, which overrides a commission plan assigned to a salesperson.

To calculate commission, the system does the following:

- Determines the GP% for the product on the order.
- Determines the commission percentage that is applied to the value, sales dollars, gross profit dollars, or net sales dollars from the commission plan.
- Calculates the commission on the item, group, order, or all

Specifying Maximum Collection Days

Your company can choose whether to pay commissions on orders that are paid late. The Max Collection Days is the number of days past the invoice or due date after which sales commissions are not paid. The due date depends on the setting in the **Maximum Collection Days Date** control maintenance record. You can define the maximum number of collection days for a customer and sales order. A sales order's setting overrides the customer's setting. In addition, a commission plan may be set up to deduct a percentage of total commission based on how many days to pay.

After the information for each order, group, or item prints, a separate line displays the freight deducted from the commission, if that option was applied to any of the commission plans.

You can also base commission percentages on the number of days it takes to collect payment to encourage your salespeople to collect payment quickly. Do this using the **Col Days** hot key on the Commission Plan Maintenance screen. The longer the customer takes to pay, the more the salesperson's commission is reduced. Define the number of days to allow a customer to go without paying on an invoice before it affects the salesperson's commission.

Running the Commissions Report

Run the Commissions report to calculate the sales commissions for all or part of your company's sales force. Totals and grand totals are calculated for each salesperson.

See Commissions Report Guidelines for more information about running the Commissions Report. To report on pooled commissions, use the Pooled Commission Report, not the Commissions Report.

Note: After you run the report once, the system saves the selections you made and associates them with your user ID. When you run the report again, the system displays the selections you made the last time. A "Save" message at the top of the screen indicates that your previous selections are being used. If there is no default or saved setting, the field is blank. For more information, see How the System Saves Settings on Reports.

For a description of the report, see What the Report Shows at the end of the topic.

► To select the information for the Commissions Report:

1. Access the Commissions Report screen from one of the following paths:
 - From the **Reprts > End of Month Reports > Salesperson & Writer Reports** menu, select **Commissions**.
 - from the **Orders > Reports > Commissions Report**, menu, select **Commissions Report**.
2. In the **Br/Tr/ALL** field, enter the branch or branches to include in the report.
3. In the **Invoiced/Paid/Unpaid** field, press **F10** and select one of the following:
 - **Invoiced** – Selects and calculates commissions for paid and unpaid invoices.
 - **Paid** – Selects and calculates commissions for paid invoices.
 - **Unpaid** – Selects and calculates commissions for unpaid invoices.

Note: The system uses data from converted A/R invoices.

The commission report selects invoices that were paid within the date range specified on the report.

The system considers the following scenarios to determine if an invoice is paid: An invoice is considered paid:

- If it was paid in full within the date range selected on the report. Partly paid invoices are not commissionable until the date that the balance is paid in full.
- If payments are made within and outside of the specified date range, as long as the final payment occurs within the date range selected on the report.

- For an invoice that contributed to a consolidated invoice, if the consolidated invoice was paid within the selected date range. The report shows the invoices that composed the consolidated invoice and not the consolidated invoice itself.
 - If all or part of the invoice amount is adjusted to a general ledger account that is not listed in the Exclude Postings To These Accounts control maintenance record. If only part of the invoice amount is adjusted, the remaining balance must be paid before this invoice is considered paid. If an invoice has an amount adjusted to an account listed in the Exclude Postings To These Accounts control maintenance record, the amount is considered paid.
4. In the **Start Date** and **End Date** fields, enter the date range of invoices to include in the report. The system populates the **End Date** field with the date entered in the **Start Date** field, however, you can change that date. The date here complies with your selection in the **Invoiced/Paid/Unpaid** field, either invoiced or paid. You can enter an actual date or variable date.
 5. Complete or change the following fields as needed:

Field	Description
Detail/Summary	Enter the level of report detail: <ul style="list-style-type: none"> • Summary – Displays commission paid per invoice, and omits individual invoice details. • Detail – Includes every invoice for every customer on which a commission is calculated, along with the associated commission information. The report shows the following in detail format: <ul style="list-style-type: none"> • Salesperson and customer. • Invoice number, date, and net amount of commission sales. • Commission dollars and commission percentage. • Customer override percentage and commission group.
Unbilled Freight	Select how the system handles unbilled freight charges in the gross profit calculations: <ul style="list-style-type: none"> • Add to Cost – The system adds the unbilled freight charges to the product cost. This is the default setting. • Subtract from Net – The system deducts the unbilled freight charges from the net sale amount. • Ignore – The system ignores unbilled freight charges. <p>Note: If you subtract unbilled freight from the net sale amount, the calculated gross profit percent may be different from that calculated by adding unbilled freight to the cost.</p>
Select Branch	Enter Shipping or Pricing to define the type of branch on which to run the report.
Sort by Branch	Enter Y to sort the orders by the type of branch specified in the Select Branch field. Entering N sorts the orders by order number.
Select and Secondary Sort	Specify how to select and sort orders below the branch.

Field	Description
<p>Base Calculation on</p>	<p>Select Generic Cost or Cost of Goods Sold to determine how to calculate gross profit percent for the products on which you pay commissions.</p>
<p>Calculate Comm Based On</p>	<p>Enter one of the following to determine what criteria the system uses to calculate commissions:</p> <ul style="list-style-type: none"> • Plan Comm Base – Uses each salesperson's commission base. This is the default. • GP \$ – Bases calculations on gross profit dollars. • Sales \$ – Bases calculations on sales dollars. • Net Sales \$ – Bases calculations on net sales dollars. This option subtracts cash discounts allowed from the sales dollars. <p>Note: If you select anything other than Plan Comm Base, that value overrides the value in every included commission plan's Comm Base field, normally used to calculate the commissions for the salespeople on this report.</p>
<p>Commission Plan Option</p>	<p>This field displays various options, depending on the setting in the Assign Commission Plan At Time Of Invoice Process control maintenance record. Invoiced is the default if the control maintenance record is set to Y, otherwise, only Salesperson and Current display as options.</p> <p>The system calculates commissions over the defined start and end dates for one of the following:</p> <ul style="list-style-type: none"> • Salesperson <p>The report ignores all overrides and Bill-to and Ship-to plans and reports commissions based on the plan currently assigned to the salesperson or writer, depending on how you run the report.</p> • Current <p>The report states commissions based on the first plan it finds in the following order:</p> <ol style="list-style-type: none"> 1. Line item override 2. Order level override 3. Currently assigned Ship-to plan 4. Currently assigned Bill-to plan 5. Currently assigned salesperson plan • Invoiced <p>The report states commissions based on the first plan it finds in the following order:</p> <ol style="list-style-type: none"> 1. Line item override 2. Order level override 3. Ship-to plan at time of invoicing 4. Bill-to plan at time of invoicing 5. Salesperson plan at time of invoicing 6. Currently assigned Ship-to plan 7. Currently assigned Bill-to plan 8. Currently assigned salesperson plan

Field	Description
Salesperson/Writer ID	Do one of the following: <ul style="list-style-type: none"> • Leave your user ID to run this report on yourself. • Enter a salesperson or writer to limit the report to run on only orders written by that person. • Use the Multi hot key to run the report for multiple salespeople or writers. You must be assigned the COMMISSIONS.USER.AUTH authorization key to run the report on other users. <p>Note: The transactions selected for a salesperson or writer are based on the salesperson or writer identified in the header of the sales order.</p>
Commission Plan	To run the report on a single commission plan, enter the commission pan ID. To run the report on multiple plans, use the Multi hot key.
Forced Commission Plan Override	Enter a commission plan to calculate a commission report for people who get paid according to this commission plan without being associated with individual sales orders, such as a sales manager. <p>Use the Multi hot key to run the report with multiple forced commission plan overrides. When you select multiple plan overrides, for each override you enter the report runs with the override respected. The report is repeated for each commission plan entered. For example, if you select two overrides, the report runs on the first override, and then subtotal. Then the report runs on the next override, and then subtotal. Grand totals display in the report for all commission plans.</p>

6. Use the **Select** hot key to include additional options on the report, such as, customer bill-to, customer type, or ship via.
7. Use the **Charge Back** hot key to define a percentage of a salesperson's calculated commissions to charge back for any invoices within a date range that still have an open A/R balance. For example, when running this report for the month of May, you could charge back a percentage of any salesperson's commissions on orders invoiced during the month of January that have still not been paid. Charge backs are valid only when the Invoiced mode is specified on the report.
8. Use the **Addl** hot key to display the Additional Commissions Report Info screen, and complete or change the following fields, as needed:

Column	Description
Directs	Enter one of the following: <ul style="list-style-type: none"> • Include – Includes direct sales orders, as well as stock sales. • Exclude – Excludes direct sales orders. • Only – Includes only direct sales orders.

Column	Description
Rentals	Enter one of the following: <ul style="list-style-type: none"> • Include – Includes commissions on rentals. • Exclude – Excludes commissions on rentals. This is the default. • Only – Includes only commissions on rentals. Rental rate percentages are defined in the Default Rental Gross Margin Commission Percentage control maintenance record. The gross profit percentage to use for calculating commissions on rentals is defined in the Commission Base Rental GP% control maintenance record.
Misc Charges	Enter Include to generate the report showing miscellaneous charges, such as rentals and labor charges, in the profits used to calculate commissions; otherwise, enter Exclude .
Zero Comm Sales	Enter Include to produce the detailed report, including those sales that did not generate a commission. Entering Exclude produces the summary report version, which still lists all selected salespeople, even those with no commissions due. If you run the report in summary version and enter Exclude here, the report still includes salespeople with a total commission of 0.00 on the report.
Over Max Collection Days	This field works only with respect to invoices paid after the maximum collection days, which is set on the Customer Maintenance Additional Customer Credit Data screen. Before populating this field, you must enter Paid in the Invoiced/Paid field, above. Enter one of the following to determine how the system respects the settings on the Commission % by Collection Days screen in Commission Maintenance: <ul style="list-style-type: none"> • Include – Includes orders that were paid after the maximum collection days. If there is a setting on the Commission % by Collection Days screen, then the percentage paid is based on the number of days to pay. • Exclude – Does not include orders that were paid after the maximum collection days. • Only – Includes only orders that were paid after the maximum collection days. If there is a setting on the Commission % by Collection Days screen then the percentage paid is based on the number of days to pay. The Maximum Collection Day Date control maintenance record tells the system to calculate the number of days it took for the customer to pay, based on invoice date or due date.
Show Totals	Enter Y to display totals and subtotals.
Show Net Sales	Enter Y to include a column showing the net sales, less the cash discounts; otherwise, enter N .
Show Cost/GP\$/GP%	Enter Y to include a column showing your selected (generic or COGS) cost, gross profit dollars, and gross profit percentage; otherwise, enter N . $GP\% = (\text{Unit Price} - \text{Unit Cost}) / \text{Unit Price}$ Note: You must be assigned the COGS.VIEW and COST.VIEW authorization keys for costs to display on the report.

Column	Description
Show Salesperson Without Plan	<p>Enter N to show only orders where a plan is found in the above hierarchy. If the system does not find a plan for that salesperson for a particular order, that order is excluded from the report.</p> <p>Enter Y to show a salesperson's orders that do not have a commission plan associated.</p> <p>Note: Because these orders do not generate any commission dollars, also set the Include Zero Commission Sales field to Include.</p> <p>The report also shows gross profit dollars, sales or net sales totals, as defined in the Calculate Comm Based on field, but without a calculated commission.</p> <p>The system associates a plan with an order using the following sequence:</p> <ul style="list-style-type: none"> • Line Item Override • Order Level Override • Ship To Override • Bill To Override • Salesperson
Treat Zero Dollar Order as Paid	<p>Enter Y to report on invoices that have a zero dollar (\$0) total and no associated cash receipts as paid invoices.</p> <p>This option is run for paid commissions only.</p> <p>Note: Runtime increases when you activate this option.</p>

9. Use the **Columns** hot key to modify the report layout. You can select different columns to display on the report, rearrange the column order, and adjust the column width. The column selections are listed in "What the Report Shows," below.
10. Use the **Tier Date** hot key to sum all gross profit dollars on items on orders for a salesperson, by commission group, within a date range.
11. Set options, if needed, and generate the report.

If prompted for a display cost, select **Generic Cost**, **Cost of Goods Sold**, or **None**.

What the Report Shows

Use the **Columns** hot key described in step 8, above, to select which of the following fields to display on the report. The Commissions Report can show the following information:

Field	Description
Adj GP\$	The amount on which commissions are calculated, adjusted by gross profit dollars.
Adj GP%	The amount on which commissions are calculated, adjusted by gross profit percent.
Adjusted Cost	The cost on which commissions are calculated, adjusted by options such as split commissions or maximum collection days calculations.
Adjusted Net	The net cost on which commissions are calculated, adjusted by options such as split commissions or maximum collection days calculations.
Branch	The branch identified in the Select Branch field on the report, either shipping or pricing.

Field	Description
Comm \$'s	Commission dollars earned.
Comm %	Commission percent earned.
Comm Group	The commission group entered on the report.
Comm Plan	The commission plan entered on the report.
Comm Range	The percent or dollar range for which the commissions were calculated, as defined in the commission plan.
Cost	Cost of items on which commissions are calculated.
Cus Ovrld%	Any commission overrides specified for a customer on the Customer Commission Overrides screen in Customer Maintenance.
GP \$	Gross profit dollars.
GP %	Gross profit percent.
Net Amt	Net amount of sales.
Net Sales	Net amount of sales minus any cash discount. Note: This column displays only for commission plans that pay on the order level and are based on net sales. For all other combinations of "pay on" and "base" this column will be the same as net amount.
Notes	System generated statement informing of anything causing a commission increase or reduction, such as split commissions or maximum collection days.
Pay Date	Date on which the order was paid.
Pay On	The option selected in the Calculate Comm Based on field on the report.

Reporting on Tier Date Range by Commission Group

The Commissions Report sums all gross profit dollars on items on orders for the respective salesperson, by commission group, within the tiered date range. The resulting gross profit dollars are compared with the assigned commission plan to calculate the commission percentage for the salesperson and the resulting commission dollars.

For tier date functionality to be available for a commission plan, the **Pay Commissions On** option must be set to "All" in Commission Plan Maintenance.

The tier date range is separate from the pay commission date range. The tier date calculates which tier the commission is paid from. The pay commission date range calculates the base commission amount. For example, the tier date range is Year-to-Date (January 1st through July 31st) and the current pay commissions date range is April 1st through June 30th (quarterly). You can enter actual dates or define variable dates for date ranges. This allows you to configure the Commissions Report to run quarterly, for example, while the tier date is set Year-To-Date.

Note: Sales order entry does not validate whether commission groups are assigned to products. You must configure and run a Report Writer report prior to running the Commissions Report to identify any products that do not have a commission group assigned.

Important: The Commissions Report respects overrides on the Salesperson Split Commission Percentage screen. The Recalculating Salesman G/L Postings phantom routine ignores overrides on the Salesperson Split Commission Percentage screen.

► To report on tier date by commission group:

1. Create a commission plan where the **Pay Commissions On** field is set to "All."
2. Access the Commissions Report screen from one of the following paths:
 - From the **Reprts > End of Month Reports > Salesperson & Writer Reports** menu, select **Commissions**.
 - From the **Orders > Reports > Commissions Report**, menu, select **Commissions Report**.
3. Complete the fields as described in Running the Commissions Report.
4. Use the **Tier Date** hot key to display the Commission Tier Date Range screen.
5. In the **Start Date** and **End Date** fields, enter actual dates or define variable dates.
6. Press **Esc** to save your settings and return to the Commissions Report screen.

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