

# INCENTIVES

This process pertains to the releasing of the incentives to the Brokers and/or Sales Person/s.

## Uploading to SAP

**Software:** Web Browser

**Path:** <http://54.251.216.76:9779/pages/Incentives.aspx>

Incentives currently have two releases.

### 1<sup>st</sup> Release

Released once the **Reservation Fee** of a **Quotation** has been fully paid for.

### 2<sup>nd</sup> Release

Released once the first line of a **Downpayment** of a **Quotation** has been fully paid for.

1. On the **Incentives** page, you will see the **List of Incentives** table, wherein all the Incentives ready to be released are shown.
2. On the left side of these Incentive items are checkboxes. Tick on the items that'll be uploaded to SAP. You may select multiple.
3. Once all the necessary items have been ticked, click on the blue **Upload** button.

Dashboard

Master Data

Sales

AMD

Payments

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Referrals

Administration

Reports

admin

DashboardAMDIncentives

List of Incentives

Search:

☐

974

Lot only

Sales Agent

sales agent

1

20,000.00

BP0000000692

EMIR ANTON BONGOLAN

CRE02

11

11

☐

974

Lot only

Broker

IVY D. GALLEROS

1

10,000.00

BP0000000692

EMIR ANTON BONGOLAN

CRE02

11

11

☐

974

Lot only

Sales Agent

sales agent

2

20,000.00

BP0000000692

EMIR ANTON BONGOLAN

CRE02

11

11

☐

979

House and Lot

Sales Agent

sales agent

1

20,000.00

BP0000000715

RAQUEL LIZA LABAJIO

IE02

10

11

☐

979

House and Lot

Broker

IVY D. GALLEROS

1

10,000.00

BP0000000715

RAQUEL LIZA LABAJIO

IE02

10

11

☐

979

House and Lot

Sales Agent

sales agent

2

20,000.00

BP0000000715

RAQUEL LIZA LABAJIO

IE02

10

11

☐

992

House and Lot

Broker

IVY D. GALLEROS

1

10,000.00

BP0000000692

EMIR ANTON BONGOLAN

APR02

4

11

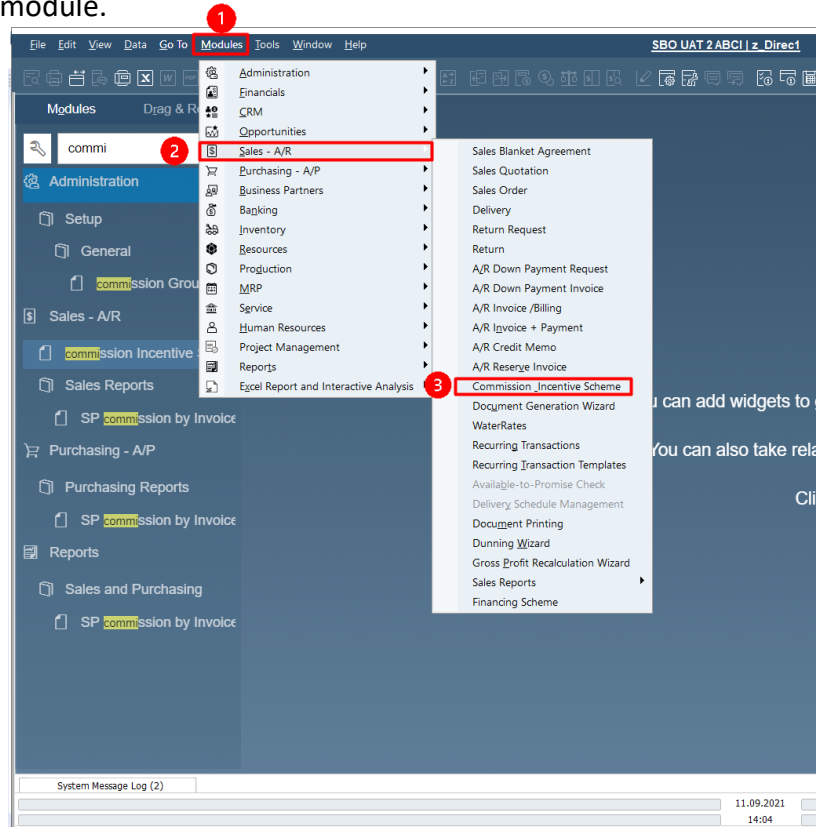
Upload

## Editing Incentive Setup

**Software:** Web Browser

**Path:** SAP Business One > Modules > Sales – A/R > Commission & Incentive Scheme

1. On SAP Business One, under the **Sales – A/R** module, go to the **Commission & Incentive Scheme** module.



2. On the **Commission & Incentive Scheme** module, ensure that you're on the **Incentive** tab.
3. On the **Incentive** tab, make any updates to the fields as necessary.
  - **Code, Name, & Type:** These fields refer to the **Product Type** of the property. Currently, the only existing Product Types are **Lot Only** and **House and Lot**.
  - **Incentive Amount:** This field pertains to the overall total amount that will be released to the Brokers and Sales Agents.
  - **Position:** This field refers to the specific professions that the Incentives will be released to. Currently, the only existing positions are **Brokers** and **Sales Agents**.
  - **Release:** This field refers to the amount of times the incentive will be released to a specific **Position**.
  - **Amount:** This field refers to the amount to be released on each individual line dictated on the **Release** field.

Commission & Incentive Scheme

Code  Name   
Type  Commission %   
Incentive Amount

#	Position	Release	Amount
	Sales Agent	1	20,000.00
	Sales Agent	2	20,000.00
	Broker	1	10,000.00

- Once finished, click on the **Update** button.