INCENTIVES

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

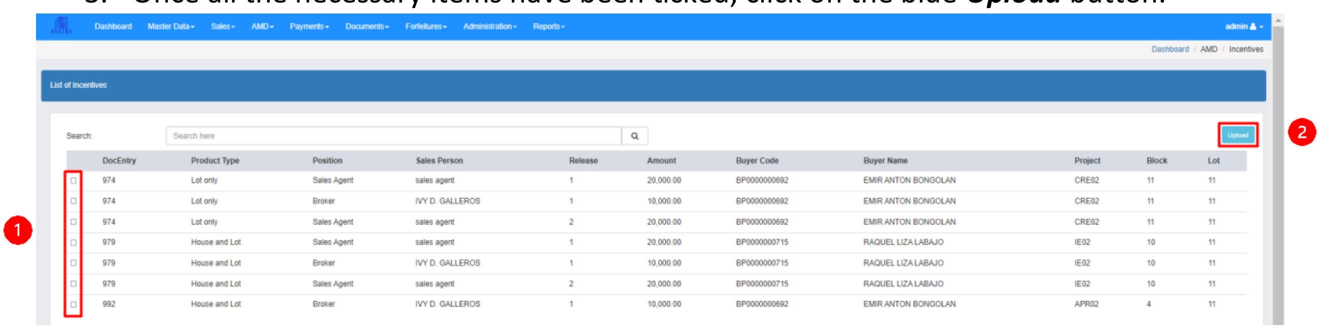
Uploading to SAP
Software: Web Browser
Path: http://54.251.216.76:9779/pages/Incentives.aspx

Incentives currently have two releases.

1st Release
Released once the ***Reservation Fee*** of a ***Quotation*** has been fully paid for.

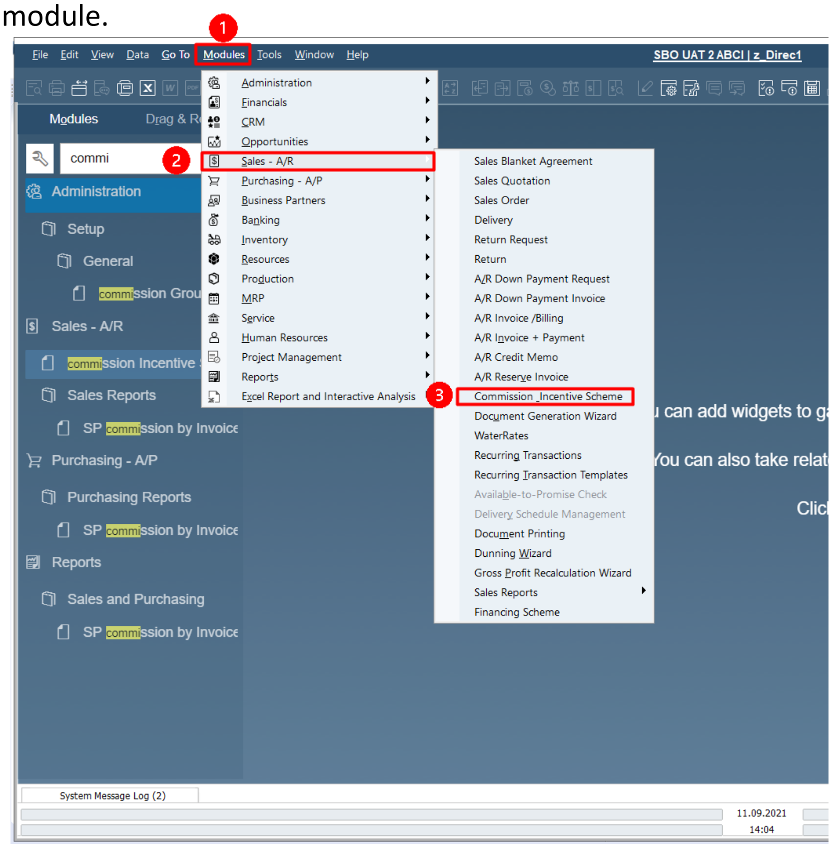
2nd Release
Released once the first line of a ***Downpayment*** of a ***Quotation*** has been fully paid for.

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.

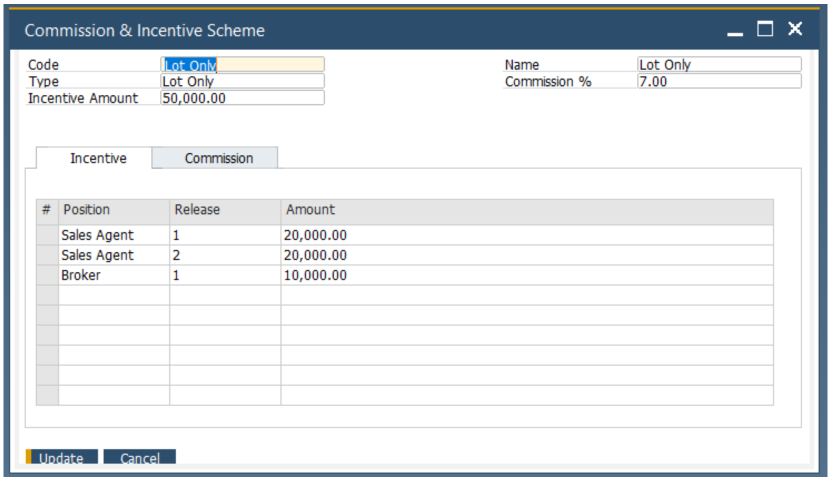


Editing Incentive Setup
Software: Web Browser
Path: SAP Business One > Modules > Sales – A/R > Commission & Incentive Scheme

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 fields refers to the specific professions that the Incentives will be released to. Currently, the only existing positions are ***Broker***s and ***Sales Agent***s.
   - ***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.



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