

# Project Proposal: Automated Commissions Processing Engine

Date: December 30, 2025

Estimated Timeline: 5 Days

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## 1. Project Overview & Scope

Based on the workflow detailed in your Scribe documentation, I plan to build a custom Commission Processing Engine to fully automate your payroll analysis. This tool will replace the manual calculations with a robust, instant software solution.

## Key Features

- **Multi-File Support:** Automatically reads and merges data from 1 to 4 raw Excel payroll sheets at once.
- **Smart Frequency Detection:** Automatically analyzes the `PPC125` column to identify the pay frequency (Weekly, Bi-weekly, Semi-monthly, or Monthly) without human input.
- **Commission Calculation:** Applies the specific payout rules for all agents (Charles, Harry, Lighthouse) automatically.
- **Clean Reporting:** Generates a final, formatted Excel report (Commissions Worksheet & Unpaid List) that matches your current finished product exactly.

## 2. Implementation Options

To ensure the solution fits your technical comfort level and environment, I have outlined two ways we can build this. Please review the options below:

### Option A: Web-Based Dashboard (User Interface)

A visual application accessible via a web browser.

- **How it works:** You log into a private link. You will see a "Drag and Drop" box where you upload your 1-4 Excel files. You click "Generate Report," and the

system processes the data and automatically downloads the finished Excel file to your computer.

- Extremely easy to use; modern interface; looks and feels like a SaaS product.
- Requires **hosting on a server** (cloud deployment). This involves a small monthly cost for the server and slightly more initial setup time to ensure security.

## Option B: Local Desktop Automation (No Deployment)

A lightweight, secure script that runs directly on your computer.

- **How it works:** You will have a folder on your computer named "Input." You simply copy/paste your raw Excel files into that folder and double-click the script. It runs instantly and places the finished report in an "Output" folder.
- Zero hosting costs; no internet connection required to run.
- No graphical interface (buttons/menus).

## 3. Timeline & Deliverables

Regardless of the option chosen, I am confident I can deliver the fully functional solution within 5 days.

### Deliverables:

1. **Source Code:** The complete Python script handling all logic (Frequency detection, Plan assignment, Commission formulas).
2. **Documentation:** A simple guide on how to run the tool.
3. **Support:** Assistance with the first few runs to ensure calculations match your expectations perfectly.

## 4. Next Steps

I am ready to begin immediately upon receipt of the de-identified sample data.

**Action Item:**

Please let me know which implementation route you prefer:

- **Option A** (Web Dashboard)
- **Option B** (Local Desktop Script)

Looking forward to streamlining this process for you.

**Best regards,**

Hafiz Aqib