Exchequer Enterprise

Sales Commission Plug-in
User Documentation

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Introduction

The Sales Commission Plug-in is designed to provide reporting of sales/royalty commissions from within Enterprise.

This is primarily a reporting function, with the ability to optionally generate a financial transaction (i.e. Purchase Journal Invoice)

The plug-in is based around a look up matrix that defines the commission applicable to a sales code, account and stock combination. This Matrix will be managed through an administration routine separate to Enterprise.

Multiple sales codes can be assigned to the same combination, as more than one salesman could be eligible for commission against the same account or product sale.

Note: A sales code can be considered a unique identifier – such as a Salesman ID (e.g. GEOFF), or a form of commission agreement (i.e. Royalty).

Limitations

The following limitations will apply to the Plug-In:-

- The Plug-in requires Enterprise v5.50 or above.
  Note, future versions of Enterprise may require the Plug-in to be upgraded.
- The Run-time license will be required if Self billed PJI's are required.
- The Cost Apportionment plug-in is an additional element to this plug-in.
- Enterprise password control is outside the scope of this plug-in

Installation

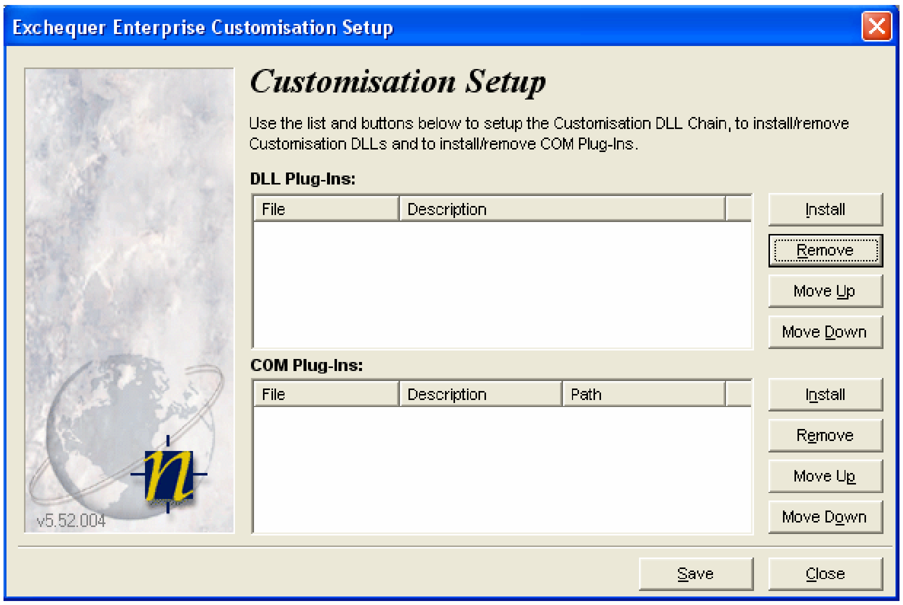
The Sales Commission Plug-In consists of the following two files

SComPl.dll	Sales Commission Plug-In
SComAdm.exe	Sales Commission Admin Module

Copy these files to the root directory of your Enterprise installation.

Locate and run 'EnPlugIn.exe' from the root directory of Enterprise.

From the 'Customisation Setup' screen, click on the Install button for 'DLL Plug-Ins' section.

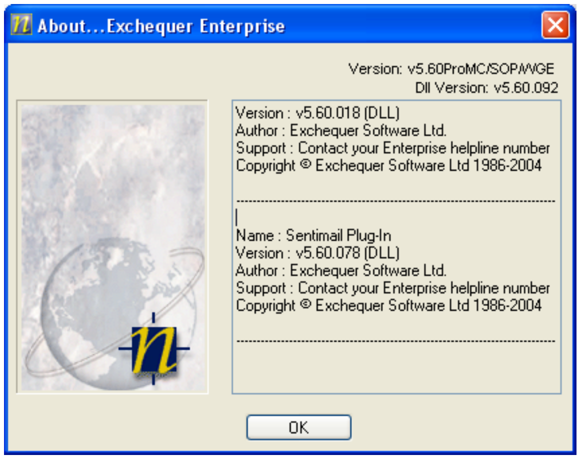


From the directory list that is opened, locate the file named 'ScomPl.ll' and click on OK to select.

Enter a description for the Plug-in, for example 'Sales Commission' and click the OK 'button'.

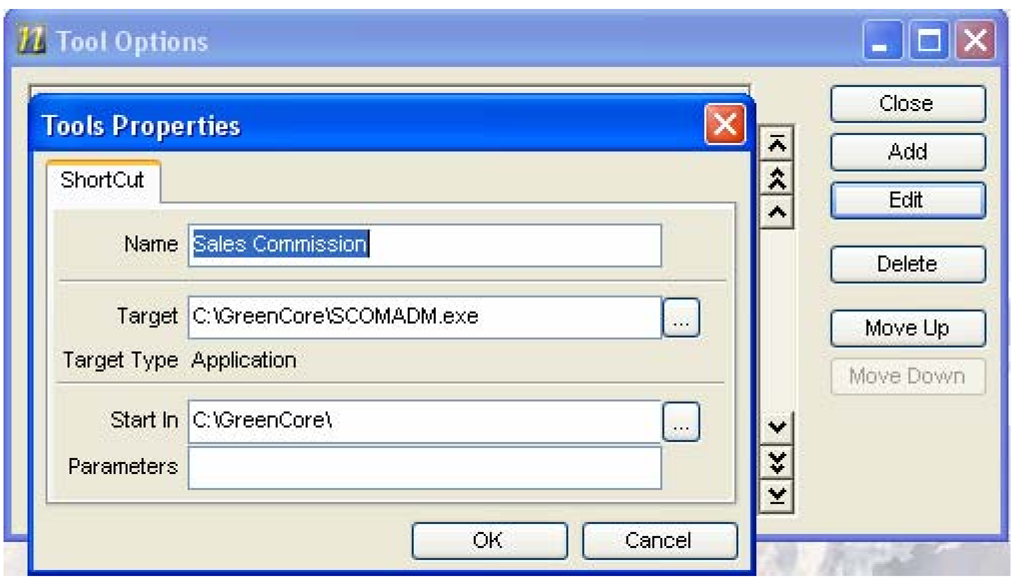
You will be returned to the 'Customisation Setup' screen. Click on the 'Save' to store the changes and then 'Close' to exit from the setup.

To verify the installation is successful, start Enterprise. From the ‘Help’, ‘About’ screen, scroll down inside the text field to reveal the Sales Commission details as follows:



The Sales Commission Plug-in Administration module can be opened by running the file named ‘SComAdm.exe’ directly from the Enterprise root directory or by creating a desktop shortcut to this file.

Alternatively the Sales Commission Plug-in Administration module can be opened from inside Enterprise by adding the path to the Tools menu option as follows:



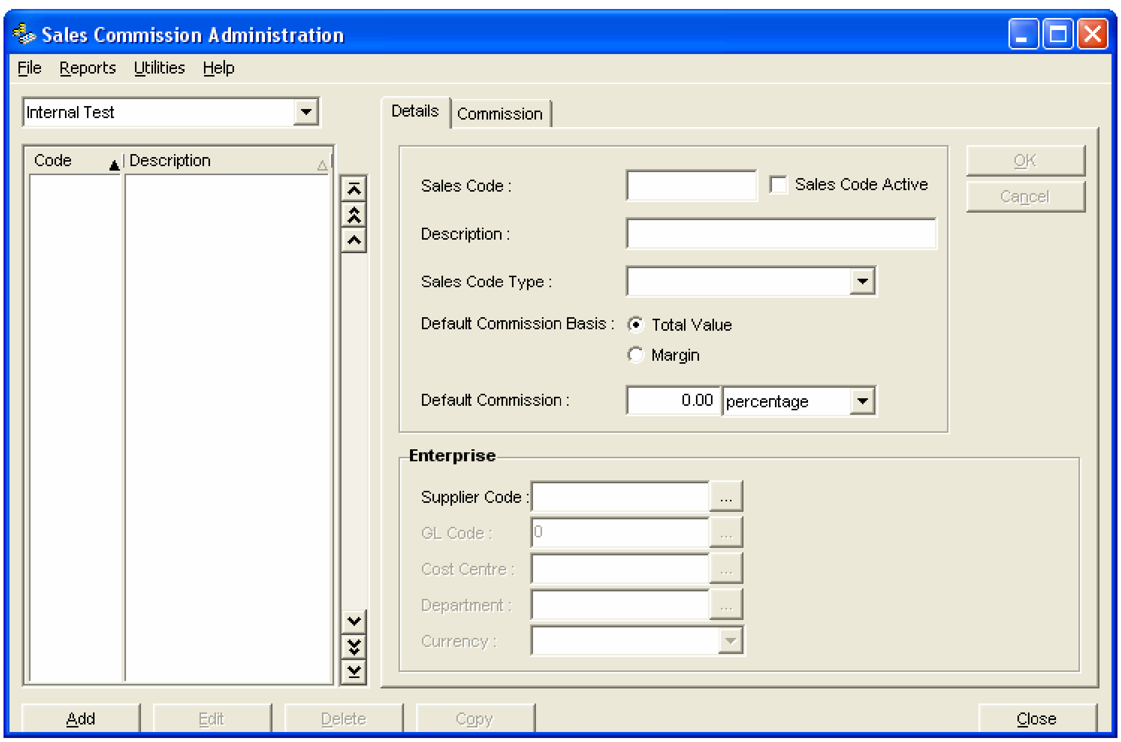
Using the Sales Commission Plug-In

Sales Commission Matrix Administrator

The Sales Commission Administration screen is opened by running the file named ‘ScomAdm.exe’ from the Enterprise directory or from the ‘Tools’ menu from within Enterprise.

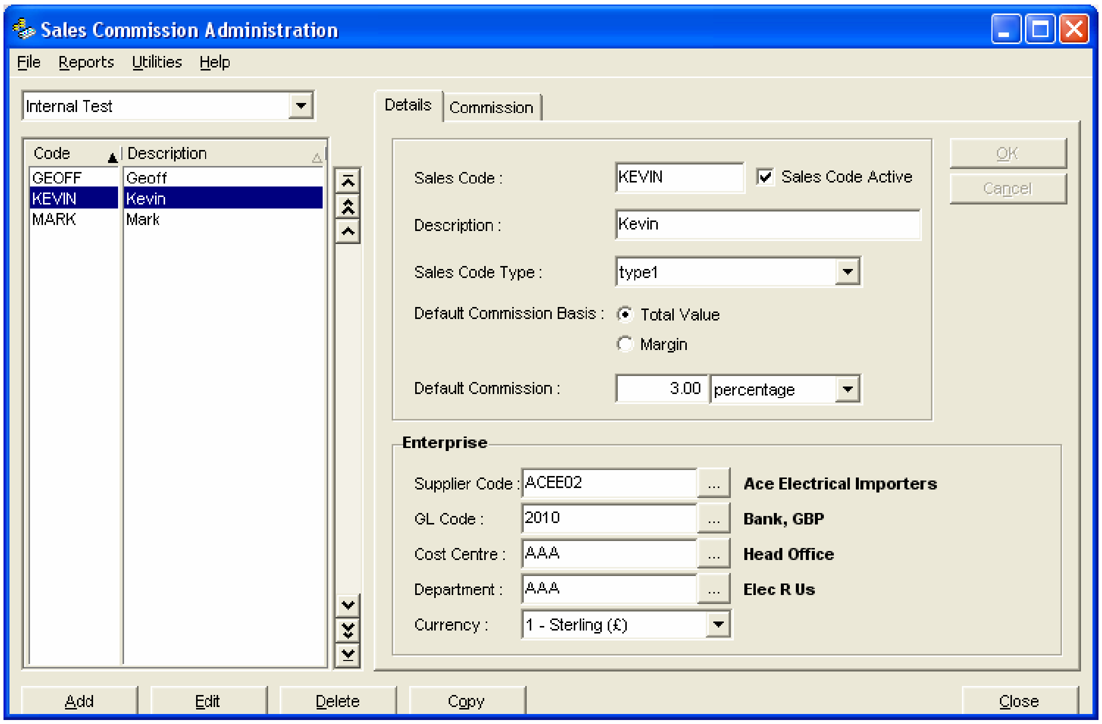
The Sales Commission Administration screen allows the user to select the following options.

- Maintain Sales Commission Codes
- Maintain Commission Lists
- Run Sales Commission Reports



Sales Commission Codes

The Sales Commission Administration screen displays a list of existing sales codes together with their descriptions. Each code is selected, by highlighting the code. The details of the selected sales code are displayed on the right of the screen. This list will display all Sales Codes in alphabetical descending order and can be inverted by clicking on the title bar labelled 'Code'.



From the Sales Commission Administration, 'Details' screen, Sales Commission Codes can be managed using the 'Add', 'Edit', 'Delete' and 'Copy' buttons located at the foot of the screen as follows:

Add
Clicking 'Add' will allow the user to create a new Sales Code and commission matrix.

Edit
Selecting a code from the list and clicking 'Edit' will allow an existing record to be amended.

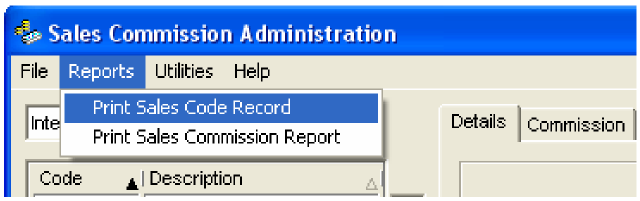
Delete
Providing the code selected is not active ('Sales Code Active' switch unticked) will allow the user to delete the sales code.

Copy
Clicking 'Copy' will copy the selected Sales Code record. The record created will require a new Sales code and description but will maintain all existing attributes belonging to the record copied.

Close
Clicking 'Close' will close the Sales Commission Administration screen.

Reporting Sales Commission Code Records

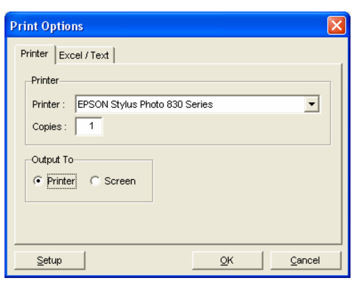
The option to print the details of selected Sales Codes is available from the 'Reports' menu option and selecting 'Print Sales Code Record' from the dropdown menu.



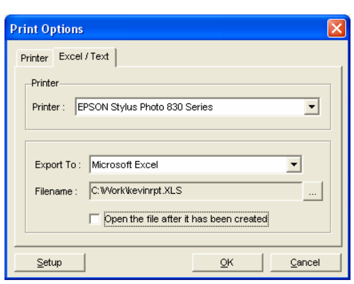
The record can be output in a variety of formats.

Screen
For a quick review of the report it may be put out to screen with the option to print from the screen to print is required.

Printer
If you wish to have a printed copy of the record, click 'Output To – Printer'. If necessary selecting the printer to print to using the dropdown printer menu if it is not already selected by default.

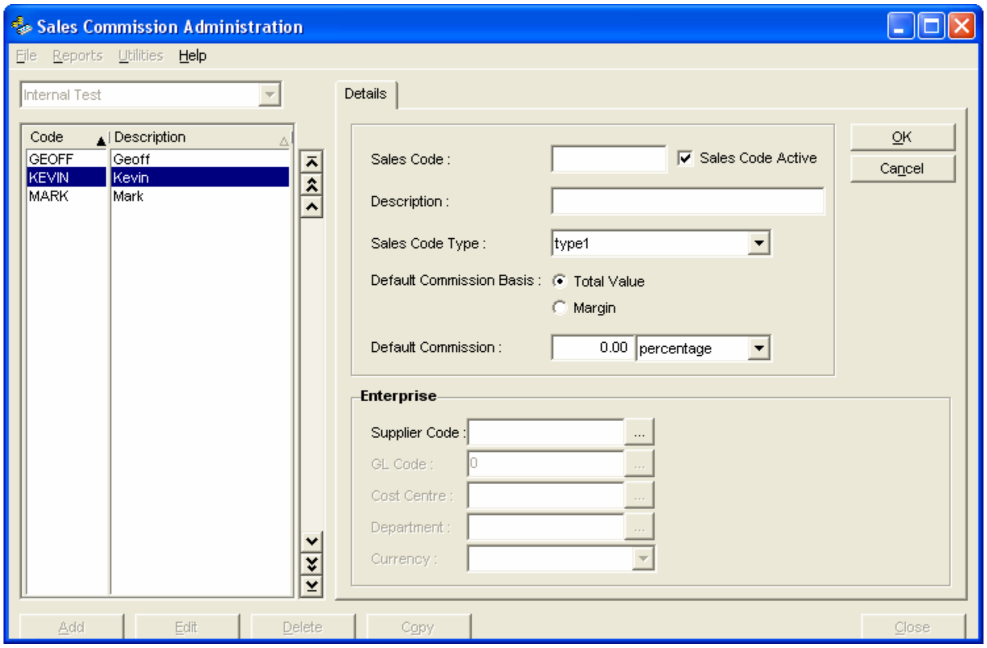


Excel/Text
Alternatively the Sales Code record can be output to Excel or to text file format.



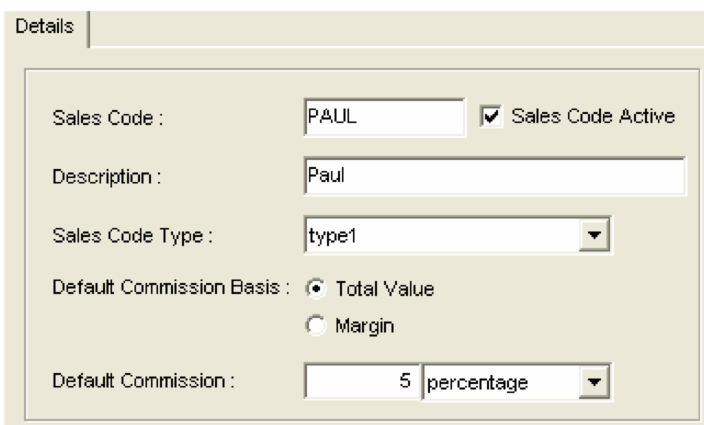
Adding Sales Commission Code Records

To add a new Sales Commission Record, click the ‘Add’ button.



Details Tab

Complete Sales Code details section by entering the following information:



Sales Code
This is a 10-character field, which is forced to upper case when stored. If the user has clicked ‘Add’ to reach this field, a check is made to ensure there are no duplicate entries.

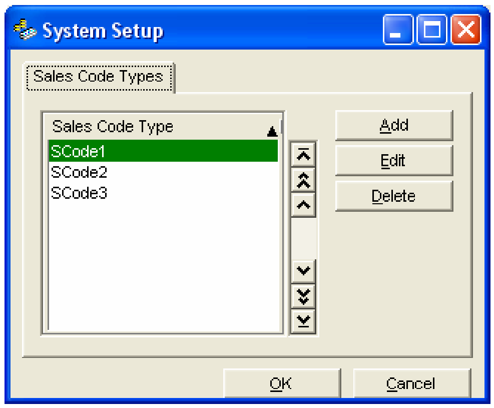
Sales Code Active
This tickbox determines the status of a Sales Code providing a choice of “Active” or “Inactive”.

Description
Allows entry of up to 60 characters to describe the Sales Code.

Sales Code type

This option is used for grouping Sales Codes together and is used as selection criteria when reporting.

Sales Code Types are created from the 'File' option selecting 'System Setup' from the dropdown menu. The following Sales Code Types screen opens:

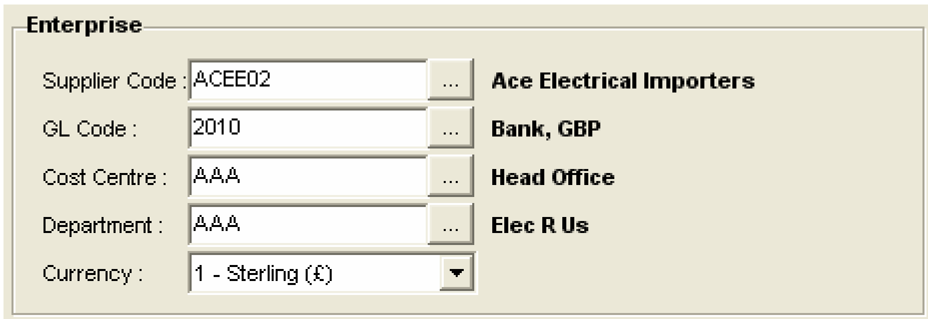


Default Commission Basis
Commission can be set to base its calculation on the transaction value or margin.

Default Commission
The commission can be calculated as a 'percentage' of the transaction value or margin by entering a value or be set at a fixed value by selecting the dropdown option and choosing 'amount'

Enterprise Section

For Sales Codes that are to be setup to create a self-billed Purchase Journal Invoice (PJI) completing the following section will enable the fields to be correctly completed for General Ledger Code, Cost Centre, Department, Currency of the Invoice.



Supplier Account Code
The Supplier Account Code entered is validated against Enterprise supplier list. Entering the initial leading characters of the supplier code will provide a reduced list starting with the characters entered when the lookup … button is selected.

G/L Code
The General ledger Code entered is validated against the list of codes in Enterprise. Entering the leading characters of the General Ledger title will provide a list when the lookup … button is selected.

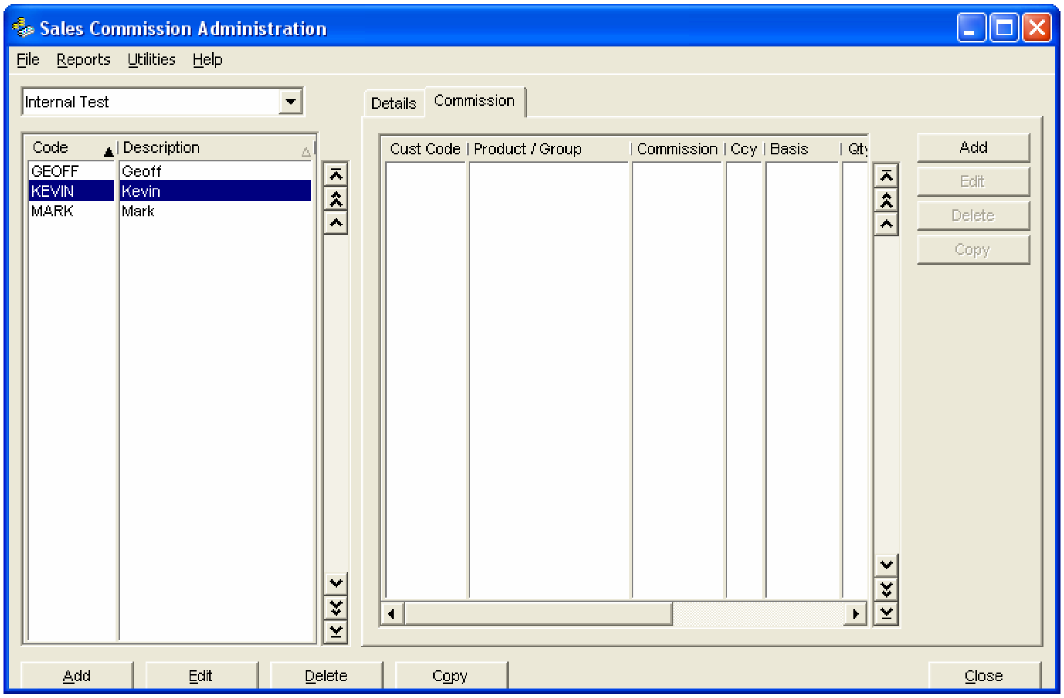
Cost Centre
The Cost Centre Code entered is validated against the list of codes in Enterprise. Clicking on the lookup … button will open the list of Cost Centre for selection.

Department
The Department Code entered is validated against the list of codes in Enterprise. Clicking on the lookup … button will open the list of Departments for selection.

Currency of Invoice
The Currency entered is validated against the list of currencies from Enterprise. Clicking on the lookup … button will open a dropdown list of available currencies for selection.

Commission Tab

On completing the Sales Code details the Commission tab becomes available allowing the user to specify a list of products, customers codes and conditions for commission to be based.



From the Sales Commission Administration, ‘Commission’ screen, Sales Commission Codes can be managed using the ‘Add’, ‘Edit’, ‘Delete’ and ‘Copy’ buttons located to the right of the screen as follows:

Add
Clicking ‘Add’ will allow the user to create a new commission matrix.

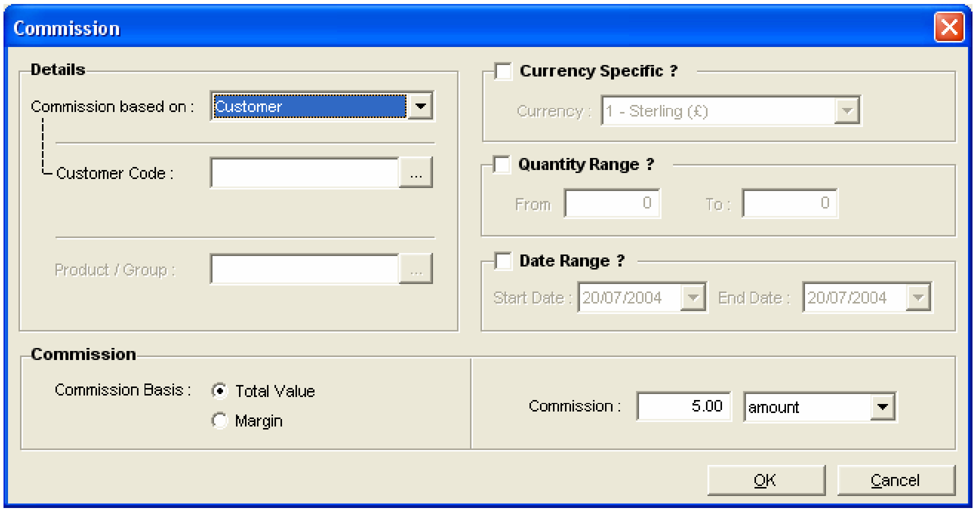
Edit
Selecting an existing commission entry from the list and clicking ‘Edit’ will allow a commission record to be amended.

Delete
Will delete the highlighted commission entry.

Copy
Clicking ‘Copy’ will copy the selected Commission entry. The record created will require changes, as it is not possible to store two commission lines that are identical.

Adding a Commission Record

To add a new Commission Record, click the 'Add'

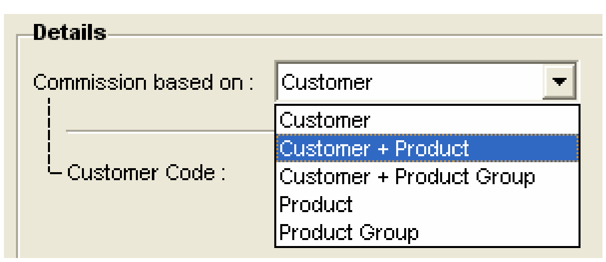


The Commission Administration screen allows the user to enter the details of the commission selection criteria from the following combinations of options.

- Account Code - (Optional)
- Product or Product Group code - (Optional)
- Quantity From – Numeric Range
- Quantity To – Numeric Range
- Currency – From Pick List
- Effective start Date – Promotional commission
- Effective End Date – Promotional commission

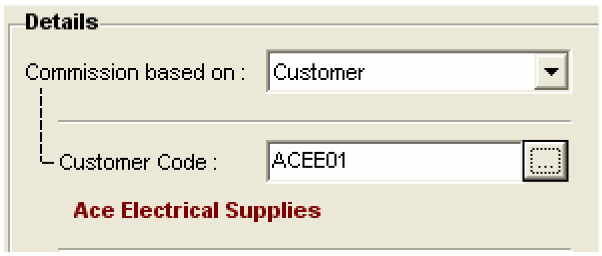
Details

Commission based on:
Commission may be based on Customers, Products or Product Groups or combinations of Customers and Products or Customers and Product Groups by selection the option from the dropdown list.



Customer Account Code

This is an optional field depending upon the selection from the previous section. Leaving this field blank will indicate that all accounts for this product are to be considered. If an entry is inserted into this field, it is validated against the Sales Ledger Account Codes.



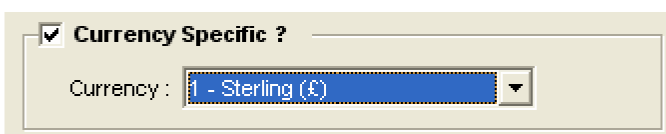
Product or Product Group code

This is an optional field depending upon the selection from the previous section. This may be any product, Bill of material part code, description only, or product group code. Products that are flagged as “dis-continued” within the Enterprise Stock control will not be avaialble. If an entry is inserted into this field, it is validated against the Stock codes in Enterprise.

Note: Although ‘Customer Account Code’ and ‘Product Code’ are optional, both can not be left blank.

Currency Specific?

This is selected where the commission is only available to specific currency transactions. The dropdown list will display a list of the currencies available from the Enterprise currency table.

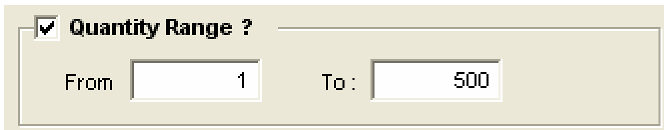


Quantity Range?

A quantity range is provided for commissions scaled based on quantity breaks. An entry for the same product can be added with different quantity ranges and commission values.

From Allows numeric entries from zero up to 9(12)

To Allows numeric entries up to 9(12)



Date Range?

The date range provides for commissions that a set active period allowing the start and expiry date to be entered.

Start Date: Accepts dates from 01/01/1990

End Date: Accepts dates up to 01/12/2049

Commission

The commission basis can be applied to individual commission entries. The commission can be calculated as a 'percentage' of the transaction value or margin by entering a value or be set at a fixed value by selecting the dropdown option and choosing 'amount'

Sales Commission Report

Report Criteria

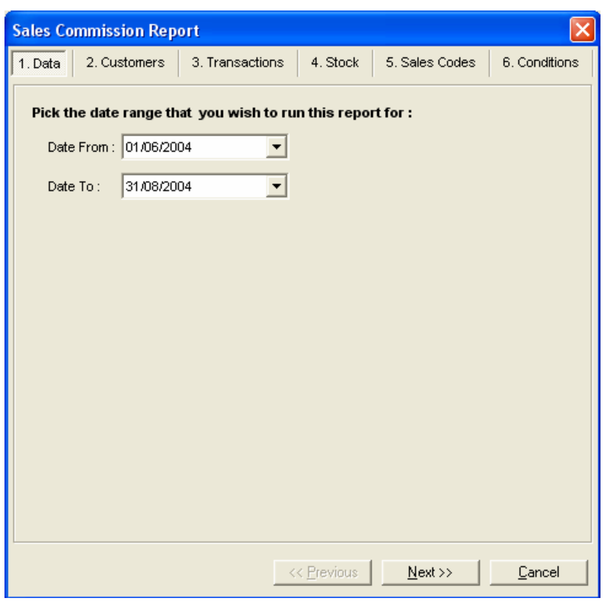
The Sales commission report is driven by a six stage Sales Commission Report Wizard.

The six stages of the wizard are:

- Stage One Date
- Stage Two Customer Account Code
- Stage Three Sales transaction types/Transaction currency
- Stage Four Product/Product Groups
- Stage Five Sales Codes/Sales Groups
- Stage Six Output Conditions/Report

Stage One – Date

Enter the Date From and Date To fields from the dropdown calendar.

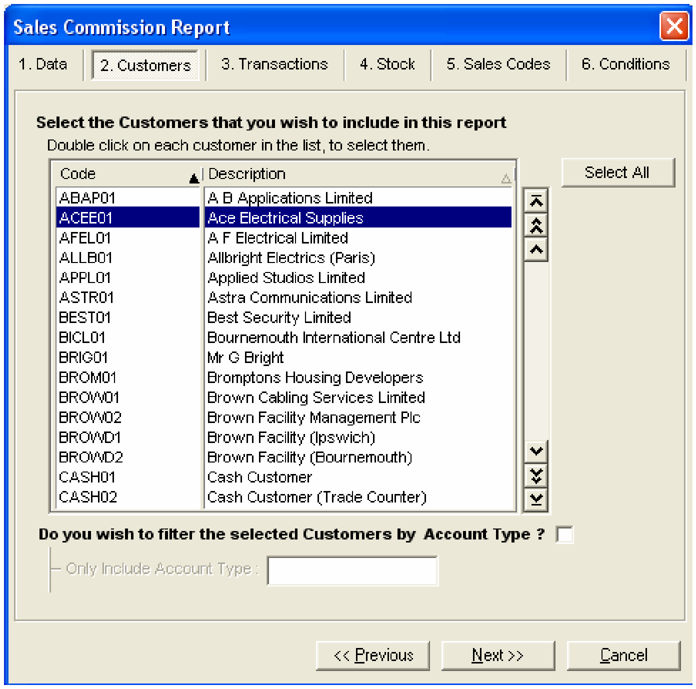


When entered click on the 'Next' button to continue to 'Customers'.

Stage Two - Customer Account Code

Customer Account Code

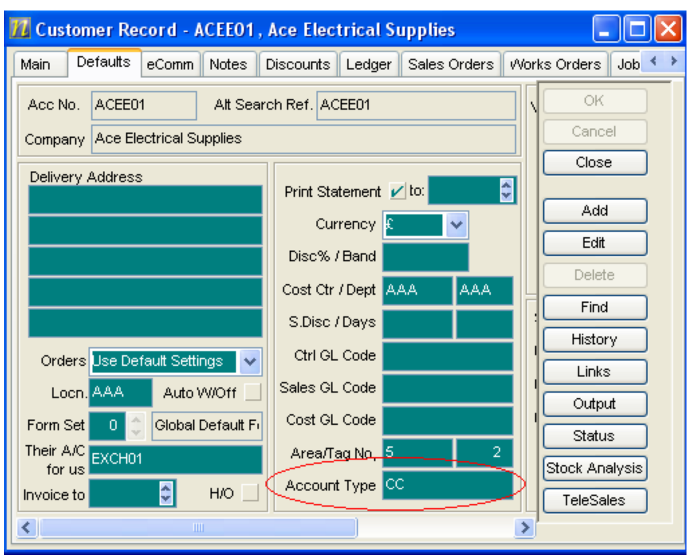
Select from the list of Customer account codes or choose the option to ‘Select All’



Sales Ledger Account type

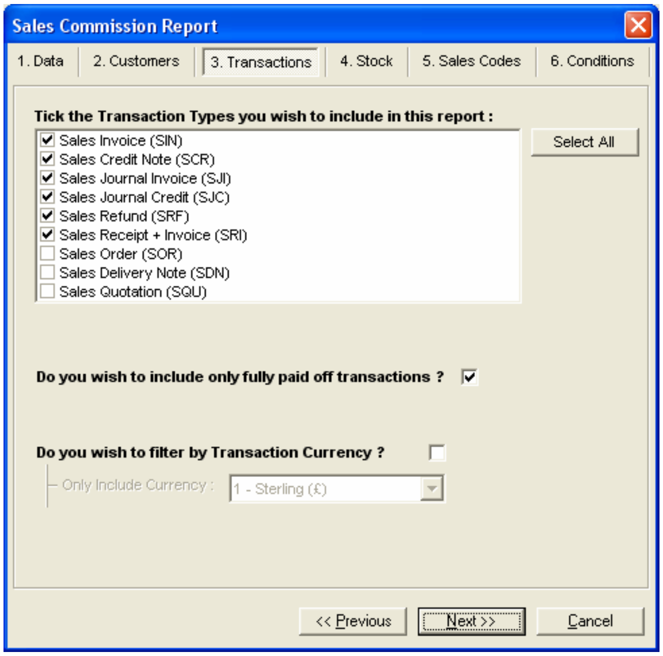
This is a non-validated field in Enterprise, the Sales commission plug-in will treat this field as a free text field and the criteria is optional.

Enable this field by checking the tick box and entering the account type value



Stage Three - Sales Transaction types/Transaction currency

Select the Transaction Types to be included in the report by ticking the respective boxes.



The defaults for this stage of the wizard are:-

Transactions included:

- Sales Invoice
- Sales Credit Note
- Sales Journal Invoice
- Sales Journal Credit
- Sales Refund
- Sales Receipt + Invoice

Transactions excluded as default:

- Sales Orders
- Sales Delivery notes
- Sales Quotations

Note: Sales Receipts are excluded automatically from the report.

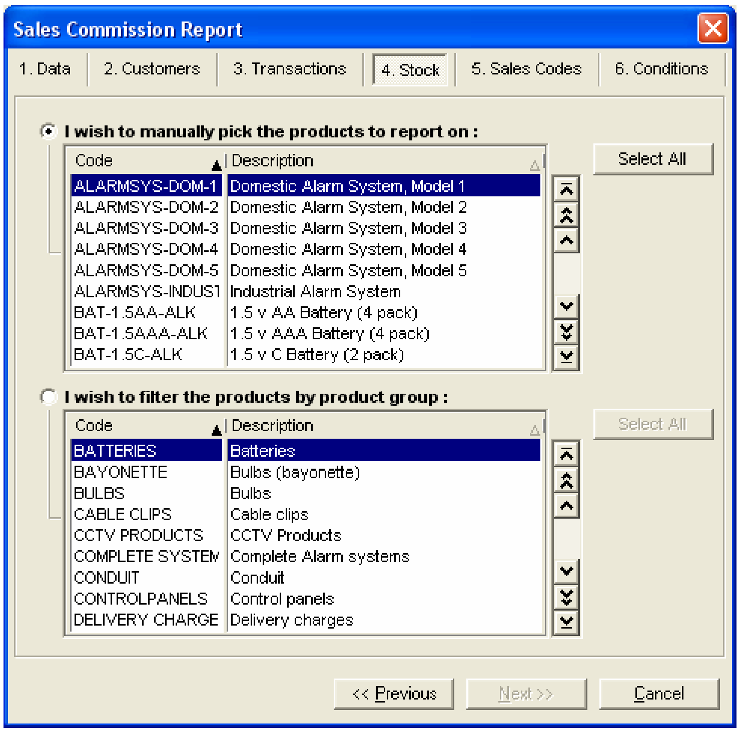
Include Paid Transactions
By ticking this option will determine whether only FULLY paid sales transactions are included within the sales commission report. The default for this option will be ticked.

Do you wish to filter by Transaction Currency
The transactions to be included within the report will be based on the currency selected from the dropdown list.

Stage Four - Product/Product Groups

Manually pick the products to report on
Select the Product Codes to be included in the report. Optionally 'Select All.

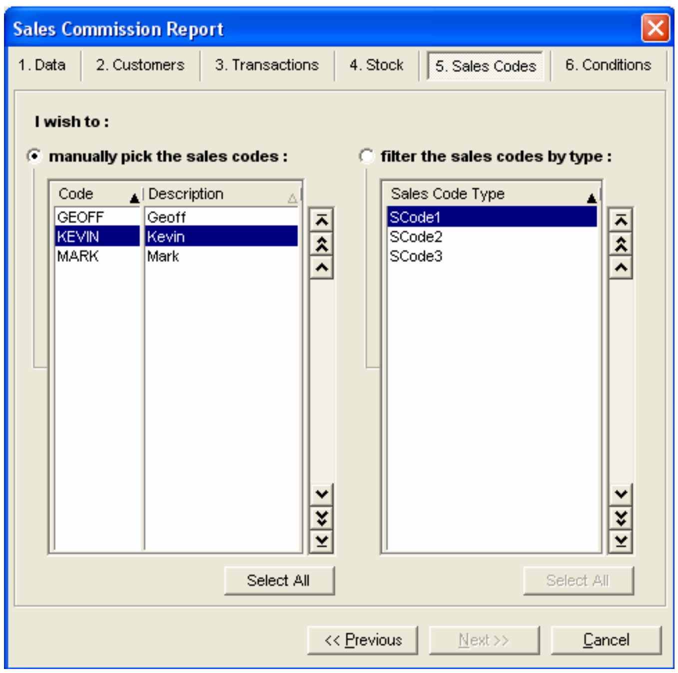
Filter the products by product group
Select the Product Groups to be included in the report. Optionally 'Select All.



Stage Five - Sales Codes/Sales Groups

Manually pick the sales codes
Select the Sales Codes to be included in the report. Optionally 'Select All.

Filter the sales codes by type
Select the Sales Code Types to be included in the report. Optionally 'Select All.

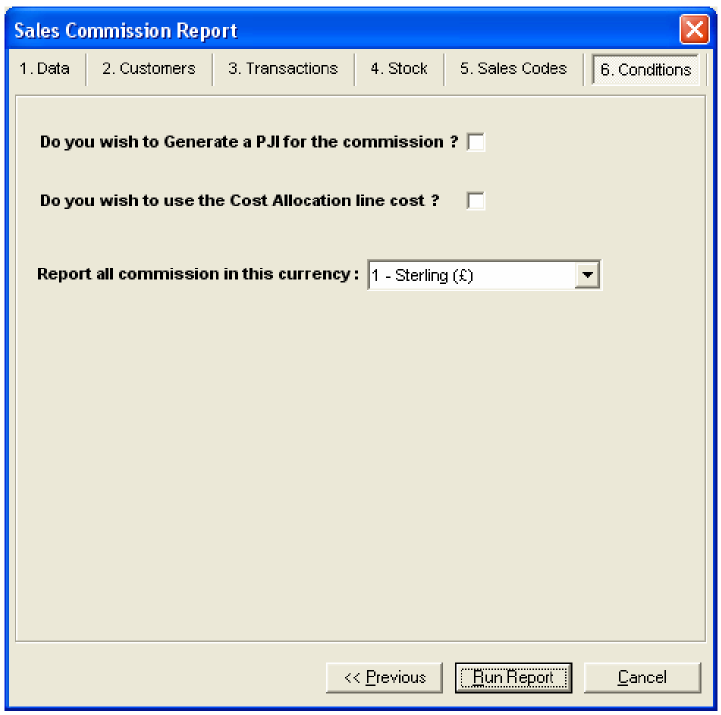


Stage Six - Output Conditions/Report

Do you wish to Generate a PJI for the Commission?
If ticked, this will generate a detailed PJI transaction at the end of the report for sales codes that relate to supplier accounts within Enterprise.

Do you wish to use the Cost Allocation line Cost?

Report all commission in this currency
Select the currency from the dropdown list.



Run Report

When Run Report is clicked the user will determine where the report is to be produced by selecting a printer (from the windows active printer list), to screen, or to a CSV/XLS file.

If the user selects to output to a CSV/XLS file, a filename name will be required as mandatory before the report can be run.

The default output destination will be to screen.