

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

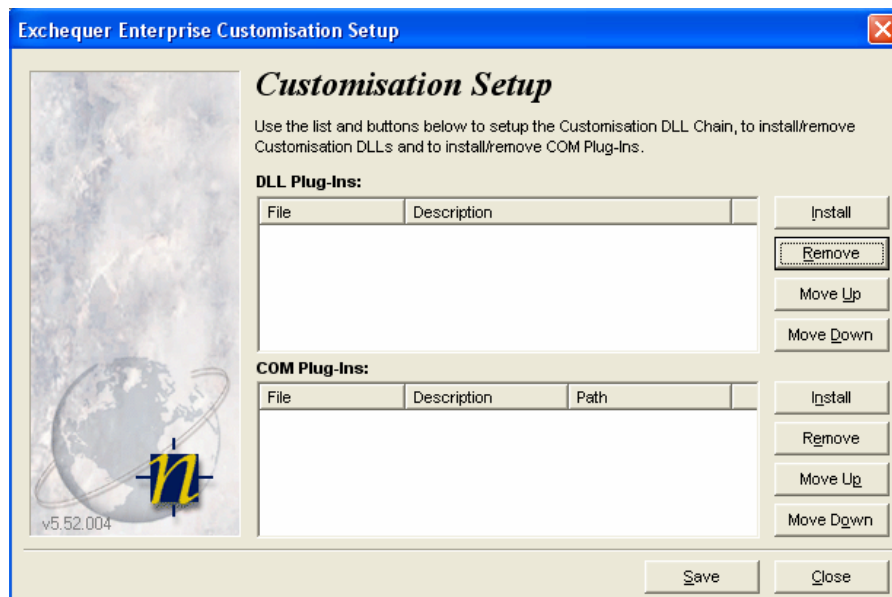
The Sales Commission Plug-In consists of the following two files

| | |
|-------------|-------------------------------|
| 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.

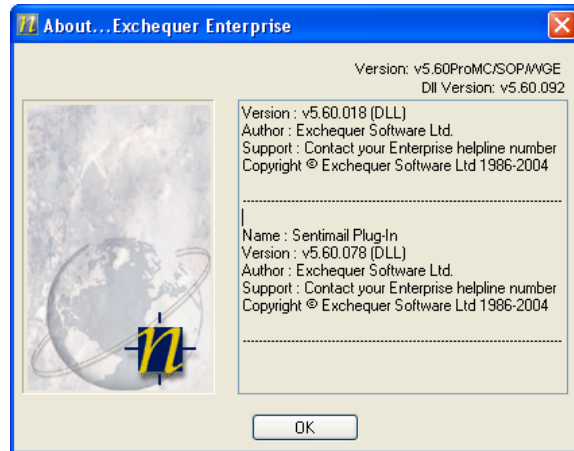


From the directory list that is opened, locate the file named 'ScomPl.dll' and click on OK to select.

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

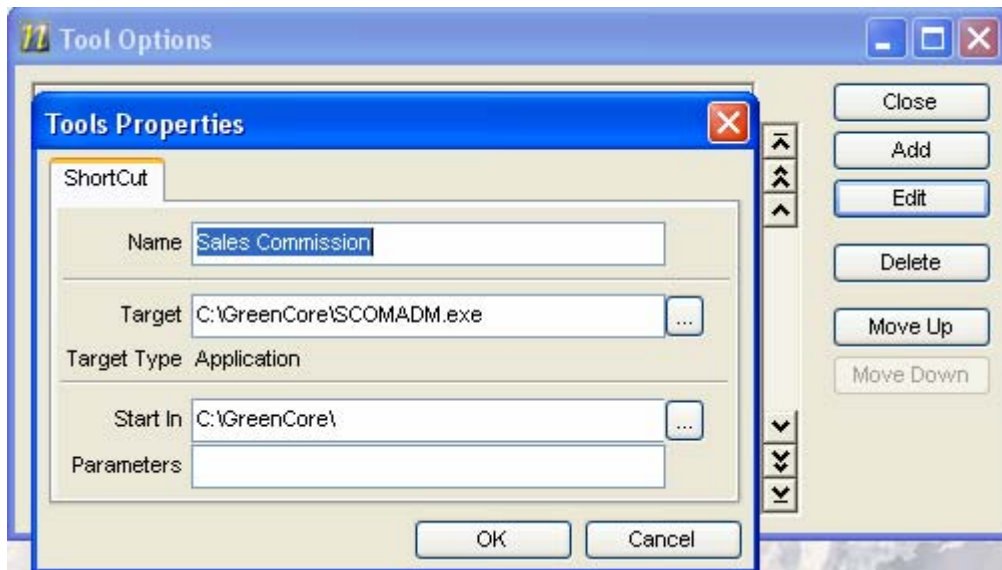
You will be returned to the 'Customisation Setup' screen. Click on the 'Save' to store the changes and then 'Close' to exit from the setup.

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 Administration

File Reports Utilities Help

Internal Test

Code Description

Sales Code : ☐ Sales Code Active

Description :

Sales Code Type :

Default Commission Basis : ☒ Total Value ☐ Margin

Default Commission : 0.00 percentage

OK Cancel

Enterprise

Supplier Code : ...

GL Code : 0 ...

Cost Centre : ...

Department : ...

Currency :

Add Edit Delete Copy Close

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'.

| Code | Description |
|-------|-------------|
| GEOFF | Geoff |
| KEVIN | Kevin |
| MARK | Mark |

Details | **Commission**

Sales Code : KEVIN ☒ Sales Code Active

Description : Kevin

Sales Code Type : type1

Default Commission Basis : ☒ Total Value ☐ Margin

Default Commission : 3.00 percentage

Enterprise

Supplier Code : ACEE02 ... Ace Electrical Importers

GL Code : 2010 ... Bank, GBP

Cost Centre : AAA ... Head Office

Department : AAA ... Elec R Us

Currency : 1 - Sterling (£)

Add Edit Delete Copy Close

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

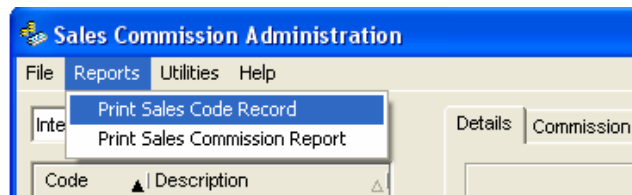
Clicking 'Copy' will copy the selected Sales Code record. The record created will require a new Sales code and description but will maintain all existing attributes belonging to the record copied.

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.



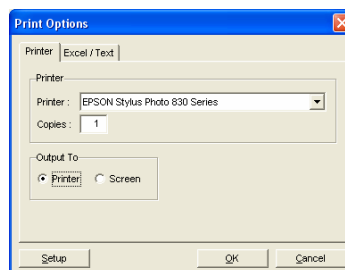
The record can be output in a variety of formats.

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.

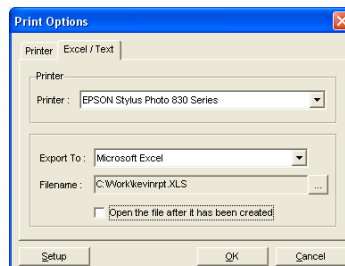
Printer

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.

The screenshot shows the 'Sales Commission Administration' window. On the left, there is a list of sales codes with columns 'Code' and 'Description'. The list contains three entries: 'GEOFF' with description 'Geoff', 'KEVIN' with description 'Kevin', and 'MARK' with description 'Mark'. The 'KEVIN' entry is selected. To the right of the list is a 'Details' tab. The 'Details' section contains the following fields: 'Sales Code' (text box), 'Sales Code Active' (checked checkbox), 'Description' (text box), 'Sales Code Type' (dropdown menu showing 'type1'), 'Default Commission Basis' (radio buttons for 'Total Value' and 'Margin', with 'Total Value' selected), and 'Default Commission' (text box with '0.00' and a dropdown menu showing 'percentage'). Below these fields is an 'Enterprise' section with several fields: 'Supplier Code' (text box with a browse button), 'GL Code' (text box with '0' and a browse button), 'Cost Centre' (text box with a browse button), 'Department' (text box with a browse button), and 'Currency' (dropdown menu). At the bottom of the window are buttons for 'Add', 'Edit', 'Delete', 'Copy', and 'Close'. The 'Add' button is highlighted.

Details Tab

Complete Sales Code details section by entering the following information:

This screenshot shows a close-up of the 'Details' tab in the 'Sales Commission Administration' window. The fields are filled with the following information: 'Sales Code' is 'PAUL', 'Sales Code Active' is checked, 'Description' is 'Paul', 'Sales Code Type' is 'type1', 'Default Commission Basis' has 'Total Value' selected, and 'Default Commission' is '5' with 'percentage' selected in the dropdown menu.

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".

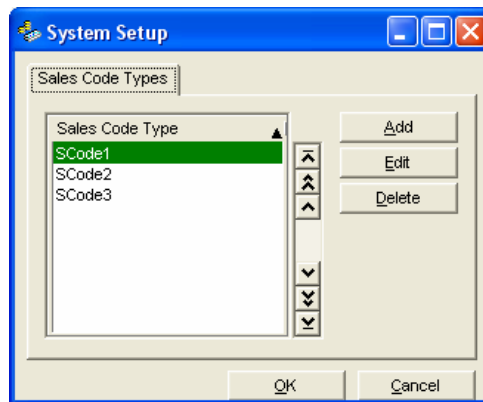
Description

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.

| Enterprise | | |
|-----------------|------------------|------------------------------|
| Supplier Code : | ACEE02 | ... Ace Electrical Importers |
| GL Code : | 2010 | ... Bank, GBP |
| Cost Centre : | AAA | ... Head Office |
| Department : | AAA | ... Elec R Us |
| Currency : | 1 - Sterling (£) | |

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

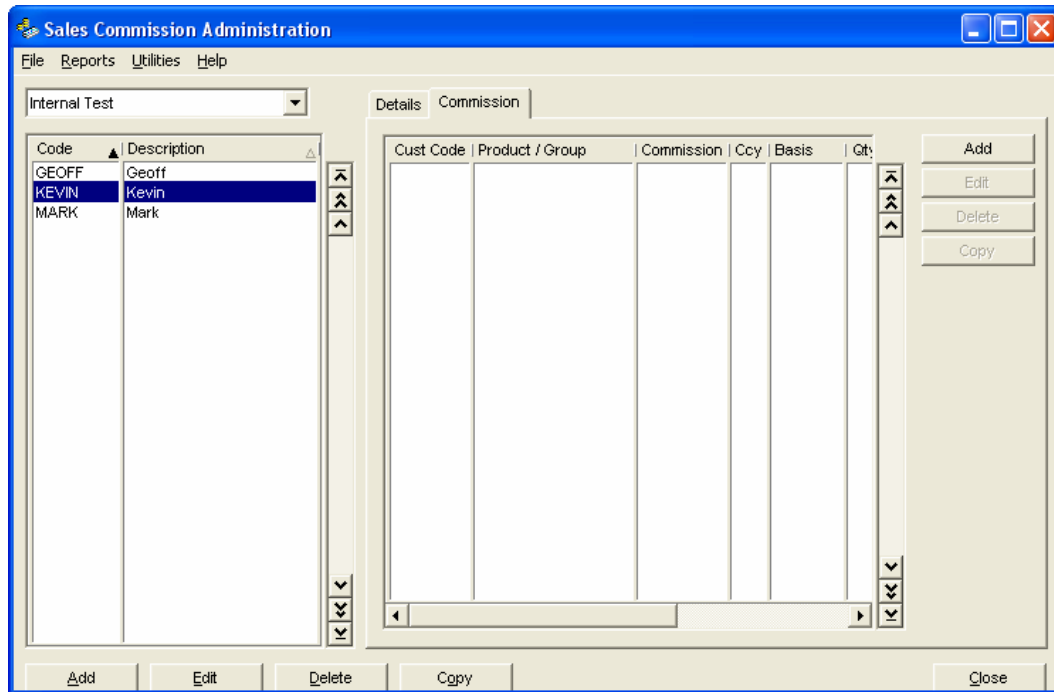
The Department Code entered is validated against the list of codes in Enterprise. Clicking on the lookup ... button will open the list of Departments for selection.

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 screenshot shows a 'Commission' dialog box with a blue title bar and a close button. It is divided into several sections. The 'Details' section on the left contains a 'Commission based on:' dropdown menu set to 'Customer', a 'Customer Code:' text field with a browse button, and a 'Product / Group:' text field with a browse button. To the right, there are three optional sections: 'Currency Specific ?' with a 'Currency:' dropdown set to '1 - Sterling (£)', 'Quantity Range ?' with 'From' and 'To' numeric fields both set to 0, and 'Date Range ?' with 'Start Date' and 'End Date' dropdowns both set to '20/07/2004'. Below these is the 'Commission' section, which has a 'Commission Basis:' with radio buttons for 'Total Value' (selected) and 'Margin', and a 'Commission:' field set to '5.00' with a unit dropdown set to 'amount'. At the bottom right are 'OK' and 'Cancel' buttons.

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

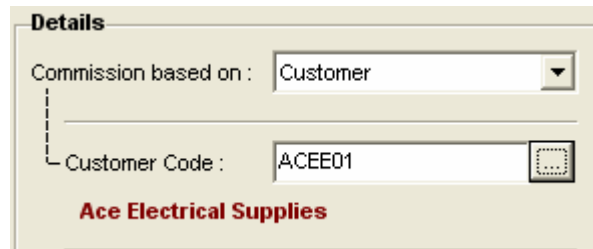
Commission based on:

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.

This screenshot shows a close-up of the 'Details' section of the dialog box, specifically the 'Commission based on:' dropdown menu. The menu is open, showing a list of options: 'Customer', 'Customer + Product' (which is highlighted with a blue background), 'Customer + Product Group', 'Product', and 'Product Group'. The 'Customer Code:' text field is visible below the dropdown.

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.



Details

Commission based on : Customer

Customer Code : ACEE01

Ace Electrical Supplies

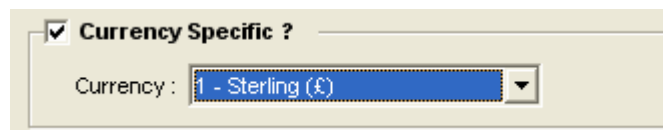
Product or Product Group code

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 available. 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.



☒ **Currency Specific ?**

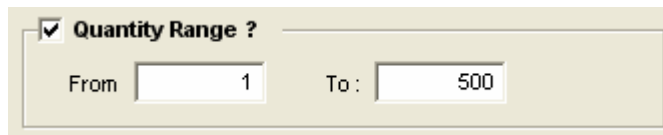
Currency : 1 - Sterling (£)

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)

A form titled "Quantity Range ?" with a checked checkbox. It contains two input fields: "From" with the value "1" and "To:" with the value "500".

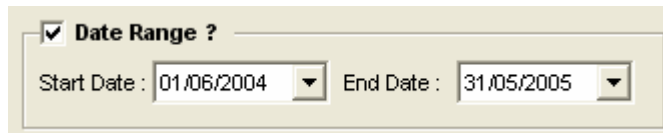
| | |
|---|----------------------------------|
| <input checked="" type="checkbox"/> Quantity Range ? | |
| From | <input type="text" value="1"/> |
| To: | <input type="text" value="500"/> |

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

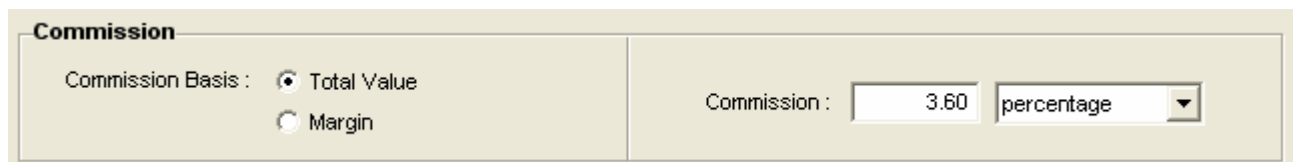
End Date: Accepts dates up to 01/12/2049

A form titled "Date Range ?" with a checked checkbox. It contains two date pickers: "Start Date" showing "01/06/2004" and "End Date" showing "31/05/2005".

| | |
|---|---|
| <input checked="" type="checkbox"/> Date Range ? | |
| Start Date : | <input type="text" value="01/06/2004"/> |
| End Date : | <input type="text" value="31/05/2005"/> |

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'

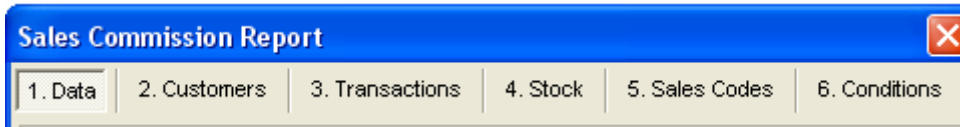
A form titled "Commission". It has two sections. The left section has "Commission Basis :" with two radio buttons: "Total Value" (selected) and "Margin". The right section has "Commission :" with a text input field containing "3.60" and a dropdown menu showing "percentage".

| | |
|--|--|
| Commission | |
| Commission Basis : <input checked="" type="radio"/> Total Value <input type="radio"/> Margin | Commission : <input type="text" value="3.60"/> <input type="text" value="percentage"/> |

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.

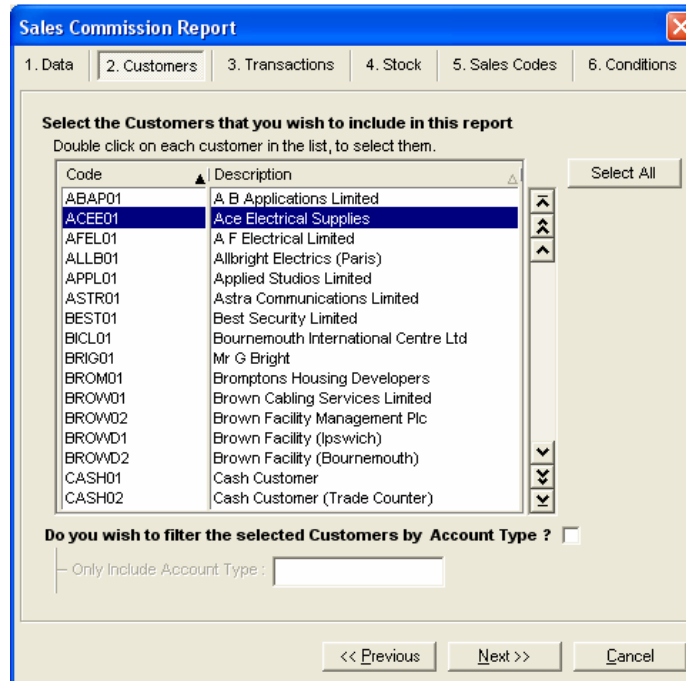
A screenshot of the 'Sales Commission Report' window at Stage One. The title bar is blue with a close button. Below it is a tabbed interface with six tabs: '1. Data', '2. Customers', '3. Transactions', '4. Stock', '5. Sales Codes', and '6. Conditions'. The '1. Data' tab is selected. The main area is titled 'Pick the date range that you wish to run this report for :'. It contains two dropdown menus: 'Date From : 01/06/2004' and 'Date To : 31/08/2004'. At the bottom, there are three buttons: '<< Previous', 'Next >>', and 'Cancel'.

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'



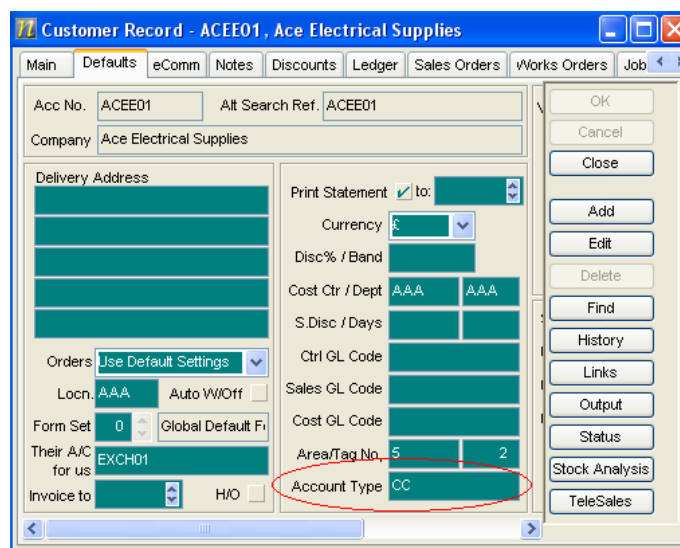
The 'Sales Commission Report' dialog box features a tabbed interface with tabs for Data, Customers, Transactions, Stock, Sales Codes, and Conditions. The 'Customers' tab is active, displaying a list of customer codes and descriptions. A 'Select All' button is located to the right of the list. Below the list, there is a checkbox for 'Do you wish to filter the selected Customers by Account Type?' and a text field for 'Only Include Account Type:'. Navigation buttons '<< Previous', 'Next >>', and 'Cancel' are at the bottom.

| Code | Description |
|--------|--------------------------------------|
| ABAP01 | A B Applications Limited |
| ACEE01 | Ace Electrical Supplies |
| AFEL01 | A F Electrical Limited |
| ALLB01 | Allbright Electrics (Paris) |
| APPL01 | Applied Studios Limited |
| ASTR01 | Astra Communications Limited |
| BEST01 | Best Security Limited |
| BICL01 | Bournemouth International Centre Ltd |
| BRIG01 | Mr G Bright |
| BROM01 | Bromptons Housing Developers |
| BROW01 | Brown Cabling Services Limited |
| BROW02 | Brown Facility Management Plc |
| BROWD1 | Brown Facility (Ipswich) |
| BROWD2 | Brown Facility (Bournemouth) |
| CASH01 | Cash Customer |
| CASH02 | Cash Customer (Trade Counter) |

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

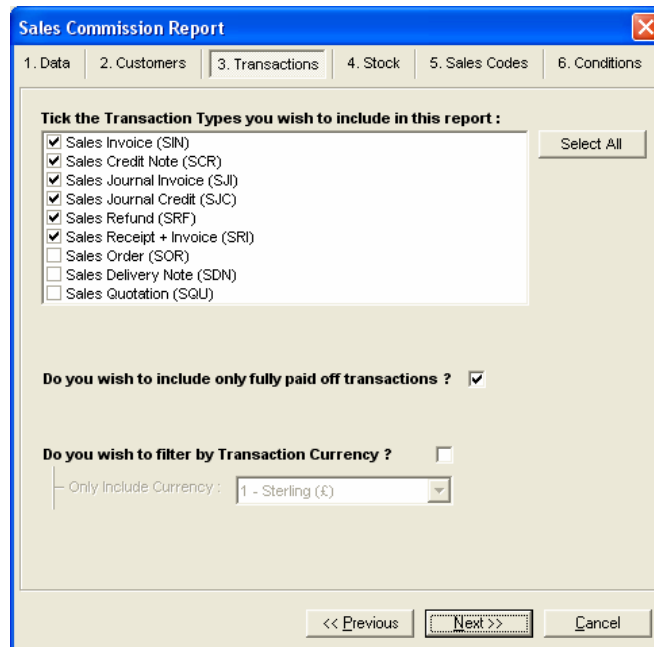


The 'Customer Record - ACEE01, Ace Electrical Supplies' dialog box shows various fields for customer information. The 'Account Type' field is highlighted with a red circle. The 'Area/Tag No.' field is set to 5 and 2. The 'Account Type' field is set to CC.

| Field | Value |
|------------------|---|
| Acc No. | ACEE01 |
| Alt Search Ref. | ACEE01 |
| Company | Ace Electrical Supplies |
| Delivery Address | |
| Print Statement | <input checked="" type="checkbox"/> to: |
| Currency | £ |
| Disc% / Band | |
| Cost Ctr / Dept | AAA AAA |
| S.Disc / Days | |
| Ctrl GL Code | |
| Sales GL Code | |
| Cost GL Code | |
| Area/Tag No. | 5 2 |
| Account Type | CC |

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'.

The image shows a screenshot of the 'Sales Commission Report' dialog box. It has a blue title bar with a close button. Below the title bar is a tabbed interface with six tabs: '1. Data', '2. Customers', '3. Transactions', '4. Stock' (which is selected), '5. Sales Codes', and '6. Conditions'. The main area contains two sections. The first section is titled 'I wish to manually pick the products to report on :'. It features a table with two columns: 'Code' and 'Description'. The table lists several product codes and their descriptions, including 'ALARMSYS-DOM-1' through 'ALARMSYS-DOM-5', 'ALARMSYS-INDUS1', 'BAT-1.5AA-ALK', 'BAT-1.5AAA-ALK', and 'BAT-1.5C-ALK'. To the right of the table are four arrow buttons (up, down, up, down) and a 'Select All' button. The second section is titled 'I wish to filter the products by product group :'. It also has a table with 'Code' and 'Description' columns, listing product groups like 'BATTERIES', 'BAYONETTE', 'BULBS', 'CABLE CLIPS', 'CCTV PRODUCTS', 'COMPLETE SYSTEM', 'CONDUIT', 'CONTROLPANELS', and 'DELIVERY CHARGE'. Similar to the first section, it has arrow buttons and a 'Select All' button. At the bottom of the dialog are three buttons: '<< Previous', 'Next >>', and 'Cancel'.

| Code | Description |
|-----------------|--------------------------------|
| ALARMSYS-DOM-1 | Domestic Alarm System, Model 1 |
| ALARMSYS-DOM-2 | Domestic Alarm System, Model 2 |
| ALARMSYS-DOM-3 | Domestic Alarm System, Model 3 |
| ALARMSYS-DOM-4 | Domestic Alarm System, Model 4 |
| ALARMSYS-DOM-5 | Domestic Alarm System, Model 5 |
| ALARMSYS-INDUS1 | Industrial Alarm System |
| BAT-1.5AA-ALK | 1.5 v AA Battery (4 pack) |
| BAT-1.5AAA-ALK | 1.5 v AAA Battery (4 pack) |
| BAT-1.5C-ALK | 1.5 v C Battery (2 pack) |

| Code | Description |
|-----------------|------------------------|
| BATTERIES | Batteries |
| BAYONETTE | Bulbs (bayonette) |
| BULBS | Bulbs |
| CABLE CLIPS | Cable clips |
| CCTV PRODUCTS | CCTV Products |
| COMPLETE SYSTEM | Complete Alarm systems |
| CONDUIT | Conduit |
| CONTROLPANELS | Control panels |
| DELIVERY CHARGE | Delivery charges |

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'.

Sales Commission Report

1. Data | 2. Customers | 3. Transactions | 4. Stock | **5. Sales Codes** | 6. Conditions

I wish to :

☒ manually pick the sales codes :

| Code | Description |
|-------|-------------|
| GEOFF | Geoff |
| KEVIN | Kevin |
| MARK | Mark |

Select All

☐ filter the sales codes by type :

Sales Code Type

| |
|--------|
| SCode1 |
| SCode2 |
| SCode3 |

Select All

<< Previous | Next >> | Cancel

Stage Six - Output Conditions/Report

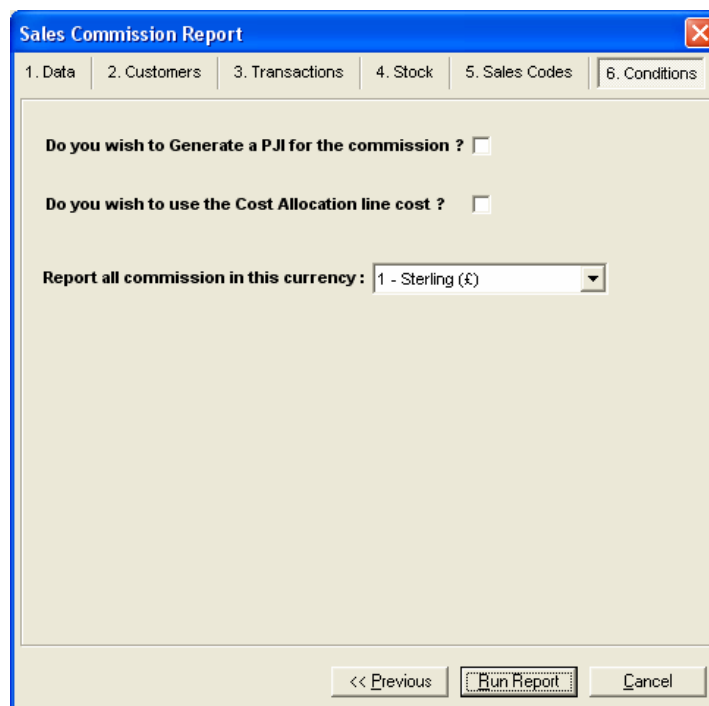
Do you wish to Generate a PJI for the Commission?

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.



The screenshot shows a window titled "Sales Commission Report" with a tabbed interface. The tabs are labeled: 1. Data, 2. Customers, 3. Transactions, 4. Stock, 5. Sales Codes, and 6. Conditions. The "6. Conditions" tab is currently selected. Inside the dialog, there are three options:

- Do you wish to Generate a PJI for the commission ?** with an unchecked checkbox.
- Do you wish to use the Cost Allocation line cost ?** with an unchecked checkbox.
- Report all commission in this currency :** followed by a dropdown menu showing "1 - Sterling (£)".

At the bottom of the dialog, there are three buttons: "<< Previous", "Run Report", and "Cancel".

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.