# Introduction

The Sales Account Management (SAM) team face the customer for the sales of different group. The other groups within the companies are Business Solution Group (BSG), Service Business Management (SBM) and Product Management Group (PMG). SAM team will sell the product, service or solution management by all these groups. This document will provide the detail process of calculating the commission for SAM team.

# High Level Details

## Input Files

Input files are the monthly generated file that needs to be used for the commission calculation. The input files uses for the SAP commission calculation are as below:

1. Sales Out report for the period
2. SG TMS COS report for the period
3. PGP Contracts for the Period
4. **BMA** contracts for the period
5. **Manual adjustment**
6. AX 121040 for the period
7. AR Aging Report

## Reference files

Reference files are those file reference with input file to generate the commission outputs. Reference file are the yearly files that are planned for the commission and mapping file need to be used that may change accordingly over time. The reference files uses for the SAP commission calculation are as below:

1. Com Plan for the year
2. Fiscal Period Mapping
3. Entity mapping
4. Scheme mapping
5. Sector Mapping

## Output files

1. Payment List
2. Individual Sales man’s and Manager commission details
3. Management Summary

Note: All calculation must be rounded by 2 decimal points

# Detailed Commission Calculation Steps

1. Refer to the Sales out report for the given period. This file is generated from the application on monthly basis. It should have column A to AW.
2. User will add one more column and provide the data source. So the given file should have AX as data source.
3. Period of commission computing will be calculated from the reference file ‘Fiscal Period mapping’ file with reference to column Z (Inv Date). If invoice date falls within the range of the any given Fiscal period start or end date, period column will be mapped to this column. Inv Date in Sales out report will be in YYYY-MM-DD Format
4. Currently user is referring to the Column A (Node), and take individual data from its 5th character to next 4 character. Use this information to map the Entity mapping from the reference file Entity mapping. User has agreed the full node can be used for the entity mapping instead of 4 characters from 5th.
5. ‘Comm\_PSG\_code’ column. User confirmed that this column is not using. Therefore do not need to incorporate in the application.
6. Sub-scheme mapping

IF column T (Service Total Px (SGD)) is not equal to ‘0’ then sub-scheme will be “SBM 2.1 IIPS”

Else column AT (invoice Line Type) is equal to ‘Goods’, then VLOOKUP column AP (Financial Code) to ‘Scheme Mapping” Reference file column A to B, and Column ‘B’ as the result.

Else Sub-scheme will be “non comm”

1. Do a Financial Code (NEW) mapping from file ‘AX 121040’

Do a Vlookup using X (Invoice number) in sales out report to AX 121040 Report’s A column (AX Invoice) and get column E (Node) of ‘AX 121040’ report.

This column will only be populated if column AT = ‘Labor’. This will be validated by the application.

1. Then calculation GP (Gross Profit)

The calculation is GP = P (Product Total Px (SGD)-O (Product Total Cost(SGD) )

1. Then GC (Gross Contribution)

If BB (Sub-Scheme) = Nil or T3 (Service Total Px (SGD)) = 0 then ‘0’

Else if Financial Code (NEW) is not blank then

Round (T(Service Total Px (SGD)) \* Vlookup sub-scheme and Financial Code (NEW) to NGP Sheet column A to D (where A and C is references in Comm plan, NGP sheet), column D is the result.

Else

Round(T3 \* Vlookup sub-scheme to NGP Sheet column A to D , column D is the result.

1. Calculate the ‘rev ach’

Revenue Achieved = GC+GP

1. Now use the SG TMS COS Report for the period for service revenue calculation
2. This file will have column A to Q filed.
3. User will add one column for Datasource before feeding to the application. Therefore it will be A to R field available for the program to read.
4. Period of commission computing will be calculated from the reference file ‘Fiscal Period mapping’ file with reference to column A (Month). If invoice date falls within the range of the any given Fiscal period start or end date, period column will be mapped to this column. Month in TMS COS report will be in DD/MM/YYYY Format
5. Refer to the Column N (Node), and take individual data from its 5th character to next 4 characters. Use this information to map the Entity mapping from the reference file Entity mapping. User has agreed the full node can be used for the entity mapping instead of 4 characters from 5th.
6. ‘comm\_psg\_code’ column. User confirmed that this column is not using. Therefore do not need to incorporate in the application.
7. Do a sector mapping using the Sector Mapping reference file. Vlookup column ‘B’ (Salesperson) from TMS COS Report to Column C(Sales Rep) of sector mapping and the result is ‘D’ (Sector Code)
8. Then do a sub-schem mapping.

If Column J(Total Sales Value) + L(Labor Cost) = 0 then ‘Nil

Else if

Column B(Salesperson) = “TCU-WS” or empty then “Non comm”

Else if Column G (Part Number) = “contract\_cover” or H(Description) = “Fixed price”, then Vlookup column ‘I’(Type of Service) to the sub-scheme mapping A to B and B is the result.

Else then Vlookup column ‘G’((Part Number)) to the sub-scheme mapping A to B and B is the result.

1. Rev Achieved calculation.

If sub-scheme = “non comm” or “nil” or J (Total Sales Value) = 0 then ‘0’

Else if Sub-scheme = “SBM 2.1 IIPS” then J (Total Sales Value) \* Vlookup Column N (Node) to Comm plan, NGP sheet column C to D where D is the result.

Else J \* Vlookup Column V (sub-scheme) and sector to Comm plan, NGP sheet column A to B where D is the result.

1. After this calculation, do a V loop up to PGP, BMA and Manual adjustment files to using column ‘E’ (Work order) and F(invoice number) from TMS COS report to column H (work order) and I(Invoice) from manual adjustment files where ‘L’ (Invoiced GC) is the result. Round this to 2 decimal points.
2. Validation is required to run whether the same in invoice number and workorder number appears all PGP, BMA and manual adjustment files as this may affect the comm calculation.
3. Summarize Sales out report using Period, DataSource, Sales Team, Customer, Name, Customer PO, Order Ref, Invoice, SubScheme, Product Sales, Service Sales, PMG GP and Total GC
4. Summarize TMS COS report using Period, Data source, Salesperson, Cust Code, Customer Name, Customer PO, Work Order, Invoice, sub scheme, Total Svs Sales andSum of Rev Ach (SAM)
5. Then split ‘PVM 1.1 DPG’ and ‘PVM 1.2 ESG’ values to two different columns so as to differentiate two product scheme revenues
6. Combine the COS report summary to it.
7. Move the Service value of COGS report to service column of the report.
8. Then Move the total GC to last column.
9. Then sort it by invoice.
10. Now copy column A to K to Comm by invoice A to K.
11. Column L to N will be copied to M to O
12. L = J +K
13. Payout Period calculation based don Aging report from the individual calculation if there is no more outstanding value in Aging report.
14. From here, need to calculate sales man cumulative, Sales manager cumulative, Sales man commission, Sales manager commission, Sales man accelerator ad Sales manager accelerator.
15. Cumulative Sales Man GP PVM 1.1 DPG = Is the sum of all ‘PVM 1.1 DPG’ under the sales man
16. Cumulative Sales Man GP PVM 1.2 ESG= Is the sum of all ‘PVM 1.2 ESG’ under the sales man
17. Cumulative Sales Man GP SBM= Is the sum of all ‘SBM’ under the sales man
18. Find the reporting manager of each sales man from Com-Plan column ‘B’9(AE salesman ID) to column ‘L’ (reportTo) where column L is the result.
19. Cumulative Sales Reporting Manager GP PVM 1.1 DPG = Is the sum of all ‘PVM 1.1 DPG’ under the Sales Reporting Manager
20. Cumulative Sales Reporting Manager GP PVM 1.2 ESG= Is the sum of all ‘PVM 1.2 ESG’ under the Sales Reporting Manager
21. Cumulative Sales Reporting Manager GP SBM= Is the sum of all ‘SBM’ under the Sales Reporting Manager
22. Calculate Sales Man Commission for ‘PVM 1.1 DPG’ as below.

If M (Sum of GP ‘PVM 1.1 DPG’) = 0 then 0

Else M(( Sum of GP ‘PVM 1.1 DPG’)) \*(CommPlan Y15 files’s Sum of ‘M’ Column (OTC) For Sales Person’s ‘PVM 1.1 DPG’/ CommPlan Y15 files’s Sum of ‘G’ Column (TargetRev) For the sales Person’s ‘PVM 1.1 DPG’)

1. Calculate Sales Man Commission for ‘PVM 1.2 ESG’ as below.

If M (Sum of GP ‘PVM 1.2 ESG’) = 0 then 0

Else M(( Sum of GP ‘PVM 1.2 ESG’)) \*(CommPlan Y15 files’s Sum of ‘M’ Column (OTC) For Sales Person’s ‘PVM 1.2 ESG’/ CommPlan Y15 files’s Sum of ‘G’ Column (TargetRev) For the sales Person’s ‘PVM 1.2 ESG’)

1. Calculate Sales Man Commission for ‘SBM’ as below.

If M (Sum of GP ‘SBM’) = 0 then 0

Else M(( Sum of GP ‘SBM’)) \*(CommPlan Y15 files’s Sum of ‘M’ Column (OTC) For Sales Person’s ‘SBM’ / CommPlan Y15 files’s Sum of ‘G’ Column (TargetRev) For the sales Person’s ‘SBM’)

1. Calculate Sales Reporting Manager Commission for ‘PVM 1.1 DPG’ as below.

If M (Sum of GP ‘PVM 1.1 DPG’) = 0 then 0

Else M(( Sum of GP ‘PVM 1.1 DPG’)) \*(CommPlan Y15 files’s Sum of ‘M’ Column (OTC) For Sales Reporting Manager’s ‘PVM 1.1 DPG’/ CommPlan Y15 files’s Sum of ‘G’ Column (TargetRev) For the Sales Reporting Manager’s ‘PVM 1.1 DPG’)

1. Calculate Sales Reporting Manager Commission for ‘PVM 1.2 ESG’ as below.

If M (Sum of GP ‘PVM 1.2 ESG’) = 0 then 0

Else M(( Sum of GP ‘PVM 1.2 ESG’)) \*(CommPlan Y15 files’s Sum of ‘M’ Column (OTC) For Sales Reporting Manager’s ‘PVM 1.2 ESG’/ CommPlan Y15 files’s Sum of ‘G’ Column (TargetRev) For the Sales Reporting Manager’s ‘PVM 1.2 ESG’)

1. Calculate Sales Reporting Manager Commission for ‘SBM’ as below.

If M (Sum of GP ‘SBM’) = 0 then 0

Else M(( Sum of GP ‘SBM’)) \*(CommPlan Y15 files’s Sum of ‘M’ Column (OTC) For Sales Reporting Manager’s ‘SBM’ / CommPlan Y15 files’s Sum of ‘G’ Column (TargetRev) For the Sales Reporting Manager’s ‘SBM’)

1. Then do the Accelerator calculation for T1, T2 and T3.
2. Summarize each sales person and reporting managers commission. Sample – P1505 SAM Comm Y15.xls
3. Create individual sales person commission details to an individual sheet.
4. Create a Payment list of HR
5. Finalize the SAM commission by creating a management summary consolidation which allows the management to pull the individual sale person or report manager’s performance for a given pay-out period. There will be filter by Sales man, or reporting manager and pay-out period. It will provide the whole detail and summary for the respective person’s commission details of the given period.

Work Done

Input all the data’s to the input.xlxs file in the input folder

Programmed perfetch from each n put to the sales.xlsm which is the working programmed file