Instructions

Commission Statement Automation

The Avant Commission Team receives close to 500 vendor commission statements per month. Today, these files are processed manually by the commission team. In 2023, the technology team started automating the processing. These instructions explain how to run this process.

**Process Summary**

1. Raw statement files are ‘drag and dropped’ or placed into corresponding vendor folder located in sharepoint.

[CommissionImportInput](https://avantcommunications1.sharepoint.com/:f:/r/sites/SynapseIngestion/Shared%20Documents/Ingestion/PROD/Input/CommissionImport?csf=1&web=1&e=fGdCAx)

\*If a folder does not exist for a vendor, it is not automated yet and must be done manually.

1. An Azure job runs automatically.
2. RPM output file is created and made available to the commission analyst.

[CommissionImportOutput](https://avantcommunications1.sharepoint.com/:f:/r/sites/SynapseIngestion/Shared%20Documents/Ingestion/PROD/Processed/CommissionImport?csf=1&web=1&e=7WeS7b)

\*This is potentially where an error might occur.

1. RPM output file is manually uploaded to RPM by the commission analyst.
2. \*The automated process will close the Jira ticket that was created for the month. – This process does not exist yet.