

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One-Touch Automation	New Year Commissions Creation	1/3/24	1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Annual			
Process Description			
Create <a href="#">Monday.com</a> Sales Report Link for new deals			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
Ryan McDaniel	<a href="#">Monday.com</a> Admin	<a href="#">Monday.com</a>	
What are the sequential steps?			
Step Description			Who is Responsible?
On our <a href="#">Monday.com</a> Workspace, open "Sales Report"			
Click + New Group			
Label Group: Jeff Commissions - Year			
Click + New Group			
Label Group: Ryan - Year			
Click Automate to edit automations			
Click on Status Changes to Done move to Jeff/Ryan Commissions (Current Year)			
Click Update Automations			
Repeat for other Salesperson			
Drag both Groups to right under open projects			
What are the outputs [Defined Standards of Completion or Deliverables]			
<a href="#">Monday.com</a> is ready for tracking sales commissions in the new year.			
Who does the process transfer to next?			
Name	Department or Function	Milestone	
Rachael	CFO		