



User Manual
Commissions Management

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User Manual

Commissions Management

Prepared by
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1 PREMISE

This document is a user guide for using Commissions Management App.

2 APP SETUP

2.1 Commission Management Setup

Complete the setup as follows:

- **Enable Commissions Management:** select the field to activate the app;
- **Bill-to/Sell-to Comm. Calc.:** select the customer type on which to calculate the commissions;
- **Accrual Date Calc.:** the options are:
 - o **Limit Date:** the accrual date will be the limit date selected in the calculation report;
 - o **Posting/Application Date:** the accrual date will be the posting date for commissions calculated on invoice and the application date for commissions calculated on cash receipt;
- **Commission Cost Account:** select the G/L account to use for the commission purchase invoice;
- **Salesperson Bonus Cost Account No.:** select the G/L account to use for the bonus purchase invoice;
- **Salesperson Refund Cost Account No.:** select the G/L account to use for the refund purchase invoice;
- **Commission Note No.:** select a numbering for commission notes;
- **Commission Default Role Code:** select a default role for salespersons. This role is applied as a default on the Salesperson Code selected on a document header (in case the salesperson has not an own role in its card)
-




Commission Management Setup			
Enable Commissions Management <input checked="" type="checkbox"/>			
Commissions			
Bill-to/Sell-to Comm. Calc.	Bill-to	Salesperson Refund Cost Account No.	
Accrual Date Calc.	Limit date	Commission Note No.	NOT AGE
Commission Cost Account	8110	Comm. Default Role Code	AGENTE
Salesperson Bonus Cost Account No.			



2.2 Commission posting group

Create the commission posting group that can be linked to salesperson, customers, items, G/L Accounts. The group must be created based on the salesperson contracts.

For example, a specific salesperson could be having different commissions based on the customer area. Then it is possible to create different customer posting groups such as NORTH and SOUTH.

The same things could happen for different types of items.

Commissions Posting Group | Work Date: 31/12/2020 ✓ Saved   

Search + New Edit List Delete Setup Open in Excel More options  



Type ↑	Code ↑	Description
→ Salesperson	AGE	age
Salesperson	BM	bm
Salesperson	EV	ev
Item/Service	ITEM	item
Customer	CUS	cus


2.3 Commission posting setup

The commission posting setup define the Salesperson Commission % to apply. The system filters the setup and search the best match for commission posting group selected in the document.

Complete the setup as follow:

- **Salesperson Comm. Code:** each salesperson must have a Salesperson Comm. Code assigned. Create at least one line for each salesperson.
- **Customer Comm. Code:** it is possible to assign different commission codes to the customers (see the example in the previous paragraph). It is also possible to leave this field blank.
- **Item/Serv. Comm. Code:** it is possible to assign different commission codes to the items/GL accounts (see the example in the previous paragraph). It is also possible to leave this field blank.
- **Commission Role:** it is necessary to select a role for each salesperson. A salesperson could have different roles and for each role has different commissions. For example, a salesperson could be a direct salesperson for NORTH customers and area manager for SOUTH customers.
- **Reason Code:** it is possible to assign different commission to different reason codes used on documents.
- **Starting Date - Ending Date:** it is possible to define a period of validity for each line. The system uses the posting date to check the period.
- **Salesperson Commission %:** complete the line with the commission associated to this specific setup.

Edit - Commission Posting Setup  

Search + New Edit List Delete Open in Excel 

General

Salesperson Commissions Posting Group Filter Commission Role Filter

Customer Commissions Posting Group Filter Starting Date Filter

Item Commissions Posting Group Filter Reason Code Filter

Salesperson Comm. Code	Customer Comm. Code	Item/Serv. Comm. Code	Commission Role	Reason Code	Starting Date	Ending Date	Salesperson Commission %
BM	CUS	ITEM	AGENTE			30/04/2020	5.00
BM	CUS	ITEM	CAPO AREA				3.00
BM			TERZO				2.00
→ AGE	CUS	ITEM	AGENTE				10.00
AGE	CUS	ITEM	CAPO AREA				6.00
AGE			TERZO				4.00
AGE	CUS		TERZO				1.00
BM	CUS		TERZO				7.00
BM		ITEM	AGENTE				21.00
AGE		ITEM	CAPO AREA				22.00
BM			AGENTE				23.00
AGE			CAPO AREA				24.00
EV		ITEM	TERZO				1.00

2.4 Salespeople/Purchasers

In the salesperson card complete the following fields:

- **Linked Vendor No.:** select the vendor card linked to the salesperson card. The purchase invoice will be created for this vendor.
- **Commission Posting group:** select the commission posting group created before.
- **Commission Accrual Type:** the options are:
 - o **Invoiced:** the commissions are accrued for the posted sales invoices/credit memos.
 - o **Payment (complete occurrence):** the commissions are accrued when the occurrence of the customer ledger entries is completed closed.
 - o **Payment (partial occurrence):** the commissions are accrued also for partial cash receipt of a specific occurrence.
- **Comm. Default Role Code:** select a specific role for the salesperson.

AGE

Process Navigate Salesperson
More options | More options
i

General >

Invoicing >

Commissions Management

Linked Vendor No.	<input type="text" value="10000"/>		Commission Accrual T...		<input type="text" value="Invoiced"/>
Commission Posting ...	<input type="text" value="AGE"/>		Comm. Default Role C...		<input type="text" value="CAPO AREA"/>

2.5 Customers – Items – G/L Accounts

On Customers – Items – G/L Accounts select the right commission posting group.

Commissions Management

Commission Posting Group

On customers is also possible to select the default salesperson.

3 APP FEATURES

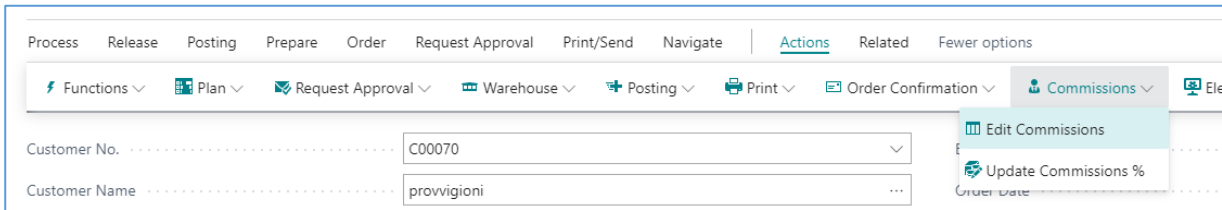
3.1 Assign salesperson to documents

3.1.1 Header

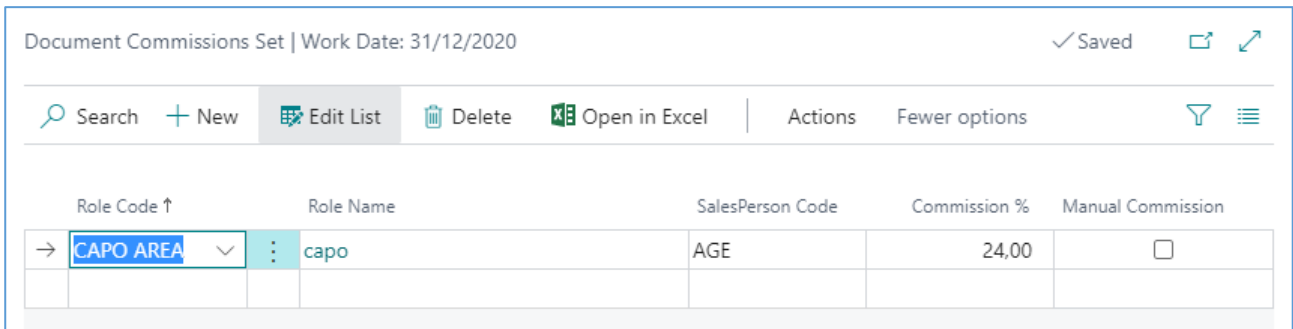
When a new sales document is created the system assign the salesperson linked to the customer card.

Your Reference	<input type="text"/>
Salesperson Code	<input type="text" value="AGE"/>
Campaign No.	<input type="text"/>

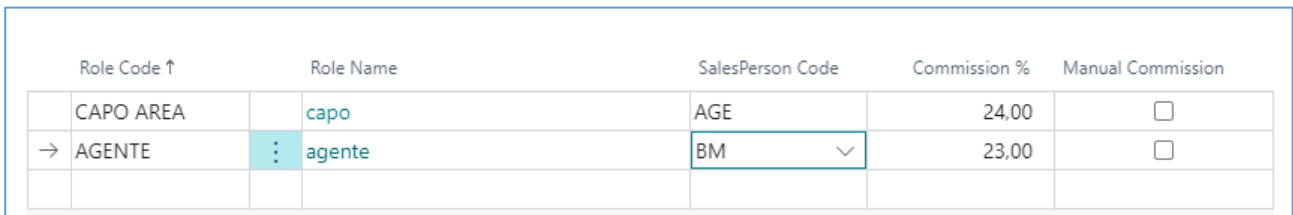
On the document it is possible to open the commission set on the header:



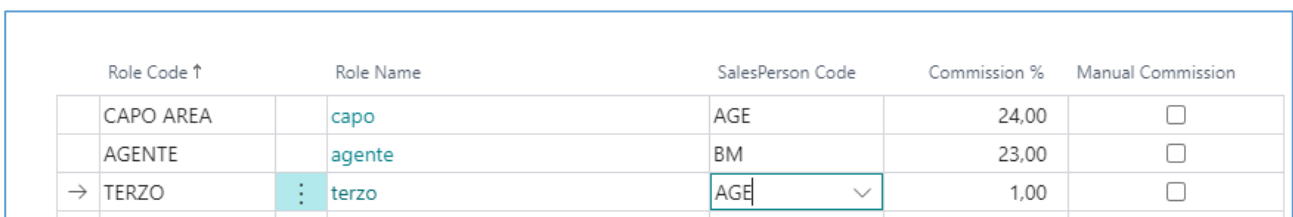
The app automatically creates a line for the salesperson with his default role:



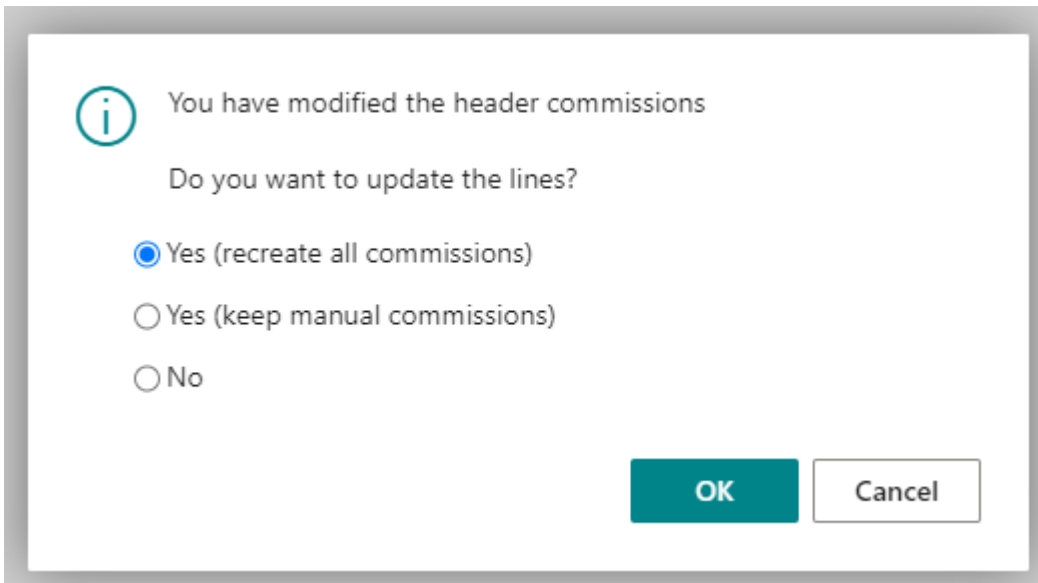
It is also possible to change the role or to add different salespersons.



It is not possible to select the same role on 2 different lines but is possible to select the same salesperson with different roles.



If there are already lines, then in case of changes at the closing of the page you will be asked what to do.



3.1.2 Lines

For each line is possible to see the commission set assigned.

Lines	Manage	Line	Order	<u>Commissions</u>	Fewer options
Edit Commissions					
Type	No.	Service Tariff No.	Tran... Rep.	to Peri...	Description
→ G/L Account	⋮ 6120		<input type="checkbox"/>		Vendite di p

Document Commissions Set | Work Date: 31/12/2020 ✓ Saved

Search + New Edit List Delete Open in Excel Actions Fewer options

Role Code ↑	Role Name	SalesPerson Code	Commission %	Manual Commission
→ AGENTE	⋮ agente	BM	23,00	<input type="checkbox"/>
CAPO AREA	capo	AGE	6,00	<input type="checkbox"/>
TERZO	terzo	AGE	1,00	<input type="checkbox"/>

The app assigns the same salespersons selected in the header and show the commission % based on the setup.

For each line is possible to add or remove salespersons.

It is also possible to use the flag manual commission to assign a specific commission % to a specific line.

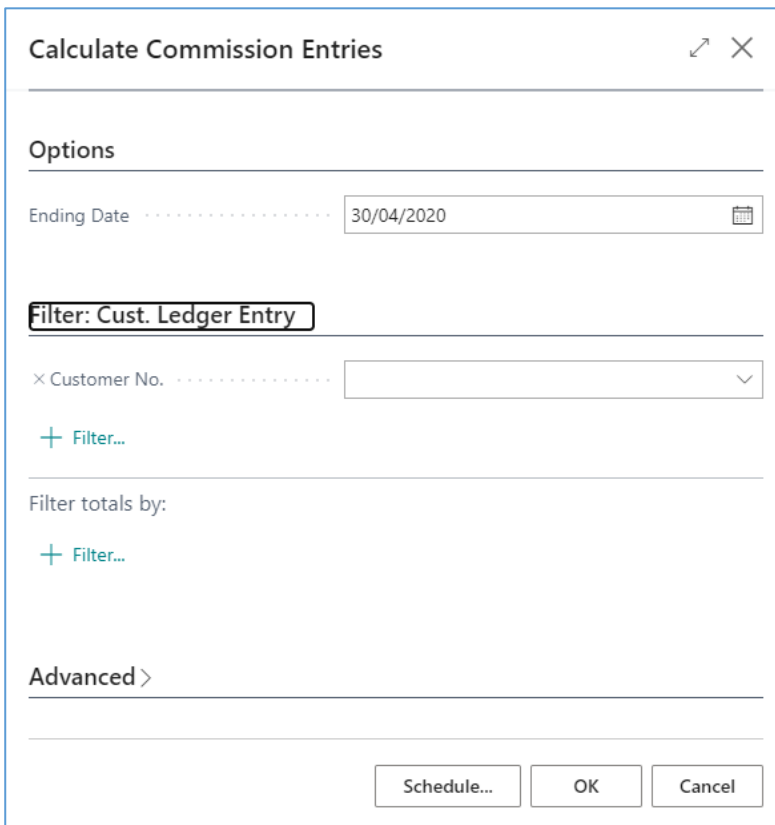
The commission set created on the sales order will be copied on the sales invoice.

3.2 Calculate commissions

To calculate the commission, use the report:



Select the Ending Date. The app filters all the documents with posting date until the ending date and calculates the commissions. It is also possible to apply other filters.



WARNING! The setup valid at the time of the calculation is used. It could happen that the setup is different from the one used on the document because it was changed after the invoice posting.

The report creates the lines in the table:

Commission Posted Entries | Work Date: 31/12/2020

Entry No. ↑	Posting Date	Document Type	Document No.	Self-to Customer No.	Bill-to Customer No.	Role Code	Salesperson Code	Due Date	Cust. Ledger Entry No.	Type	No.	Occurrence Line Amount (LCY)	Salesperson Commission %	Commission Amount (LCY)	Comm. Accrued Amount (LCY)
10	30/04/2020	Invoice	20-102048	C00070	C00070		BM	30/05/2020	3551	G/L Account	6610	50.00	7.00	3.50	-
11	30/04/2020	Invoice	20-102049	C00070	C00070		AGE	30/05/2020	3556	G/L Account	6120	100.00	10.00	10.00	10.00
12	30/04/2020	Invoice	20-102049	C00070	C00070		AGE	30/05/2020	3556	G/L Account	6120	100.00	6.00	6.00	6.00
13	30/04/2020	Invoice	20-102049	C00070	C00070		BM	30/05/2020	3556	G/L Account	6120	100.00	4.00	4.00	4.00
14	30/04/2020	Invoice	20-102049	C00070	C00070		BM	30/05/2020	3556	G/L Account	6610	50.00	4.00	2.00	2.00
15	30/04/2020	Invoice	20-102049	C00070	C00070		BM	30/05/2020	3556	G/L Account	6610	10.00	4.00	0.40	0.40

The app creates a commission posted entries line for each document line and split for the different due dates.

3.3 Commission accrual

The commission for salesperson with Commission accrual type "Invoiced" are automatically accrued with the calculation report.

For the other type of accrual type the documents must be partially or completed closed.

In these cases, after the calculation, must be used also the report:

Go to Pages and Tasks

[> Calculate Commission Accrued Entries](#) Tasks

Complete the report with the ending date.

This date will be used to filter all the closed documents until that date.

The date filtered is the posting date of the application in the Detailed customer ledger entries.

It is also possible to apply other filters.

Calculate Commission Accrued Entries ↗ ✕

Options

Ending Date 30/04/2020 📅

Filter: Detailed Cust. Ledg. Entry

× Document No.

× Customer No. ▼

+ Filter...

Advanced

Maximum rendering time:

Maximum rows

Maximum documents

The report creates the lines in the table:

Entry No. ↑	Posted Comm. Entry linked	Commission Accrual Date	Posting Date	Document Type	Document No.	Due Date	Sell-to Customer No.	Bill-to Customer No.	Role Code	Salesperson Code	Comm. Accrued Amount	Comm. Accrued Amount (LCY)
→ 1	:	11	30/04/2020	30/04/2020	Invoice	20-102049	30/05/2020	C00070	C00070	AGE	10,00	10,00
2		12	30/04/2020	30/04/2020	Invoice	20-102049	30/05/2020	C00070	C00070	AGE	6,00	6,00
3		17	30/04/2020	30/04/2020	Invoice	20-102050	30/05/2020	C00070	C00070	AGE	6,00	6,00
4		13	30/04/2020	30/04/2020	Invoice	20-102049	30/05/2020	C00070	C00070	BM	4,00	4,00
5		14	30/04/2020	30/04/2020	Invoice	20-102049	30/05/2020	C00070	C00070	BM	2,00	2,00
6		15	30/04/2020	30/04/2020	Invoice	20-102049	30/05/2020	C00070	C00070	BM	0,40	0,40
7		16	30/04/2020	30/04/2020	Invoice	20-102050	30/05/2020	C00070	C00070	BM	5,00	5,00
8		18	30/04/2020	30/04/2020	Invoice	20-102050	30/05/2020	C00070	C00070	BM	7,00	7,00

This table is linked to the Commissions Posted Entries: each Commission Posted Entry is linked to one or more Commission accrued entries, depending on the payments.

3.4 Create manual commissions

It is possible to create manual commissions that are not linked to a specific document. To create them use the Commissions Journal:



To use the commission Journal it is necessary to create at least a Commission Journal Template and a linked Commission Journal Batch.

Commissions Journal Templates | Work Date: 31/12/2020 ✓ Saved [🔖](#) [📄](#) [↗](#)

Search + New Edit List Delete Open in Excel Related Fewer options [🔍](#) [☰](#)

Name ↑	Description	Type	Reason Code	Page ID	Page Caption
→ COMMISSIO	Commissions journal	Commissions		18041689	Commissions Journ.

COMMISSIO Commissions journal | Work Date: 31/12/2020 ✓ Saved [📄](#) [↗](#)

Commissions Journal Batches Search + New Edit List Delete Open in Excel ... [🔍](#) [☰](#)

Name ↑	Description	No. Series	Posting No. Series	Reason Code
→ DEFAULT	Default Journal			

In the commission journal is possible to create different types of lines. It is possible to use a posted document no. or to use a manual number.

Posting Date	Document Type	Document No.	Document Date	Due Date	Sell-to Customer No.	Bill-to Customer No.	Salesperson Code	Currency Code	Occurrence Line Amount	Occurrence Line Amount (LCY)	Salesperson Commission %	Commission Amount	Commission Amount (LCY)	Commission Accrual Date
31/12/2020	Invoice	20-102068	01/05/2020		10000	10000	GC		10.00	10.00	1.00	0.10	0.10	31/12/2020
31/12/2020	Credit Memo	2	31/12/2020		C00070	C00070	BM		20.00	20.00	2.00	0.40	0.40	31/12/2020
31/12/2020	Bonus	3	31/12/2020		C00070	C00070	AGE		30.00	30.00	3.00	0.90	0.90	31/12/2020
31/12/2020	Cost Refund	4	31/12/2020		C00070	C00070	EV		40.00	40.00	4.00	1.60	1.60	31/12/2020

When the lines are ready post them.

The lines are visible in the accrued entries.

Commission Accrued Entries | Work Date: 31/12/2020

Search Edit List Open in Excel More options

Views

Filter list by:

Entry No. ↑	Posted Comm. Entry linked	Commission Accrual Date	Posting Date	Document Type	Document No.	Due Date
→ 45	73	31/12/2020	31/12/2020	Invoice	20-102068	
46	74	31/12/2020	31/12/2020	Credit Memo	2	
47	75	31/12/2020	31/12/2020	Bonus	3	
48	76	31/12/2020	31/12/2020	Cost Refund	4	

3.5 Check commissions

To check the commissions is possible to use the Commissions Overview. Open the overview from the Commission Posted Entries.

Commission Posted Entries | Work Date: 01/01/2021

Search Edit List Export Open in Excel Actions [Related](#)

In the request page complete the date filters.

Calc. Commissions Overview

Filters

Posting Date Filter

Accrual Date Filter

The overview shows the commission data in a tree view, grouped by Salesperson, Customer, Document Type, Document No and Due Date. Totals are in local currency. In case of different currencies, then a group for Currency Code is created in the tree and Totals in document currency can be added to the page.

Edit - Commission Entries Overview

Search Calculate Overview Open in Excel More options

Posting Date Filter: ...300420 Accrued Date Filter: ...300420

Salesperson Name	Currency Code	Customer Name	Document Type	Document No.	Due Date	Occurrence Line Amount (LCY)	Commission Amount (LCY)	Comm. Accrued Amount (LCY)
> agente						1.305,00	174,24	129,00
> Barbara Mayer						2.870,80	303,17	34,90
> Eva Valverde						500,00	8,31	1,26
> Eva Valverde		pec				50,00	2,50	-
> Eva Valverde		split				150,00	1,55	-
> Eva Valverde		provvigioni				300,00	4,26	1,26
Eva Valverde		provvigioni	Invoice	20-102054	31/05/2020	49,99	0,42	0,42
Eva Valverde		provvigioni	Invoice	20-102054	30/06/2020	49,99	0,42	0,42
Eva Valverde		provvigioni	Invoice	20-102054	31/07/2020	50,02	0,42	0,42
→ Eva Valverde		provvigioni	Invoice	20-102057	30/05/2020	150,00	3,00	-

3.6 Create Commission Note and purchase invoice

After the calculation is possible to create the commission note:

>
Create Commission Note
Tasks

The report filters the commission accrual date and create the commission note with all the commissions lines.

Create Commission Note ↗ ✕

Options

From Date 01/01/2020 📅

To Date 31/12/2020 📅

Filter: Salesperson/Purchaser

× Code ▼

× Name

× Comm. Note Currency ▼

+ Filter...

In the commission note list is possible to open the note created.

Commissions Note List | Work Date: 31/12/2020

Search + New Manage Open in Excel

No. ↑	Salesperson Code	Salesperson Name	Posting Date	Status	Document Date	Operation Occurred Date	Department Code
AG0001	AGE		01/05/2020	Released	01/05/2020	01/05/2020	
AG0002	BM	Barbara Mayer	01/05/2020	Open	01/05/2020	01/05/2020	
AG0003	EV	Eva Valverde	01/05/2020	Open	01/05/2020	01/05/2020	

AG0001

Print
 Release
 Reopen
 Create Purchase Invoice
 | More options

General

No.	<input type="text" value="AG0001"/>	...	City	<input type="text" value="Atlanta"/>
Salesperson Code	<input type="text" value="AGE"/>	▼	County	<input type="text" value="GA"/>
Salesperson Name	<input type="text"/>		Posting Date	<input type="text" value="01/05/2020"/>
Address	<input type="text" value="Via Premuda 25"/>		Document Date	<input type="text" value="01/05/2020"/>
Address 2	<input type="text"/>		Operation Occurred D... ..	<input type="text" value="01/05/2020"/>
Post Code	<input type="text" value="US-GA 31772"/>	▼	Status	<input type="text" value="Released"/>

Lines

Document Type	Document No.	Document Date	Customer No.	Customer Name	Type	No.
→ Invoice	20-102049	30/04/2020	C00070		G/L Account	6120
Invoice	20-102049	30/04/2020	C00070		G/L Account	6120
Invoice	20-102050	30/04/2020	C00070		G/L Account	6120
Invoice	20-102053	30/04/2020	C00040		G/L Account	6120
Invoice	20-102053	30/04/2020	C00040		G/L Account	6610
Invoice	20-102054	30/04/2020	C00070		G/L Account	6120
Invoice	20-102054	30/04/2020	C00070		G/L Account	6610

It is also possible to create the commission note manually and create the lines with the button Suggest Lines.

AGE000002

Print Release Reopen Create Purchase Invoice Actions Related Fewer options

Commission Note

Dimensions

Withhold Taxes-Soc. Sec.

Suggest Lines

Invoice

000002 ... City Atlanta

County GA

Posting Date 30/04/2021

Document Date 30/04/2021

It is possible to print the commission note using the Print action.

After checking the data in the commission note you can create the purchase invoice using the Create Purchase Invoice action.

AG00001

Print Release Reopen **Create Purchase Invoice** Actions Related Fewer options

General

The purchase invoice is created on the GL account selected in the commission setup.

On the commission note and on the commission accrued entries is possible to check the invoice created and posted.

Invoice

Purch. Invoice No. 107447 Purchase Invoice Post... 01/01/2021

Posted Purch. Invoice... 21-FX010001 Purchase Invoice Post...

3.7 Delete Commissions

It is possible to delete the accrued and calculated commissions.

It is necessary to start deleting from the accrued commissions.

Each group of accrued commissions have a Commission Accrued Run No. on the commission accrued table.

Commission Accrued Entries | Work Date: 01/01/2021

Search Edit List Open in Excel Actions Fewer options

Entry No. ↑	Co... Note Post...	Commission Note Posting Date	Purchase Invoice No.	Sale... Invo... Post...	Salesperson Invoice Posting Date	Co... Paid	Commission Payment Date	Comm. Accrued Run No.
13	<input type="checkbox"/>		107441	<input type="checkbox"/>		<input type="checkbox"/>		4
→ 14	<input type="checkbox"/>		107441	<input type="checkbox"/>		<input type="checkbox"/>		4
15	<input type="checkbox"/>		107441	<input type="checkbox"/>		<input type="checkbox"/>		4

It is necessary to start deleting from the last Commission Accrued Run No..
 It is not possible to delete commissions if the commission note has been created.
 To delete the accrued commissions, use the report Delete Commission Accrued Entry.

Go to Pages and tasks

> Delete Commission Accrued Entry Tasks

Complete with the run no.

Delete Commission Accrued Entry ↗ ✕

GroupName

Maturation Run No.

You can also use the Delete Entries action on the page: the system will automatically retrieve and apply a filter for Commissions Accrued No. of the selected line.

When the accrued entries have been deleted it is possible to delete the calculated commissions.
 The commission posted entries have a commission run no.

Commission Posted Entries | Work Date: 01/01/2021

Search Edit List Export Open in Excel Actions Related Fewer options

Entry No. ↑	Ma... Co...	Commission Amount	Comm. Accrued Amount	Salesp. Commission Posting Group	Cust. Commission Posting Group	Prod. Commission Posting Group	Commission Run No.
1	<input type="checkbox"/>	3,33	–	BM	CUS	ITEM	1
2	<input type="checkbox"/>	3,33	–	BM	CUS	ITEM	1

It is necessary to start deleting from the last Commission Run No..
 To delete the accrued commissions, use the report Delete Commission Entry.

> Delete Commission EntryTasks

Complete with the run no.

Delete Commission Entry ↗ ✕

GroupName

Commission Run No.

Also in this case you can alternatively use the Delete Entries action on the page.
The system will automatically retrieve and apply a filter for the Commission Run No. of the selected line.

4 APP SUBSCRIPTION

Every App feature requires a valid subscription.

At first installation, a trial plan is automatically activated by the system.

After this period, you can subscribe for a product level (feature) using the Alterna Apps page or directly from the system notifications by clicking on the link which opens the product activation wizard.