# Section V

# Commissions

**Commissions Module**

Commissions  Quotes  Forecasts  Bids
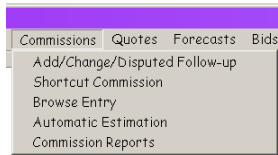Add/Change/Disputed Follow-up
Shortcut Commission
Browse Entry
Automatic Estimation
Commission Reports

Since commissions are based on invoices, the Commissions Module is closely tied to the Invoice Module. You use the same form to add and edit standard commission data as you use to enter standard invoice data. If all the information is available, you can enter commission data at the same time you enter an invoice. If not, you can come back and add commission data at a later date.

**Estimating Commissions**

There are a number of places in the UCOES system where we attempt to estimate commissions as accurately as possible based on the current information available to us. As an order is processed through the system, additional information such as actual quantity shipped may result in a different estimate than the one we would have made at the time the order was placed.

When we calculate an estimate for a given invoice we try to use the most accurate method first, but if the necessary information is not yet available we use the next most accurate method and so on. These are the steps we take:

1.  If there are invoice detail records, we use the invoice quantity, order price, order commission rate and freight and cash discount (if any) to calculate the commission

2.  If there are no invoice detail records, is it a dollar credit? If so, the commission rate is specified on the credit. We'll use that rate.

3.  If there are order detail records, we use the commission rate times the Invoice amount.

4.  Is this an order identified by "ROZ/WH" in the order comments? If so, the estimate is always 0.

5.  If none of these apply, we calculate the estimated commission based on the default commission rate for the mill applied to the invoice amount.

**Add/Change/Disputed Follow-up**



This is the same form you use to add and change standard (i.e. not Shortcut) invoice information. See the Invoice Module section for details on using this form. To add commission data to an existing invoice, highlight the invoice and double-click or click the Edit button.



The Add/Edit Invoice form will appear. Add your commission data (and Short Pay data if needed). Click Proceed to save your changes or Void to discard changes. The Add/Edit Invoice form will close and the data you added will appear in the invoice list.

**Shortcut Commission**

Again, this is the same form you use to enter Shortcut Invoice information. It creates a bare-bones order record. If you are using this form because you have selected Shortcut Commission from the menu, you will be required to enter both invoice and commission data. (If you selected Shortcut Invoice from the Invoices menu, you will only be required to enter invoice data before saving.)

The Shortcut Commission form can only be used to enter commission data when there is no related order or invoice data already on file. So your only option is the New button.



You enter minimal order information:





If you enter a P.O. Date on the Order tab, the invoice amount you enter on the next tab will also be recorded as the order amount. The red box that displays next to the P.O. Date field in the form above appears as a reminder each time you enter that field.

Next, enter invoice and commission information:



Note that the Commission Status above is set to Closed. No Short Pay fields appear in this case.

In the following form, where the Commission Status field is set to Short Pay, the form displays Short Pay Data and Short Pay Notes fields. These *only* appear if the commission status is set to Short Pay.



If you attempt to save without entering invoice and commission data, you will be warned that both are needed before the record can be saved.
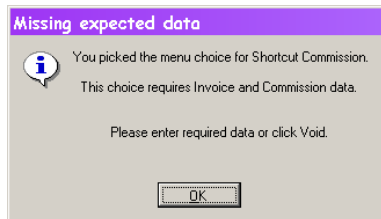
**Browse Entry**

The Browse Entry option on the Commissions menu allows you to quickly enter commission data in a grid.

You can limit the list of open invoices to a single mill's by selecting the mill from the list at the top of the form. When you exit the list by pressing Tab or choosing another field on the form, the list will automatically update to reflect your choice.

The grid can be sorted on various fields by clicking the column title that you want to sort. If you are using an original document sorted by invoice numbe, date, order number or customer P.O. to enter data, you can speed up data entry by sorting the UCOES list that way, too.
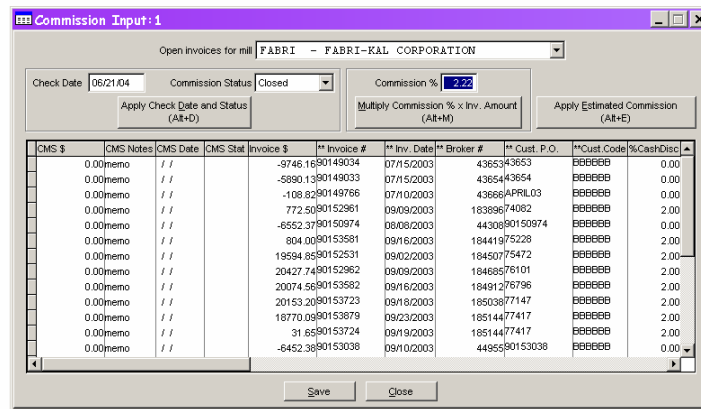


If you have a number of invoices that are paid on a single check, enter the check date and commission status above the list on the left of the form. Select the first invoice that belongs with the check and press the Apply Check Data and Status button. (You can also press Alt + D if you prefer keyboarding to mouse clicks.) The check number and status will appear in the currently selected record and the record pointer will drop down to the next record in the list. If you filter your list and sort it appropriately, you may be able to repeatedly click the button and apply to all the invoices in a flash.
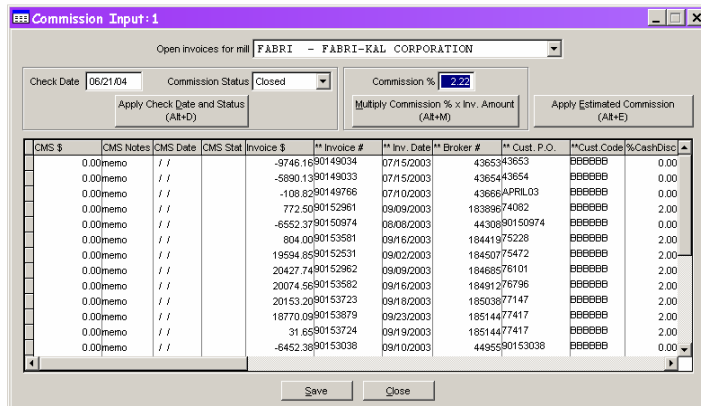
To fill a commission amount based on a given commission rate, enter the rate in the Commission % field and Click the Multiply Commission % x Inv. Amount button (or press Alt + M). The CMS $ field will be filled with the results of the calculation.

The Apply Estimated Commission button (or pressing Alt + E) fills the CMS $ field based on the standard method of estimating commissions. (See the Estimating Commissions information in the Commissions Module section of this document.)

**Commission Reports**
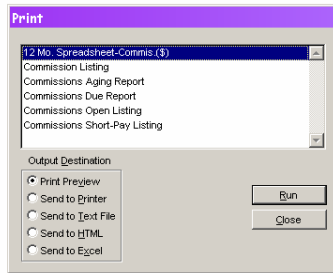


Select Commission Reports from the Commissions menu to see and select from a list of available reports related to commissions. You may also access Commission Reports from the Reports menu. See the Reports section of this document for additional details on how to run reports.