

## How To enter Prior History using Commission Reconciliation.

### Summary

You have sales history that you want to put into dynaMACS. Example: you converted from a previous software and one of the MFG'S sales was done separately and the agency wants that incorporated into the current database.

### Requirements

Knowledge of Commission Reconciliation & Module

### Note

If the agency received payment on the invoices for this Manufacturer and they have been paid out, use commission reconciliation add invoice to enter the invoices in one entry instead of each individual invoice, like invoice totals for a month or year.

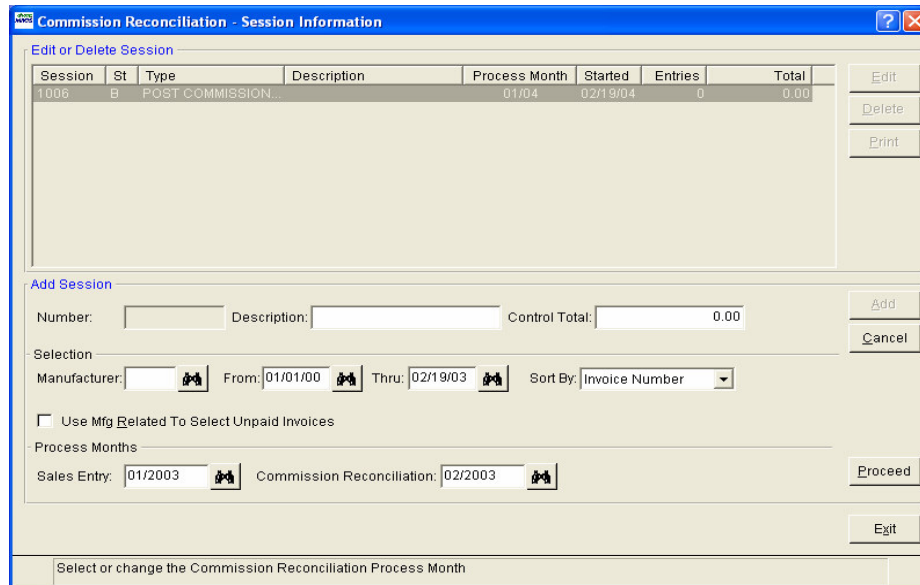
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### **Solution:**

If you have purchased the Commission Reconciliation module in dynaMACS, you may use the *Add Invoice* option to enter sales and commissions at the same time. This is an ideal way to enter the summary totals for past sales and commissions history.

We recommend that you create a separate session for each manufacturer for each month i.e. one session for a manufacturer for Jan, Feb, Mar.... Dec 2003. You may then enter the monthly summary totals for each customer for this manufacturer or enter individual invoices for each customer for each month. You should now have a total of 12 sessions for each Manufacturer. Follow these steps:

1. Start the Commission Reconciliation program from the Process menu or the toolbar. The Commission Reconciliation – Session Information window appears.
2. Click on Add to start a new session. The Commission Reconciliation Session screen has several entry boxes that need to be filled before proceeding and are described below:



- **Add Session** - This section at the bottom of the screen allows you to create a new session.
- **Description** - The session description is typically used to identify a session you are working on so that you can return to it after a break. It is discarded after the session is posted. We recommend using the Manufacturers' name or code combined with the month/year you are entering data for. A typical description would look like: *Lee Jacob totals- 01/2003*
- **Control Total** - This is the net sales amount for the session. This may be entered from the commission statement or sales report. Entering the Control Total can help you balance the session in the end but doesn't have to be entered to go through the process.
- **Manufacturer** - Select the manufacturer you wish to enter data for.
- **From and Thru dates** – These are used to select open invoices for the manufacturer. The program will show you open invoices within the selected date range. Since all your entries are for the purpose of entering past history, Add Invoice Option no Open Invoices will be picked up using this matching the selection criteria as you will be entering and applying them directly.
- **Sort By** - Select the sort order for your statement, again if all your entries will be done with the Add Invoice Option they will show in the statement in the order they are entered.

- **Process Month** - Select the month and year you are processing data for. When a new entry session is started, it is assigned to a Process Month. What is a process month? Most agencies using dynaMACS need to print reports for their sales reps listing all entries for the month. This report is usually used to pay the each sales rep their split of the agency commission, and should include all entries "processed" that month. With dynaMACS it is the user's responsibility to assign each session to the appropriate reporting month or process month. For example, in November an agency might receive a copy of an invoice dated for August. By assigning this to the process month of November, posted transaction reports will be able to report on all entries made during the month of November. On the other hand, the post month enables the agency to keep track of when the sale actually occurred.
    - a. For Sales Entry-Select the correct Sales Entry Process month and year. This sets the Process Month for sales entries on the commission statement that have not been entered into dynamics, and are added on the fly so you don't have to exit the Commission Reconciliation program and post them separately.
    - b. For Commission Reconciliation - Select the correct Commission Reconciliation month and year that you need to make commission entries for. Process Month for Commission Reconciliation might always be different than the Sales Entry simply because you record the two entities during two separate calendar months. All missing invoices should be added using their actual process month.
3. Enter in a description for the sessions being entered, the Control Total or amount of the commission check, the Manufacturer, and the From and Thru dates
  4. Then enter the Process Months: At Sales Entry Process Months select the correct Sales Entry Process month and year for when the sales occurred. This date will be used for the invoices added on the fly using Add Invoice. For Commission Reconciliation Process Months select the correct Commission Reconciliation month and year using actual month when the commission check would have been received. For example if you are entering in for 12 months of past year's history, you would create separate sessions with a Process Month, one for Jan, one for Feb, one for Mar...Nov, Dec of the past year for each month entered. Each session for that month should include each Manufacturer and their respective customers summary totals, or individual invoice(s) if you want to see detailed entries in reports.
  5. Select Proceed to go into the main Commission Reconciliation screen then enter in the Date Paid (Date of Commission Check) and Post Month (the month you want commissions to appear in Sales IQ, Sales Analysis and other reports).

**Commission Reconciliation - Lee Jacob Mfg (LJM)**

From: 01/01/00 Thru: 01/31/04 Sort By: Invoice Number Process Month: 01/2004 Applied \$: 0.00 Balance to Apply \$: 0.00

Date Paid: 01/19/03 Post Month/Year: 01/03 EInd Invoice#: N Total Comm Bal\$ 2,394.32

Mfg Customer	Customer	Date	Invoice#	Sales Bal\$	Comm Bal\$	Orig. Comm%	Full
1 C100-10WVO	Advance Furniture	10/09/00	12345	1080.00	54.00	5.00	<input type="checkbox"/>
2 C100-10WVO	Babson Tooling	07/24/00	60913	5934.00	296.70	5.00	<input type="checkbox"/>
3 C300-10/AS	Babson Tooling	08/20/00	61113	1794.00	91.45	5.10	<input type="checkbox"/>
4 C200-10/AS	Abrasive Tool Co	09/20/00	61222	0.00	194.89	7.22	<input type="checkbox"/>
5 C900-00/AK	American Mfg Inc	09/20/00	61267	4087.00	306.54	7.50	<input type="checkbox"/>
6 C300-10WVO	Babson Tooling	09/20/00	61298	6780.00	339.00	5.00	<input type="checkbox"/>
7 T200-30/208	American Tooling Co	10/10/00	61594	3168.00	245.58	7.75	<input type="checkbox"/>
8 T300-30/208	Achin Welding Co	10/12/00	61606	0.00	400.05	7.92	<input type="checkbox"/>
9 T300-30/110	American Mfg Inc	10/17/00	61644	2530.00	203.33	8.04	<input type="checkbox"/>
10 C300-10WVO	Babson Tooling	10/20/00	61675	5070.00	262.78	5.18	<input type="checkbox"/>

Invoice Totals: Total: 1,080.00 54.00 5.00 Paid: 0.00 0.00

Session: 1006 Control: 0.00

- For the Date Paid you would use the date the Commissions Check was received for these Sales, i.e. a Commission Check for Jan 2003 would be entered as a Date Paid of 01/01/03. The Post Month/Year automatically defaults to the month and year of the Date Paid, and can be overwritten, but should be the same period as the month and year you deposited the check in the bank.
- Select the [Proceed] button, then the [Add Invoice] button to start entering the Monthly Summary totals or invoice(s) at the Sales Entry screen.

**Sales Entry**

Options: Add, Edit, Delete, Print Entries, Customize, End Session

Entry: Manufacturer: LJM 7.50% Lee Jacob Mfg LJM

Customer: ABRT00 Abrasive Tool Co  
7571 St Charles Rock Rd  
Detroit MI 48200

Location: X-Reference: 22236

Sales Rep: 3 45 % Bill Grey

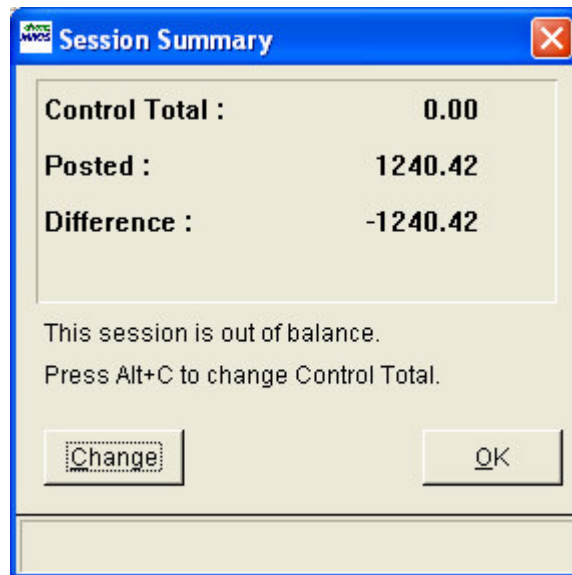
P.O. Number: Invoice Number: Date: Post Month: 01/01/03 01/03 Enter Commission %

Sales (\$): 1,000,000.00 Non-Commission (\$): Total (\$): 1,000,000.00 Commission: 75,000.00 Comm(%): 7.50 M

Buttons: Save, Exit, Scratch Pad, Totals

Session: 1007 Control: .00

8. At the Sales Entry screen the manufacturer is already selected from the commission reconciliation session.
9. Select the customer.
10. If you are entering just the customers summary totals you can leave the invoice number blank or put in a indication of the month/year such as Jan03.
11. Press <ENTER> and it will put in the default date the sales will be posted to, this is picked up from the Sales Entry Process Month date.
12. You can <ENTER> through the Post Month as it is based on your system settings.
13. Enter the sales and commission amounts for the customer for this month
14. Select [SAVE] to save the entry.
15. The screen clears and is waiting in the customer field for the next customer to be entered.
16. Repeat these steps for each customer that has sales for this month. When finished, select [EXIT] and then select [END SESSION]. Select [Yes] to the prompt "Return to Commission Reconciliation screen".
17. The Commission Reconciliation screen refreshes. The new entries are displayed in gray color and are automatically paid in full.
18. Select [DONE] to end the session.
19. The Session Summary window appears. This window shows the Control Total, total commission Posted and the difference if any.



20. Press the <F4> key or [OK] button to exit if you wish to work on the session later on.
21. If there is a difference and you are finished with the session, select [Change] button to change the initial Control Total.
22. An input field appears on the screen with the value equal to the commission amount posted.
23. Select OK to change the Control Total to the new value and balance the session. This assumes that the commission check is equal to the amount posted. This can also be the case if you did not enter the Control Total at the beginning of the session.
24. Click on the Print Commission to print the session(s) for reference.
25. Post the sessions after they have been checked and verified, this will apply the commissions and update sales history.

*NOTE: Due to the nature of the entry, added invoices cannot be changed. You can use the Edit Transactions screen to delete the payment that will also delete the associated sales entry. Then, reenter it through the Add Invoice function.*