

Commissions

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Commissions Overview

Salesperson Commission Information is attached to Cash Receipts transaction. As Cash is received and posted, BOOMS assigns an amount to both actual Brokerage and actual Management Commission. These amounts can sometimes be inaccurate (e.g. for prepayments, for multiple reversing transactions against the same Order, or other activity beyond the control of automatic calculation). The "Scheduled Commissions Report" (see Chapter 9) indicates whether or not BOOMS has been able to do this accurately for each Order. If not, you can make Commission Adjustments.

Commission Adjustment Overview

The SALESPERSON COMMISSION ADJUSTMENTS screen is used to correct any Invalid Commissions (INVC) as indicated by the "Scheduled Commissions Report" (See Chapter 9). In general, BOOMS is able to maintain commission information as Cash Receipts are entered. However, under certain conditions, a commission will be flagged "invalid" (e.g. a prepayment transaction could cause this to happen). The strategy for correcting an invalid commission amount is:

- Display an A/R entry (Order Number)
- If Cash Receipts properly reflect the amount of commission but the A/R entry does not, update the A/R entry to show proper Commission.
- If a Cash Receipt is in error, select option "Shift-F5" to allow editing of a Cash Receipt. The lower part of the screen will be overlaid with an edit Window.
- Display a Cash Receipt Transaction (for this Order)
- If you want the update of the transaction to affect the related A/R Account, select Option "F5". If you want the update to affect just the transaction, select option "Shift-F5".

Salesperson Commission Adjustment

The SALESPERSON COMMISSION ADJUSTMENT screen is displayed by selecting Function, "Commissions", Sub-Function "Adjustment" ("C2") from the Accounting Selection Menu OR by selecting "Commission Adjustment" (Shift-F5) while in EDIT MODE during Journal Entry. Selecting either of these Functions results in:

- The display of the "COMMISSION ADJUSTMENTS" screen (Figure 13.1).
- The disappearance of the cursor.

You must press a Function Key to select (enable) an Option. If you press any key other than a Function Key, the PC speaker will BEEP. The valid Functions Keys are:

- **F5** - UPDATE Salesperson Commission Information
- **Shift-F5** - enter Edit mode for C/R transactions
- **F7** - DISPLAY Commission Information
- **F8** - Mark Commission Valid
- **Shift-F7** - Display Next Order (same as PgDn)
- **Ctrl-F7** - Display Prior Order (same as PgUp)

Display a Record (F7, Shift-F7, Ctrl-F7)

Selecting option Display (F7) results in:

- STATUS message:
Display Request
- The positioning of the cursor at Order Number field

The record will be Displayed after you fill in the Order Number. If a record can be successfully retrieved, you will receive STATUS message:

Displayed

Once a record has been displayed, following records can be displayed, in sequence, by repeatedly pressing **Shift-F7** (or **PgDn**). Also, prior records can be displayed, in sequence, by repeatedly pressing **Ctrl-F7** (or **PgUp**).

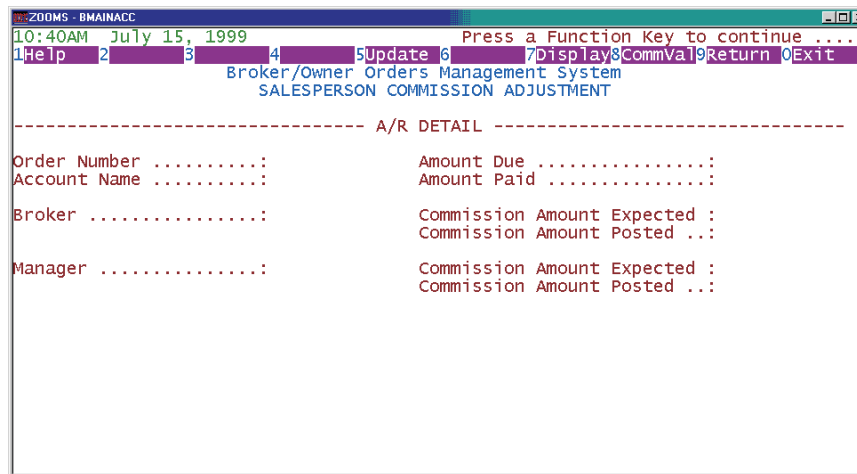


Figure 13.1. Salesperson Commission Adjustment.

Update a Record (F5)

Selecting option Update (F5) when an Order is being displayed, results in:

- STATUS message:

UPDATE REQUEST

- The positioning of the cursor at the first input field ELIGIBLE for UPDATE (“Commission Amount Expected”)

After you have entered any adjustments, press “enter”. A successful UPDATE results in STATUS message:

UPDATED

Mark Commission Valid (F8)

If the current Order shows “Commission Invalid” and, in fact, the commission is not invalid, select option “CommVal” (F8) to turn off the invalid commission flag.

Edit a Related “CR” or “EJ” Transaction (Shift-F5)

Selecting option “Edit- Transaction” (Shift-F5) when an Order is being displayed, results in:

- The lower part of the screen being overlaid with a Window that allows you to Display/Update any Cash Receipt Transaction related to the displayed Order (Figure 13.2).
- Status message:

Press a Function Key to Continue

This Window is similar to most data-entry screens. To Display a particular transaction, Press “F7” and fill in the Transaction Number and Source Journal (CR or EJ). Either “Broker Commission” or “Manager Commission” can be updated. The following Function Keys have special meaning to this update process:

- **F5** - Update the Cash Receipt transaction. The update will affect the related A/R Order.
- **Shift-F5** - Update the Cash Receipt transaction. **DO NOT** adjust the related A/R Order.

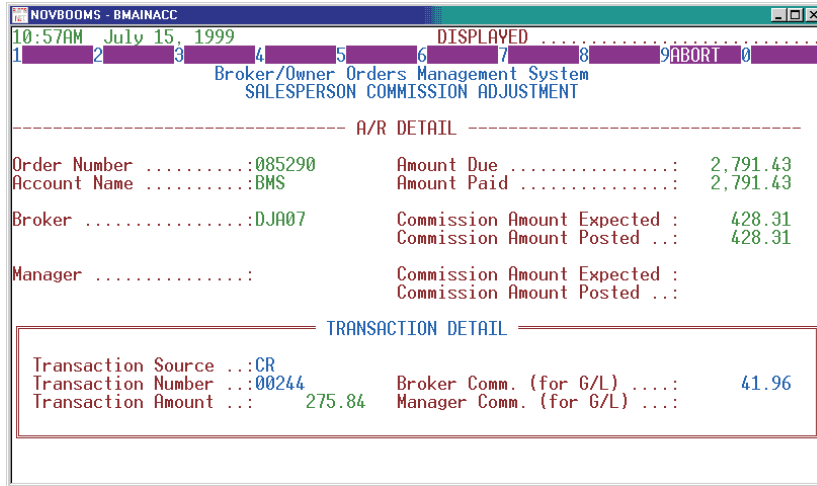


Figure 13.2. Salesperson Commission Adjustment/Transaction Detail