

Print Salespersons Commissions and Spiffs – SALESMAN

The SALESMAN program is designed to enable you to run commission and spiff reports for your salespeople.

Prior to running the report, the following setups need to be done in the RSSS system:

1. In the employee record using the employee maintenance (EMPMNT) program, there is a field for **"Commission Type"** and **"Base Commission"** and **"Commission %"**.

COMMISSION TYPE **Option 1 No Commission** This employee will not be paid commission. See Figure 1.

| Employee Change | | 01/31/07 |
|---|------------------------|---------------------------|
| Name: EMPLOYEE | , 0001 | Acct#: 1 |
| Add: 1234 ANY STREET | | |
| City: ANY TOWN | US 99999 | License#: 12345678901 |
| Home Ph: (999)999-9999 | Work Ph: (999)999-9999 | SSAN: 123-45-6789 |
| Store: 1 | Emp Date: 2/14/95 | |
| Marital Status: M | Spouse Name: | |
| Dept: HO | GL Nbr: 0000-000 | |
| Wage Type: S | Wage Amt: 0.00 | |
| Commission Type: 1 | Base Comm: 1 | Commission %: 10.0 |
| Override Paid: N | Override %: 0.0 | |
| Uniform Allw/Ded: N | Uniform Amt: 0.00 | |
| Insurance Deduct: N | Insurance Amt: 0.00 | |
| Deduct Lunch Hr.: 0.00 | Min Hrs Lunch: 0.00 | |
| Hrs. To Deduct: 0.00 | Chg Serv Price: Y | |
| Home menu: HOME | | |
| 1--Commission based on Sales 2--on Gross Profit 3--on GP Table | | |
| Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm | | |

Figure 1 Employee Maintenance Commission Type and Base Commission fields

Option 2 Entered Percent If this employee will be paid commission based on a straight percentage enter a 2 here. Your cursor will now be on Base Comm; you will then be prompted **1--Commission based on Sales** (% of total dollars sold) or **2--on Gross Profit** (% of gross profit from sales) once you enter a 1 or 2 your cursor will move to the **Commission %** field, enter the percentage here (i.e.) 5% would be 5.0. See Figure 1 and Figure 2.

| Employee Change | | 01/31/07 |
|---|------------------------|-----------------------|
| Name: EMPLOYEE | , 0001 | Acct#: 1 |
| Add: 1234 ANY STREET | | |
| City: ANY TOWN | US 99999 | License#: 12345678901 |
| Home Ph: (999)999-9999 | Work Ph: (999)999-9999 | SSAN: 123-45-6789 |
| Store: 1 | Emp Date: 2/14/95 | |
| Marital Status: M | Spouse Name: | |
| Dept: HO | GL Nbr: 0000-000 | |
| Wage Type: S | Wage Amt: 0.00 | |
| Commission Type: 2 | Base Comm: 1 | Commission %: 10.0 |
| Override Paid: N | Override %: 0.0 | |
| Uniform Allw/Ded: N | Uniform Amt: 0.00 | |
| Insurance Deduct: N | Insurance Amt: 0.00 | |
| Deduct Lunch Hr.: 0.00 | Min Hrs Lunch: 0.00 | |
| Hrs. To Deduct: 0.00 | | |
| Home menu: HOME | Chg Serv Price: Y | |
| Enter a percentage for commission | | |
| Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm | | |

Figure 2 Employee Maintenance Commission % field

Option 3 Report Commission If this employee's commission will be calculated on the SALESMAN report using the Gross Profit table, enter a 3 here. See Figure 3. Your cursor will now be on Base Comm. See Figure 4. You will then be prompted:

- 1--Commission based on Sales** (% of total dollars sold)
- 2--on Gross Profit** (% of gross profit from sales)
- 3--on GP Table.**

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Employee Change
11/13/06

Name: EMPLOYEE      , 0001      Acct#:      1

Add: 1234 ANY STREET

City: ANY TOWN      US 99999      License#: 12345678901

Home Ph: (999)999-9999  Work Ph: (999)999-9999  SSAN: 123-45-6789

Store:      1      Emp Date: 2/14/95
Marital Status: M      Spouse Name:
Dept: HO      GL Nbr: 0000-000
Wage Type: S      Wage Amt: 0.00
Commission Type: 3 Base Comm: 2 Commission %: 10.0
Override Paid: N      Override % : 0.0
Uniform Allw/Ded: N      Uniform Amt: 0.00
Insurance Deduct: N      Insurance Amt: 0.00
Deduct Lunch Hr.:      Min Hrs Lunch: 0.00
Hrs. To Deduct: 0.00
Home menu: HOME      Chg Serv Price: Y

1--No Commission  2--Entered Percent  3--Report Commission
Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm
    
```

Figure 3 Employee Maintenance Commission Type & Base Commission field

```

Employee Change
11/13/06

Name: EMPLOYEE      , 0001      Acct#:      1

Add: 1234 ANY STREET

City: ANY TOWN      US 99999      License#: 12345678901

Home Ph: (999)999-9999  Work Ph: (999)999-9999  SSAN: 123-45-6789

Store:      1      Emp Date: 2/14/95
Marital Status: M      Spouse Name:
Dept: HO      GL Nbr: 0000-000
Wage Type: S      Wage Amt: 0.00
Commission Type: 3 Base Comm: 2 Commission %: 10.0
Override Paid: N      Override % : 0.0
Uniform Allw/Ded: N      Uniform Amt: 0.00
Insurance Deduct: N      Insurance Amt: 0.00
Deduct Lunch Hr.:      Min Hrs Lunch: 0.00
Hrs. To Deduct: 0.00
Home menu: HOME      Chg Serv Price: Y

1--Commission based on Sales  2--on Gross Profit  3--on GP Table
Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm
    
```

Figure 4 Employee Maintenance Base Commission field for Report Commissions

Note: When choosing Option 3 Report Commission for "Commission Type", it is important to check two fields in Sales Control (SALECTRL).

SALE COMM % This is a default commission percentage if you are not using the GP Table.

CALCULATE GP COMM TABLE AMOUNT USING

- 1) Gross Profit Amt
- 2) Sale Amt

See Figure 5.

| Sale Store Control Change | | 01/31/07 |
|--|-------------|--------------------------------|
| Sale Store Nbr: | 1 | |
| Invoice Form: | 1 | Invoice Printer: LP69 |
| Statement Form: | 1 | Delivery Receipt Printer: LP69 |
| Print Company Heading: | Y | Contract Printer: LP69 |
| Display AR Ticket Nbr: | Y | Contract/Sales Tick#inRP: Y N |
| Print Color/Fabric: | Y | Ask For Form: N |
| Calculate Change: | Y | Package Format: 1 Y |
| Bad Check System: | N | Credit Limit: |
| Trade-in Mkup: | 0.00 | Tax Trade-in Indr: N |
| Sale Comm %: | 0.00 | RDPrice: P |
| Sale is Rental: | N | Inter. Rent/Sale: N |
| Add Rerent Sales: | N | Pgr ProdCode: |
| Total/Local Sales Tax %: | 8.2500 / | Cents Added: |
| Tax Code Desc: | Anytown #1 | |
| Fastsale: #/Adv: | 999 WI | Ask: CO/Adv: Y Y |
| Auto Spiff: | Y | Discount %: |
| Discount Price Used: | L | GP Comm Table Using: 1 |
| Sale Price Cap Indr: | N | Cost on AR Return Indr: 3 3 |
| A/R Contract Flips Indr: | Y | A/R Billing Cycles: |
| Calculate GP Comm Table Amount Using: 1) Gross Profit Amt 2) Sale Amt | | |

Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm

Figure 5 Sales Control fields for Report Commission option

2. On each model number (Item Maintenance - ITEMMENTS) there is a field for "Commission Code" The model number settings determines commissions. A "1" here will not pay commission no matter what the settings are in Employee Maintenance (EMPMNT). This should be set to a "2" for report commission if you will be paying a commission on this model number. If you do not have a number "2" to set up the commission, it can be added in the window if you have security to do so. A "3" will allow you to set a different commission percentage on this model number regardless of the settings in Employee Maintenance (EMPMNT) or Gross Profit Commission (GPCOMM). See Figure 6.

| | | | |
|-----------------|------------------------------|---------------------|----------|
| UPC Code: | | Model Number Change | 01/31/07 |
| Model Number: | ABABC | Commission Code: | |
| Description: | CLOCK W/IPOD DOC PLATINUM | Vendor Number: | 5 |
| First Received: | | Discontinued Indr: | N |
| Average | | Serialized: | N |
| Sale P | 001 NO COMMISSION | 0.00 | 0 |
| List P | 002 COMMISSION | 0.00 | |
| Misc Cost U | 003 REPORT COMMISSION | 0.00 | |
| Tax | | | |
| Equiva | | | |
| Sales S | | | |
| RTR Monthly | | | |
| Total Monthly | | | |
| Total Weekly | | | |
| Cube | | | |
| Days Out of S | | | |
| No Sale Disco | | | |
| G1 Account | | | |

F1-Forward F2-Back F4-Change Code F6-Add Code F10-Exit ENTER-Select Code

Figure 6 Item Maintenance Commission Code field

If you are going to pay commission based on the gross profit commission table, before you run the SALESMAN report, you must set this table up using the gross profit commission (GPCOMM) program. See Figure 7 for the gross profit commission table maintenance screen.

| | | | | |
|----------------------------|------------|--------------------|-----------|----------|
| GP Commission Table Maint | | | | 11/13/06 |
| Gross Profit Percent Range | | Commission Percent | | |
| | | Carry Out | Delivered | |
| █ 0.000 | - 10.999 | 2.000 | 2.000 | |
| 11.000 | - 18.999 | 4.000 | 4.000 | |
| 19.000 | - 24.999 | 6.000 | 6.000 | |
| 25.000 | - 30.999 | 8.000 | 8.000 | |
| 31.000 | - 35.999 | 12.000 | 12.000 | |
| 36.000 | - 39.999 | 15.000 | 15.000 | |
| 40.000 | - 9999.000 | 18.000 | 18.000 | |
| 0.000 | - 0.000 | 0.000 | 0.000 | |
| 0.000 | - 0.000 | 0.000 | 0.000 | |
| 0.000 | - 0.000 | 0.000 | 0.000 | |
| 0.000 | - 0.000 | 0.000 | 0.000 | |
| 0.000 | - 0.000 | 0.000 | 0.000 | |
| 0.000 | - 0.000 | 0.000 | 0.000 | |
| 0.000 | - 0.000 | 0.000 | 0.000 | |

Return-Next Field F8-Backout Cmd-Exit Pgm Enter-Update Record

Figure 7 GP Table Maintenance using the Gross Profit Commission Program

Once you have done the above items, you are ready to pay commissions any way you choose.

Now that the necessary parameters are set up to run SALESMAN report, you need to be at the command line (press F10 off any menu to get to the command line) and type in the program name SALESMAN. You will be prompted to enter the printer or file pathname. Press ENTER to accept the default printer or type in the proper printer number or pathname you want the output to go to. You will be prompted for "Separate Locations". Press ENTER to accept the default of N for no. See Figure 8 for an example screen of what you will see.

```
PRINT SALES AND RENTALS BY SALESMAN

TYPE RUN: 3
TYPE REPORT: 1
PRINT ORDER: 1
STARTING DATE:
ENDING DATE: 11/13/06
SELECT BY LOC OR LOC GROUPS: N

SELECT BY DESCRIPTION: N

SELECT BY MODEL NUMBER: N

CALCULATE COMMISSIONS: N

TOTALS ONLY: N
SELECT BY SALESMAN: N

COMMISSION/SPIFFS ON MOVIES: 1
1) SALES 2) RENTAL 3) SALES AND RENTAL
```

Figure 8 Salesman Report Input Screen

How to set up the SALESMAN report:

TYPE RUN 1 = **Sales** Report will print information on sales only.
2 = **Rental** Report will print information on rentals only.
3 = **Sales and Rental** Report will print information on all transactions whether sale or rental.

SALES OF RENTAL INVENTORY I = Include Choosing an "I" will include sales of rental inventory in this report.

E = Exclude Choosing an "E" will exclude the sales of rental inventory on this report.

O = Only Choosing an "O" will give you a report of just sales of rental inventory.

SALES OF MISCELLANEOUS INVENTORY

I = Include Choosing an "I" will include sales of miscellaneous inventory in this report.

E = Exclude Choosing an "E" will exclude the sales of miscellaneous inventory on this report.

Sales Commissions and Spiffs Report - SALESMAN

O = Only Choosing an "O" will give you a report of just sales of miscellaneous inventory.

REFUND RTO BEFORE NBR DAYS. Will you only pay commission on rental accounts that stay open a certain number of days? Y or N

DAYS XXX enter the number of days a Rental account must stay open to pay commission.

TYPE REPORT **1 = All Salesmen Together** Report will print all salespersons and their sales together. This is a management report that will print commissions and spiffs.

2 = Salesmen on separate pages Report will print each salesperson and his sales on a separate page. This is a sales report which will include phone numbers for marketing purposes. It will also include the date sold, ticket number, model and serial number of what the salesperson sold, the price it was sold at and the salesperson's commission and spiff.

3 = Both Reports Report will print each of the two reports above.

PRINT ORDER **1 = Ticket Number within Salesman** Report will print in numerical order by ticket number for each salesperson.

2 = Date within Salesman Report will print by date for each salesperson.

3 = Ticket Number Report will print in numerical order by ticket number. This will indicate gaps.

4 = Name/Salesman Report will print in alphabetical order for each salesman.

5 = Name Report will print in alphabetical order.

The next two prompts are used to specify sales dates.

STARTING DATE Enter the beginning sold date.

ENDING DATE Enter the ending sold date.

Example: commission is being paid for previous month's sales, or rentals

starting sales date 12/01/05 ending sales date 12/31/05

SELECT BY LOC OR LOC GROUPS If you want to select by location(s) or location group(s), type "Y" for yes and enter the number here. The report will only print information about the requested location(s) or location group(s). Enter up to ten store numbers. If you have selected to run the report for more than one location, you will see the prompts "**SORT BY LOCATION**". This gives you the option to run all stores together or have the report separate them.

SELECT BY DESCRIPTIONS If answered "Y", you may enter up to three different model number descriptions. An example would be if you wanted to look at just WASHER, you would answer "Y" and enter WASHER.

SELECT BY MODEL NUMBER If answered "Y", you may enter up to three different model numbers of merchandise sold. An example would be if

you wanted to look at all furniture, you would answer "Y" and enter "F" (the first letter of all furniture model numbers).

CALCULATE COMMISSIONS Entering an "N" in this field will tell the system NOT to calculate commissions but to still print all the sales based on the other parameters you set up.

ESP MODEL NUMBER Enter the Extended Service Policy Model Nbr to exclude if calculating commissions and using a Gross Profit table.

COMMISSION ON RTO Enter a "Y" to report commission on rent to own.

TOTALS ONLY If the default of "N" is accepted, the report will print names and product sold information on each item. By selecting "Y", the report will print totals only.

SELECT BY SALESMAN If you want to select by salesman, type "Y" for yes and enter the salesperson number(s) here. You may enter up to ten salesperson numbers. The report will only print information concerning the selected salespeople. If you want ALL salespeople, press ENTER and accept the N for no.

COMMISSION/SPIFFS ON MOVIES (if movies are sold)

1 = No Commission/Spiff Report will not figure commissions or spiffs on movies.

2 = Spiff Report will print spiffs on movies.

3 = Commission Report will figure commission on movies. If this option is selected, you will be prompted "**COMMISSION PERCENT ON SALES**". Enter the percentage you want figured as commission on the sale of movies.

4 = Spiff and Commission Report will figure spiff and commission on movies. If this option is selected, you will be prompted "**COMMISSION PERCENT ON SALES**". Enter the percentage you want figured as spiff and commission for sales of movies.

Press F9 when you are done. You will be prompted "Any More Changes". Accept the default of N for no when you are ready to run the report. The report will begin counting records and will print to the printer or file pathname you specified.

See Figure 9 for an example SALESMAN Report Input Screen with the partial report result shown in Figure 10.

Note: Employee record was set to (2) calculate commission, (2) based on gross profit, and 5.00% for this report example.

Sales Commissions and Spiffs Report - SALESMAN

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PRINT SALES AND RENTALS BY SALESMAN

TYPE RUN: 1 SALES OF RENTAL INU: I MISC INU: I
TYPE REPORT: 3
PRINT ORDER: 4
STARTING DATE: 12/01/05
ENDING DATE: 12/31/05
SELECT BY LOC OR LOC GROUPS: N

SORT BY LOCATION: Y
SELECT BY DESCRIPTION: N

SELECT BY MODEL NUMBER: N

CALCULATE COMMISSIONS: Y
ESP MODEL NUMBER:
COMMISSION ON RTO: N
TOTALS ONLY: N
SELECT BY SALESMAN: Y
SALESMEN: 13 64 0 0 0 0 0 0 0 0 0
COMMISSION/SPIFFS ON MOVIES: 1
1) SALES 2) RENTAL 3) SALES AND RENTAL
    
```

Figure 9 Salesman Report Screen with data inputted for resulting report

| SLSMN | DATE | TICKET # | CUSTOMER NAME | MODEL NBR | SERIAL NBR | QTY | AMT | COST | GP | COMM | SPIFF | |
|---|----------|----------|-----------------|--------------|------------|-----|----------|----------|--------|---------|-------|------|
| RUN DATE: 01/30/07 TIME: 15:17:53 RSSS APPLIANCES SALES SPIFFS SEQUENCED BY TICKET NBR WITHIN SALESMAN SOLD DATES OF: 12/01/05 THRU 12/31/05 SELECTED BY SALESMEN: 13 64 COMMISSIONS CALCULATED | | | | | | | | | | | | |
| 13 0013 | EMPLOYEE | | | | | | | | | | | |
| TELEVISION | 12/05/05 | 116867 | DONATTO, BETTY | HSNOA401GARD | 104871 | U | 1.00 | 185.00 | 124.07 | 32.94 | 3.05 | 0.00 |
| WALK IN | 12/05/05 | 116878 | CASHSALEBAKER, | ASCLIFGF316B | VF32805226 | U | 1.00 | 75.00 | 68.57 | 8.57 | 0.32 | 0.00 |
| WALK IN | 12/06/05 | 116880 | CASHSALEBAKER, | FPSTYPR1366 | 106862 | S | 1.00 | 10.00 | 49.95 | 399.50- | 0.00 | 0.00 |
| DOOR HANGERS | 12/07/05 | 116976 | DAVIS, GLORIA | FXPETS0USW25 | IQUE PHONE | S | 1.00 | 49.99 | 21.69 | 56.61 | 1.42 | 0.00 |
| CURRENT CUST | 12/08/05 | 117052 | HULBERT, UNDREL | ADCLIGLER331 | XD41209864 | U | 1.00 | 150.00 | 91.34 | 39.11 | 2.93 | 0.00 |
| WALK IN | 12/09/05 | 117073 | CASTON, CONNIE | FDPAN242 5P | 104714 | U | 1.00 | 299.99 | 137.00 | 54.33 | 8.15 | 0.00 |
| TELEVISION | 12/10/05 | 117149 | CASHSALEBAKER, | FLDYK1800-2P | 104482 | U | 1.00 | 519.99 | 376.60 | 27.58 | 7.17 | 0.00 |
| EMP REFERRAL | 12/17/05 | 117398 | MIRE, TIFFANY | FDASHD374 | 107210 | S | 1.00 | 1,033.99 | 519.99 | 49.71 | 25.70 | 0.00 |
| WALK IN | 12/23/05 | 117683 | CASHSALEBAKER, | FLSTC6400 | 20018683 | U | 1.00 | 175.00 | 79.53 | 54.55 | 4.77 | 0.00 |
| EMP REFERRAL | 12/23/05 | 117688 | CASHSALEBAKER, | M3NOA401ROSE | 104798 | U | 1.00 | 60.00 | 83.93 | 39.88- | 0.00 | 0.00 |
| EMP REFERRAL | 12/23/05 | 117688 | CASHSALEBAKER, | M3COAMAT1ST3 | 104659 | U | 1.00 | 60.00 | 87.32 | 45.53- | 0.00 | 0.00 |
| -----Data cut out for display purposes----- | | | | | | | | | | | | |
| CURRENT CUST | 12/30/05 | 117949 | CASHSALEBAKER, | FLNST9200 | 106337 | S | 1.00 | 599.99 | 341.00 | 43.17 | 12.95 | 0.00 |
| CURRENT CUST | 12/30/05 | 117949 | CASHSALEBAKER, | FATEM2750 SE | 20015997 | U | 1.00 | 30.00 | 0.00 | 100.00 | 1.50 | 0.00 |
| CURRENT CUST | 12/30/05 | 117952 | CASHSALEBAKER, | M4COA1STCHOM | 106498 | S | 1.00 | 68.49 | 85.00 | 24.11- | 0.00 | 0.00 |
| WALK IN | 12/31/05 | 117994 | CASHSALEBAKER, | FRASHD487 6P | 20200650 | U | 1.00 | 50.00 | 161.54 | 223.08- | 0.00 | 0.00 |
| TELEVISION | 12/31/05 | 118001 | CASHSALEBAKER, | FCFRA230-100 | 104707 | U | 1.00 | 100.00 | 134.47 | 34.47- | 0.00 | 0.00 |
| SALESMAN TOTAL: | | | | | | | 8,729.38 | 5,505.68 | 36.93 | 186.77 | 0.00 | |
| 64 0064 | EMPLOYEE | | | | | | | | | | | |
| CURRENT CUST | 12/02/05 | 116691 | HACKETT, DAWN | ADEHPGLER341 | XD53817844 | U | 1.00 | 299.46 | 198.43 | 33.74 | 2.02 | 0.00 |
| CURRENT CUST | 12/02/05 | 116691 | HACKETT, DAWN | AWEHFWWS833E | XC53901512 | U | 1.00 | 306.05 | 222.96 | 27.15 | 1.66 | 0.00 |
| CURRENT CUST | 12/22/05 | 117633 | JACKSON, CHRISC | ECDL2400 | -517-297-A | U | 1.00 | 499.99 | 190.00 | 62.00 | 6.20 | 0.00 |
| TELEVISION | 12/23/05 | 117653 | ACOSTA, DAVID | FLCAT3376/77 | 106526 | U | 1.00 | 1,700.00 | 869.34 | 48.86 | 16.61 | 0.00 |
| SALESMAN TOTAL: | | | | | | | 2,805.50 | 1,480.73 | 47.22 | 26.49 | 0.00 | |

Figure 10 Salesman Report Resulting Report