

“Pay Now” for Multiple Commission



MOD2 Inc. • 3317 South Broadway Los Angeles, CA 90007 • Tel: (213) 747-8424 • Fax: (213) 747-9250 • Web: www.mod2.com • Email: support@mod2.com

“Pay Now!” for Multiple Commission

Q?: What is a “Pay Now!” option?

The *Pay Now!* option is a new feature in MOD2. It allows you to view and make payments to multiple commissions due to a salesperson within a given date range.

Q?: When do we use “Pay now!”?

You use “Pay now!” when you intend to pay the salesperson’s commissions for a group of invoices with a single check.

Q?: How do we use “Pay now!”?

Simply go Salesperson, Display, and then select the name of the salesperson. Select “Pay Now!” and press <Enter>. The system will take you to a screen where you will be required to enter the Start and Ending Date, Check Number, Notes/Memo, and Paid Commission Date. Once you have entered the necessary parameters, you need to select Parameter No. 8 in order for the system to look for applicable invoices. See below screen for more info.

John Smith

Known as: John Smith
123 Any Street Suite 34
Los Angeles CA 90015

Telephone # (213) 123-4567
Fax # (213) 000-0000
Mobile # (213) 234-5672
2nd Tel # (213) 000-0000
3rd Tel # (213) 000-0000

Notes : --

Comm Percent: 5.00 %
Comm Method : based on shipped [Sales]

Suggested Terms :
Suggested Disc% : 0
Suggested Tax% : 0
Suggested Price : Not Set

Web :
Email : daniel@mod2.com

Active/Inactive : ACTIVE

Language: Default
Currency: Default
DUNS # :
Billing days: 0

Memo

Email every invoice : NO
Email every packing list : YES
Fax every invoice : NO
Fax every packing list : NO

Email daily summary report : YES
Email over-web customer activity : YES
Email open samples report : NO
Email daily summary of invoices : NO

account # 6037 opened 12/21/95 House Credit Unlimited Territory California

Memberships
SalesPerson

Note Ledger What's-Due? Show-Payments Open-Invoices **Pay-Now!** Order-Activity Quick-Quote(rep) Open-Samples
Forms Directions Warning Factor-Codes Associations Fax-Cover Fax/Email-History Attachments [0] Revision-History

On the next screen, you will be shown all the invoices for which the commission is due to the Salesperson. You have the option to exclude one or more invoices from the list. To do so, simply un-tag the invoice that you would like to exclude by pressing the spacebar. On this screen, you will notice that as you move your cursor to the next invoice, values in the Extended Information Box will change. The Extended Information Box shows you various information for the highlighted invoice such as the Invoice Total, Credit Memo, Freight Charges, Discounts, Credit-Invoice, Payments, Open-Balance, and Commission based on what was shipped to the customer. It also shows you the total commission you are going to pay to the salesperson.

“Pay Now” for Multiple Commission



MOD2 Inc. • 3317 South Broadway Los Angeles, CA 90007 • Tel: (213) 747-8424 • Fax: (213) 747-9250 • Web: www.mod2.com • Email: support@mod2.com

MOD2 - User John Smith @ Home Secrets

Commission Activity for Mike Anderson

NUMBER	MODEL	DATE	CLIENT	COMM%	BASEAMT	COMM	COMPAD	COM	2PAY
ERA1006	non-fac	11/13/07	Rampage	5.00	1,350	68	0		67.50

TIPS

- » Press ESC to change the parameters of your search.
- » Press ENTER on an invoice for more options.
- » Press INSERT to change the "COM 2PAY" and adjust comm % accordingly.
- » Invoices in RED are due commission but are outside your date range.

< Print Preliminary Commission-Stub >

<<< Press ← Here to Pay Selected Invoices >>>

Back Ok

SALES TOTAL :	\$1,350.00	CREDIT-INV :	\$0.00	FOUND :	1
CREDIT MEMO :	\$0.00	PAYMENTS :	\$0.00	SELECTED :	1
FREIGHT :	\$0.00	OPEN-BAL :	\$1,350.00		
DISCOUNTS :	\$0.00	COMM DUE :	\$0.00		
NCOMM EXPENS:	\$0.00			TOTAL AMT:	\$67.50

MZD RSLB /

Once you accept the selection, the system will prompt you to the next screen where it ask you to select which copy needs to be printed. See below screen.

MOD2 : User John Smith @ Rontex Fabrics

press INSERT to edit copy name

Select Copies To Print

- MIKE ANDERSON'S COPY
- ACCOUNTING-COPY

Back Ok

Q?: How does a “Pay now!” printout look like?

RONTEX fabrics
251 W. 39th Street, New York, NY 10018
Tel: (212) 730-1171 / Fax: (-)

COMMISSION STUB

APPROVED BY: _____

PERIOD : 01/01/06 - 04/28/08
CHECK # :
ISSUED : 04/28/08
PAGE # : 1 of 1

MIKE ANDERSON
312 W. 47th Street, Suite 1015
Tel: (212) 745-0088

Nickname : Mike Anderson
Stamp Date : 04/28/08
Check Number :
Invoices Paid : 2
Total Check Amt : \$32.70
Calculation Method : by shipped

User : John Smith
April 28, 2008 @ 11:30:24 AM
MOD2 ID# N/A
Store #7

INVOICE NUMBER	CUSTOMER	DATE	CLIENT	SALES TOTAL	CREDIT NOTE	CREDIT INVOICE	EXPENSES	DISCOUNT	FREIGHT	PAYMENTS	OPEN BALANCE	COMM BASED ON INVOICED	COMM BASED ON COLLECTED	COMM ALREADY PAID	COMM PAID THIS CHECK
2840-121	04/23/08	Ray Co	Ray Co	4,148.00	0.00	0.00	0.00	0.00	0.00	0.00	3,204.00	160.20	160.20	0.00	160.20
PTC-131	04/23/08	Ray Co	Ray Co	270.00	0.00	0.00	0.00	0.00	0.00	0.00	270.00	13.50	13.50	0.00	13.50
Grand Total				4,418.00	0.00	0.00	0.00	0.00	0.00	0.00	3,474.00	173.70	173.70	0.00	173.70

NOTE: The sales total column is not necessarily the base amount of the commission. Discounts, credit notes, freight, and taxes may possibly affect the commissionable amount.

MIKE ANDERSON'S COPY