

“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 daily summary report	: YES
Email every packing list	: YES	Email over-web customer activity	: YES
Fax every invoice	: NO	Email open samples report	: NO
Fax every packing list	: NO	Email daily summary of invoices	: NO

account # 6637 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.

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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.

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INVOICE # ERA1006 / Rampage

MOD2 PRINT MANAGER

select items to print

- 1) PROCESS PAYMENT (balance = \$1,350.00)
- 2) Invoice
- 3) ASSOCIATED: Standard Packing Slip
- 4) ASSOCIATED: Sales Order-Confirmation (for Customer)
- 5) Invoice with PAST DUE stamp
- 6) Invoice showing balance due (\$1,350.00)
- 7) C.O.D. / Shipment Notification Form
- 8) Invoice as a "Proforma invoice"
- 9) Invoice as a "Commercial invoice"
- 10) Invoice w/ units converted to meters
- 11) Invoice w/ units converted to meters
- 12) Certificate of Origin form
- 13) NAFTA [434] form
- 14) Swatch Sheet
- 15) Envelope
- 16) Invoice prepare EDI 810
- 17) Non-Wood Packing Material
- 18) Credit Card Payment & Authorization Form
- 19) Shipping Address Labels * 2 PER PAGE FORMAT
- 20) Simple Listing of Contents
- 21) Attachments [0]
- 22) EXIT

Back Ok

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

HOME SECRETS

INVOICE ERA1006

3317 S. BROADWAY
 LOS ANGELES, CA 90015

306 East 9th St. Suite 322 Los Angeles, CA 90015 Tel: (213) 623-4389 Fax: (213) 623-2322
 Web: www.homedecor.com

1: RAMPAGE 1: RAMPAGE STORE # 12345
 123 S. Main Street 123 S. Main Street
 1st Floor 1st Floor
 LOS ANGELES, CA 90015 LOS ANGELES, CA 90015
 TEL: 213-555-0001 FAX: 213-555-0002 TEL: 213-555-0001 FAX: 213-555-0002

LINE	QTY	DESCRIPTION	UNIT	PRICE	AMOUNT
1	1	2111 - 100000-430 Book 8" X 11"	EA	67.50	67.50

Subtotal \$1,350.00
 Tax \$0.00
 TOTAL \$1,350.00
 Commission @ 5.00% \$67.50
 Balance Due \$1,500.00

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