"Pay Now!" for Multiple Commission

Q1: What is a “Pay Now!” option?
A1: The Pay Now! option is a feature in MOD2 where it allows you to view and make payments to multiple commissions due to a salesperson within a given date range.

Q2: When do we use “Pay Now!”?
A2: You use “Pay Now!” when you intend to pay the salesperson’s commissions for a group of invoices with a single check.

Q3: How do we use “Pay Now!”?
A3: Simply go to Salesperson Menu, 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 Date Period (Start and Ending Date), Divisions (if any), Invoice Models, Check #, Notes/Memo, and Paid Commission Date. Once you have entered the necessary parameters, you need to press <Enter> on PRESS (Return Sign) HERE TO BEGIN SEARCH in order for the system to look for applicable invoices. See below screen.

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

Q₄: How does a “Pay now!” printout look like?
A₄: Here’s how it looks like.