

Chapter 2.05: Driver Commissions and Compensation

Overview

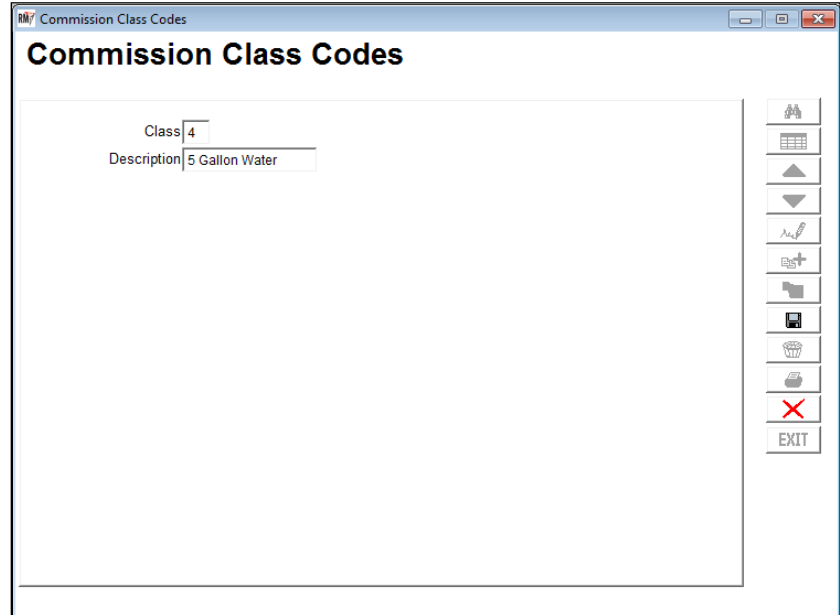
To establish a driver based commission system, the following areas of the program will need to be modified:

1. Commission Class Codes
2. Product Charge Codes
3. Employees

The balance of this chapter will define this process, and introduce you to the *Route Commission* report. It is important to note that all commissions are calculated based on the products sold on each invoice.

Commission Class Codes

Commission Class Codes are used to define the types of commissions that will be paid to your employees, and can be found under *Lists > Employee Setup*.



Commission Class Codes

Class 4
Description 5 Gallon Water

EXIT

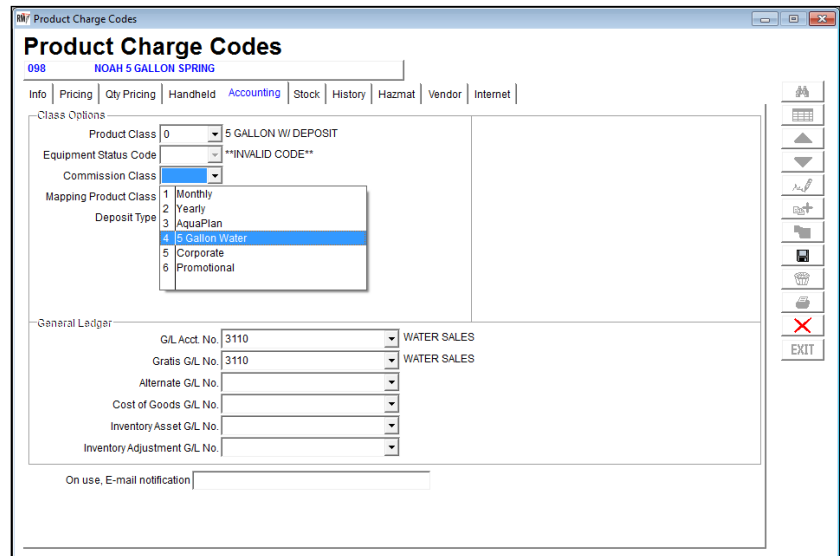
Establish a single character code and description for the type of commission that will be used. Repeat this step for each *Commission Class Code* needed.

Establishing Commissions on Products

After your *Commission Class Codes* have been created, it is necessary to assign each code directly to the product that qualifies for the commission.

Pull up a commission based product under *Lists > Product Codes > Product Charge Codes*, and select the *Accounting* tab.

In *Modify* mode, select the desired *Commission Class Code* from the drop-down list, and click **Save**.



Product Charge Codes
098 NOAH 5 GALLON SPRING

Info | Pricing | Qty Pricing | Handheld | Accounting | Stock | History | Hazmat | Vendor | Internet

Class Options

Product Class: 0 5 GALLON W/DEPOSIT

Equipment Status Code: **INVALID CODE**

Commission Class: [Dropdown]

Mapping Product Class: [Dropdown]

Deposit Type: [Dropdown]

1 Monthly
2 Yearly
3 AquaPlan
4 5 Gallon Water
5 Corporate
6 Promotional

General Ledger

GL Acct. No.: 3110 WATER SALES

Gratis G/L No.: 3110 WATER SALES

Alternate G/L No.: [Dropdown]

Cost of Goods G/L No.: [Dropdown]

Inventory Asset G/L No.: [Dropdown]

Inventory Adjustment G/L No.: [Dropdown]

On use, E-mail notification: [Text Field]

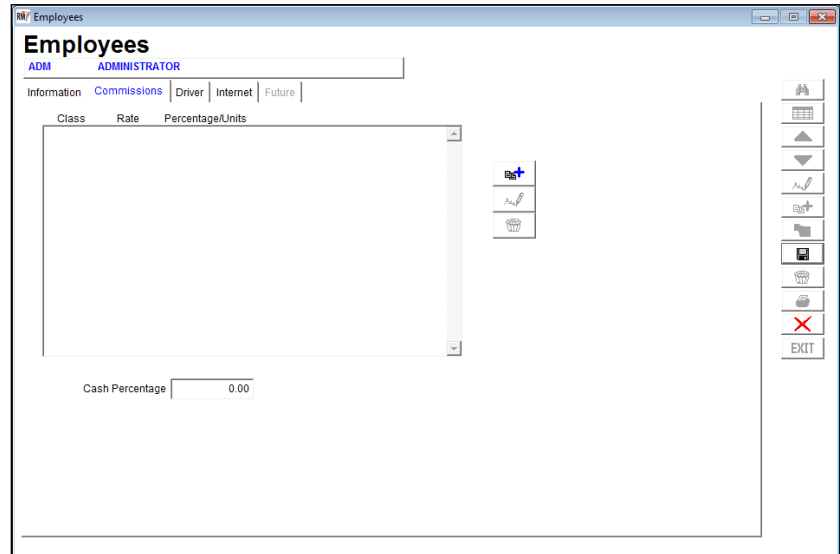
EXIT

Repeat this step for each commission based product.

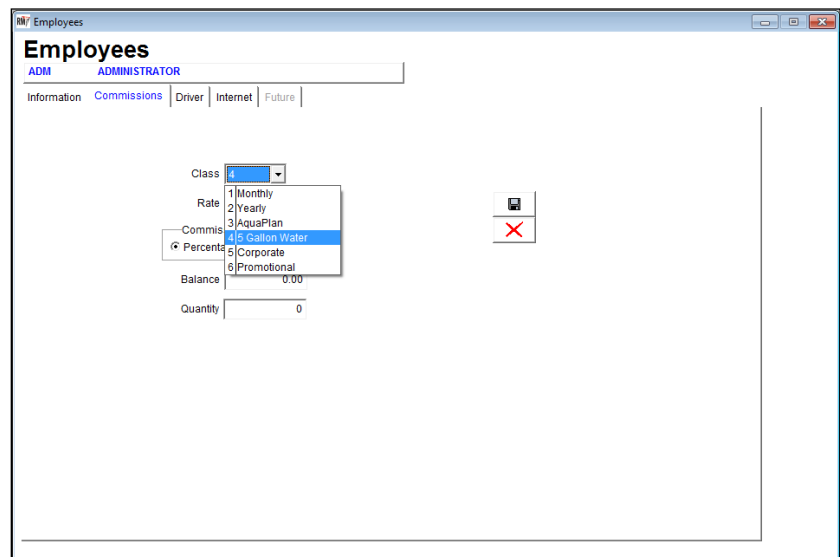
Applying Commission Rates to Employees

Once the *Commission Class Codes* have been assigned to each commission based product, it is necessary to establish the classes and rates that will apply to each employee individually.

Navigate to *Lists > Employee Setup > Employees*, and click on the *Commissions* tab.

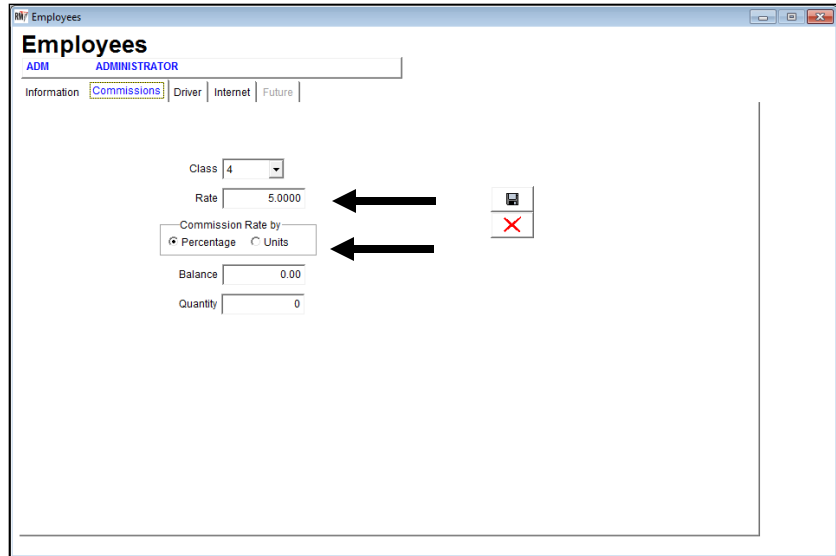


In *Modify* mode, select the **Add** key, and assign the desired *Commission Class Code* to the employee from the drop-down list.



Additionally, enter the rate of commission as a percentage, or flat rate amount, in the 'Rate' field.

Also, select whether the rate is calculated as a *Percentage* or *Unit* (dollar amount per), per item:



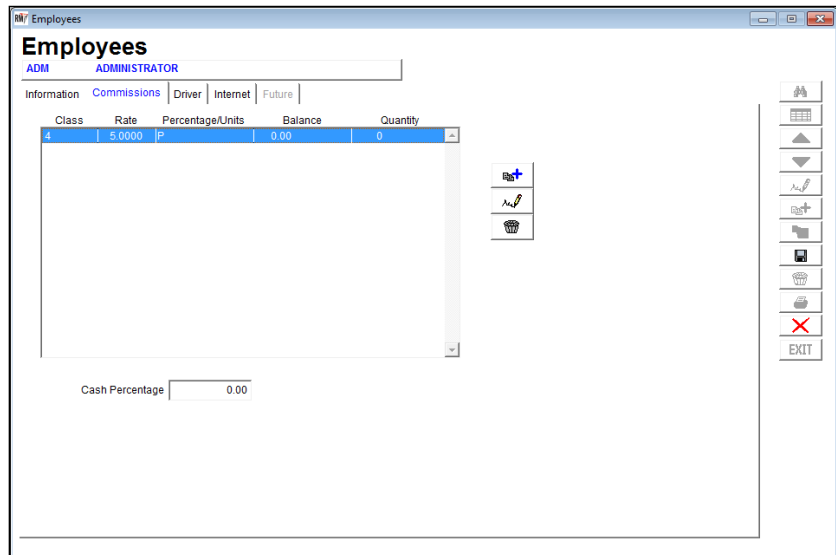
Employees
ADM ADMINISTRATOR

Information **Commissions** | Driver | Internet | Future

Class: 4
Rate: 5.0000
Commission Rate by: Percentage Units
Balance: 0.00
Quantity: 0

NOTE: When using the *Percentage* option, a 5 % commission is entered as '5.0000'.

Click **Save** to add the commission to the employee. Repeat this step if the employee qualifies for more than one commission.



Employees
ADM ADMINISTRATOR

Information **Commissions** | Driver | Internet | Future

Class	Rate	Percentage/Units	Balance	Quantity
4	5.0000	P	0.00	0

Cash Percentage: 0.00

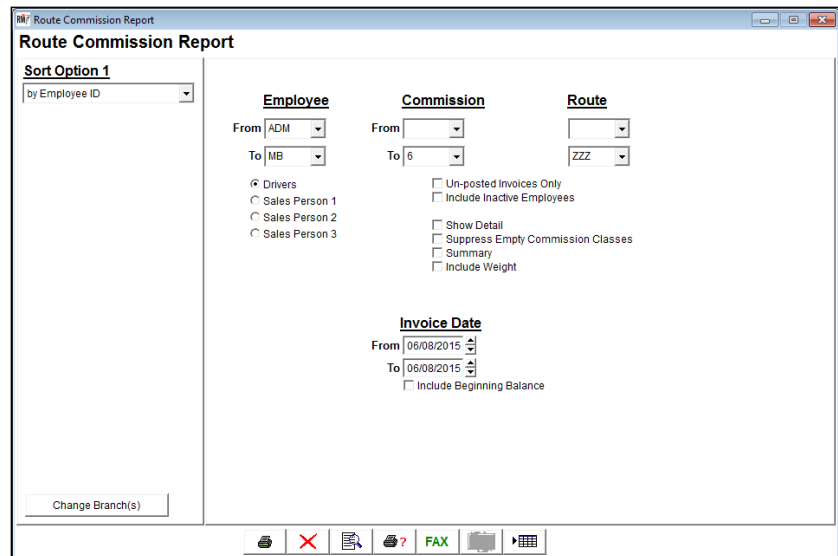
NOTE: Each employee can be assigned to multiple commission classes and rates, giving you more flexibility.

Route Commission Report

The primary report for employee earned commissions can be found under *Reports > Management Reports > Route Commission Report*.

Enter the desired criteria that you would like to include in the report.

NOTE: If you are generating a report based on a *Sales Person* (1, 2, or 3), the employee must be assigned to each account they are collecting commissions for under *Lists > Customer Information > Info* tab.



After clicking *Preview* or *Print*, you will receive a report that resembles the following:

Commission Report					
Criteria Employee ID DL to DL					
Invoice Date 05/01/2008 to 05/28/2008					
Employee ID 0009	Employee Initials DL	Name Daniel Plainview			
Commission Code	Qty	Gratis	Commission	Sales	Rate
May 2008					
A- 5 Gallon Water	50		12.50	300.00	0.2500
Totals for May 2008		50	0	12.50	300.00
Total Commission			12.50	300.00	

Summary

The commission option in Route Manager provides you with the flexibility needed to successfully establish a standard product based commission system. For companies that require additional commission configurations, there are alternate methods available. Contact Advantage Route Systems to learn more about the additional options.

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