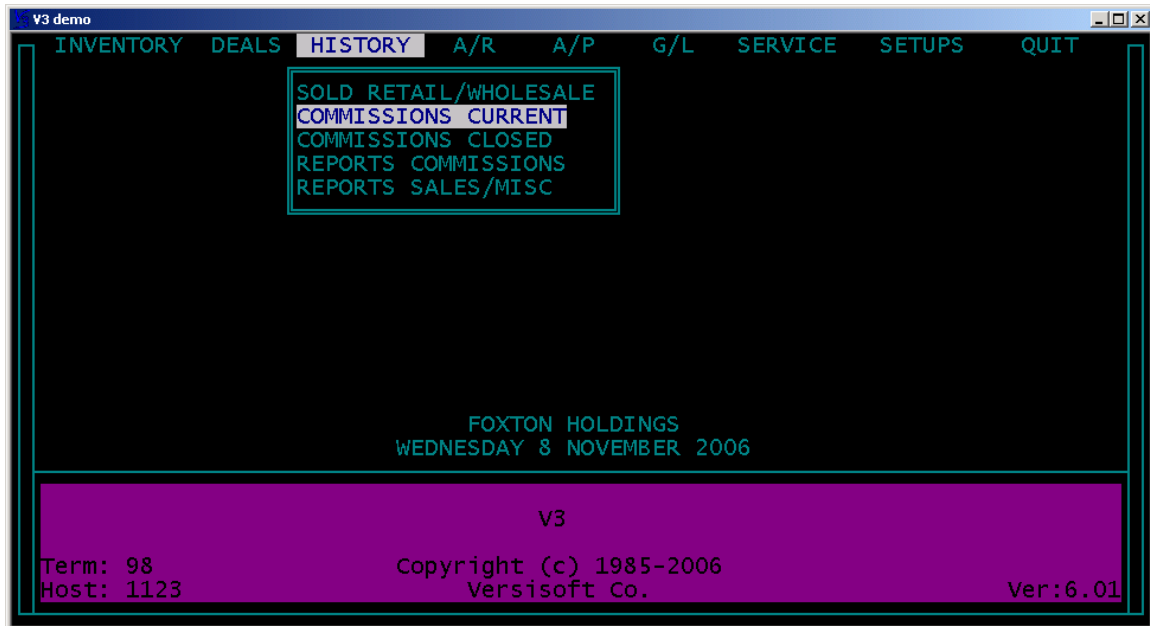


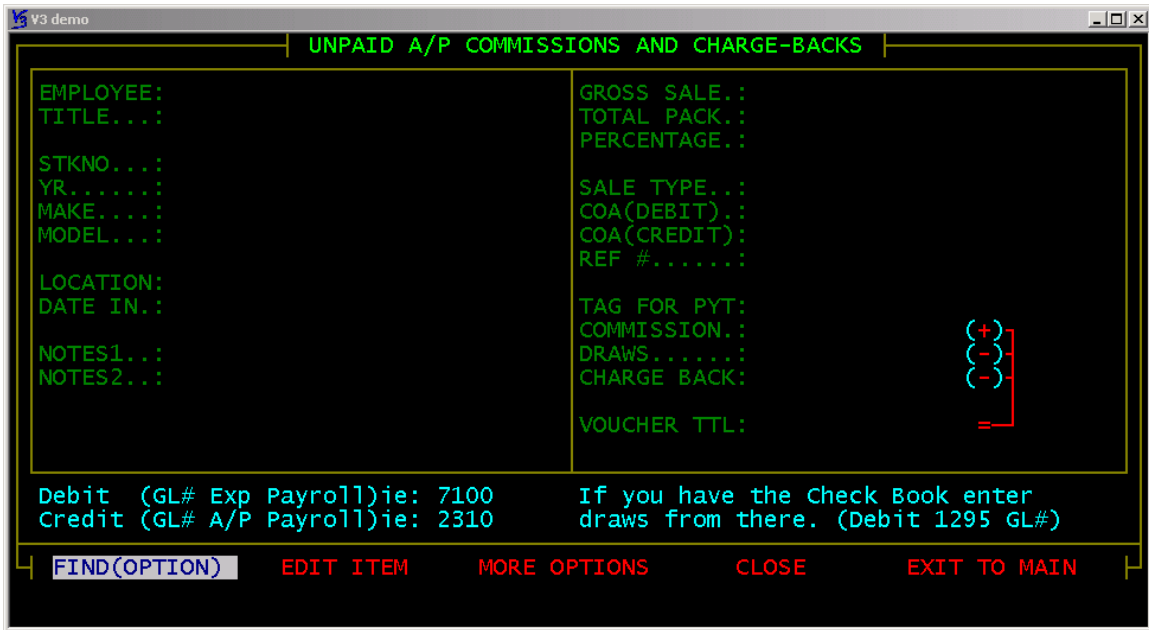


CURRENT COMMISSIONS

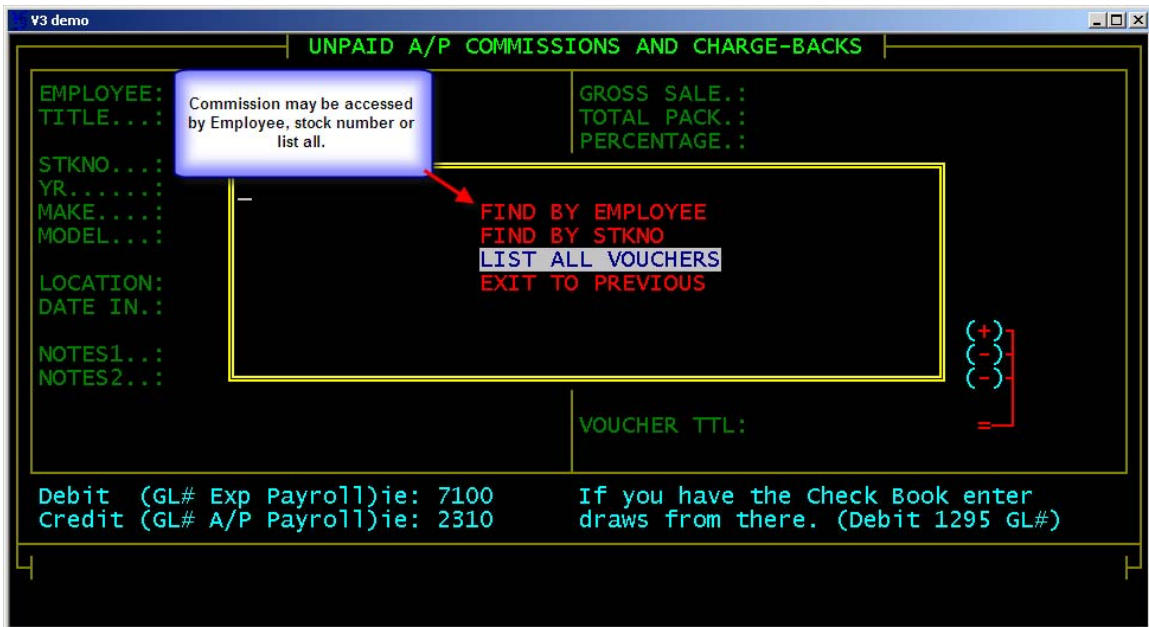
The **CURRENT COMMISSIONS** module holds all of the open or unpaid commissions posted from wholesale and retail deals. Draws written out of the checkbook to the draw GL account (1295) will post draw vouchers to the **CURRENT COMMISSIONS** module. The **CURRENT COMMISSIONS** module is a temporary holding module for commissions until they are paid. Paid commissions are closed to the **COMMISSIONS CLOSED** module.



Highlight **COMMISSIONS CURRENT** and press enter.



Highlight and press enter on FIND (OPTION) to call up list of current commissions.



Highlight and press enter on desired search function.

V3 demo

UNPAID A/P COMMISSIONS AND CHARGE-BACKS

EMPLOYEE: _____ GROSS SALE.: _____
 TITLE...: _____ TOTAL PACK.: _____

Employee	Stkno	Date	Item	Commission	Draw	Chg-Bak (T)
COLLETTE M	529	08/04/2000	Temp Deal	62.44	0.00	0.00
FREDDIE FI	17539	11/08/2006	JOES AUTO	250.00	0.00	0.00 T
JENNIFER D	0	02/09/2006	Check #: 5	0.00	200.00	0.00 T
JENNIFER D	17539	11/08/2006	JOES AUTO	175.00	0.00	0.00 T

Highlight and press enter on desired commission voucher to call onto screen.

V3 demo

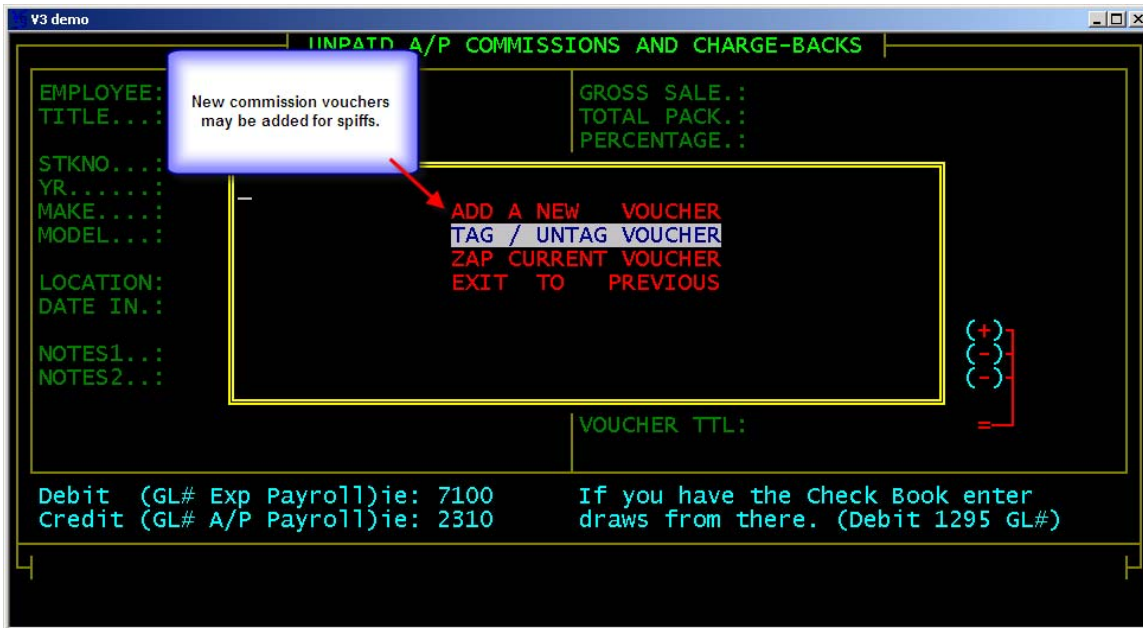
UNPAID A/P COMMISSIONS AND CHARGE-BACKS

EMPLOYEE: COLLETTE MATHESON	GROSS SALE.: 625.00
TITLE...: SALESMAN 1	TOTAL PACK.: 200.00
	PERCENTAGE.: 9.99
STKNO...: 529	SALE TYPE...: R
YR...: 97	COA(DEBIT): 7100
MAKE...: MAZDA	COA(CREDIT): 2310
MODEL...: MX-6	REF #.....: 13451890529SOLDRT
LOCATION: USED CARS	
DATE IN.: 08/04/2000	
NOTES1...: Temp Deal By MARTYN OL	TAG FOR PYT:
NOTES2...: Posted From Recap	COMMISSION.: 62.44 (+)
	DRAWS.....: 0.00 (-)
	CHARGE BACK: 0.00 (-)
	VOUCHER TTL: 62.44 =

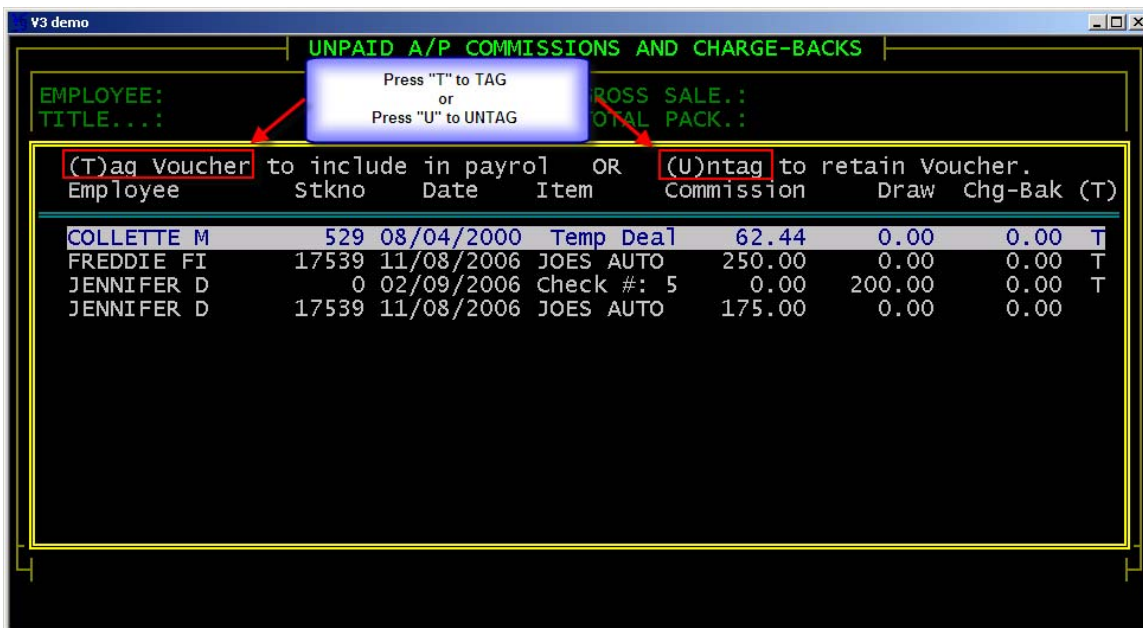
Debit (GL# Exp Payroll)ie: 7100 If you have the Check Book enter
 Credit (GL# A/P Payroll)ie: 2310 draws from there. (Debit 1295 GL#)

FIND(OPTION) EDIT ITEM MORE OPTIONS CLOSE EXIT TO MAIN

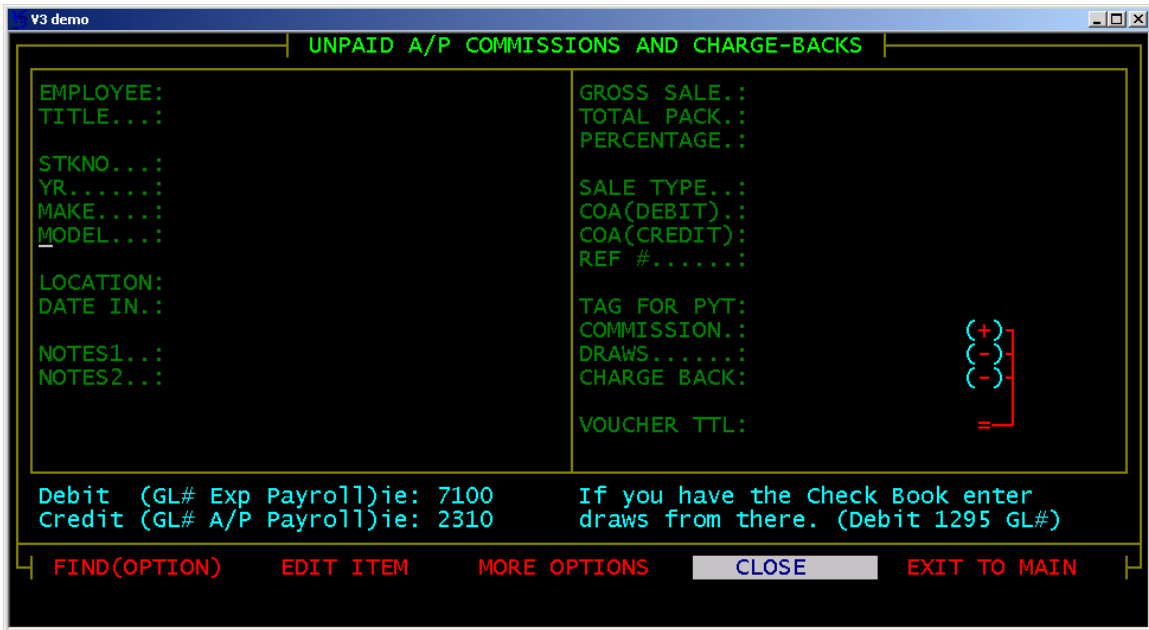
When it is time to do payroll be sure to print the commission reports from **REPORTS COMMISSIONS** from **HISTORY**. To close out the paid commission vouchers go to **MORE OPTIONS**.



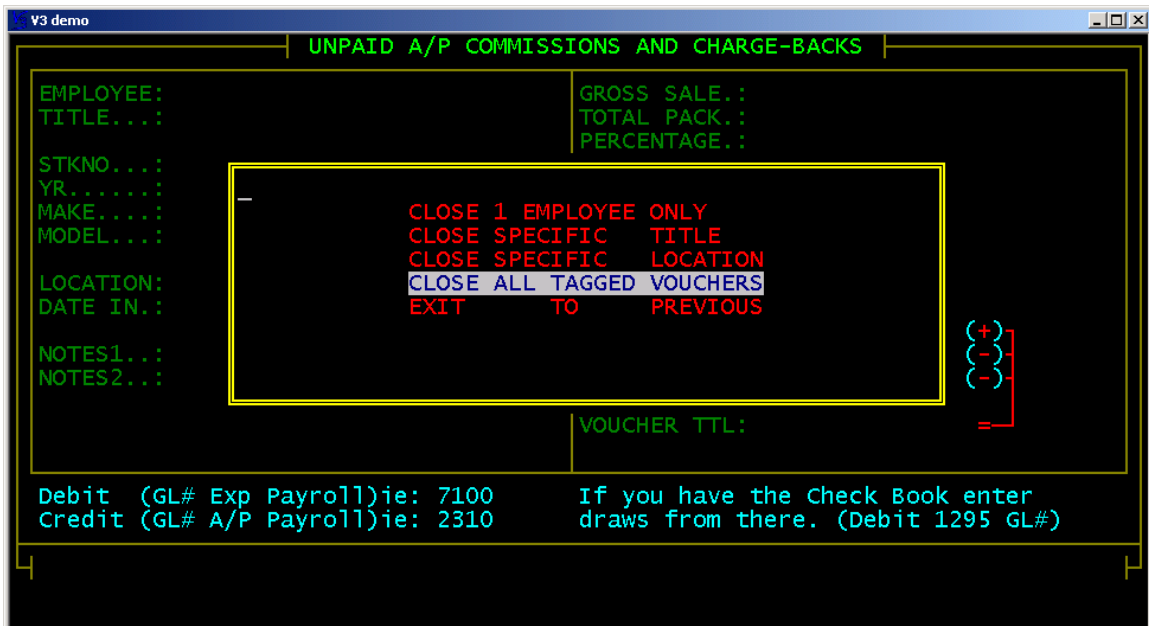
Go to **TAG / UNTAG VOUCHER**.



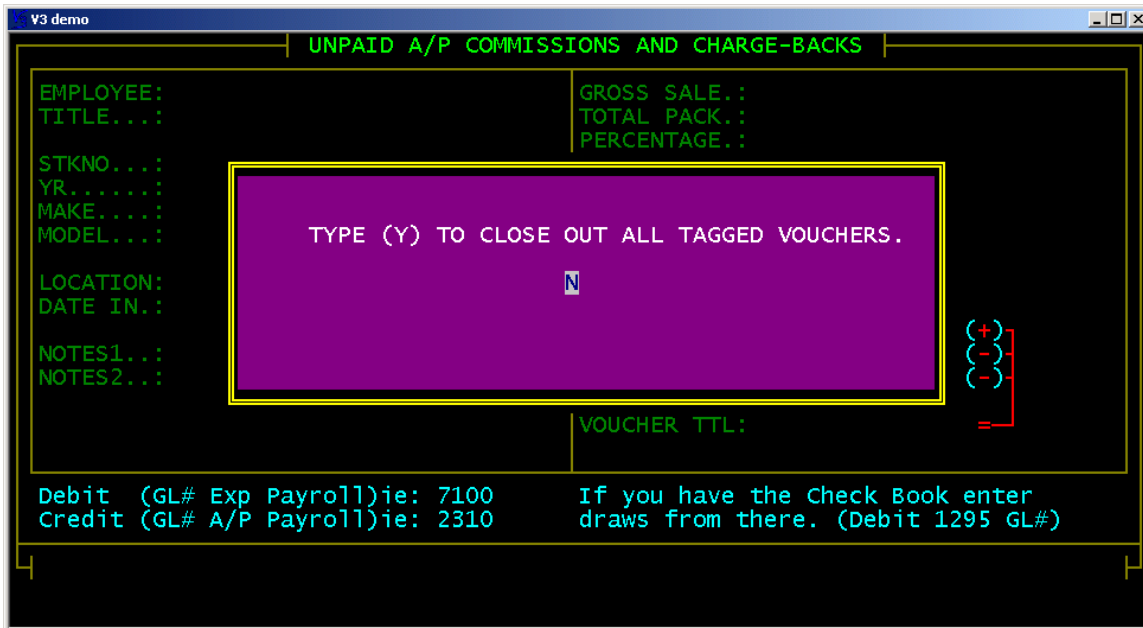
TAG all paid vouchers and press **ESC** when done.



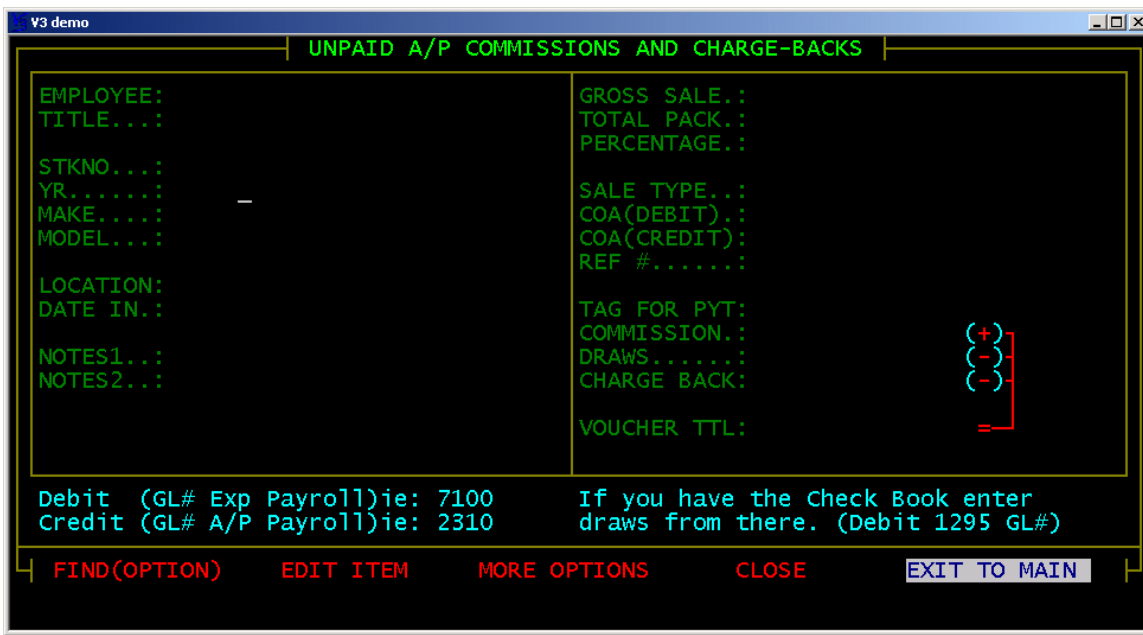
Highlight and press enter on **CLOSE**.



Highlight and press enter on **CLOSE ALL TAGGED VOUCHERS**.



Confirm **CLOSE** by typing “Y” and press enter. All tagged vouchers will be closed and sent to **COMMISSIONS CLOSED** module. The only commissions left in the **CURRENT COMMISSIONS** module will be the one not **TAGGED** and closed and the new vouchers for the next pay period.



EXIT TO MAIN exits to the **MAIN MENU**.

V3 software notes:
