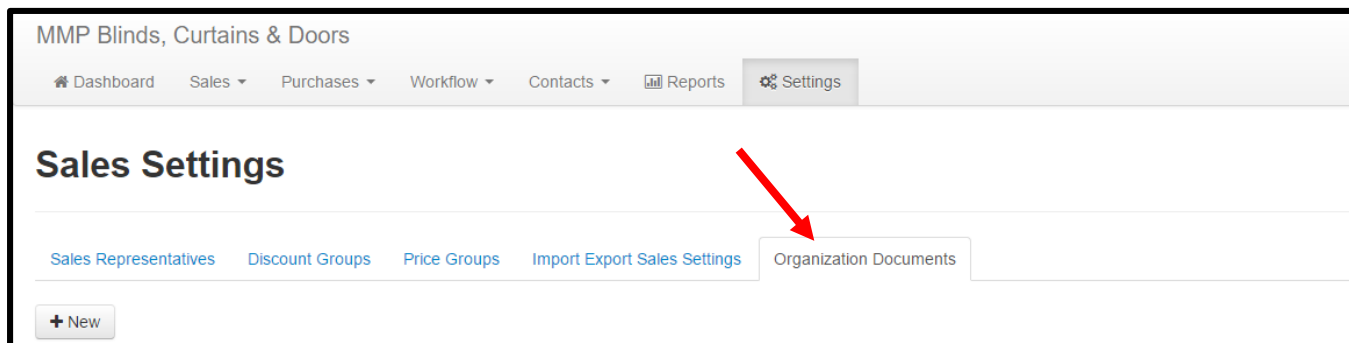# BUZ Commissions

Commissions Overview

The BUZ commission module calculates the commission on a line item by order basis.

Depending on your business setup you can manipulate the spreadsheet to calculate commissions based on your business rules.

Commissions are located in
Settings->Sales Settings-> Organizational documents

Commissions Setup

To start the setup of commissions you firstly have to add commission to your org documents

1. Sales Settings-> Organization documents
2. + new
3. Create a Description > "Commissions"
4. Download commissions template file
5. Save

Commissions Setup

In the downloaded template spreadsheet you have 2 tabs, a Commissions Tab and a Calculations Tab

Commissions Tab

The commissions tab consists of formulas to calculate the commission paid, this example shown in the template file is calculated on the discount applied to the order to get the commission paid amount.

NOTE: If you do not work with discounts you can amend the formulas to calculate the commission accordingly.
(E.g. commission paid on GP instead of discount applied)

The highlighted cells in this tab consist of formulas, the other cells are populated based on the order details entered into BUZ and can be edited (E.g. the headings can be edited)

	A	B	C	D	E	F	G	H
1	Order -->							
2	RefNo	Revision	IsPriceMatch	Customer Code	Customer Group Code	Date Documented		
3			FALSE					
4								
5	Sales Rep -->							
6	Name	Commission Proportion(%)						
7								
8								
9	Order Item -->							
10	Commission	Discount%	Code	Com %	FixedLine	LineNumber	Inventory Group Code	Inventory Code
11	102.12072	2.737777778	SHAL103	8	1	1	SHAL	SHALM1500C884
12								
13								
14								
15								

Commissions Setup

If you were to calculate commission based on GP instead of Discount it would look like below screen shot.

Note: the formula has been edited to calculate commission base don GP instead of Discount
And we have re name the heading to be GP%

	A	B	C	D	E	F	G	H	
1	Order -->								
2	RefNo	Revision	IsPriceMatch	Customer Code	Customer Group Code				
3			FALSE						
4									
5	Sales Rep -->								
6	Name	Commission Proportion(%)							
7									
8									
9	Order Item -->								
10	Commission	GP%	Code	Com %		FixedLine	LineNumb	Inventory Group Code	Inventory Code	Disc
11	13.636	41.478	ROLLPO142	10			1	1 ROLLPO		
12									
13									
14									

Commissions Setup

In Tab Commissions *you can edit the formulas to Calculate the commission accordingly*
- 　　　Cell A11 you can enter a formula to calculate the commission
- 　　　Cell B11 will have a formula to calculate your discount
- 　　　Cell D11 you can enter an equation to have the Commission % in **OR** you can have this fill in from the Calculations tab

Commissions Setup

Calculations Tab

The calculations tab is setup with your discounts and inventory groups. This is to be sorted in alphabetical order based on column "**E**"

In Tab Calculations

- Cell C4 and down is where you have your Inventory Group Codes
- Cell D4 and down is where the discount changes the commission, this discount is entered @ 100 + 6 will give you 6% (it is set this way to accommodate the times you are adding to the price)
- Cell E4 and down is formulated to give you Inventory code plus Discount
- Cell F4 and down is where the commission % is added in

In this example below; If Inventory group "ROLL" is between 0 - 5.99% discount commission paid is 12%

	A	B	C	D	E	F	G	H
1								
2								
3					Must be in Alphabetical order			
4			InGrp	Discount % Start		Com %		
5			ROLL	0	ROLL000	12		
6			ROLL	106	ROLL106	10		
7			ROLL	116	ROLL116	8		
8			ROLL	126	ROLL126	0		
9								
10								
11								

Once the spreadsheet is accurate you can import back into BUZ

Commission Report

The "Sales Analysis" report will show the commission to be paid in the last column to the RHS.
This data is pulled from your commissions spreadsheet.

BUZ calculates the commission on a line item by order basis

ght	Product	Qty	Cost	Price	Sales Amt Ex Tax	Is Price Match	Receipts	GP	GP %	Variance	Var %	Commission
5		2.000	$65.00	$173.00	$83.45	False	-	$18.45	22%	-$89.55	-51.76%	$292.00
000	ROLL Arctic Translucent Glacier	1.000	$75.00	$203.00	$110.73			$35.73	32%	-$92.27	-45.45%	$146.00
000	Blind Install Charge	1.000	-$10.00	-$30.00	-$27.27			-$17.27	63%	$2.73	-9.09%	$146.00

Commission Portion

Commission portion can be setup per Customer group, and is set to be
a portion %

*For example: Retail customers might be 100% commission to be paid to the reps
but builders may be 0% commission. As you may not want sales reps receiving
commission for your building customers!*

Customer Groups

Description
Retail

Code
RETLAC

Deposit Account
1-7150 - Deposits Held

Sequence number
0

Commission proportion
100.00

Deposit Percentage

Editing Commissions

If you want to change/ manually override the commission paid, this can be done per order.

- Sales-> Banking
- Modify Commissions
- Enter the order number
- Change values by editing the commissions column (show in the below image)
- Write a note on this if you wish to be recorded in the log
- Update All

If you cant find what your looking for in the help documentation let us know!

We will point you in the right direction or get something added to the documentation for you.

Email: support@busoftware.com.au

Thank you

Any further questions please contact us at
support@buzsoftware.com.au