



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**





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

Sales Settings									
Sales Representatives Discount Groups Price Groups Import Export Sales Settings Organization Documents									
Step 1: Name your template & select a type. Start by naming your template something descriptive and meaningful so that it is clear to your users when to use this template.									
Description Document Type Description									
Step 2: Download our document template file Start by downloading our template file. This file gives you a good base to start with that you can modify to fit your requirements.									
Download Commission template file									
Step 3: Modify the template and add your logo									
Using Excel or another spreedsheet processing editor, modifying the BUZ template to fit your requirements.									
IMPORTANT									
Make sure the sheet name is Commission. The documentation can be found here here.									



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)

	А	В	С	D	E	F	G	Н
1	Order>							
2	RefNo	Revision	IsPriceMatch	Customer Code	Customer Group Code	Date Documented		
3			FALSE					
4								
5	Sales Rep>							
6	Name	Commission Pr	oportion(%)					
7								
8								
9	Order Item>							
10	Commission	Discount%	Code	Com %	FixedLine	LineNumber	Inventory Group Code	Inventory Code
11	102.12072 2.73777778 SHAL103		8	1	1	SHAL	SHALM1500C884	
12								
13								
14								
15								



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%

	А	В	С	D	E	F	G	Н	
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									



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

	Α	В	С	D	E	F	G	Н
1	Order>							
2	RefNo	Revision IsPriceMatch Customer Code C		Customer Group Code	Date Documented	1		
3			FALSE					
4								
5	Sales Rep>							
6	Name	Commission Pr	oportion(%)					
7								
8								
9	Order Item>	>						
10	Commission	Discount% Code		Com %	FixedLine	LineNumber	Inventory Group Code	Inventory Code
11	102.12072	.12072 2.73777778 SHAL103		8	1	1	SHAL	SHALM1500C884
12		_						
13								
14								
15	·							
	A 1							
	ALL	B1		ULI				



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%

	А	В	С	D	E	F	G	Н
1								
2								
3					Must be in	n Alphabet	ical order	
4			InGrp	Discount 9	% 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



jht	t 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
4		4 000	404.00	40F0.00	4000.00	r-l		4125.00	E00/	433.01	0.000/	437.40

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

Click on Commission field to edit the value	e. Please click on Update All button to save chan	ges.							×
Edit Commission Banking > Commission							Order No. / Ba	arcode	GO
Test, Alana - testing calendar tick (No Email Address) 22 Hudson Avenue, Castle Hill NSW 2154, Australia	et 🕼 Edit				D B S	iate: ranch: ales Representative:		Quo	21/03/2016 Head Office Alana Test
Product MISCE Awning	Description	Fixed Line Lin	neNumber Size	Qty Cost	RPP	Amount	Discou	nt (Commission
Double Bracket		1	2	1.0000	\$15.00	\$15.00	\$15.00	0%	\$1.64
Install Charge Notes		1	3	1.0000	\$40.00	\$40.00	\$40.00	0%	\$4.36
									10



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 <u>support@buzsoftware.com.au</u>