

“Pay Now!” for Multiple Commission



MOD2 Inc. • 3317 South Broadway Los Angeles, CA 90007 • Tel: (213) 747-8424 • Fax: (213) 747-9250 • Web: www.mod2.com • Email: support@mod2.com

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.

Fill in the Following Parameters

Salesperson -> Samuel Martins
 Date Period -> 03/01/07 to 03/31/07
 Divisions -> press ENTER to change current defaults
 Inv Models -> press ENTER to change current defaults
 Calc Method -> based on collected [payments received]
 Check # -> 1569
 Notes/Memo -> Type In Any Custom Message/Note Here
 PaidCommDate -> 04/18/07
 HELP ME!
 PRESS ← HERE TO BEGIN SEARCH

Back Ok

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.

Commission Activity for Samuel Martins

NUMBER	MODEL	DATE	CLIENT	COMM%	BASEAMT	COMM	COMPAD	COM 2PAY
SO-123459	non-fac	03/19/07	YOUR TEXT I	3.00	1,635	49	0	49.05
SO-00016-6	non-fac	03/06/07	YOUR TEXT I	3.00	8,100	243	0	243.00
SO-00016-3	non-fac	04/18/07	Amboy Ente	3.00	92,460	2,784	0	2,783.79
SO-12350	non-fac	03/20/07	YOUR TEXT I	3.00	15,000	450	0	450.00
PL-0001	non-fac	04/18/07	Ye Tong Co	3.00	70,000	2,100	0	2,100.00

TIPS » Press ESC to change the parameters of your search.
 » Press ENTER on an invoice for more options.
 » Press INSERT to change the "COM 2PAY" and adjust comm % accordingly.
 » Invoices in RED are due commission but are outside your date range.

< Print Preliminary Commission-Stub >
 <<< Press ← Here to Pay Selected Invoices >>>

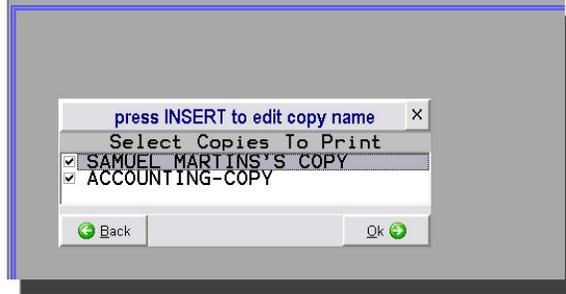
SALES TOTAL :	\$1,635.00	CREDIT-INV :	\$0.00	FOUND :	5
CREDIT MEMO :	\$0.00	PAYMENTS :	\$1,635.00	SELECTED :	5
FREIGHT :	\$0.00	OPEN-BAL :	\$0.00	TOTAL AMT:	\$5,825.84
DISCOUNTS :	\$0.00	COMM SHIP :	\$49.05		

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Once you accept the selection, the system will prompt you to the next screen where it ask 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.

the “A” company
by mod2 inc.

textile • garment • home furnishing
importers / converters / wholesalers

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APPROVED BY

COMMISSION STUB

PERIOD : 01/01/07 - 04/18/07
CHECK# : 1569
ISSUED : 04/18/07
PAGE # : 1 of 1

SAMUEL MARTINS
202 Washington St.
90021
Tel: (213) 452-4567 / Fax: (213) 452-4568

Nickname : **Samuel Martins**
Stamp Date : **04/18/07**
Check Number : **1569**
Invoices Paid : **5**
Total Check Amt : **\$5,825.84**
Calculation Method : **by collected**

User : Dan Mod2
April 18, 2007 @ 4:47:18 PM
MOD2 ID # N/A
Station # 2486947104

INVOICE NUMBER	CUST PO#	DATE	CLIENT	COM M %	SALES TOTAL	CREDIT MEMO	CREDIT INVOICE	DISCOUNT	FREIGHT	PAYMENTS	OPEN BALANCE	COMM BASED ON SHIPPED	COMM BASED ON COLLECTED	COMM ALREADY PAID	COMM PAID THIS CHECK	NOTES
SO-123459-71		03/19/07	YOUR TEXTILE	3.00	1,635.00	0.00	0.00	0.00	0.00	1,635.00	0.00	49.05	49.05	0.00	49.05	
SO-00016-6		03/06/07	YOUR TEXTILE	3.00	8,100.00	0.00	0.00	0.00	0.00	8,100.00	0.00	243.00	243.00	0.00	243.00	
SO-00016-3		04/18/07	Amboy Enterp	3.00	99,459.75	0.00	0.00	0.00	0.00	99,459.75	0.00	2,983.79	2,983.79	0.00	2,983.79	
SO-12250		03/20/07	YOUR TEXTILE	3.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00	450.00	450.00	0.00	450.00	
PL-0001		04/18/07	Ye Tong Co M	3.00	70,000.00	0.00	0.00	0.00	0.00	70,000.00	0.00	2,100.00	2,100.00	0.00	2,100.00	
					194,194.75	0.00	0.00	0.00	0.00	194,194.75	0.00	5,825.84	5,825.84	0.00	5,825.84	

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