pcAmerica
Retail and Restaurant Solutions

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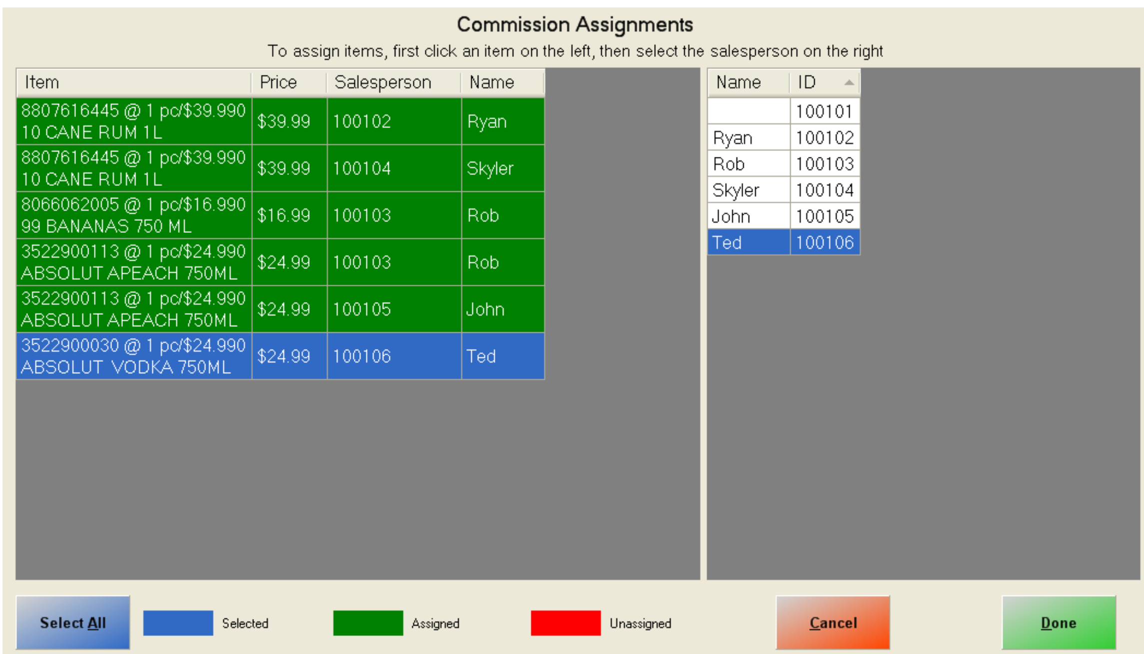
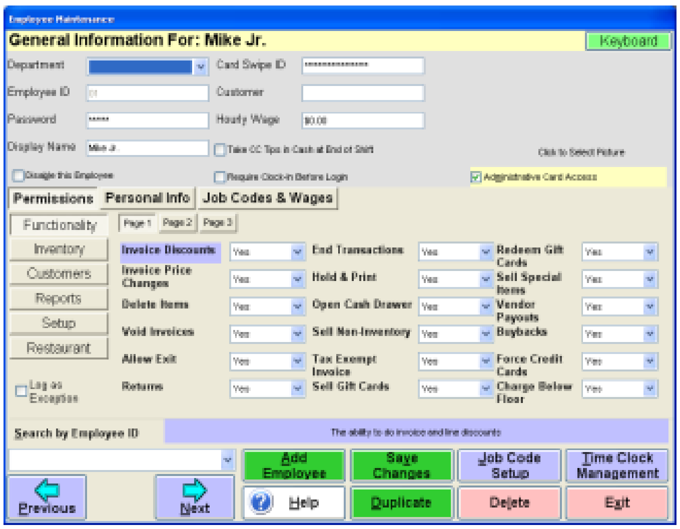
Commission by Item



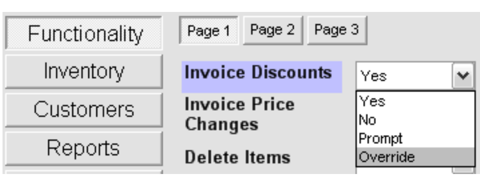
A built-in feature of CRE is the management of salespeople and their commissions, these commissions can be tracked at the item level when the items are sold.

Creating an Employee

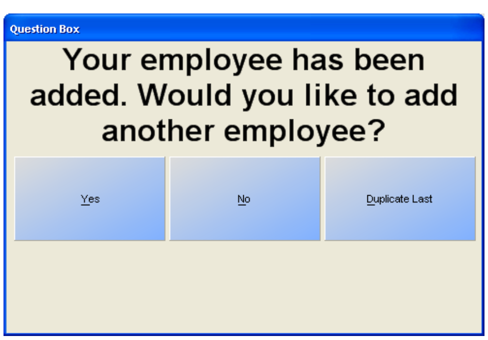
1. Select the **Manager** or **Options** button.
2. Enter the administrator password (default: admin) where applicable.
3. Select **Administrative** then, **Employee Maintenance**. Only the administrator can access this screen.



4. Select the **Add Employee** button to create a new employee record. Assign a unique Employee ID (e.g. 02, 03), password and a **Display Name** (e.g. Skyler) that prints on the receipt. If you would like to assign a secure login card to this employee, swipe the card in the **Card Swipe ID** box.



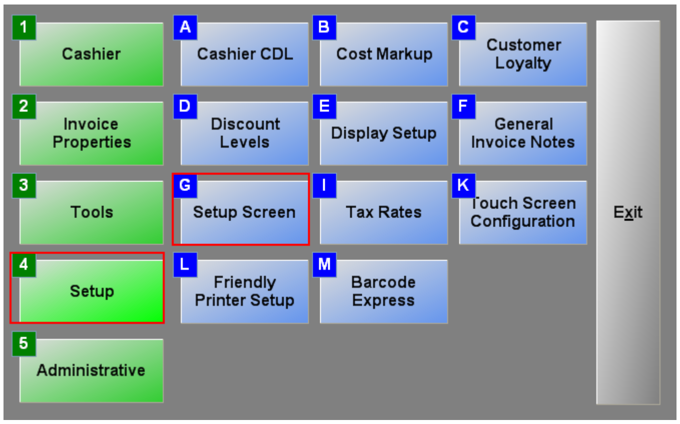
5. Assign security permissions by selecting the dropdown list and selecting **Yes** (the employee can do this), **No** (they cannot), **Prompt** (they can with manager's permission) or Override (they can perform and are a manager for this function only).



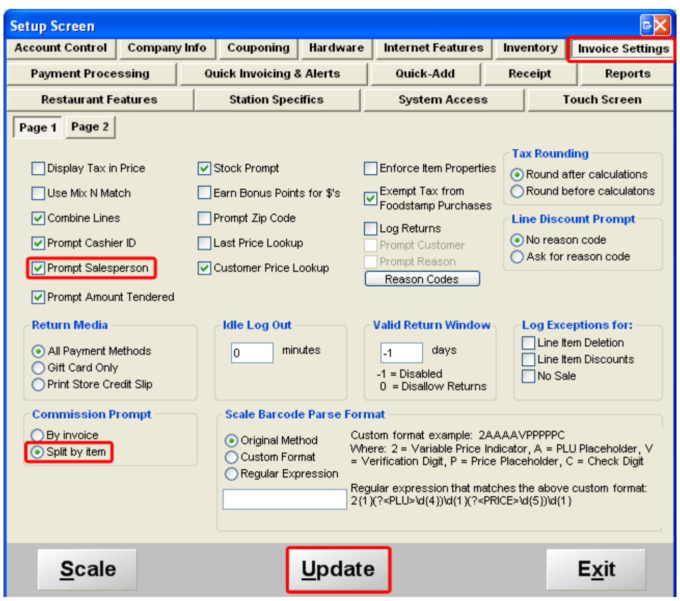
6. Select the **Save** button. Your employee has been added! Add any additional employees you wish to configure and then select the **Exit** button to go back to the Login Screen.

Enabling the Tracking of Salespeople's Commissions by Item

To force CRE to associate sales with salespeople by item, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Setup** and then **Setup Screen**.



2. Select the **Invoice Settings** tab.

3. Check **Prompt Salesperson**.

4. Under **Commission Prompt** Select **Split by Item**.

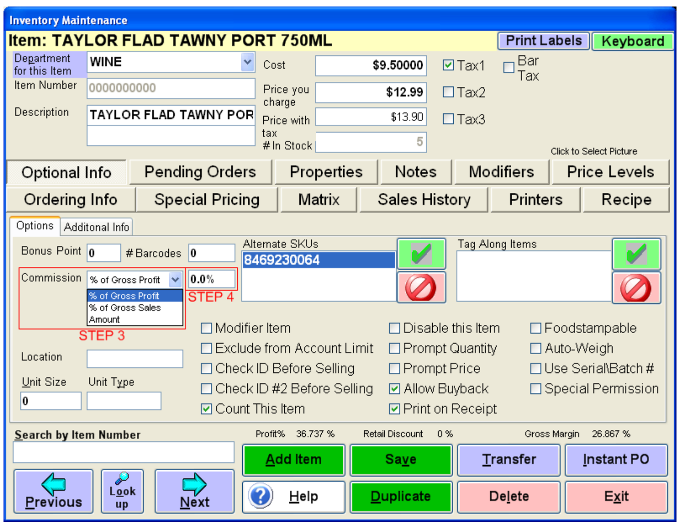
5. Select **Update**.

Note: Optionally you can turn combine lines off if you will be tracking every items commission on the invoice separately. This can be done by going to the **Setup Screen** and then selecting the **Invoice Settings** tab and finally un-checking **Combine Lines.**

Configuring Commissions on Individual Items

To configure a commission on a particular item, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

1. Select **Administrative**.
2. Select **Inventory Maintenance**.

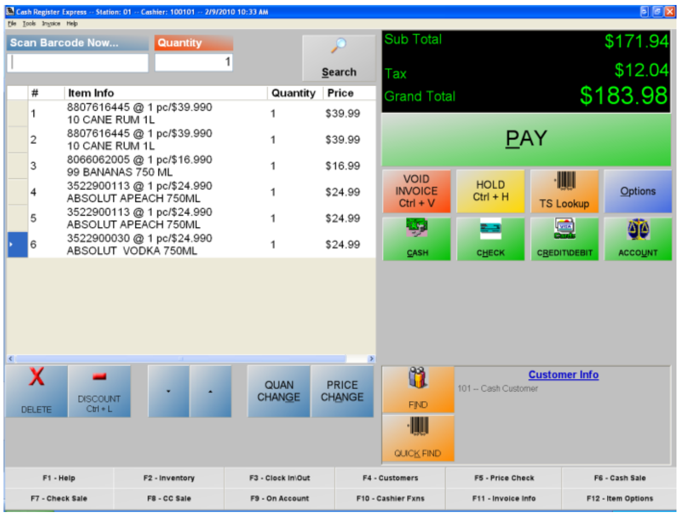


3. Select an item in your inventory.
4. Decide whether commissions should be calculated by taking a percentage of profit from a sale, a percentage of the sale, or a flat amount.
5. Provide an appropriate percentage or amount.

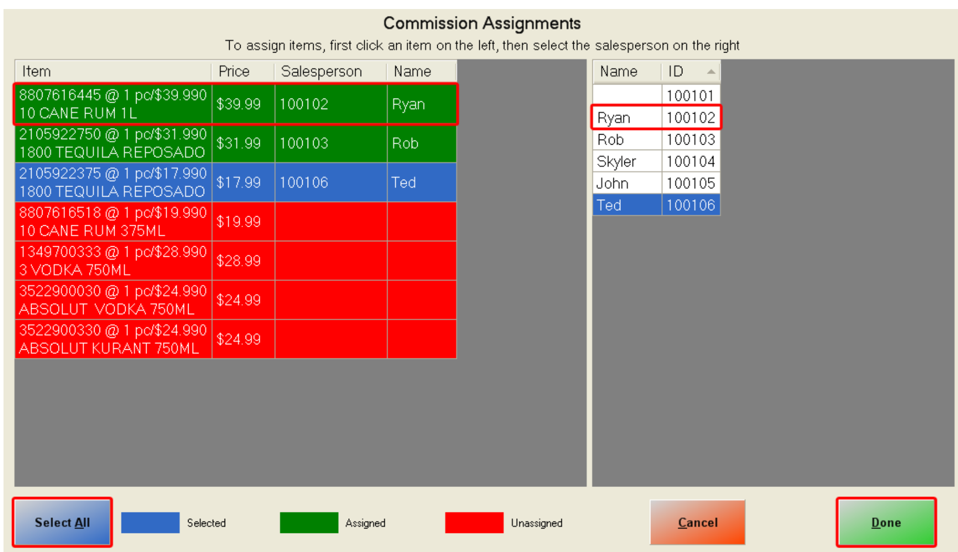
6. Select **Save**.

Assigning Commissions to Specific Employees by Item

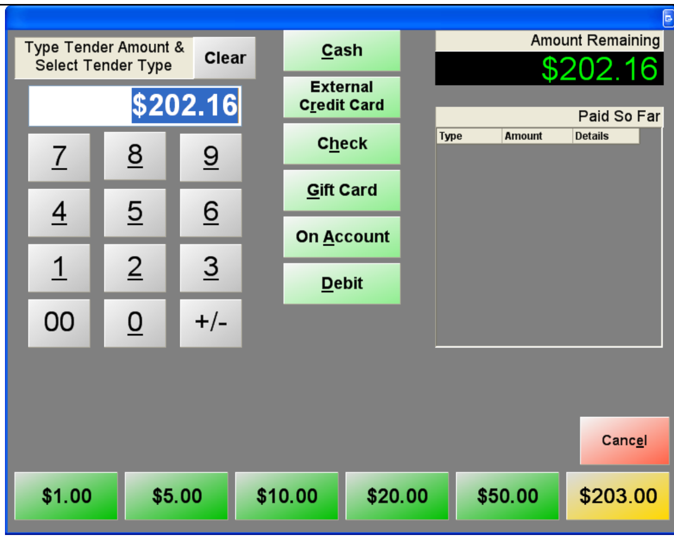
Commissions are assigned to employees after the items have been added to the invoice.



1. After the items have been added select **Pay**.



2. Select an item on the left that is on the invoice.
3. While the item is highlighted in **Blue** (meaning the item is selected) select an employee on the right.
4. If an item is **Green**, it has already been assigned an employee. **Red** means it is waiting for an employee to be assigned.
5. If all the commission is going to one employee then, you can **Select All** and then choose an employee.
6. Selecting **Cancel** will bring you back to the invoice screen (if changes have to be made to the invoice).
7. Select **Done** to complete the transaction.

	8. Selecting **Done** will bring you to the tender screen where the transaction can be closed.

Viewing reports on Salespeople's Commissions

Refer to the document entitled **Reporting** on http://faq.pcamerica.com. See the **Grand Totals by Salesperson**, **Commissions**, **Sales By Rep Summary**, and **Labor Cost Percentage** reports, as they are related to salespeople and/or commissions.