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Commission by Item

Commission Assignments

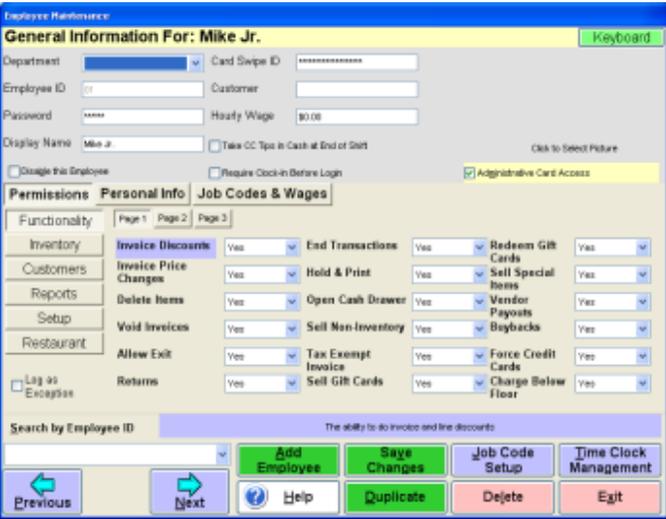
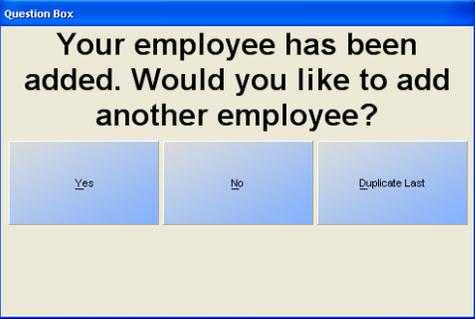
To assign items, first click an item on the left, then select the salesperson on the right

Item	Price	Salesperson	Name	Name	ID
8807616445 @ 1 pc/\$39.990 10 CANE RUM 1L	\$39.99	100102	Ryan		100101
8807616445 @ 1 pc/\$39.990 10 CANE RUM 1L	\$39.99	100104	Skyler	Ryan	100102
8066062005 @ 1 pc/\$16.990 99 BANANAS 750 ML	\$16.99	100103	Rob	Rob	100103
3522900113 @ 1 pc/\$24.990 ABSOLUT APEACH 750ML	\$24.99	100103	Rob	Skyler	100104
3522900113 @ 1 pc/\$24.990 ABSOLUT APEACH 750ML	\$24.99	100105	John	John	100105
3522900030 @ 1 pc/\$24.990 ABSOLUT VODKA 750ML	\$24.99	100106	Ted	Ted	100106

Selected
 Assigned
 Unassigned

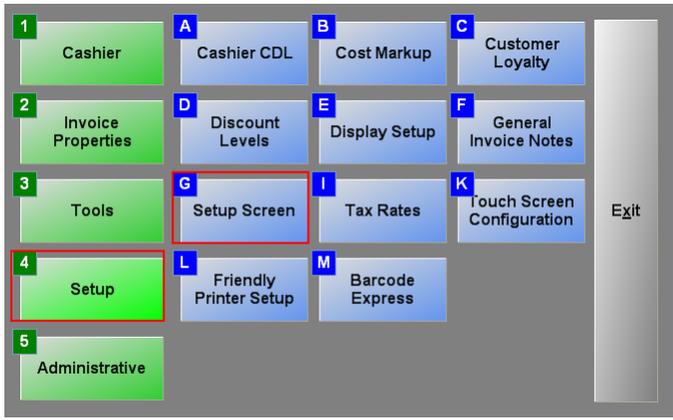
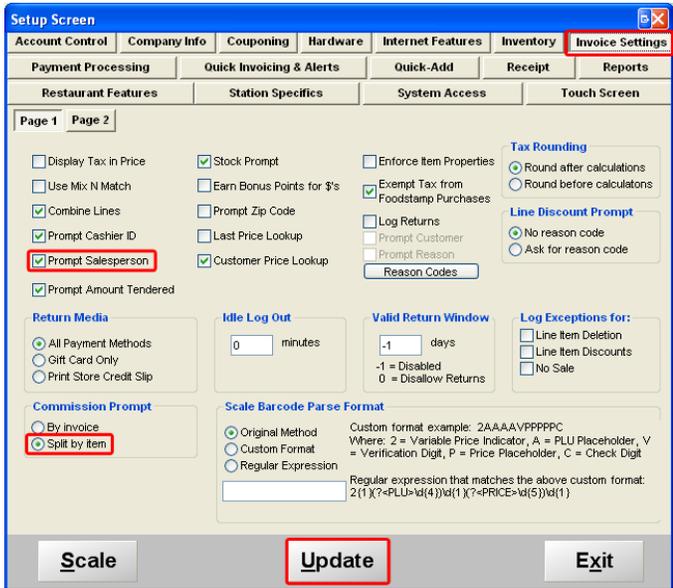
A built-in feature of CRE is the management of salespeople and their commissions, these commissions can be tracked at the item level when the items are sold.

Creating an Employee

	<ol style="list-style-type: none"> 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.
	<ol style="list-style-type: none"> 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.
	<ol style="list-style-type: none"> 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).
	<ol style="list-style-type: none"> 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.

 <p>A screenshot of a software menu with several options. A vertical column on the left contains five green buttons labeled 1 through 5: 'Cashier', 'Invoice Properties', 'Tools', 'Setup', and 'Administrative'. The 'Setup' button is highlighted with a red box. To the right of these are several blue buttons: 'Cashier CDL', 'Cost Markup', 'Customer Loyalty', 'Discount Levels', 'Display Setup', 'General Invoice Notes', 'Setup Screen', 'Tax Rates', 'Touch Screen Configuration', 'Friendly Printer Setup', and 'Barcode Express'. The 'Setup Screen' button is also highlighted with a red box. An 'Exit' button is on the far right.</p>	<ol style="list-style-type: none"> 1. Select Setup and then Setup Screen.
 <p>A screenshot of the 'Setup Screen' application window. The 'Invoice Settings' tab is selected and highlighted with a red box. Under the 'Commission Prompt' section, the 'Split by item' radio button is selected and highlighted with a red box. At the bottom of the window, the 'Update' button is highlighted with a red box. Other visible options include 'Display Tax in Price', 'Use Mix N Match', 'Combine Lines', 'Prompt Cashier ID', 'Prompt Salesperson', 'Stock Prompt', 'Earn Bonus Points for \$'s', 'Prompt Zip Code', 'Last Price Lookup', 'Customer Price Lookup', 'Enforce Item Properties', 'Exempt Tax: from Foodstamp Purchases', 'Log Returns', 'Prompt Customer', 'Prompt Reason', 'Reason Codes', 'Tax Rounding', 'Line Discount Prompt', 'Return Media', 'Idle Log Out', 'Valid Return Window', and 'Log Exceptions for:'. The 'Update' button is at the bottom center.</p>	<ol style="list-style-type: none"> 2. Select the Invoice Settings tab. 3. Check Prompt Salesperson. 4. Under Commission Prompt Select Split by Item. 5. Select Update.

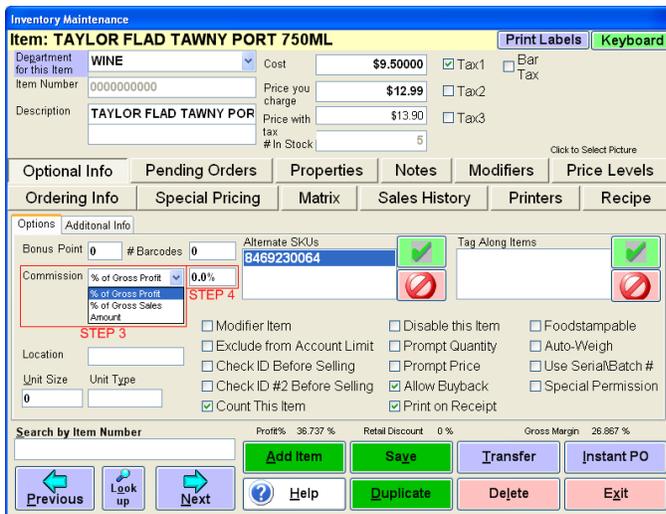
Note: Optionally you can turn combine lines off if you will be tracking every items commission on the invoice separately. This can be done by going to the **Setup Screen** and then selecting the **Invoice Settings** tab and finally un-checking **Combine Lines**.

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**.



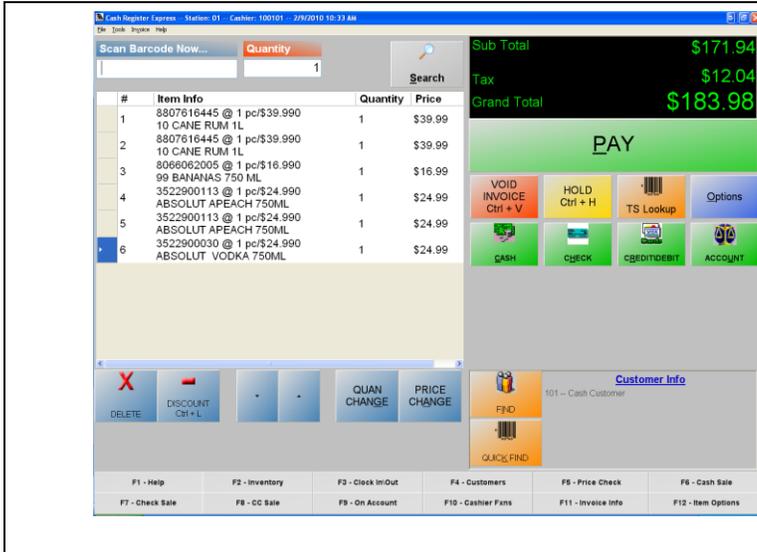
3. Select an item in your inventory.
4. Decide whether commissions should be calculated by taking a percentage of profit from a sale, a percentage of the sale, or a flat amount.
5. Provide an appropriate percentage or amount.



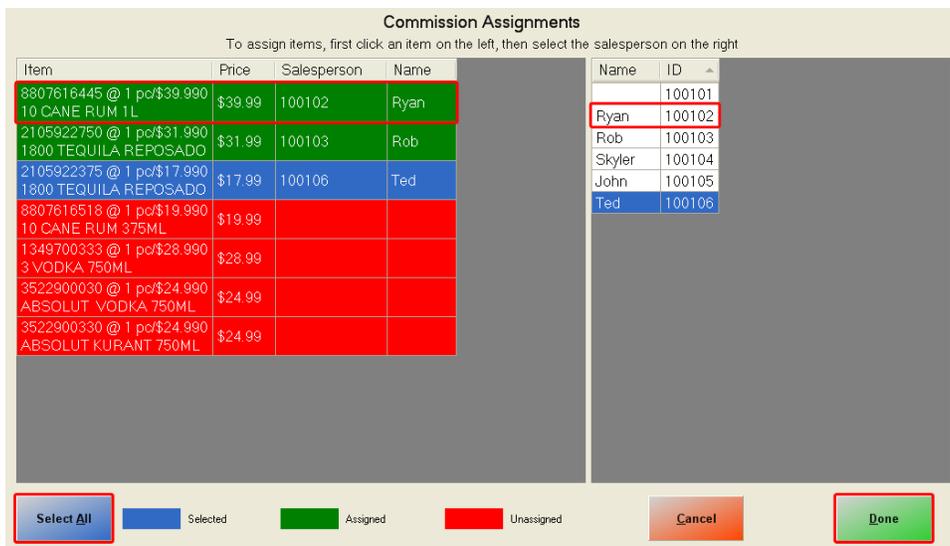
6. Select **Save**.

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.

Type Tender Amount & Select Tender Type Clear

\$202.16

7 8 9
4 5 6
1 2 3
00 0 +/-

Cash
External Credit Card
Check
Gift Card
On Account
Debit

Amount Remaining
\$202.16

Paid So Far

Type	Amount	Details

Cancel

\$1.00 **\$5.00** **\$10.00** **\$20.00** **\$50.00** **\$203.00**

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.