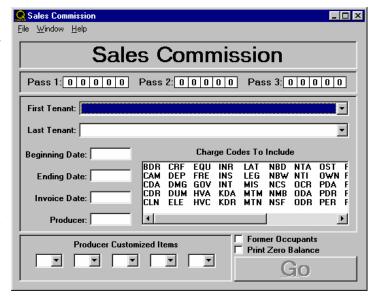# SKYLINE ENHANCEMENT MODULE

CALCULATE SALES COMMISSIONS

This program is designed to help manage Sales Commissions. It is comprised of two areas; The Sales Commission report and the creation of AP Invoices. The Sales Commission Report Calculates sales commissions based on the cash received from Tenants between two dates. The total cash received is multiplied by a percentage to calculate the Sales Commission. An identifier for each Producer and the percentage they should receive are entered in Customized Items in each occupant. Up to five Customized Items can be used. The Customized Items are filled out by entering a Producer identifier followed by a percentage. This program allows certain charge codes to be selected for the calculation of receipts. The Producer is the person whom the commissions will be paid to and is equal to a vendor key in AP. The invoice that will be generated can be to a Fund or the individual Property.

Select the first and last Tenants for the report. Enter the beginning, ending and invoice dates. Leave the Producer field empty to use all. Enter a Producer code to run the report for a specific Producer. Select as many charge codes as needed to be used in the report. Use the CTRL and SHIFT keys for multi-selecting charge codes. The Producer Customized Items correspond with the occupant Customized Items in Skyline. Select the number or numbers used in Skyline. Click the Go button to begin processing. The report will print to the selected printer. If the report is correct, click the yes button to enter the calculated data to Skyline.

The program provides the following benefits:

- Tracks commissions owed by a Producer for a specific period of time

- A printed report showing in detail the commissions owed to a Producer

- Voucher creation by the program for payment of the commission owed for each Producer