

# User Manual

**There's nothing more secure than your own system.**

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## Introduction

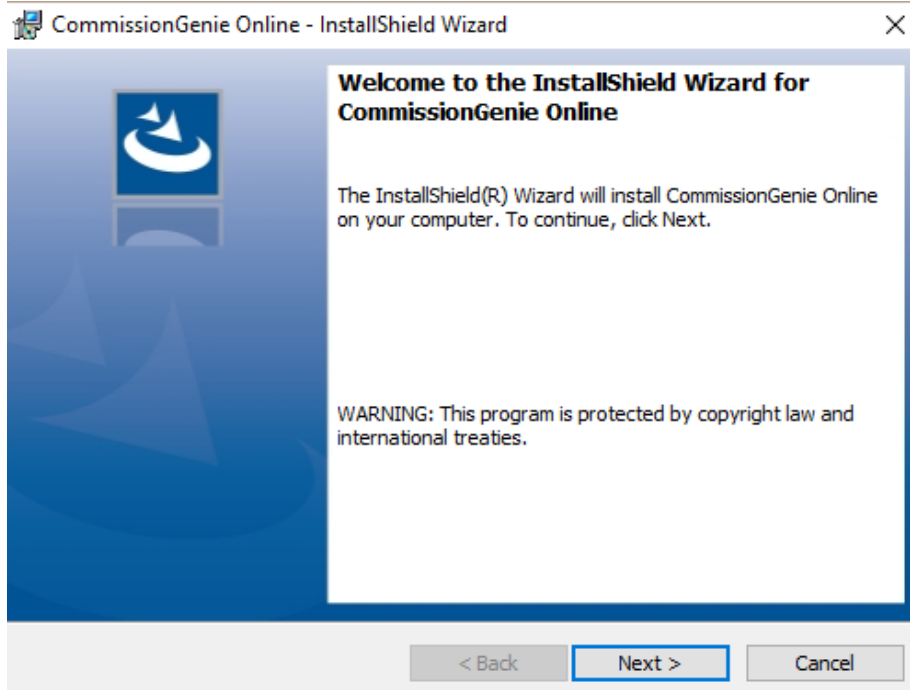
Thank you for choosing CommissionGenie. We've designed CommissionGenie to work the same way you do in QuickBooks. In that respect, we've created what we believe to be a very intuitive software program with a short learning curve. Soon you will be processing commission payments easier than you ever have before. We also think you'll start to wonder how you ever paid sales commissions without it.

The following pages will guide you through the process of installing and setting up CommissionGenie to work in conjunction with your QuickBooks program. If you currently generate invoices for sales and item tracking, and would like to pay your commission salespeople through QuickBooks, you can be up and running in a very short time — accurately accounting for commissions, creating reports, splitting commissions, generating checks for your salespeople, and posting to your QuickBooks checkbook.

## Installing CommissionGenie Online

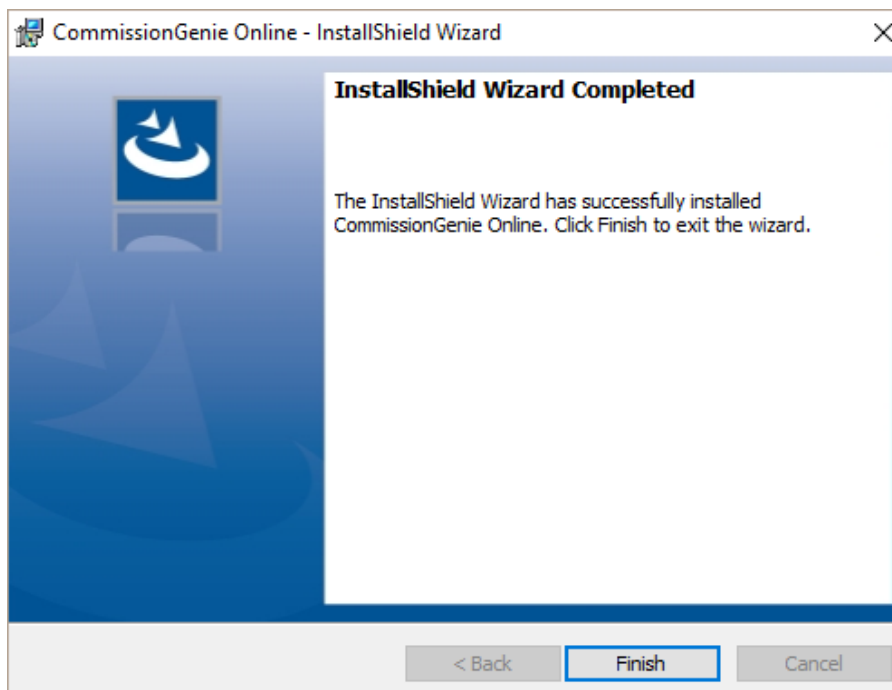
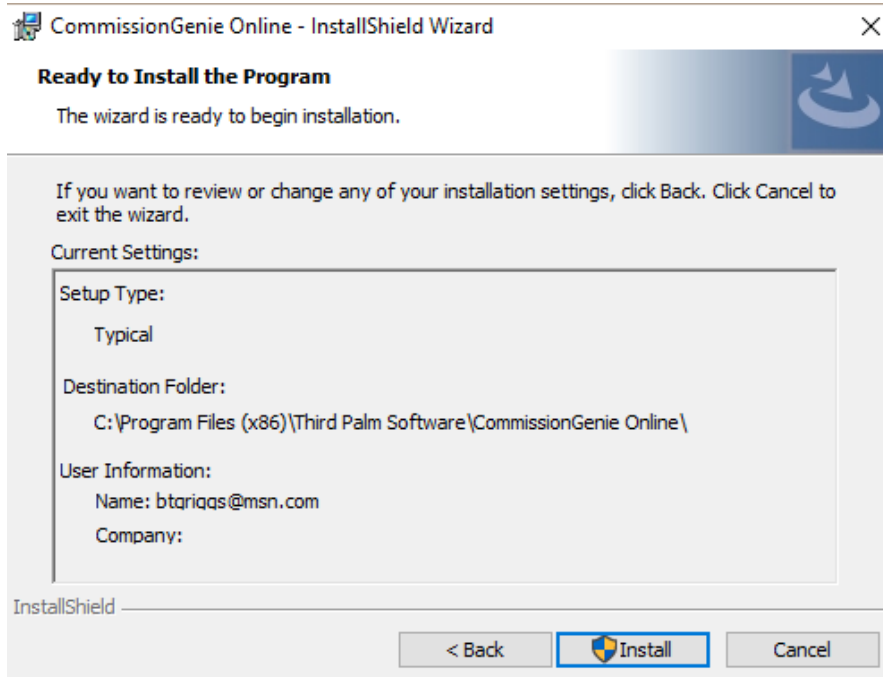
To ensure a successful installation you must close all open programs. After you have downloaded the file, open the CommissionGenie Setup folder and choose Setup.Exe. If you receive a prompt from User Account Control, choose "Yes" to continue or if you are you are running Windows 8.1 you may have to open the "more information prompt" at install to allow the installation. This will start the setup program:

Once you have finished downloading, select to run the CommissionGenie install file.

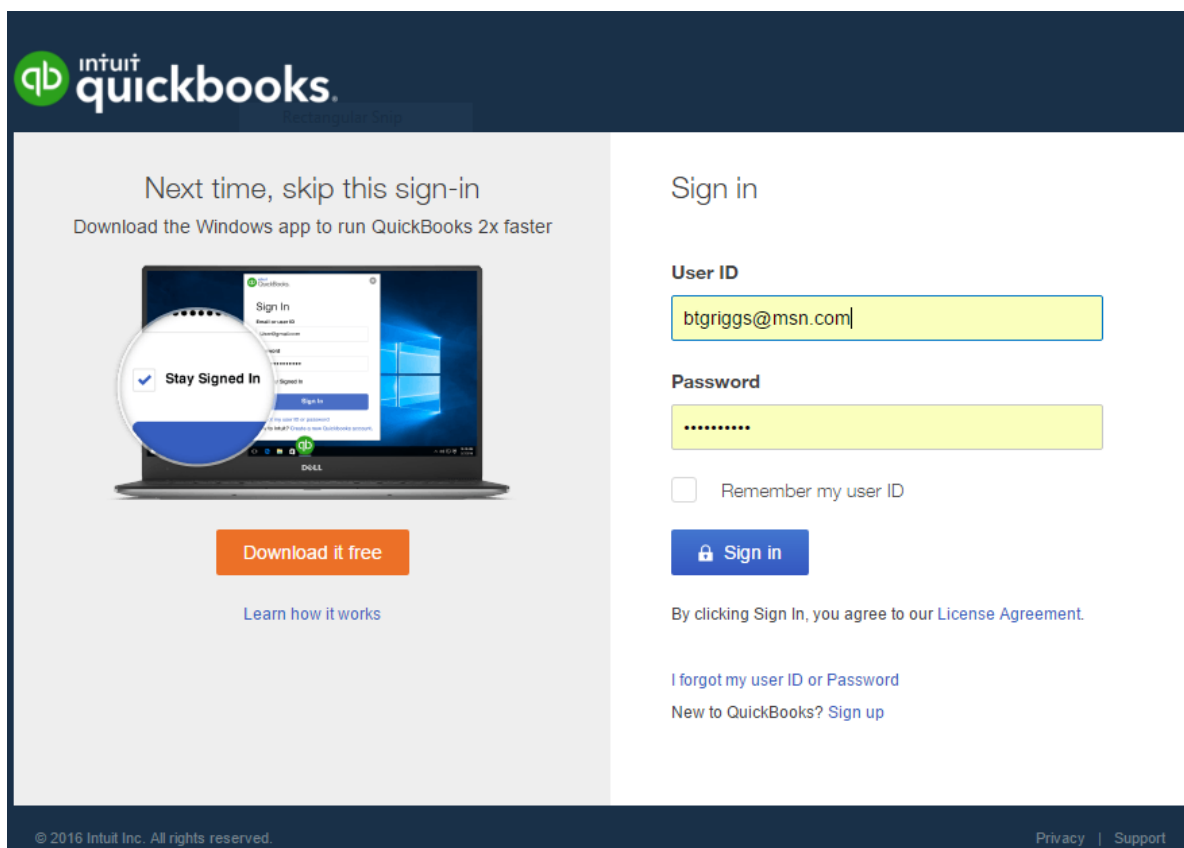


Commission Genie will prompt you that it is preparing to install the program. We assume you'll be installing the program in its default location, however, you may choose to install it in another location. If

you wish to do this, choose “Browse” and install CommissionGenie in your desired location. Choose “Next” a couple more times and then choose “close” when the installer is complete. Congratulations! You’ve now successfully installed CommissionGenie.



You will now see an icon on your desktop called "CGO" (Commission Genie Online). You can choose this icon to launch CommissionGenie. Alternatively, you can choose "Start --> Third Palm Software and in the drop down choose CGO".



qb intuit quickbooks.

Next time, skip this sign-in  
Download the Windows app to run QuickBooks 2x faster

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Learn how it works

Sign in

User ID  
btgriggs@msn.com

Password  
.....

☐ Remember my user ID

Sign in

By clicking Sign In, you agree to our [License Agreement](#).

[I forgot my user ID or Password](#)

New to QuickBooks? [Sign up](#)

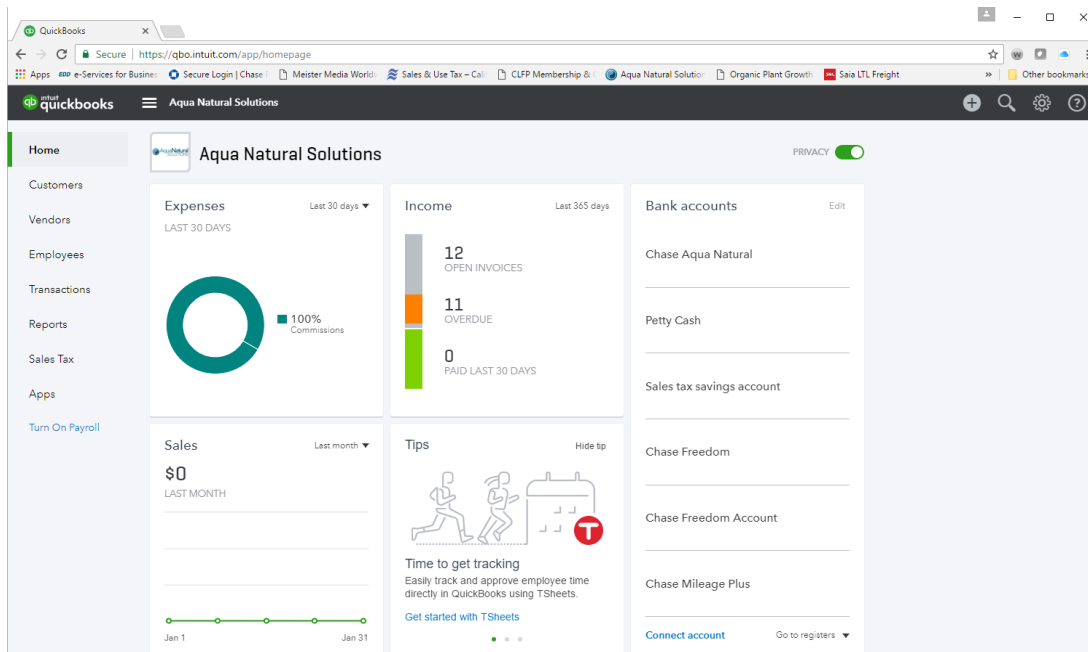
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## Authorizing CommissionGenie to work with QuickBooks Online

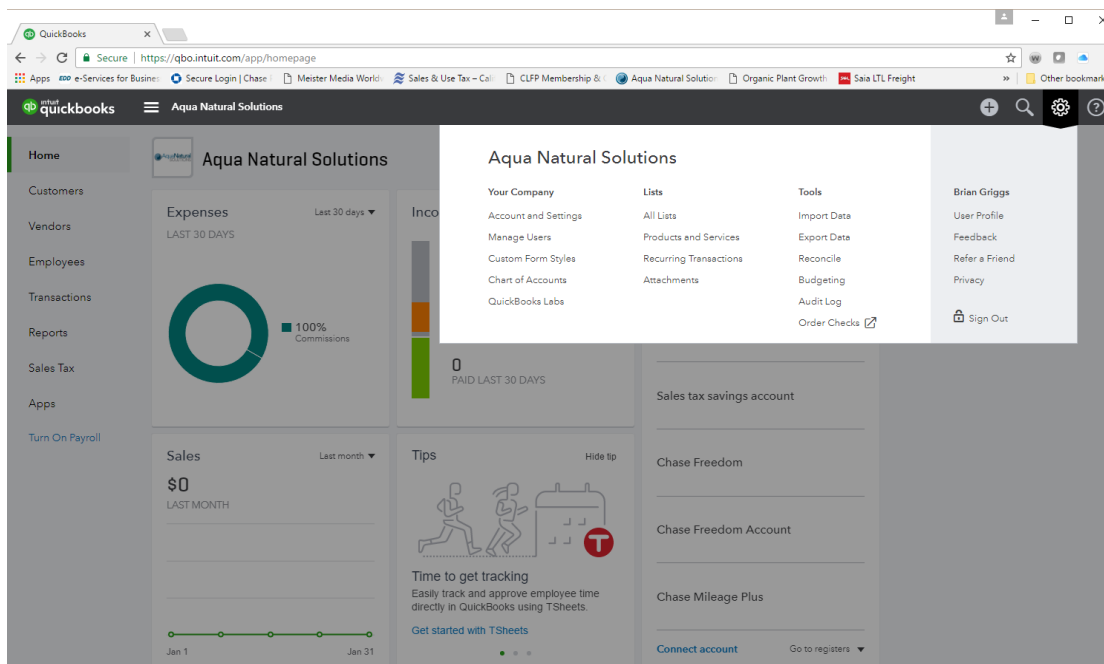
You will need "Administrator Privileges" to let CommissionGenie work with your QuickBooks online company file. If your user account doesn't have these privileges, or you are unsure, please see your system administrator. When you first run CommissionGenie Online, you need authorize it to connect to your QuickBooks online company to allow CommissionGenie to work its magic. You will see a screen like the one above to open your Quick Books online company.

With CommissionGenie successfully installed, please login and locate your companies account number, it can be found on the billing and subscription page of your Quick Books online company.

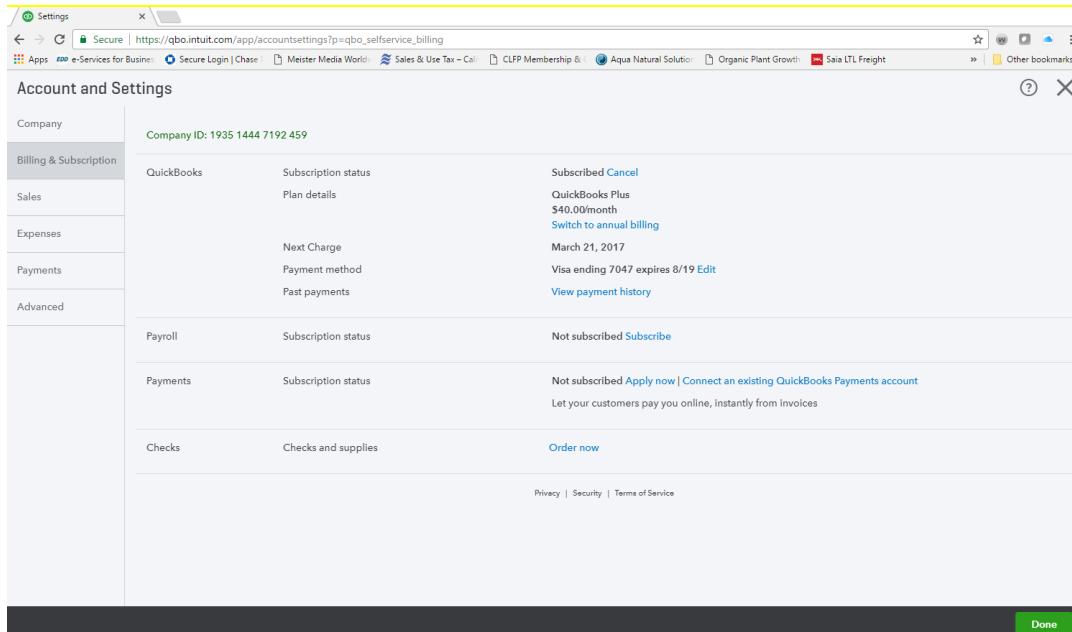
When you open your Quick Books online company the main page appears below.



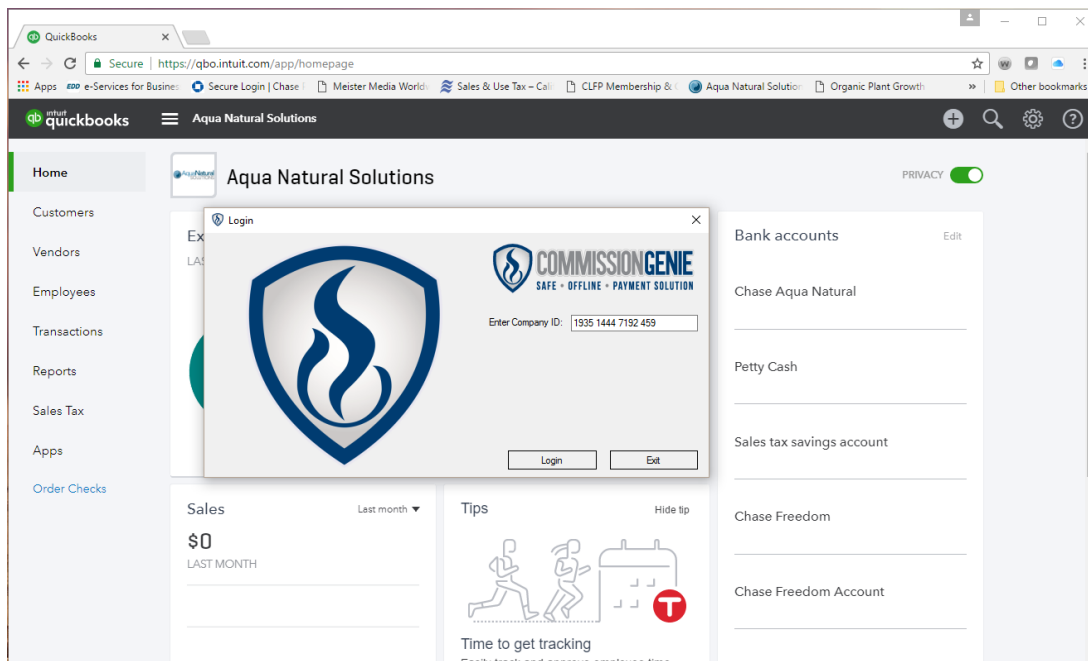
Use the gear icon in the upper right hand corner to access your account billing and subscription information to retrieve your account number.

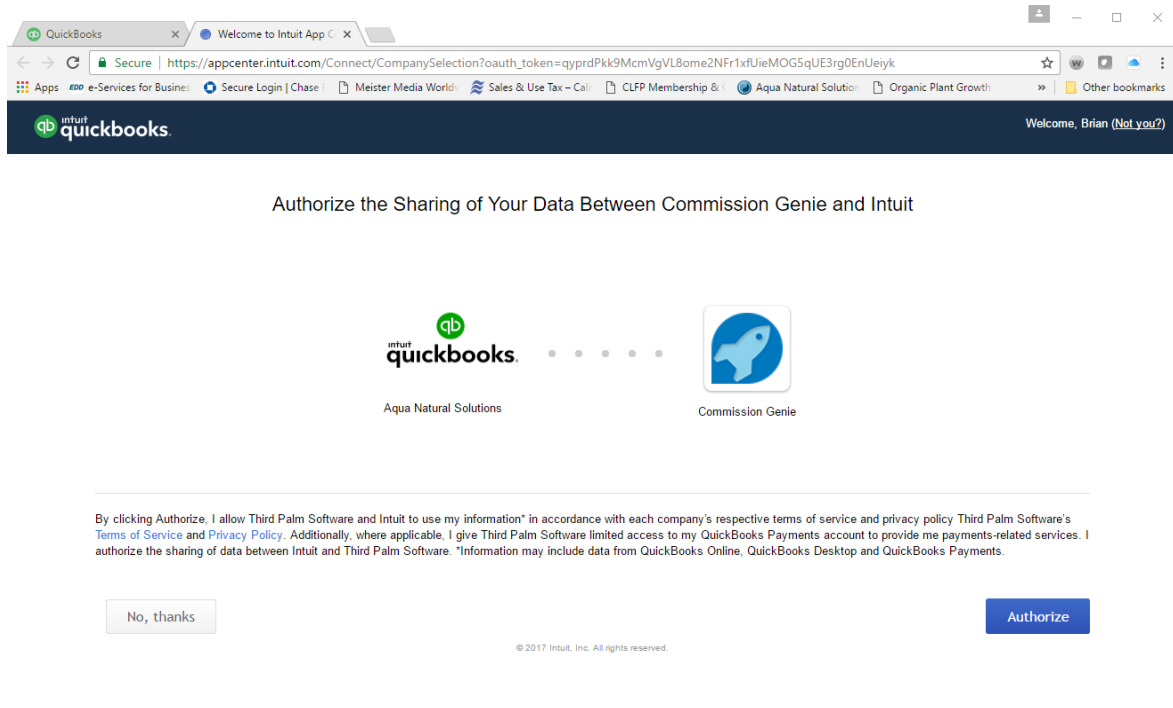


Locate your account number from the account and billing information page. You will need this number to authorize CommissionGenie to work with your Quick Books files. Open CommissionGenie and the login page will appear, this may take a few moments depending on the size of your company files.

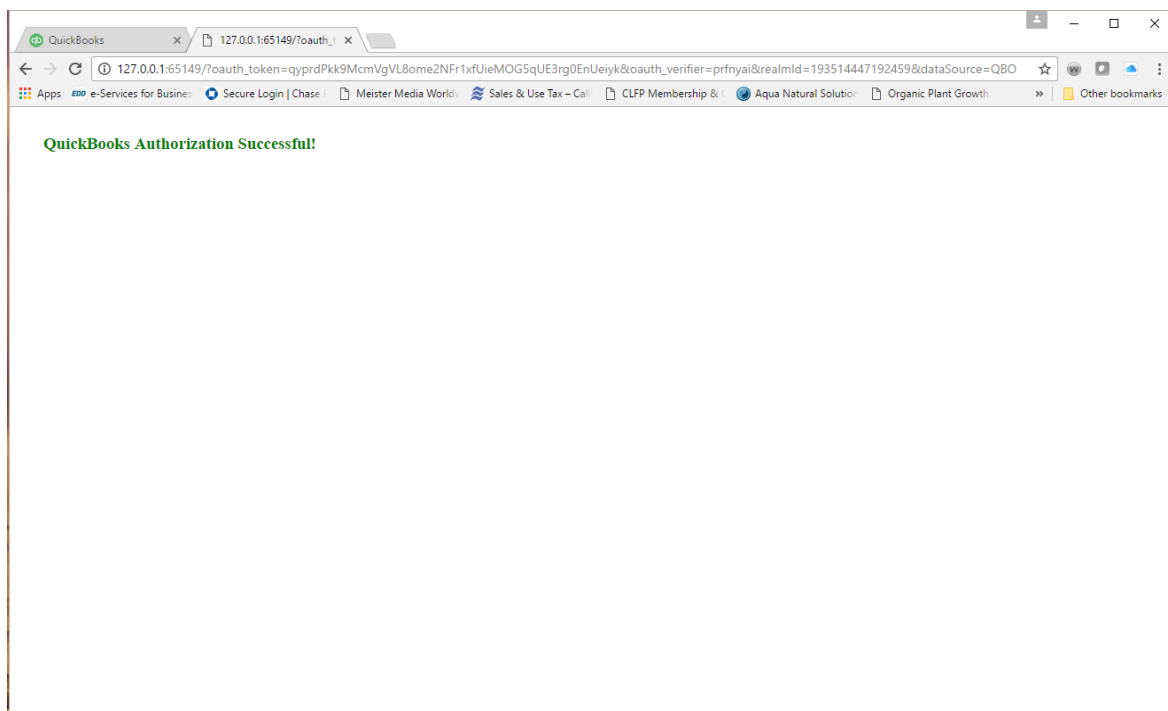


Copy and paste your company ID number into the Enter Company ID box, Press the login button and a new tab will open in your browser asking you to authorize Commission Genie to work with your Quick Books file. Press the authorize button.



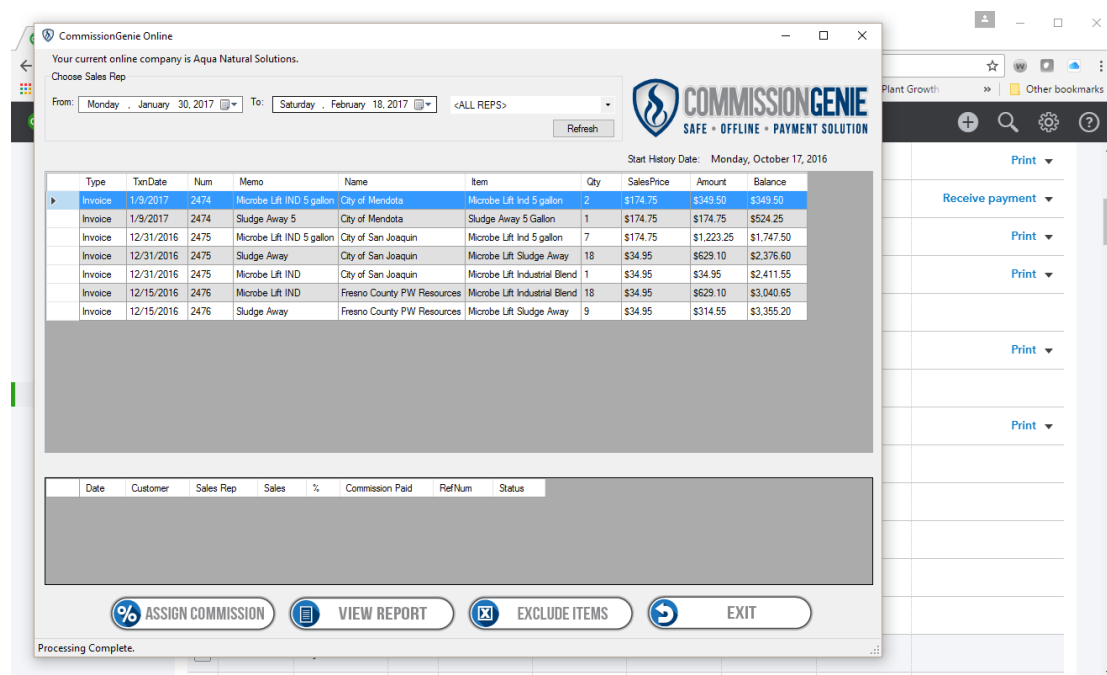


Now you will see a screen confirming that CommissionGenie is authorized to work with Quick Books, Switch back to the tab with your Quick Books file open.





The CommissionGenie home page will open in a few moments depending on how large the sales files are. Once open you will be prompted to select the sales reps you want to be included for commission payments.



## SETUP:

In order to effectively set up your CommissionGenie to work seamlessly with your QuickBooks program, you have to understand that there are fundamentally three types of sales reps, correctly categorizing how you pay your sales reps will provide you with accurate reporting for costing and tax purposes.

### Determining the correct setup for your sales personnel:

#### 1) The first type is OUTSIDE OR CONTRACTUAL SALES REP

This sales rep receives gross commissions each year and is responsible for their own taxes. This type of sales rep is considered a Vendor in QuickBooks. When you open your QuickBooks file on the main page there are listings for Vendors, Customers, and Employees. This is where you add, delete, or modify your sales reps. When the invoice is created, and paid, QuickBooks uses this information to generate reports, track inventory, and determine profit margins. CommissionGenie also uses this information to assign commissions and split commissions between sales reps.

#### 2) The second type is AN EMPLOYEE

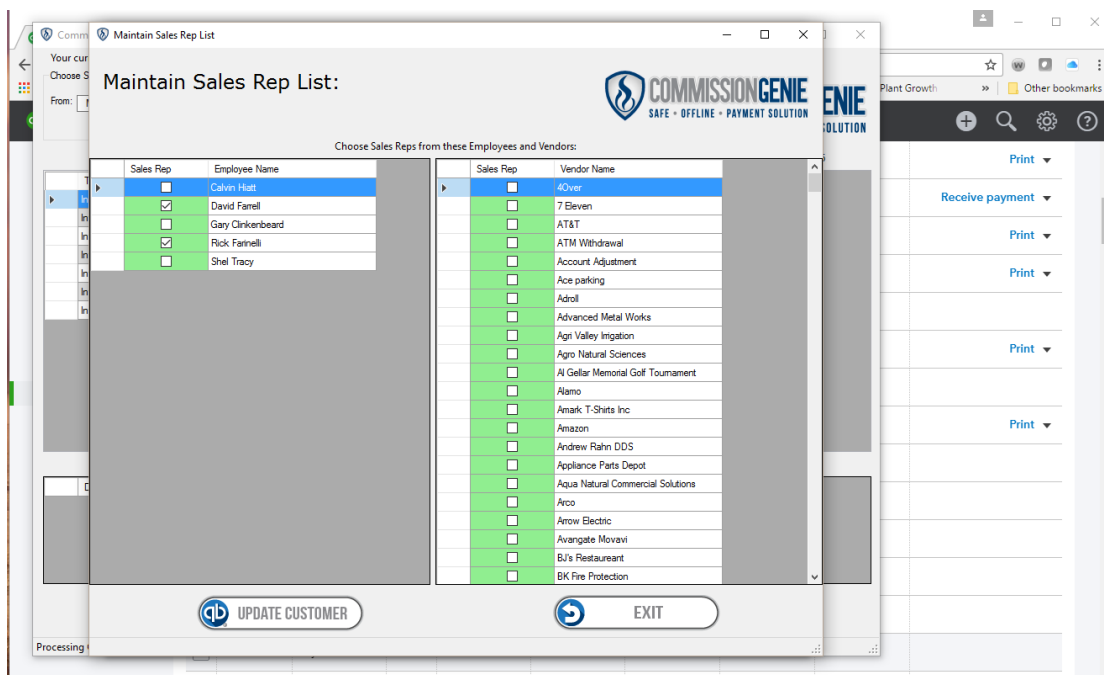
This means that the commissions the sales rep receives are all taxable. The report generated by CommissionGenie will be keyed into your payroll program or is sent to your payroll company for processing. In this instance, you can list this sales rep as an employee. CommissionGenie will provide you with the accurate accounting of sales paid during a selected date range, generate your sales reports

and commissions payable, but does not automate any check writing or posting in your QuickBooks file as those functions are provided by your payroll system.

### 3) The third type is a DRAW AGAINST COMMISSION EMPLOYEE

This sales rep is also an employee which is paid a salary or hourly wage as a minimum, but is required to be on the lot or floor and is subject to payroll tax withholding. This type of employee is common in auto dealerships, furniture stores, and many other fixed location businesses. The sales rep is expected to earn more than the minimum and is set up as a Draw Against Commission Employee. In this instance CommissionGenie provides the information to determine if the minimum hourly wage is exceeded and therefore the commission earnings are used in the payroll calculations in lieu of salary/ hourly calculations. CommissionGenie is particularly beneficial here, where split commissions are common.

Select the sales representatives you want to include in commission payments. If the sales rep is a vendor, CommissionGenie will calculate the commissions, generate and commission report and send the commissions to your pay bills file in the vendor tab on Quick Books.



**IMPORTANT:** Before proceeding with the setup process, it should be noted that the CommissionGenie is a standalone program, that is integrated with your QuickBooks files. The history files that are created in CommissionGenie will store the customer, vendor and employee information necessary to complete the process of paying commissions and establish a starting date, this ensures that once a commission for a specific transaction is paid it cannot be duplicated. The history files allow CommissionGenie to not only pay commissions, but also split commissions with as many as three additional Representatives or Managers.

The assign commission page will allow you to establish the maximum commission percentage for the customer transactions listed and to split those commissions between multiple reps. In the event the commission split is between a rep that is a vendor the payments will be sent to Quick Books for payment. If the commission split belongs to an employee rep, CommissionGenie will create a commission report that can be added to your payroll system to generate their pay checks.

**Assign Sales Rep Commissions:**

Company Name: City of Clove  
Full Name: City of Clove  
Customer Type: Wholesale  
Terms: Due on receipt

Main Phone: 559 324 2624  
Main Email: davidga@cityofclovis.com  
Bill To: City of Clovis  
155 N Sunny Ave  
Clovis, CA 93888

**Assign up to four Sales Rep commissions for**

Sales Rep #1: Robbie Wilks  
Sales Rep #2: Craig Winton  
Sales Rep #3:   
Sales Rep #4:

**Commission Splits**  
Max Commission: 15.0  
Set

Rep 1 Percentage Split: 15.0  
Rep 2 Percentage Split: 5.0  
Rep 3 Percentage Split: 0.0  
Rep 4 Percentage Split: 0.0

☐ No Rep 2  
☐ No Rep 3  
☐ No Rep 4

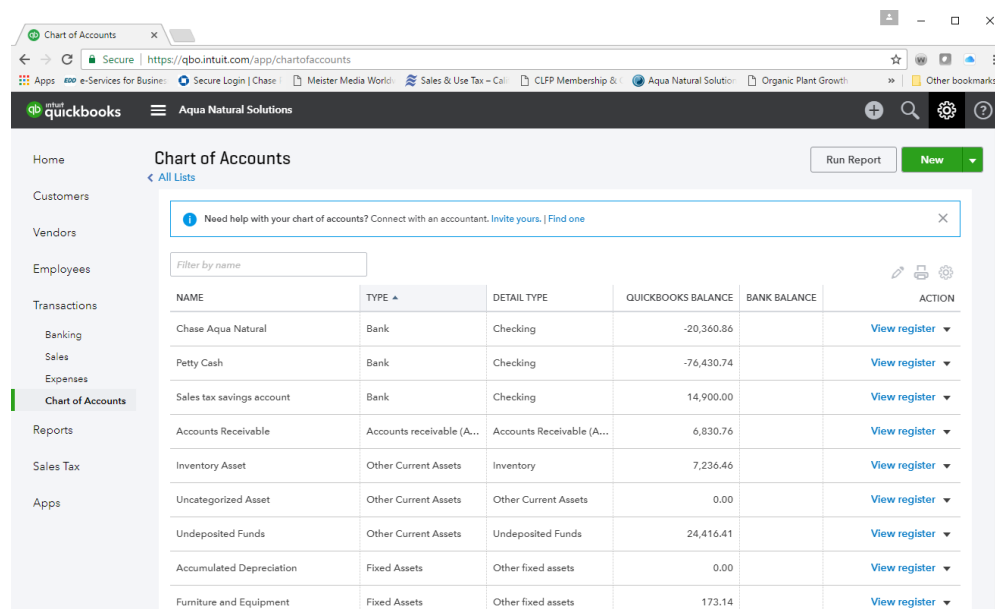
**SAVE COMMISSIONS** **PRINT** **EXIT**

Setting up your accounting program to assure the accuracy of commission payments, inventory management, and reporting is essential. The following steps and screen pictures will guide you through the setup process in QuickBooks, to assure that you get the most out of the addition of CommissionGenie to your system.

#### QuickBooks setup: Expense Accounts

Any time a check is written, QuickBooks links it to an expense account, Quick Books has a commission expense account built in to it, simply select the commissions expense account in the pay to account box

The chart of accounts page looks like this below. Check your expense account list to confirm that you have selected the commission expense account you currently use, or create an expense account named “Sales Commission.” If you have outside sales and inside employee sales you should have both expense accounts named separately.

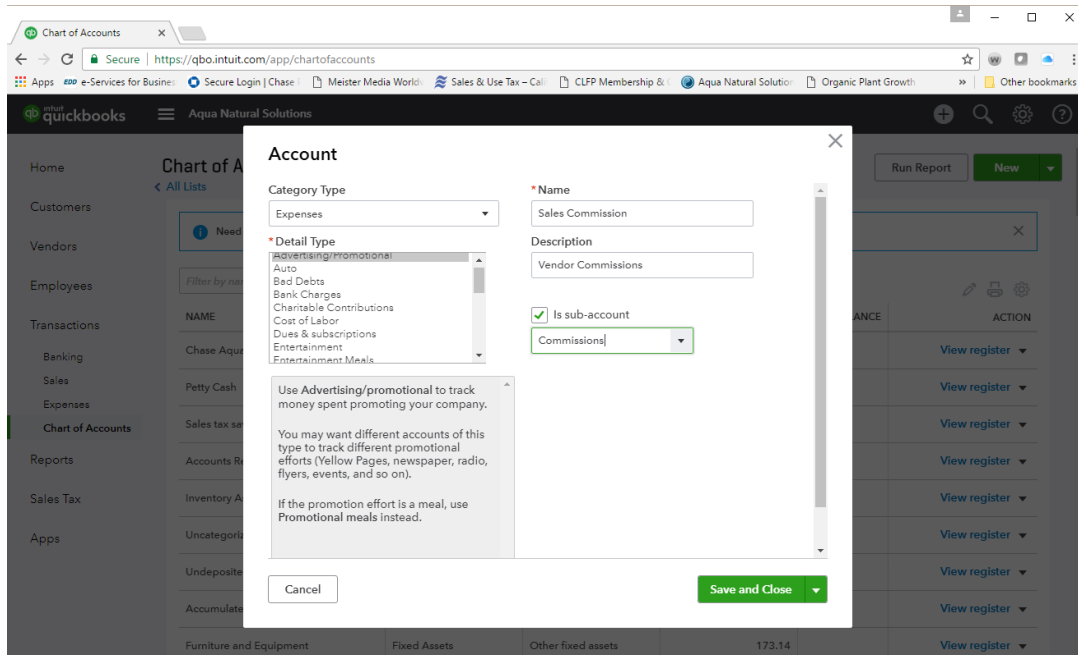


NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Chase Aqua Natural	Bank	Checking	-20,360.86		<a href="#">View register</a>
Petty Cash	Bank	Checking	-76,430.74		<a href="#">View register</a>
Sales tax savings account	Bank	Checking	14,900.00		<a href="#">View register</a>
Accounts Receivable	Accounts receivable (A...	Accounts Receivable (A...	6,830.76		<a href="#">View register</a>
Inventory Asset	Other Current Assets	Inventory	7,236.46		<a href="#">View register</a>
Uncategorized Asset	Other Current Assets	Other Current Assets	0.00		<a href="#">View register</a>
Undeposited Funds	Other Current Assets	Undeposited Funds	24,416.41		<a href="#">View register</a>
Accumulated Depreciation	Fixed Assets	Other fixed assets	0.00		<a href="#">View register</a>
Furniture and Equipment	Fixed Assets	Other fixed assets	173.14		<a href="#">View register</a>

If you do not have an expense account associated with your commission payments, you can add one by going to the, “new” button located on the upper right side of the page. Here you can add “Sales Commission” expense to the list.

Select “add” new from the category list and add “expense” account

Create the new expense category, sales commission and sub account commission expense. If this is the only way you pay commissions you can add a description and tax line mapping to the commission expense on your Schedule C. This will direct the transactions to the right line on your tax filings when you upload your information to TurboTax at the end of the year. If you pay commissions to both outside sales and employee sales, you should have separate categories for the commissions paid, as payroll commissions are included in your W2 totals and entered on a different tax line of your Schedule C. It is recommended that you consult your tax advisor to determine the proper designation.



on the Review / Pay Commissions page of CommissionGenie. This will correctly populate the commission payments in your Quick Books Files.

Once you have completed setting up your expense files, you will be able to select the file you are going to use in CommissionGenie by accessing the main screen in CommissionGenie and selecting “View Report” the new page will display a “Pay to Account” drop down list that will allow you to choose the expense file you are going to use for commission payments. **This expense file must be the same file you are using in QuickBooks for commission payments, to be accurately reported.**

Review / Pay Commissions

Review / Pay Commissions:

COMMISSIONGENIE  
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Bill

Sales Rep Name: Craig Winton Date: Tuesday, November 11, 2014

Amount Due: \$599.50 Paid Status: New

Memo: commission Ref Num: 19

Pay to Account: Sales Commission

Customer	Sales Rep	Sales	%	Commission Paid	RefNum	Status
11/11/2014 New Day Distributing	Craig Winton	\$2,997.50	20.0	\$599.50	19	New
11/11/2014 New Day Distributing	Craig Winton	\$1,295.00	20.0	\$259.00	19	New
11/11/2014 Springs Golf	Ginger Gilbert	\$1,199.00	20.0	\$239.80	22	New
11/7/2014 City of Fire	Kent Bove	\$209.85	20.0	\$41.97	29	New
11/7/2014 City of Fire	Kent Bove	\$259.90	20.0	\$51.98	29	New
11/7/2014 City of Fire	Kent Bove	\$259.90	20.0	\$51.98	29	New
11/11/2014 City of Reed	Lance Bunda	\$1,295.00	20.0	\$259.00	25	New
11/11/2014 City of Reed	Lance Bunda	\$599.40	20.0	\$119.88	25	New
11/4/2014 Scottinos	Suzie Davis	\$179.85	20.0	\$35.97	23	New

Quickbooks read success. Code = 0 Message = Status OK Severity = Info

Generating Commission reports is accomplished by using the print report function built into CommissionGenie. Here you can print your reports for reconciliation prior to saving commissions for payment by Quick Books.

Print Sales Commission Report

Commission Paid

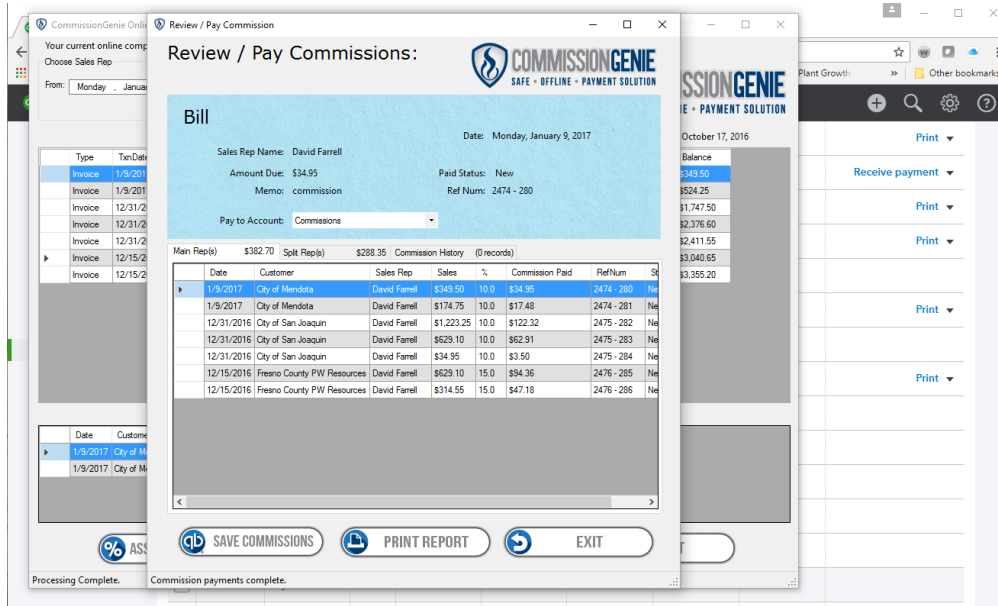
Aqua Natural Solutions

Date Range: 1/5/2017 - 2/18/2017

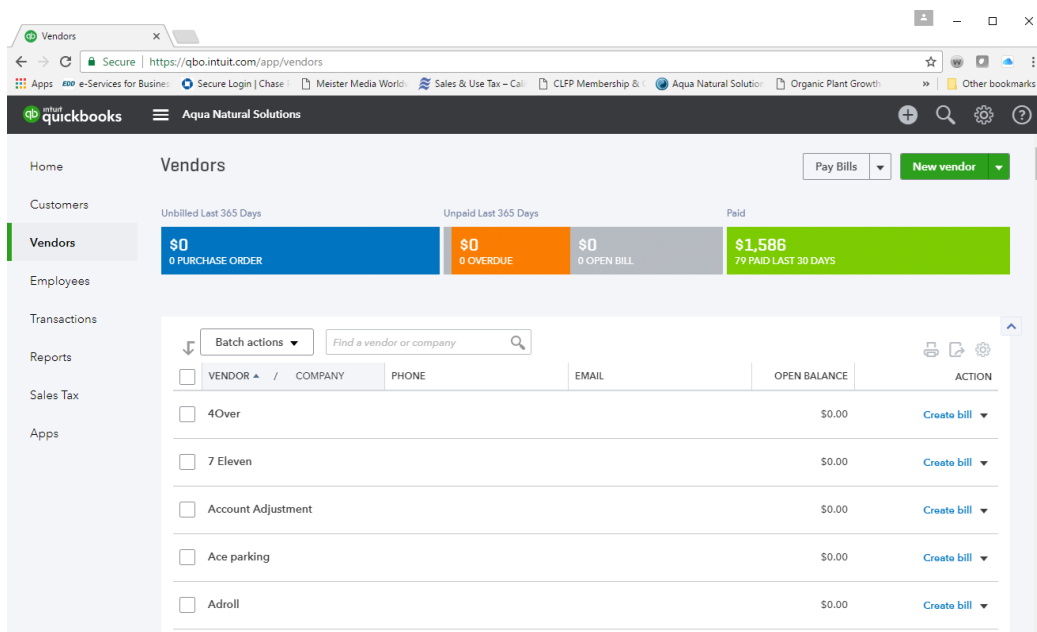
Date	Customer	Sales	%	Split	Paid
1/8/2017	David Farrell				
	City of Mendota	\$349.50	10.0	Yes	\$34.95
	City of Mendota	\$174.75	10.0	Yes	\$17.48
	City of San Joaquin	\$1,223.25	10.0	Yes	\$122.32
	City of San Joaquin	\$629.10	10.0	Yes	\$62.91
	City of San Joaquin	\$34.95	10.0	Yes	\$3.50
	Fresno County PW Resources	\$629.10	10.0	Yes	\$62.91
	Fresno County PW Resources	\$314.55	15.0	Yes	\$47.18
		\$3,352.20			\$332.70

Report Date: March 12, 2017 Commissions Paid 3 of 3

After you have reviewed your commission reports for accuracy you now can save the commissions to Quick Books for payment or use the reports for your normal payroll function. When you select the save commissions button on the Review / Pay Commissions page, CommissionGenie will calculate and send them to Quick Books and the history files. When complete you will be notified at the lower left of the screen.



Now you have completed setting up the file that QuickBooks will read and write to in the future. The next step is to access your Vendor file from the main page of QuickBooks. This is where you add, delete, and confirm that all the Vendors ("sales reps") in your system are accounted for, and are setup correctly.



Here you can add a new Vendor or outside sales organization for commission payments.

The screenshot shows the QuickBooks interface with the 'Vendors' menu selected. A 'Vendor Information' form is open for a vendor named 'John Theodore Doe'. The form includes fields for personal and company information, contact details, and payment settings. The 'Payment terms' are set to 'Due on receipt', and the 'Track payments for 1099' checkbox is checked. The form is titled 'Vendor Information' and has a 'Save' button at the bottom right.

Title	First name	Middle name	Last name	Suffix	Email
	John	Theodore	Doe		John@Doe.com

Company	Phone	Mobile	Fax
	555	222	7777

*Display name as	Other	Website
John Theodore Doe		

Print on check as	Billing rate (/hr)	Terms
John Theodore Doe		Due on receipt

Address	Opening balance	as of
222 Anywhere		03/12/2017

Fresno	CA	Country
937110		

Account no.	Business ID No.
Appears in the memo of all payments	444-25-2222

Notes

Attachments
Maximum size: 25MB

Cancel Save

Select the payment settings tab and set payment terms to due upon receipt. This will populate the checks to be written to the sales rep when they are sent from CommissionGenie for the selected pay period. Next confirm their status as a 1099 Vendor and add their social security number or tax ID number. This will setup the 1099 generation at the end of the year for tax purposes.

Once all of your vendors have been added to the system, and the expense file that commissions are going to be linked to has been uniformly applied, it's time to review the invoice. Invoicing plays a key role in the operation of your business; including reporting sales, tracking inventory, and calculating profit margins. The real power of the invoice is the information it provides on who is buying your products and how often.

### Invoicing and QuickBooks:

The invoicing system in QuickBooks is the control center of your business as it allows you to track sales, manage inventory, create reports for Accounts Payable, and track your customer purchases. With the addition of CommissionGenie, you now will be able to generate commission reports from the invoices created for your customers, and pay one or more sales representatives for each sale invoiced and paid.

Open the customer invoice in QuickBooks. There is a space provided for the initials of the sales rep, this has no bearing on the function of calculating and paying commissions with CommissionGenie. You will be able to assign commissions and store the information for each customer, for current and future use in the history files provided by CommissionGenie.



Invoice #2448

American Compactor

Email (Separate emails with a comma)

Send later

Co/Boc

PAID

2 payments made on 09/23/2016

**! Your QuickBooks payment account is not connected to QuickBooks Online.**  
You can connect it now but note that it will be disconnected from QuickBooks Desktop. [Connect now.](#)

**Billing address**  
American Compactor  
Equipment Sales  
Jack Armistead  
PO Box 2459  
Clovis, CA 93613-2459

**Terms**  
Due on receipt

**Invoice date**  
09/20/2016

**Due date**  
09/20/2016

**Shipping address**  
Local Pick Up  
Fresno, CA 93711

**Ship via**  
Local

**Shipping date**  
09/20/2016

**Tracking no.**

**P.O. Number**

**Sales Rep**  
GF

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX
1	Microbe Lift DGTT Inv	Professional Drain Cleaner	6	29.95	179.70	
2						

Add lines Clear all lines Add subtotal

Message displayed on invoice

Statement memo

Subtotal \$179.70

Taxable subtotal

Select a sales tax rate

Shipping

Total \$179.70

Amount received \$179.70

**Assign Sales Rep Commissions:**

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Company Name: Outback Steakhouse

Full Name: Outback Steakhouse

Customer Type:

Terms:

Main Phone: 559 224 1181

Main Email:

Bill To: Devin2765 W. Shaw Ave

Assign up to four Sales Rep commissions for

Max Commission: 20.0

Set All

Sales Reps

Sales Rep #1: David D Farrell

Sales Rep #2: Brian T Griggs

Sales Rep #3:

Sales Rep #4:

Rep 1 Percentage Split: 15.0

Rep 2 Percentage Split: 5.0

Rep 3 Percentage Split: 0.0

Rep 4 Percentage Split: 0.0

No Rep 2

No Rep 3

No Rep 4

SAVE COMMISSIONS

PRINT

EXIT

Update complete.

Processing Complete.

CommissionGenie  
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October 17, 2016

Sales Price	Amount
\$34.95	\$10
\$40.95	\$36
\$10.50	\$12
\$40.95	\$24
\$29.98	\$11
\$9.98	\$11
\$29.98	\$11
\$9.98	\$11
\$29.98	\$11
\$9.98	\$11
\$29.98	\$11
\$9.98	\$11
\$29.98	\$11
\$9.98	\$11
\$29.98	\$11
\$9.98	\$11

bank accounts

Connect account

Register

Chase Aqua Natural

Chase Cash

Chase Freedom

Chase Freedom A...

Chase Mileage Plus

activities

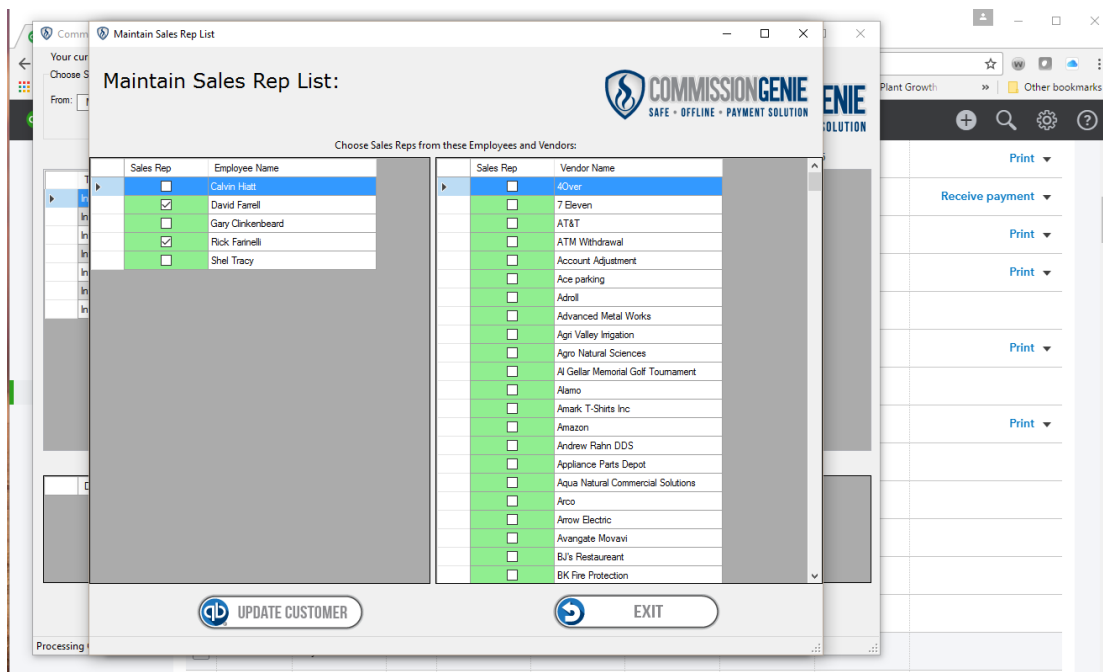
All

December 8, 2016  
TODAY

No more double data entry  
QuickBooks Payments saves an average  
6 hours per month.

The Assign Sales Rep page will let you know who you are assigning as the primary and secondary sales reps for this customer. If there is a question as to the status of the sales rep, (employee or Vendor)

return to the sales reps' page. Here you can update any sales rep status. The save commission button will save this information to the history file for current and future purchases by this customer.



**NOTE: QuickBooks will not allow you to reuse the same exact name.**

*(What happens if I setup a sales rep as an Employee and they should be a Vendor? How do I change this?)* A simple solution is to create a new vendor file, which either includes a middle initial or eliminates a middle initial to create a new entry. When you run CommissionGenie you will be able to select the new addition with the vendor status and deselect the employee. Toggle up the list of Vendors until you find the new Vendor entry that you created for the sales rep and attach it to the customer file. Now any time a new invoice is paid the default sales rep will have the new Vendor designation.

### Tooltips

Tooltips are active throughout the program. Hold your mouse cursor over an area of the screen to receive a time saving tip. For example, if you hold your mouse cursor over the Sales by Sales Rep Detail grid, you'll see the tooltip "Double click to assign splits for this sales rep." When you do so, it will bring up the Assign Splits screen pre-filled with the current sales rep information. Alternatively, you can just click the Assign Splits command button and select a sales rep from the drop down.

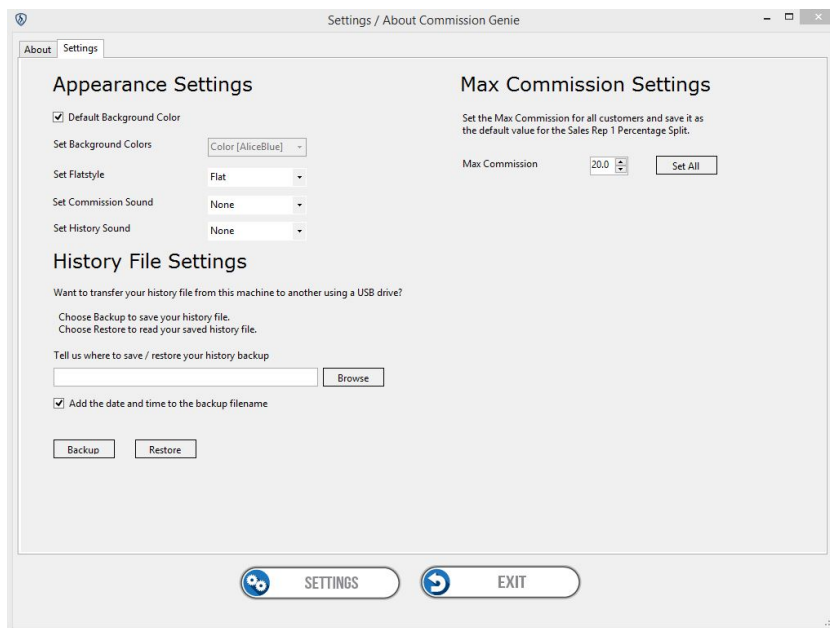
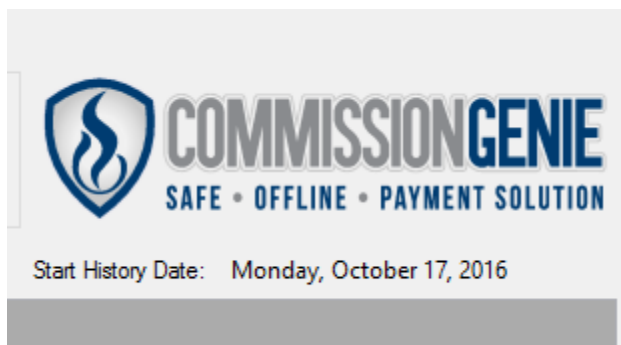
### Connecting QuickBooks and CommissionGenie:

Open the QuickBooks file, minimize QuickBooks and open CommissionGenie. In the upper left-hand corner of CommissionGenie you will see a tag notifying you of which company file you are currently

working in. This provides confirmation that you are working in the correct file. If you have set up your company structure in such a way that you pay commission sales reps as Vendors, you post all sales by generating invoices, you can now generate the report outlining the commissions that are to be paid. But before generating a report, and/or writing checks for your sales reps, you should review the “Excluded Items” option. This will ensure that you are not paying commissions on items that are not commissionable.

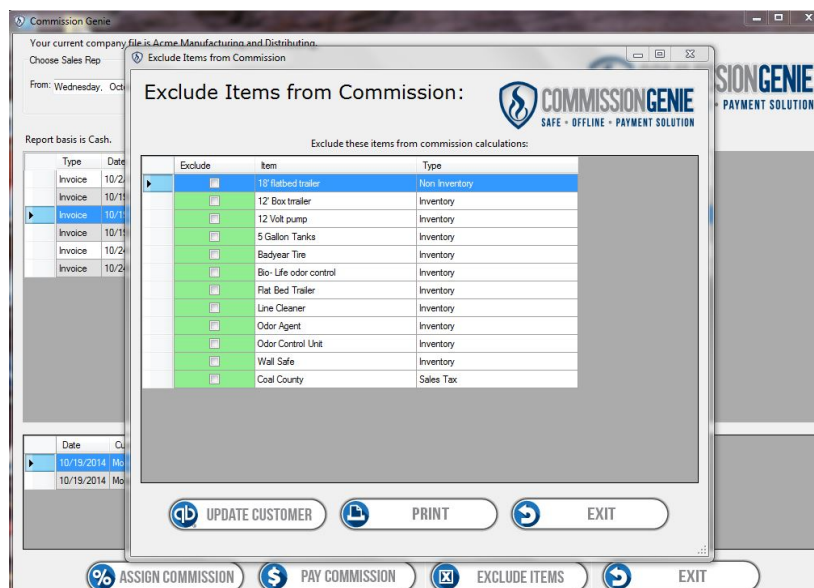
### Commission Genie Setup Page:

You can access the setup page for Commission Genie at any time by double clicking on the Commission Genie logo at the upper right side of the screen, here you can change the appearance and default commission settings, in addition to selecting where you would like to store the history file.



Excluded items;

QuickBooks by default excludes sales taxes from the transaction process for reporting purposes. But in most cases, there are a number of other items that are not commissionable; for example, freight and artwork. Your business may have additional items that need to be excluded, or are not considered commissionable, so this is where you need to add them. We have included a button at the bottom of the main screen that allows you to select and exclude items that are not commissionable. Simply push the “Exclude Items” button and the items that are listed as sales and services for your company are displayed. Toggle through the list selecting any items that are not commissionable, push update and you’re done. Next step is to work in the CommissionGenie main page.



## Working in the CommissionGenie Main Screen

Commission Genie

Your current company file is Acme Manufacturing and Distributing.

Choose Sales Rep

From: Saturday, November 1, 2014 To: Monday, November 17, 2014 <ALL REPS>

Report basis is Cash.

Type	Date	Num	Memo	Name	Item	Qty	Sales Price	Amount	Balance
Invoice	11/11/2014	19	Odor control solution	New Day Distributing	Bio- Life odor control (Odor control solution)	50	\$59.95	\$2,997.50	\$2,997.50
Invoice	11/11/2014	19	Odor control solution	New Day Distributing	Odor Control Unit (Compactor odor control equipment)	1	\$1,295.00	\$1,295.00	\$4,292.50
Invoice	11/11/2014	20	Odor control solution	Property Services	Bio- Life odor control (Odor control solution)	10	\$59.95	\$599.50	\$4,892.00
Invoice	11/11/2014	22	Odor control solution	Springs Golf	Bio- Life odor control (Odor control solution)	20	\$59.95	\$1,199.00	\$6,091.00
Invoice	11/7/2014	29	5 gallons Supply tank	City of Fire	5 Gallon Tanks (5 gallons Supply tank)	3	\$69.95	\$209.85	\$6,300.85
Invoice	11/7/2014	29	12 Volt supply pump	City of Fire	12 Volt pump (12 Volt supply pump)	2	\$129.95	\$259.90	\$6,560.75
Invoice	11/7/2014	29	225x 16 Trailer Tire	City of Fire	Badyear Tire (225x 16 Trailer Tire)	2	\$129.95	\$259.90	\$6,820.65
Invoice	11/11/2014	24	Odor control solution	Planada services	Bio- Life odor control (Odor control solution)	5	\$59.95	\$299.75	\$7,120.40
Invoice	11/11/2014	25		City of Reed	Odor Control Unit (Compactor odor control equipment)	1	\$1,295.00	\$1,295.00	\$8,415.40
Invoice	11/11/2014	25	Odor control solution	City of Reed	Odor Agent (Odor control solution)	12	\$49.95	\$599.40	\$9,014.80
Invoice	11/4/2014	23	Odor control solution	Scottinos	Bio- Life odor control (Odor control solution)	3	\$59.95	\$179.85	\$9,194.65

Date	Customer	Sales Rep	Sales	%	Commission Paid	RefNum	Status
11/11/2014	New Day Distributing	Craig Winton	\$2,997.50	20.0	\$599.50	19	New

Reading records for <ALL REPS> complete.

To calculate the commission payable, choose a starting date and an end date, then select the sales rep you'd like to work with or all reps, this displays all the transactions paid in this date range. This will populate the "Sales Rep Detail grid" with your current paid sales transactions. In addition, the "Split grid" will fill with the Commission Percent and amount owed to your selected rep. If there is more than one customer in the Sales Rep Detail grid, click on the row and update the Split grid appropriately for each customer's sale.

In this main screen example, Craig Winton sold New Day Distributing the line item of \$2,997.50. The Split grid shows Craig's 20% commission of \$599.50. CommissionGenie will automatically calculate the commissions earned and send them to QuickBooks for payment. The display is for each line item sold.

### Assigning Commission Splits:

The "Assign Commissions" function on the main page of CommissionGenie will open the following screen example below. Check the "max commission percentage" to confirm you are paying the right percentage amount for this customer. CommissionGenie will not allow you to pay more than the total of this amount in commissions based upon this number. From this page, you can assign commissions to one or more sales reps and split commissions. Once you have assigned commissions and splits, they will be saved in the history file in CommissionGenie until you change them. Any future sales to this customer will be calculated based upon this information.

You can also use the “Assign Sales Rep Commission” page to update your customers and any sales rep splits that apply. Once you have selected a customer, simply assign the commission splits and appropriate percentages and push the “Save Commissions” button. The field at the bottom of the page will notify you when the update is complete, simply select the next customer and repeat the steps until all are updated.

**Assign Sales Rep Commissions:**

Company Name: City of Clove  
Full Name: City of Clove  
Customer Type: Wholesale  
Terms: Due on receipt

Main Phone: 559 324 2624  
Main Email: davidga@cityofclovis.com  
Bill To: City of Clovis  
155 N Sunny Ave  
Clovis, CA 93888

**Assign up to four Sales Rep commissions for**

Sales Rep #1: Robbie Wilks  
Sales Rep #2: Craig Winton  
Sales Rep #3:   
Sales Rep #4:

**Commission Splits**

Max Commission: 15.0  
Set

Rep 1 Percentage Split: 15.0  
Rep 2 Percentage Split: 5.0  
Rep 3 Percentage Split: 0.0  
Rep 4 Percentage Split: 0.0

☐ No Rep 2  
☐ No Rep 3  
☐ No Rep 4

**SAVE COMMISSIONS** **PRINT** **EXIT**

### Commission splits;

There is a common practice in most sales organizations that share or split commissions between one, two or more sales reps. Additionally, some organizations have sales managers involved in transactions and possibly pay them a percentage of the commissions earned. With CommissionGenie this process is as simple as splitting commissions by customer. With your company file and CommissionGenie open, you can select the “Assign Commission” button on the main page. This allows you to assign and split commissions between multiple sales reps or managers up to a total of four people. By selecting the customer that you wish to assign commission splits for, a new box will open that will allow you to add up to four salespeople per customer. Once done, this will populate the list of sales reps for this customer in the history files in CommissionGenie for future use. Push the “Save Commissions” button and you have successfully stored the commission information for this customer. All current and future purchases by

this customer will reflect these commission splits and percentages until you change them. By selecting print you can print a report that lists the commission assignments by customer, sales reps, and their commission percentages. This ensures that you are paying the correct commissions to your sales reps and managers.

Customer	SalesRep # 1	%	SalesRep # 2	%	SalesRep # 3	%	SalesRep # 4	%
City of Avenal								
City of Clove	Robbie Wilks	15	Craig Winton	5				
City of Coal	Kent Bove	15	Lance Bunda	5				
City of Elm	Kent Bove							
City of Reed								
Clean Cut	Ginger Gilbert	15						
Community College District	Lance Bunda	20						
Dept. of State Hospitals - Coal	Suzie Davis							
Farmers Diner	Kent Bove	20						
Fosters Diner								
Kerman Unified School District								
Mosquito Control	Robbie Wilks	10	Lance Bunda	10				
New Day Distributing								
Planada services								
Property Services								
Scottlines								
Spring Golf								


## Processing reports;

Now you're ready to process your reports. You can select the date range and sales rep you wish to review, push the "View Report" button and the transactions that were paid during this time frame will appear. There is a progress call out at the bottom left of all of the Commission Genie screens, highlighted with an orange oval, these will update the progress of each action selected.



Review / Pay Commissions

## Review / Pay Commissions:



**COMMISSIONGENIE**  
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### Bill

Date: Tuesday, November 11, 2014

Sales Rep Name: Craig Winton

Amount Due: \$599.50

Memo: commission

Pay to Account: Sales Commission

Paid Status: New

Ref Num: 19

Main Rep(s)	\$1,659.08	Split Rep(s)	\$0.00	Commission History (0 records)
-------------	------------	--------------	--------	--------------------------------

Date	Customer	Sales Rep	Sales	%	Commission Paid	RefNum	Status
11/11/2014	New Day Distrubuting	Craig Winton	\$2,997.50	20.0	\$599.50	19	New
11/11/2014	New Day Distrubuting	Craig Winton	\$1,295.00	20.0	\$259.00	19	New
11/11/2014	Springs Golf	Ginger Gilbert	\$1,199.00	20.0	\$239.80	22	New
11/7/2014	City of Fire	Kent Bove	\$209.85	20.0	\$41.97	29	New
11/7/2014	City of Fire	Kent Bove	\$259.90	20.0	\$51.98	29	New
11/7/2014	City of Fire	Kent Bove	\$259.90	20.0	\$51.98	29	New
11/11/2014	City of Reed	Lance Bunda	\$1,295.00	20.0	\$259.00	25	New
11/11/2014	City of Reed	Lance Bunda	\$599.40	20.0	\$119.88	25	New
11/4/2014	Scottinos	Suzie Davis	\$179.85	20.0	\$35.97	23	New

**SAVE COMMISSIONS**

**PRINT REPORT**

**EXIT**

Quickbooks read success. Code = 0 Message = Status OK Severity = Info

Push the "Print Report" button and the transactions for the selected time period are sent to the printer. Push the "Save Commissions" button and the commissions will be sent to QuickBooks for payment. You can then access them in the pay bills file in QuickBooks and print the checks. QuickBooks will total the line item sales sent for payment and print one check with a listing of the transactions. This will provide a history for any reconciliation in the future.



The first screen example below is the primary sales rep report. The following screen example below is any split commissions that are applied to this date range. If you have multiple sales reps with split commissions, it is advised to run a report for all of your sales reps each pay period, in order to assure proper accounting for any splits that may belong to them.

Commission Paid		Aqua Natural Solutions			
Date	Customer	Sales	%	Split	Paid
1/6/2017	City of Mendota	\$349.50	10.0	Yes	\$34.95
	City of Mendota	\$174.75	10.0	Yes	\$17.48
	City of San Joaquin	\$1,223.25	10.0	Yes	\$122.32
	City of San Joaquin	\$529.10	10.0	Yes	\$52.91
	City of San Joaquin	\$34.95	10.0	Yes	\$3.50
	Fresno County P/W Resources	\$529.10	10.0	Yes	\$52.91
	Fresno County P/W Resources	\$314.55	10.0	Yes	\$31.46
	Fresno County P/W Resources	\$1,365.39	10.0	Yes	\$136.54

Report Date: March 12, 2017      Commissions Paid      3 of 3

Once you are satisfied with the report totals, simply push the “Save Commissions” button and these transactions be sent directly to QuickBooks as a bill to be paid. Open your pay bill files in QuickBooks Online, this can be found on the Vendor page. Select pay bills and select the transactions you wish to print a check for. When you print the check, it will be posted to your QuickBooks checking account.

Vendors					
Unbilled Last 365 Days		Unpaid Last 365 Days		Paid	
\$0	0 PURCHASE ORDER	\$288	7 OVERDUE	\$288	7 OPEN BILLS
				\$1,298	72 PAID LAST 30 DAYS

VENDOR	COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/>	4Over			\$0.00	Create bill
<input type="checkbox"/>	7 Eleven			\$0.00	Create bill
<input type="checkbox"/>	Account Adjustment			\$0.00	Create bill
<input type="checkbox"/>	Ace parking			\$0.00	Create bill
<input type="checkbox"/>	Adroll			\$0.00	Create bill

Pay Bills

Filter Last 365 Days 7 open bills, 7 overdue

PAYEE	REF NO.	DUE DATE	OPEN BALANCE	CREDIT APPLIED	PAYMENT	TOTAL AMOUNT
Brandon Griggs	2476 - 299	12/25/2016	\$15.73	Not available	15.73	\$15.73
Brandon Griggs	2476 - 297	12/25/2016	\$31.46	Not available	31.46	\$31.46
Brian T Griggs	2475 - 295	01/10/2017	\$3.50	Not available	3.50	\$3.50
Brian T Griggs	2475 - 291	01/10/2017	\$122.32	Not available	122.32	\$122.32
Brian T Griggs	2475 - 293	01/10/2017	\$62.91	Not available	62.91	\$62.91
Brian T Griggs	2474 - 287	01/19/2017	\$34.95	Not available	34.95	\$34.95
Brian T Griggs	2474 - 289	01/19/2017	\$17.48	Not available	17.48	\$17.48
7 bills selected			\$288.35	\$0.00	\$288.35	\$288.35

Total payment (USD) 288.35

Current account balance \$-20,072.51

Cancel Save and print

**Print Checks from QuickBooks Bill Pay:** Check the transactions associated with the reps to be paid and QuickBooks will total the transactions and print the check or checks.

Print Checks

Print

Total: 2 sheets of paper

Destination: Brother HL-3170CDW s...  
Change...

Pages: All  
e.g. 1-5, 8, 11-13

Copies: 1

Color: Color

Paper size: Letter

Options: ☒ Fit to page

Print using system dialog... (Ctrl+Shift+P)

03/12/2017

Brandon Griggs

Forty-seven and 10/100

Brandon Griggs

Date	Type	Reference	Original Amount	Balance Due	Payment
12/15/2016	Bill	2476 - 297	31.46	31.46	31.46
12/15/2016	Bill	2476 - 299	15.73	15.73	15.73
Check Amount					47.19

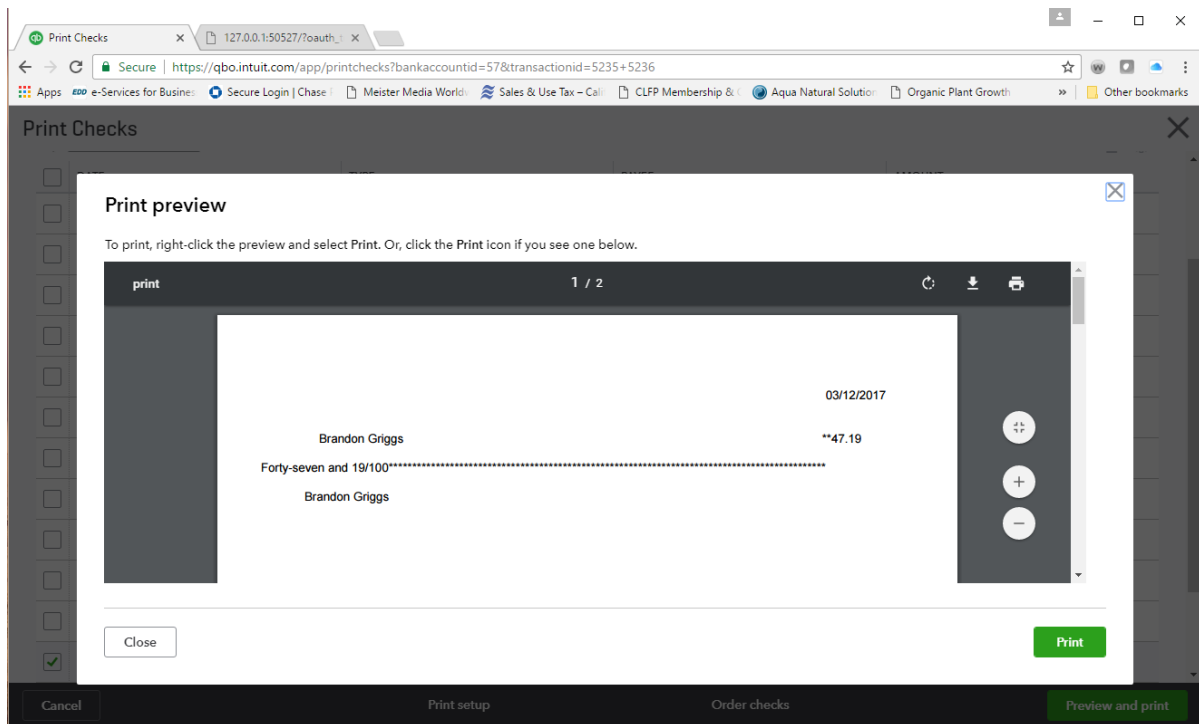
Chase Aqua Natural

47.19

Date	Type	Reference	Original Amount	Balance Due	Payment
12/15/2016	Bill	2476 - 297	31.46	31.46	31.46
12/15/2016	Bill	2476 - 299	15.73	15.73	15.73
Check Amount					47.19

Chase Aqua Natural

47.19




### **Duplicate Commission payments:**

CommissionGenie comes equipped with duplicate checking prior to payment of commissions. When a new transaction is posted to QuickBooks, CommissionGenie codes it as “New” when it is sent to QuickBooks for payment it converts to “Pending” and when a check is written the coding changes to “Paid”. Tracking these transactions can be found on the history tab on the Review/Pay Commissions page (example below). This can also be used to reconcile any disputed transactions. Select the sales rep you want to view on the main page of CommissionGenie, select the date range you wish to view and you can double check the transactions in the date range by checking the refresh box, but remember CommissionGenie will walk through each transaction. The amount of transactions listed in the date range determines how long it will take to finish. Otherwise the history report is updated when you startup each day.

Review / Pay Commissions

## Review / Pay Commissions:



**Bill** Date: Sunday, October 19, 2014

Sales Rep Name: Ginger Gilbert


Amount Due: \$269.25 Paid Status: New




Memo: commission Ref Num: 11

Pay to Account: Sales Commission

Ginger Gilbert \$691.32 Split Rep(s) \$0.00 Commission History (42 records)

	Date	Customer	Sales Rep	Sales	%	Commission Paid	RefNum	Status
▶	10/19/2014	Clean Cut	Ginger Gilbert	\$1,795.00	15.0	\$269.25	11	New
	10/19/2014	Clean Cut	Ginger Gilbert	\$1,295.00	15.0	\$194.25	11	New
	10/19/2014	Clean Cut	Ginger Gilbert	\$999.00	15.0	\$149.85	11	New
	10/31/2014	Clean Cut	Ginger Gilbert	\$519.80	15.0	\$77.97	16	New




 **SAVE COMMISSIONS**
 **PRINT REPORT**
 **EXIT**

Quickbooks read success. Code = 0 Message = Status OK Severity = Info

History refresh will go back and check each individual transaction for accuracy. This may take a while if there are a significant number of transactions in the date range selected.

Review / Pay Commissions

## Review / Pay Commissions:



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**Bill**

Date: Wednesday, October 15, 2014




Sales Rep Name: Lance Bunda

Amount Due: \$99.90      Paid Status: New

Memo: commission      Ref Num: 13

Pay to Account: Sales Commission

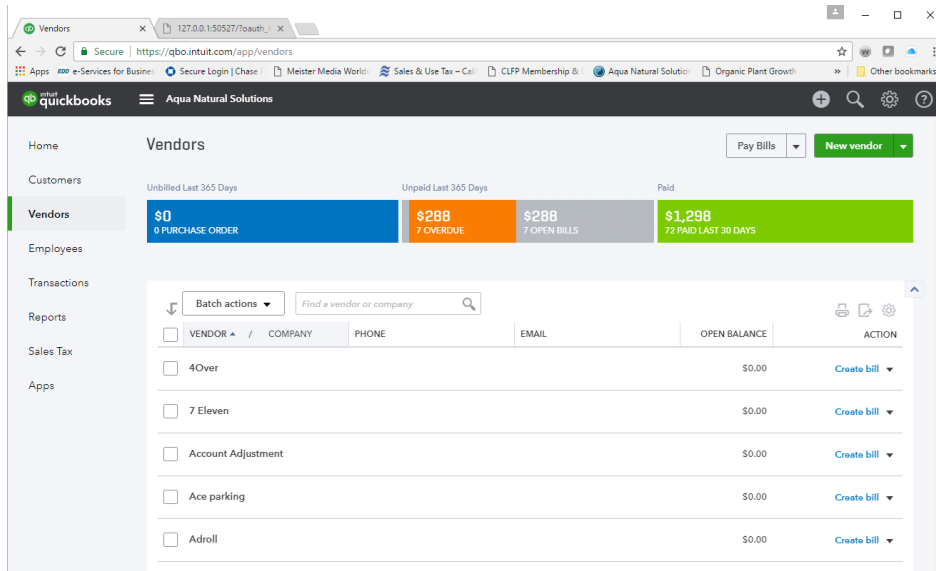
Ginger Gilbert		\$691.32	Split Rep(s)	\$0.00	Commission History (42 records)		
<input checked="" type="checkbox"/>	Refresh History	Community College District	Lance Bunda	\$499.50	20.0	\$99.90	13 Pending
	10/15/2014	Community College District	Lance Bunda	\$1,295.00	20.0	\$259.00	13 New
	11/4/2014	Community College District	Lance Bunda	\$1,295.00	20.0	\$259.00	13 Pending
	10/19/2014	Community College District	Lance Bunda	\$1,998.00	20.0	\$399.60	9 New
	11/4/2014	Community College District	Lance Bunda	\$1,998.00	20.0	\$399.60	9 Pending
	10/28/2014	Community College District	Lance Bunda	\$1,199.00	20.0	\$239.80	17 New
	11/4/2014	Community College District	Lance Bunda	\$1,199.00	20.0	\$239.80	17 Pending
	10/28/2014	Community College District	Lance Bunda	\$49.95	20.0	\$9.99	17 New
	11/4/2014	Community College District	Lance Bunda	\$49.95	20.0	\$9.99	17 Pending
	11/4/2014	Community College District	Lance Bunda	\$499.50	20.0	\$99.90	13 Paid
	11/4/2014	Community College District	Lance Bunda	\$499.50	20.0	\$259.00	13 Paid
	11/4/2014	Community College District	Lance Bunda	\$1,998.00	20.0	\$399.60	9 Paid

 **SAVE COMMISSIONS**
 **PRINT REPORT**
 **EXIT**

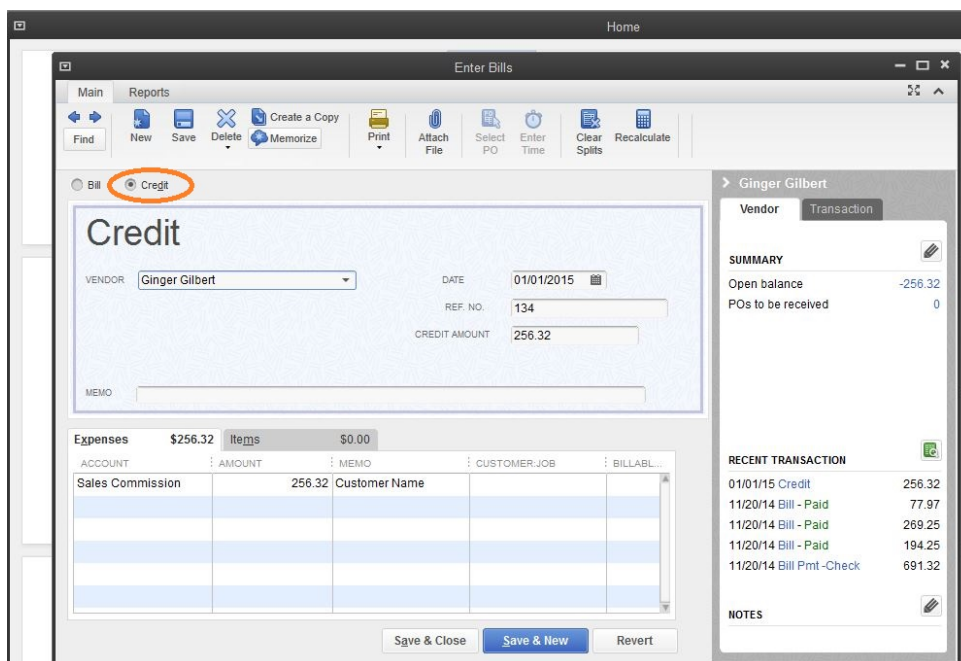
Quickbooks read success. Code = 0 Message = Status OK Severity = Info

### Commission Chargebacks:

While unfortunate commission chargebacks are a reality for most sales based companies. The following steps will provide you with a simple method for charging back commissions when necessary. In your QuickBooks company file, go to the pay bills icon on the main screen.



Open the enter bills file and select the Sales rep/Vendor that you need to charge back commissions to, Instead of adding a new bill to pay select the credit option at the top of the page. Input the transaction numbers and the amounts to be deducted from future commission payments. This will create a credit to be deducted when you process the next commission payments for this Sales rep and provide you with a history in QuickBooks for reconciliation.



## **Multiple Companies;**

In addition to having the ability to calculate commissions for the commissions payable in one company outlined in previous setup instructions, CommissionGenie has the unique ability to work within any open QuickBooks file. If you have several companies setup with QuickBooks online, you now have the ability to track and pay commissions for all of these companies. Simply follow the same login and authorization procedures outlined in our earlier tutorial for each company. The same set up procedures apply both for QuickBooks and CommissionGenie. Now that you're up and running, set your commission defaults, excluded any items not commissionable, and assign any commission splits. You will not need to do it a second time.

Thank you for choosing CommissionGenie. Should you have any questions and/or concerns please don't hesitate to contact us. We can be reached by email, chat, or telephone during normal business hours. We look forward to your reviews and feedback. Be sure to let us know if you would like new features added to CommissionGenie. Your input is the best way we can better serve you in the future.

## **Shortcuts:**

Question,

I have installed CommissionGenie and reviewed the setup procedures, but I have a thousand customers and 9 Sales reps. I need to pay commissions tomorrow and I don't have time to review and modify every customer right now.

Answer,

Since you have verified your Sales reps are listed as Vendors, you will need to print two reports from your QuickBooks file to modify and use CommissionGenie for this payroll. First print a list of your customers. You will use this to mark off any customer that you modify during this shortcut. Second under the reports category, go to banking and print the deposit report for the date range of this payroll. Using this list, it is a simple process to toggle through the customers that you received payment from and check the paid invoices for the proper Sales rep Vendor, once selected QuickBooks will use this rep for all future transactions. You can mark this customer off the list. Double check the expense file you are using in QuickBooks for commissions, is the same as the expense file for your vendor sales reps and the same in the preview reports page of CommissionGenie. Once these steps are complete you can run CommissionGenie. The last step is to assign commissions for each customer in the current report. Open the assign commissions tab in CommissionGenie and toggle through the customers with paid transactions, assign the commission percentage and the reps involved in the sale for this pay period, save the assignments and run the reports, print the commission statements and send to Pay Bills in QuickBooks. From here print your checks.

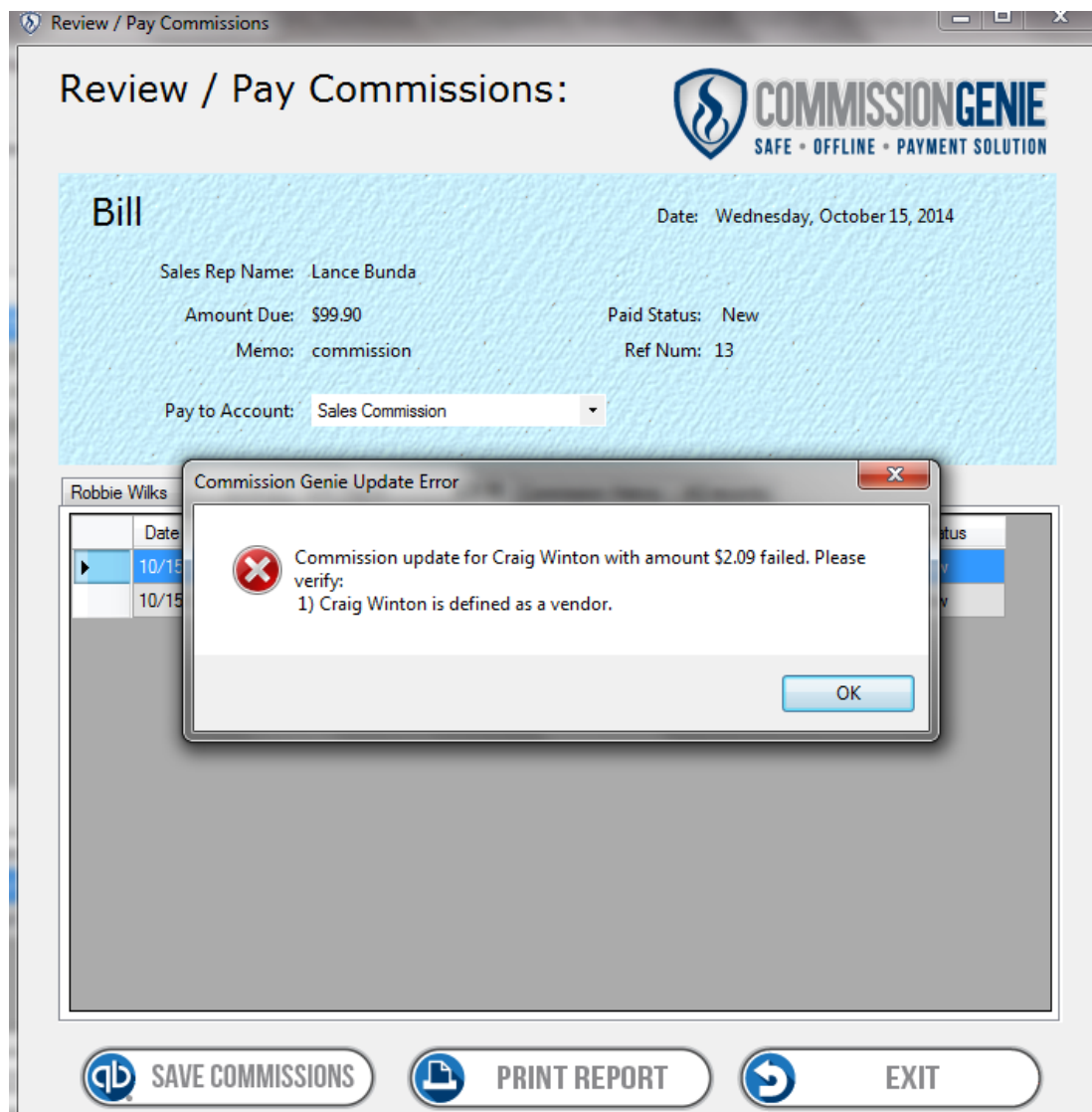
## Trouble shooting CommissionGenie:

After finishing the tutorial, you now have a good feel for the setup of CommissionGenie and QuickBooks, most of the potential problems you may encounter are covered in the setup, but here are a few common mistakes.

### Selected the Wrong Type of Sales Rep:

If you have assigned the wrong type of sales rep to the customer, CommissionGenie will only allow you to print a commission report and a message will appear that the sales rep selected is not designated as a “Vendor” and therefore cannot be paid directly through QuickBooks.

**Solution:** Correct the sales rep and generate a new commission report for the transactions in question. Once the sales rep is corrected in the customer file in Commissiongenie online, the transaction will go through.





### Transactions Show, but Commissions Don't:

In the CommissionGenie main screen, you have selected a date range, sales rep, and transactions are listed, but there are no commission calculations on the bottom.

**Assign Sales Rep Commissions:**

Company Name: New Day Distributing  
Full Name: New Day Distributing  
Customer Type: Retail  
Terms: Net 15

Main Phone:  
Main Email:  
Bill To: John Dayle  
555 no street  
Coal, CA

Assign up to four Sales Rep commissions for

Sales Rep #1: Craig Winton  
Sales Rep #2:  
Sales Rep #3:  
Sales Rep #4:

Commission Splits  
Max Commission: 20.0  
Set All

Rep 1 Percentage Split: 20.0  
Rep 2 Percentage Split: 0.0  
Rep 3 Percentage Split: 0.0  
Rep 4 Percentage Split: 0.0

☐ No Rep 2  
☐ No Rep 3  
☐ No Rep 4

SAVE COMMISSIONS PRINT EXIT

**Solution:** You probably need to assign the commissions for this customer. Simply open the “Assign Commission” screen and set the commission percentages and commission splits for each customer. When you select the rep and date range again the commissions will populate in the bottom of the screen.

### My Company Sells Products but the Inventory Button Doesn't Show:

You may need to check your version of QuickBooks online to make sure the inventory function is supported

There's also the company logo. Click on the company logo to see more information about CommissionGenie. You can change the default logo and use your own. For more information, see *Changing the Company Logo*.

### **Changing the Company Logo**

You can change the default logo to your own. The logo is contained in the CommissionGenie program folder in subfolder called “Logo”. Simply save the file in the standard JPEG format (.JPG) and name it Logo.jpg. The file size used for CommissionGenie is 379 X 91 pixels (4.57 X .99 inches). If your logo is a different size, CommissionGenie will automatically resize the image to fit.