ARKONA®

QuickStart Guide

Sales Commissions

October 2004

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ARKONA QuickStart Guide

Use this QuickStart Guide to learn the basics about figuring salesperson commissions.

1. Get into the Deal screen

a. Take option **1=Deals** from the Business Office menu to display the main Deal screen.

2. Retrieve a deal.

a. Use function **20=Retrieve** to select a deal by customer last name; or

b. Enter a stock number.

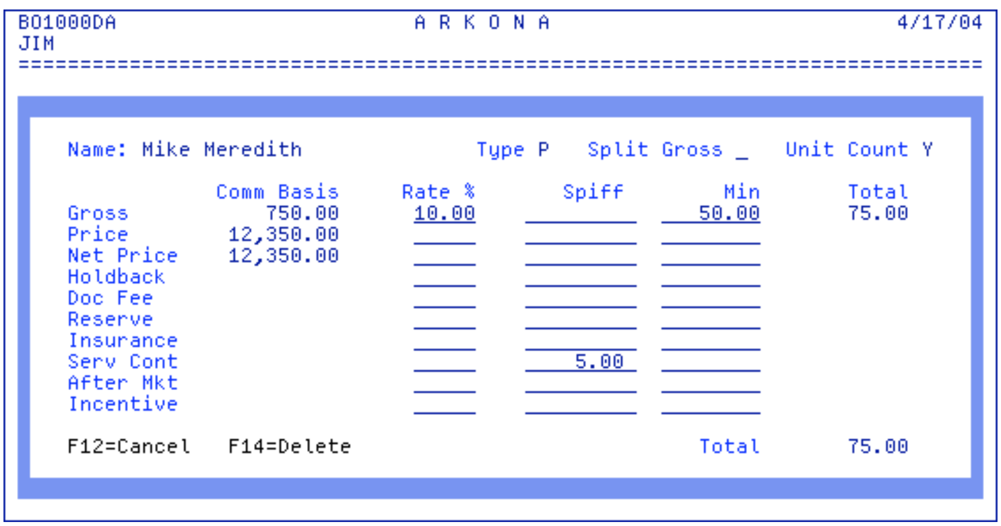
3. Add salesperson(s) and F&I manager.

a. Enter the primary salesperson on line 11, the secondary salesperson on line 12, and the F&I manager on line 14.

- Hit F4 on any of these lines for a list of salespersons or F&I managers.

4. Display the Commissions screen.

a. From the Function* line use function **73=Commissions** to display the Commissions window.



Commissions Window

5. Edit commissions, if necessary.

a. **To add an additional salesperson**, type their number on the ID(*) line and press [ENTER] or hit F4 to select from a list.

- You can add as many salespersons as you want.

b. **To display or change a salesperson's commission**: type their number on the ID(*) line and press [ENTER] to display their commission.

- A commissioned employee can be paid a Percent, Spiff, or Minimum on any Commissionable Basis listed on the left.
- The default Percent, Spiff, and Min(imum) pulls from the Salesperson table in the Business Office Application Environment.
- The Total on the right is the sum of the salesperson's commission percent and the spiff or is the minimum total commission.
- The mini only kicks in if the commission percent plus the spiff is less than the minimum. In other words, the minimum applies to total commission plus spiffs.

c. **To remove a salesperson**: type their number on the ID(*) line and press [ENTER] to display their commission and use function **F14=Delete** to remove.

d. **To split the commission** between two or more salespersons: type their number on the ID(*) line, tab to the Function line and type SP and press [ENTER]. Repeat this for each salesperson you want to split the commission between.

e. **To change the primary salesperson**: type the number of the primary salesperson on the ID(*) line, tab to the Function line and type PM and press [ENTER].

f. **To change which salesperson gets the unit count**: type the number of the salesperson who gets the unit count on the ID(*) line, tab to the Function line and type UC and press [ENTER].

g. **To split the commission and the unit count** at the same time: type their number on the ID(*) line, tab to the Function line and type SP and press [ENTER]. Repeat this for each salesperson you want to split the commission between.

h. **To print a commission voucher**: type the number of the salesperson on the ID(*) line, tab to the Function line and type PV and press [ENTER] twice.

- A system voucher will print for the salesperson unless the dealership's custom commission voucher has been programmed and assigned as a commission voucher in the Document Generation application.